

LEADERSHIP NOVATO

Program Application



“Encouraging leaders to serve Novato”

SEPTEMBER 2011-MAY 2012

Class Forming Now

Established in 1990.

Leadership Novato is a
community affairs program.

Leadership identifies and equips individuals,
Dedicated to helping guide Novato’s future in
business, volunteer endeavors and community outreach.

**Leadership
Now More Than Ever**

415-209-1281

www.novatochamber.com



Program Application 2011-2012

The Leadership mission is to identify and nurture existing and potential community leaders, to increase their knowledge of the community, and enhance individual leadership skills.

Leadership Novato (LN) celebrates 22 years of cultivating community leaders. In 1990, the Novato Chamber of Commerce established Leadership Novato to encourage community advocacy and foster candidates in community and government participation. Leadership Novato is a nine-month educational program in which participants gain greater knowledge and perspective of trends and issues shaping the Novato community.

The Leadership Novato mission is to identify and nurture existing and potential community leaders, increase their knowledge of the community and enhance individual leadership skills. Leadership Novato kicks off with a retreat and first session on back-to-back days in September. Leadership meets one full day a month for the next eight months, and the class graduates in May.

A key component to Leadership is team projects, in which students are divided into four-member break-out teams to create and carry out community projects that benefit Novato. In that process, Leadership candidates grapple with the challenges of the team process and the finer points of leadership. Tuition is \$895 and several private and government-sponsored half- and full-scholarships are available annually.

In times of change, learners inherit the Earth, while the learned find themselves beautifully equipped to deal with a world that no longer exists.

--Eric Hoffer

RECRUITMENT CLOSES: June 3, 2011
Please submit pages 7-9 of this application to:
Novato Chamber of Commerce, 807 DeLong Ave., Novato, CA 94945

Leadership Novato

Informs students of:

- The history of Novato - its beginnings, growth, incorporation and current demographics
- The workings of city government – the city council, planning, zoning, police protection, maintenance, recreation, revenue and expenses
- The workings of the community's service districts (Fire, Water, Sanitary)
- Community health, human services, and recreation
- Education, schools, and the School District
- Commerce in Novato – The importance of business and its role in the success of a community
- Significant community issues – Transportation, Environment, Development, and Maintenance of the City's Infrastructure

Encourages student discussions of current community issue

Offers Opportunities for students to complete projects that benefit the community

Connects students to community government, business, and organization leaders

Recognizes its graduates as skilled citizens who have achieved success in understanding their community and who stand ready to provide their talents as Novato leaders

Topics, Content, Commitment

Topics covered in Leadership Novato include: Novato's history, special service districts, media/marketing, transportation, city and county government, land use/fiscal considerations, demographics, economic and financial resiliency, health care, environmental issues, private, non-profit agencies and public safety.

Leadership Novato graduates gain a greater appreciation for the complexities and issues of the community of Novato, learn who's who in Novato, network with a wealth of government and business influentials and introduce many opportunities available to affect change. Leadership Novato and its active Alumni Association members support motivated participants to pursue their individual leadership goals following graduation.

Alumni also are encouraged to support ongoing Leadership Novato efforts by maintaining involvement in the program, be it serving on the Leadership Advisory Committee, sponsoring a curriculum session, referring qualified candidates and attending Alumni reunions.

Commitment to the program, support from your employer and a positive outlook yield the greatest results. We welcome you to take the first step in this exciting, empowering professional journey.

Participation

Leadership Novato has a tradition of holding class candidates to high standards, including attendance and participation. In order for this program to accomplish its stated goals, full buy-in from you is required. To qualify for graduation, you must adhere to the minimum attendance guidelines outlined and engage in all related activities.

Attendance

Sessions begin at 8:30 a.m. and end by 4:30 p.m. **Late arrival of more than 15 minutes or partial attendance is considered an absence.** More than two absences during the program year

may disqualify you from graduating from the program and is determined at the discretion of the Novato Chamber of Commerce.

In addition to the monthly sessions, participants collaboratively work on a team project outside of class. Leadership 2012 culminates with project presentations and a formal graduation ceremony.

Retreat

This year's one-day **retreat** is **Tuesday, September 3, 2011, 8:00 a.m.--3:00 p.m.** Continental breakfast and a catered lunch is provided. The retreat provides an interactive forum for meeting and beginning your camaraderie with fellow participants. The retreat environment encourages bonding through team exercises and social interaction. Participation is required (**there are no exceptions**). The first class session is the next day: **Wednesday, September 14, 2011, 8:30 a.m.**

Session Dates

Leadership Novato sessions are held on the second Wednesday each month from September, 2011 through May, 2012. *The graduation ceremony takes place the evening of the last session.* Please mark your calendar and make the necessary arrangements in advance to ensure your full-day attendance. Session locations vary and will be confirmed at the Advisory Meetings.

