



LEADERSHIP CELINA PROGRAM POLICIES

MISSION

LEADERSHIP CELINA is designed to help develop and inspire future leaders for the community. The program is designed to provide community members with the skills and tools to contribute to civic engagement and civic leadership. People who participate in the program will learn about different aspects of Celina/Collin County and the importance of mobilizing our community members to lead.

GOAL

The goal of LEADERSHIP CELINA is to identify community leaders and expand the leadership potential of participants by increasing their knowledge of Celina, Collin County, and the State of Texas. It will also connect current and potential leaders by improving communication. Sessions will introduce participants to the different aspects of leadership within the Celina as well as develop an awareness of the importance of leadership to the community's growth and development.

LEADERSHIP CELINA is primarily a course for emerging leaders, but it is not a starting point. Prior to applying participants are expected to have established careers, demonstrated talent and leadership qualities, and participated in community activities.

LEADERSHIP CELINA is open to all current Celina Chamber members. The business that you are applying through must be current on their membership dues. LEADERSHIP CELINA is limited to 15 individuals per class who represent a broad cross-section of the membership. Applicants not selected are encouraged to reapply in subsequent years.

APPLICATION PROCESS

In reviewing applications, the selection committee looks for potential participants who demonstrate:

- ☐ Commitment and motivation to serve in our community.

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- ☐ Policy-shaping responsibility or position of leadership
- ☐ Commitment of volunteerism, resulting in significant influence on important issues facing the community.
- ☐ Ability to commit to program attendance and participation requirements,
- ☐ A willingness to serve in our community area following graduation by assuming greater leadership responsibilities within civic, charitable and community organizations.

Selection is based upon thoroughness of answers on the candidate's application. Candidates must have full support from their sponsoring organization or business. Only one candidate per company will be selected to participate each year.

Attendance Requirements: Attendance is mandatory. A Class member will be automatically dismissed from the Class, and cannot attend future functions of the Class, upon the occurrence of any of the following:

1. Missing any part of the mandatory two-day team building retreat meetings, functions, or activities.
2. Missing any part of the mandatory two-day overnight State Government (Austin) trip meetings, functions, or activities.
3. Being absent from any two class meetings, functions, or activities.
4. Being absent from one class meeting, function, or activity and late twice in any one or more class meetings; functions, or activities; or
5. Being late four times in any class meetings, functions, or activities.
 - i) Late: Being late is defined as being late at the commencement of any portion or segment of the Class program (seated in place) or leaving prior to the conclusion of any portion or segment of the Class program, including breaks.
 - ii) Absence: An absence is defined as missing more than one-half of a class meeting, function, or activity.

Attendance Policy: Attendance is strictly enforced in all circumstances. Compliance with attendance policies will be determined by, and inquiries about a Class Member's attendance status should be directed to, the General Chair. The Steering Committee's decision regarding compliance with attendance policies is final.

Tuition: Tuition must be paid in full by August 30th. Tuition is not refundable under any circumstances.

Tuition will cover all materials, meals, class shirt, and other expenses. Upon notification of being accepted into the LEADERSHIP CELINA program the participant's sponsoring organization or business will be invoiced for the tuition. Tuition must be paid in full by August 30th.

Conduct: Appropriate conduct befitting the integrity of the LEADERSHIP CELINA Program is required at all meetings. Insightful questions directed to speakers are encouraged, but argumentative or derogatory

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comments will not be tolerated. Failure to comply with conduct requirements may result in the Class being removed from that class meeting, which will result in a tardy or absence.

Attire: Professional/Business attire will be worn at all Class meetings unless otherwise announced. Some Class tours will require closed toe, flat shoes. These tours will be announced in advance. Failure to comply with attire requirements will necessitate the Class Member acquiring appropriate attire before participation in a class meeting, which may result in a tardy or absence.

Electronic Devices: No electronic devices, audio or video recordings are allowed during a session presentation or speaker without prior approval.

Tobacco: Use of tobacco products is not permitted during any portion of class meeting. Use of tobacco products before or after class meetings or during breaks is permitted only outside the classroom and subject to building rules.

Alcoholic Beverages: Alcoholic beverages are strictly prohibited during class meetings, including breaks. Inebriated Class Members will be removed from that class meeting.

Name Tags: LEADERSHIP CELINA name tags must be worn at all times during class meetings. Failure to wear a nametag throughout the session may result in a tardy or absence. Replacement: Lost/missing name tags will be replaced at the expense of the Class Member.

Assessment. Class evaluations must be completed within 24 hours of the session. Completion of the evaluations is a requirement, not an option. Failure to complete an evaluation within the time period will result in a tardy notice.

Outside Persons and Media: Except for the graduation banquet, all class meetings and activities are closed to all persons not directly involved in the program, including spouses, children, relatives, friends, and the media. This prohibition is strictly enforced.

Group Projects: Participation in the preparation and presentation of group projects is required of all class members, without exception. No class time will be allocated to projects other than a brief progress report at each monthly Class meeting and final presentation of projects at the May 17th class meeting; therefore, initiative and planning by each project participant will be essential.

Information & Inquiries about the Program: The LEADERSHIP CELINA program is a program of the Greater Celina Chamber of Commerce. Inquiries about the Program, class meetings and other information should be directed to the Program Chair and/or the Celina Chamber office.

Compliance with Program Rules: The Chair and the Greater Celina Chamber of Commerce are responsible for enforcement of Program Policies. Class members should comply with their requests regarding conduct during class meetings. Class Members' compliance with and violations of Program Policies will be

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determined by the Steering Committee, whose decision is final. Class members may be dismissed from the Program for flagrant violation or repeated violations of Program Rules.