

Leadership Fairfield

2017-2018 Program Guidelines

Schedule and Monthly Topics

Date	Theme	Time
Tuesday, September 12	Opening Session	8:30 am - 1:00 pm
Tuesday, October 3	Quality of Life & "5 Minutes of Fame" Presentations	8:30 am - 4:30 pm
Tuesday, November 7	Education	8:30 am - 4:30 pm
Tuesday, December 5	Communications & Finance	8:30 am - 4:30 pm
Tuesday, January 9	Health & Human Services	8:30 am - 4:30 pm
Tuesday, February 6	Local Government & Public Safety	8:30 am - 4:30 pm
Monday, March 5	Written Assignments Due	
Tuesday, March 6	Business & Entrepreneurship	8:30 am - 4:30 pm
Tuesday, April 3	Agriculture & Sustainability	8:30 am - 4:30 pm
Thursday, April 12	Graduation/ Annual Awards Banquet	5:30 pm - 9:00pm

- All sessions begin at the Fairfield Arts & Convention Center unless otherwise indicated. Each session includes panel discussions with community leaders and "behind the scene" tours of Fairfield businesses related to the theme of the day. Lunch included at each session.

Attendance Policy

- Participants expected to arrive on time and be present until session ends. **If participant misses more than 15 minutes of the class, it counts as an absence.**
- Sessions are rarely cancelled due to inclement weather.
- If a participant has more than 1 absence, they do not graduate from the program.
- The opening session is mandatory for all participants (it cannot count as your one absence.)
- **Before applying to the program, applicants should confirm they can commit to all dates listed above.**
- If applicable, employer support required on the application. This confirms acceptance of all program guidelines and requirements, and that applicant's workload and/or duties will be covered while employee attends Leadership Fairfield.
- Special circumstances will be taken into account regarding attendance concerns, if necessary.

Cost

- **Cost to participate in Leadership Fairfield is \$400 if completed application is received by 5:00 p.m. August 14, or \$450 if application received after August 14.** Fee includes meals, bus transportation, expert presenters, materials and admission to the Chamber Annual Awards Banquet/ Graduation. **Fee must be paid in full to the Fairfield Area Chamber of Commerce on or before Opening Session.** Please indicate on application if invoice should be sent to employer.
- Participants dismissed for failing to fulfill program requirements, including attendance policy, **will not receive a refund.** If employer is sponsoring program participation, they will be notified.

Dress Code and Rules

- Dress code is business casual. Participants should be mindful of the weather and program agenda when selecting footwear and outerwear since walking tours include multiple facilities, both indoors and outdoors.
- All electronic devices must be turned off during the sessions. Participants will be given opportunities to check messages during breaks and over lunch. Disrespecting classmates and presenters with improper use of electronic devices will not be tolerated.

Additional Program Requirements

- 1. Group Project:** At the opening session, each participant is assigned to a group and a month. Each group is responsible for creating a presentation and/or activity during their assigned month's session. The topic of the presentation should build upon and relate to the theme of the previous month's session. Presentations must be 20 - 30 minutes long. Examples and additional details provided at the opening session.
- 2. 5 Minutes of Fame:** On October 3, all participants will give an icebreaker presentation called "5 Minutes of Fame." Participants may share whatever personal or professional details they deem appropriate. Presentation should include information about their current leadership philosophy and personal leadership goals. Presentation must be 3 - 5 minutes long. Examples and additional details provided at the opening session.
- 3. Attend Public Board Meeting:** All participants required to attend one board meeting of a public entity between October 3 and March 5. Examples of meetings include: city council, school board or county supervisors. If a participant desires to attend another meeting, they must check with the program coordinator for prior approval. After attending the meeting participants must submit a typewritten document including:
 - Participant's name
 - The date/s of the meeting attended
 - Overview about your impressions from the meeting such as...Did you learn anything? Did anything surprise you? Was leadership exemplified (if so, explain)? Is this a board you would ever want to serve on?
 - **How to Submit for Credit: No later than Monday, March 5 at 5:00 pm, attach document to an email with the subject line: "Leadership Fairfield Board Meeting" and email to Chamber@fairfieldiowa.com.**
- 4. Community Service:** Six (6) volunteer hours are required as part of an organized group project. There will be a variety of activities to choose from and plan for in advance. **These activities take place outside of class between October 4 and March 2.** Activities may include working with The Greater Habitat for Humanity building a home, organizing a food drive, or something else the class designs. Additional details forthcoming.



Fairfield Area Chamber of Commerce

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