2011

Retreat	Tuesday, September 13	Attendance Required
Session 1	Wednesday, September 14	
Alumni BBQ	TBA	Meet Leadership Alumni & Your Mentors
Session 2	Wednesday, October 12	
Session 3	Wednesday, November 9	
Session 4	Wednesday, December 14	

2012

Session 5	Wednesday, January 11	
Session 6	Wednesday, February 8	
Session 7	Wednesday, March 14	
Session 8	Wednesday, April 11	
Session 9*	Wednesday, May 9	Project Presentations and Graduation

* **Session 9** will include final project presentations to the class by each team, and the session will end by 3:00 p.m. After the project presentations, a graduation ceremony follows from 5:00-7:00 p.m.

Project Teams

You are assigned to a team of 4 to 6 colleagues. Your team decides on a project that benefits the community. Your project could involve planning, developing project timelines, public outreach, building consensus, fundraising and other strategic elements. Complexity of the project is a team decision.

The purpose of the projects is to apply the skills and knowledge you acquired in Leadership and to challenge you to work collaboratively and laterally manage one another to achieve a common mission. The projected outcome of your team project is to enhance the community while broadening your individual leadership skills and strengthening abilities to work with a spectrum of individuals through a deadline-oriented effort.

The Leadership Director, with support from the Leadership Novato Advisory Committee, is available to offer guidance to teams during the process of choosing and completing a project.

Be advised that your community-based project will require a time commitment over and above each monthly class session and is determined by the nature and scope of your project. Also, each team

identifies a liaison to represent your efforts at monthly Leadership Novato Advisory Committee meeting. The Committee meets the first Wednesday each month from noon to 1:00 p.m. at the Novato Chamber of Commerce.

Team Work

The designated Advisory Committee liaison is not the team leader nor the decision maker, but rather a volunteer who acts as a conduit between the team and the Advisory Committee to share and convey pertinent information.

Each class member is required to participate in a team project and equally contribute to the development and implementation of the project.

While the breadth of skills, resources and objectives of each participant may vary, it is this diversity that fosters a learning environment, builds character, and challenges individuals to adapt to unique situations, multi-generational perspectives, and various work style behaviors.

Selection Criteria

Diversity is a goal of Leadership Novato. Leadership Novato seeks to provide a diversified learning environment which brings together people from various backgrounds representing the public, private and nonprofit entities. Factors influencing final candidate selection include: candidate vocation/profession, industry sector and life experience, including working, home-based and retired status. As a matter of policy, Leadership Novato does not discriminate against applicants on the basis of gender, race, religion, national origin, sexual orientation, age or physical ability.

Selected candidates are most often those who:

- reside and/or work in Novato
- possess clear goals in daily life and livelihood whether at an entry level, mid-level or advance level, including home-based pursuits and retirement
- confirm a strong personal desire for community involvement
- demonstrate interest in community leadership, such as current/past or pursuit of service on boards, commissions and/or other civic volunteer activities
- can commit to the nine-month Leadership schedule of retreat and sessions

Leadership Novato is committed to balancing the class with a diverse mix of participants and strives to maintain a class level of between 20 and 26.

Application Process

Unless you are self-employed, you **must** have the support and commitment of your employer to ensure consistent participation in the program and have your Supervisor/Manager sign the agreement form on Page 9.

Please reserve all Leadership session dates on your work *and* personal calendars prior to applying for the program to avoid possible scheduling conflicts. It is recommended that you advise co-workers of your participation so they understand your time commitment away from the workplace for this program.

Please read and complete the application and accompanying documents. In addition:

- Sign and date the application
- Submit a hard-copy application to Liz Watson in person or mail to 807 DeLong Ave., Novato, CA 94945
- Apply to the program early as there is a limited number of seats available

A selection panel reviews your confidential application. Candidates invited for an orientation presentation are serious contenders for Leadership Novato 2009-2010. Final selection will be based on the information furnished by you on the attached confidential application and the orientation interview. Your acceptance is confirmed at the end of the interview.

Upon acceptance into Leadership Novato, full tuition must be received no later than, Friday, August 19, 2011.

Leadership Staff

The program falls under the purview of the Chamber's Director of Communications and Leadership, Liz Watson. Most correspondence to the class is generated and submitted by the Director and the majority of decisions are made at this level to maintain consistency and ensure the best interests of the Chamber, the program and the participants.

The Leadership Advisory Committee

The Committee is comprised of Leadership Alumni who volunteer their time to serve on this committee.

The Committee supports the Leadership Director and current students to ensure quality programming and overall success of you in Leadership. The support varies and may include identifying and selecting qualified candidates, evaluating team project concepts, contributing to the planning of the curriculum and offering resources and suggestions to continuously upgrade the efficacy of the program.

Recent graduates are encouraged to join the Advisory Committee as they add fresh enthusiasm, knowledge and dynamics to the mix of dedicated and experienced alumni. The Leadership Director is also a participating member of the Advisory Committee.

