



LEADERSHIP North Carolina

PROTOCOLS

1. Attendance: To graduate from Leadership North Carolina, a participant is expected to attend all sessions in their entirety. Attendance at the Orientation Session is mandatory; failure to attend Orientation in full (including lunch and dinner both days) requires withdrawal from the program. Absences at the five (5) remaining sessions are counted in segments – there are 25 segments during the program year (five (5) sessions with five (5) segments each: morning and afternoon on both full days, plus the intervening class dinner). If more than six (6) segments are missed, the participant is automatically withdrawn from the program.

Special Notes: Arriving 30 minutes late to a segment will constitute one (1) absence and leaving 30 minutes early from a segment will also constitute one (1) absence (leaving early on a Friday afternoon will constitute two (2) absences instead of one (1) to prevent low attendance for the Friday afternoon speakers). Participants out of the meeting room on phone calls or attending to other business will be assessed one (1) absence if out of the room for a total of 30 minutes throughout the day.

There are no “excused absences” – the Board of Directors’ policy since LNC’s inception has been that missing more than the number of segments outlined here results in an unrecoverable loss of content and class interaction, even if due to work, illness, or emergency.

2. Non-Refundable Tuition: If a participant withdraws or is dismissed from the program at any time or for whatever reason, that participant shall not be entitled to have any portion of his or her tuition refunded.

3. Schedule: After Orientation, each month’s session begins with an optional activity on Wednesday afternoon and a reception that evening. The official program will typically begin at 8 am each day. Thursday ends with a class dinner (considered part of the official agenda and subject to the attendance policy). Friday’s agenda will conclude by 4 pm (allow Wednesdays for travel and the optional activities.) Take into account travel time to and from session locations so that you avoid arriving late or leaving early.

4. Overnight Accommodations: As outlined in the application information, tuition covers all expenses *except* your individual travel to and from each session and overnight accommodations. With the exception of the Orientation Session, you will be responsible for making your own reservations at the identified base hotel for each session (lodging form will be available prior to Orientation).

5. Meals and Special Needs: Your tuition includes the following meals: Wednesday evening’s optional Welcoming Reception (heavy hors d’oeuvres), lunch and dinner on Thursday, lunch on Friday. A continental breakfast will be provided at the meeting site; full breakfast is on your own. If you have dietary restrictions, or any other special needs, please let us know so that we may make necessary arrangements.

6. Phone Calls, etc.: The use of cell phones, Blackberries, etc., is strictly prohibited during the sessions, even in silent mode. Inform your family and co-workers that you are not available “live.” It is inconsiderate to your classmates and to our speakers to conduct personal or business affairs during the program. Absences will be assessed to violators of this policy.

7. Guests: The program year is designed for you and your classmates. When there is an opportunity for guests to attend, we will notify you. Otherwise, please do not invite guests to attend LNC activities. Occasionally, LNC Board members and alumni attend a session.

8. Participation: You are strongly encouraged to participate and share your thoughts and views. Remember, speakers often need to be challenged to get to the “meat of the issues.” To maximize class participation, allow others to speak if you have already spoken.

9. Special Interest Affiliation and Individual Views: Leadership North Carolina is a non-partisan and non-sectarian organization and will not engage in any activities favoring or opposing the election, platform, or views of any political or special interest party, group, or faction, nor will it attempt to develop or promote any policies or positions. However, we do expect individual participants to be free to share their views with our speakers and with each other, recognizing that our objective is to inform and understand and not to condemn any views, coerce others to a particular viewpoint, or reach consensus as a group.

10. Confidentiality: Candid discussions and exchange of opinions and ideas are made possible by the expectation that participants will treat all comments made during any program session as confidential. Participants agree to treat the comments of session speakers, presenters, and participants as confidential. While participants are free to share ideas they learn with non-participants, participants agree that they will not attribute to any speaker the substance of any such comments from a program session to non-participants.

11. Evaluations: To continuously improve the LNC program, you will be asked to complete an evaluation form prior to the conclusion of each session. Your cooperation in these evaluations is most appreciated and will help to serve future classes.

12. Attire: Dress for Leadership North Carolina Sessions is generally business casual attire. Individual segments of some session agendas may call for either business attire (receptions, etc.) or casual/outdoor attire (field trips, outdoor activities, etc.). Your session agendas will be distributed in advance with recommendations for appropriate attire.

13. Class Materials: All class information will be posted on the Class Page of the LNC Website (www.leadershipnc.org/class.html), including agendas prior to each session.

14. Inclement Weather: The policy is that we will still meet if there is inclement weather. In the event of snow or ice, etc., call the Leadership North Carolina office and check the voice mail. The phone number is 919.803.5323.

15. Emergency Contact: If, after close of business on Tuesday of a session week, you wish to contact or leave a message with LNC regarding your participation in that week’s activities, contact Katie-Rose Tuttle on her mobile phone – at 919.323.1922.

16. Scholarship Campaign: Each year the participating class makes a personal contribution to the William Garrett Scholarship Fund, which provides partial need-based scholarships to future LNC participants. The class sets their fundraising goal with a primary goal of 100% class participation. Class members are asked to contribute based upon their ability and the value they find in the LNC program.

17. Program Committee: Prior to graduation, each class member is asked to volunteer to serve on one of the five session planning teams for the next year. These committees use their recent experience to work with the LNC Program Manager and craft the agendas for the subsequent class. There is one in person meeting held in late July/early August with the remaining planning completed by conference call and email.