Your Input Forward

Curriculum planning takes place in the 60-day period following the mid-May graduation. That year's graduates are invited, indeed encouraged, to participate.

Other opportunities exist for alumni. *It is the philosophy of the Leadership Novato program is that you do not graduate FROM the program but that you graduate INTO it.* Therefore, alumni are encouraged to continue supporting and participating a number of ways -- in the Advisory Committee, as a session or event sponsor and/or as a moderator.

Alumni Association

The Leadership Novato Alumni Association strives to encourage alumni networking and participation in the program and community through BBQs and other events. Graduates of Leadership Novato are strongly encouraged to remain active in the program, post-graduation, by participating on the Alumni or Leadership Advisory committees.

LEADERSHIP NOVATO CANDIDATE APPLICATION 2011

Date: _____

Please select one category that best represents your business sector:

___ Public ___ Private ___ Non-profit ___ Self-employed

Your name

Current Employer

Title

Business Mailing Address

Email Address that you check frequently

Phone Number

Number of years with organization

Fax Number

Home Address: _____ City: _____ Zip: _____

Alternate Phone Number: _____ (where you can be reached if you are not at the office)

Secondary Email Address: _____

1) Briefly describe your current job responsibilities: _____

2) How did you learn out about the Leadership Novato Program?

___ Employer referral ___ Alumni Referral ___ Newspaper ad ___ Chamber newsletter

___ Other Please explain: _____

3) Please describe in your own words your understanding of the Leadership Novato Program.

4) What three things do you wish to gain from your participation in Leadership Novato?

5) How do you anticipate utilizing your Leadership Novato experience following graduation?

6) What attributes, strengths, skills and personal uniqueness would you bring to the group selected for the Leadership Novato class of 2011-2012?

7) Please list any Community/Service/Club Association(s) you have experience with:

Organization	Dates of participation	Position
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

8) Please call to schedule a required orientation. Orientations may consist of three prospective candidates and will meet with the Leadership Program Director and an Advisory Committee member.

9) In approximately 150 words, please identify and discuss a particular issue, opportunity or problem you feel is crucial to Novato, or the County and how it affects Novato. Include recommendations you may have for approaching and resolving these problems/concerns. (Please type or print legibly using the space provided and continuing on the back, or a separate sheet of paper)

Tuition

- The program fee is \$895 for Chamber members and \$995 for non-members. (*Note: If your firm is a Chamber member, you are considered a member.*)
- Tuition must be paid in full no later than **Friday, August 19, 2011.**

Scholarship Request

Limited scholarships may be available. Candidates who demonstrate financial hardship that would prevent participation in the program may apply.* Application for tuition assistance is not considered in the selection process and is confidential.

____ Please check here if you wish to be considered for a partial scholarship and briefly describe below why you should qualify for financial aid. (***Note: Scholarship assistance not to exceed 50% of tuition**)

Please and Initial each of the following:

____ I have read the application and will contact the Chamber to schedule a 45-minute interview. Furthermore, if accepted into the program, I:

____ I will pay program dues in full by **August 19, 2011.** \$895 Chamber member / \$995 non-member.

- ___ I understand that attendance at the retreat is **required on Tuesday, September 13, 2011.**
- ___ I will actively participate at the retreat, in each session, on the team project and presentations.
- ___ I agree to comply with the attendance guidelines and recognize that more than two absences or partial attendance may disqualify me from graduating.
- ___ I realize that leadership reunions or other social activities are not required but my attendance is encouraged.

REFUND POLICY

Withdrawal from the program following acceptance will result in forfeiture of tuition unless an alternate representative is confirmed and accepted prior to the first session. Tuition will also be forfeited for candidates disqualified from the program due to absenteeism or lack of participation.

This application is confidential and personal information obtained is for internal use only.

AGREEMENT

I have read and understand the above information and agree to the guidelines.

I also acknowledge that my first and last name, and business name, will be included online in the Novato Chamber of Commerce Leadership Novato alumni database. It is my responsibility to ensure the information is updated, and if I choose to add or delete information, I will notify the Chamber of Commerce to modify or delete such information. I may do so by signing and submitting a Release and Consent form available on the Novato Chamber of Commerce website at www.novatochamber.com or by calling 415-209-1281 or the main number (415) 897-1164.

APPLICANT

Your Signature _____ Title: _____
 Date: _____

Please print your name

MANAGER

Attendance Policy Acknowledgement: I am aware of the attendance requirements and offer my full support. I endorse participation and time-off to attend all sessions.

Employer Signature _____ Title: _____
 Date: _____

A community is like a ship; everyone ought to be prepared to take the helm.

--HENRIK IBSEN

Novato Chamber of Commerce, 807 DeLong Avenue, Novato, CA 94945 ▪
 (415) 897-1164 ▪ FAX: (415) 898-9097 ▪ Email: liz@novatochamber.com
 Online: novatochamber.com