



## **ADULT PROGRAM OPERATING POLICIES**

*"Investing in leaders; strengthening our community"*

## **I. Mission and Vision**

The mission of Leadership Hendricks County is to seek, prepare, involve, and sustain leaders from diverse backgrounds to address community and countywide changes.

The vision of Leadership Hendricks County is to develop quality leaders serving Hendricks County.

We believe:

- leaders define the strength of the community,
- leaders give back to our community,
- in lifelong learning and development of leaders, and
- in empowering leaders to succeed.

## **II. Our History**

Leadership Hendricks County (LHC) is a nonprofit organization created in 1992 to provide a selected group of citizens the background and information they need to take on effective leadership roles in the Hendricks County community. The concept of a broad-based community leadership development program in Hendricks County was brought about by the efforts of the Agriculture Advisory Council of Purdue Extension Hendricks County as they began to develop a training program for the agriculture community. In their research, the need emerged to develop a broader base of community leadership opportunities.

In January 1993, the first class of LHC was selected to participate in a series of day-long seminars and programs developed to enhance their leadership skills and knowledge of Hendricks County's growing needs and opportunities. In April of that year, the organization became incorporated with a 501(C)(3) classification.

As demand for Leadership Hendricks County's programs has grown, the Board of Directors has accommodated. Youth Leadership Hendricks County (YLHC) began its first class in August 1998 including sophomores representing all six of the county's school corporations. Youth Encouraging Philanthropy allowed YLHC participants to take what they learned back to their high schools and communities from 2007 to 2012. The Leadership Development Series was established in 2016 offering quarterly leadership training.

As of 2021, LHC has trained nearly 700 adults and over 675 youth leaders in their signature year-long programs. The Leadership Development Series has allowed Leadership Hendricks County to extend its influence. LHC continues to educate groups of local leaders to be more acutely attuned to the county's problems, needs, opportunities, and resources. Program graduates bring sharper leadership skills, energies focused on solving specific problems, and a network of associates with the talents and abilities to create a blueprint for the community and Hendricks County's future.

### III. Program Description

#### Program Goals:

- Increase awareness of Hendricks County
- Develop as leaders through understanding of self, others, and community
- Engage within the community and the Leadership Hendricks County organization

#### Leadership Hendricks County is comprised of the following elements:

- **Opening Retreat in January**  
The tone for the entire class year is set during a two-day, overnight session in which participants get to know each other, discuss goals for the year, and learn how to build a team that can work together effectively. We use a variety of informative (and often entertaining) instruments to help them better understand their own strengths and challenges, as well as how to work with people whose strengths and challenges are different. We discuss Hendricks County needs and ways to address.
- **Monthly Program Days in February through October**  
These full-day programs provide access to speakers who address specified topics relevant to the local community. Every effort is made to ensure that presenters represent diverse backgrounds and experiences. Monthly program days expose participants to opportunities and challenges within our community and provide leadership development to enable participants to respond to community needs.
- **Closing Retreat in November**  
This program day represents the end of the program, but it's just the beginning of the participants' involvement in Leadership Hendricks County and our community. During a session to identify their strengths, they reflect on the year and how they plan to use their new knowledge.
- **Leadership Topics Covered**  
Real Colors Temperament Assessment, effective communication, visioning and project assessment, team trust in building strong teams, leadership and self-development, advocacy and accountability, conflict management, customer service, active listening, effective community conversations, implicit bias, community involvement and philanthropy, volunteer and board responsibilities, wellness, and StrengthsFinder.
- **Team Capstone Project**  
In addition to monthly program days and leadership development modules, Leadership Hendricks County includes a Team Capstone Project as a graduation requirement. The Team Capstone Project is designed to give participants a hands-on community engagement experience, deepen their knowledge of Hendricks County, and enhance their skills as leaders and team members. It includes a work product and presentation.

#### **IV. Leadership Hendricks County Website and Facebook**

The Leadership Hendricks County website address is [www.LeadershipHendricksCounty.org](http://www.LeadershipHendricksCounty.org). The website is a resource for all Leadership Hendricks County constituents: participants, prospective participants, business sponsors, board members, alumni, and the general public. Leadership Hendricks County is also on Facebook which provides up-to-date statuses, pictures, updates from program days, and information on upcoming events.

#### **V. Application for Participation**

Persons interested in participating in Leadership Hendricks County apply online for consideration in the program. Applications are available through the Leadership Hendricks County's website ([www.LeadershipHendricksCounty.org](http://www.LeadershipHendricksCounty.org)).

Applications are due by December 1 (see also VII. Tuition). To promote participant diversification, the Selection Committee of Leadership Hendricks County Board of Directors reviews all applications and selects participants. Letters of acceptance into Leadership Hendricks County are communicated no later than December 15.

LHC is committed to the full inclusion of all qualified individuals without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. As part of this commitment, LHC will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the program or application process, please contact Leadership Hendricks County.

#### **VI. Participant Commitment**

##### **A. Graduation Conditions and Expectations:**

The following conditions must be met for a participant to graduate with a Certificate of Completion from Leadership Hendricks County:

- Attend and actively participate in the entire opening retreat in January.
- Attend and actively participate in the monthly program days (see Attendance Policy below).
- Attend and actively participate in the entire closing retreat in November.
- Actively participate in the Team Capstone Project.

The following are strongly encouraged:

- Attend two county meetings of your choice.
- Complete program day evaluations in a timely manner.
- Question and challenge things with an attitude of seeking to understand.

B. Attendance:

**Attendance at the opening and closing retreat is mandatory, as is attendance at seven of the nine monthly program days.** Participants are expected to be prompt in their arrival and to remain throughout the entire program day. Missing any time (more than 30 minutes) during the program days will count as ½ day off.

At the discretion of Leadership Hendricks County Board of Directors, missed program days could result in a participant being dropped from the program. No portion of the tuition will be refunded if a participant is dropped due to attendance.

Participants who miss more than two monthly program days do not meet graduation conditions and are not eligible to graduate with their class. However, monthly program days can be made-up the following program year, enabling the participant to earn their Certificate of Completion upon completion of the missed program days.

C. Professionalism Expected:

Leadership Hendricks County is the only leadership training program of its kind in Hendricks County. Our program positions participants to interact with community leaders and decision makers and to receive hands-on professional development. Participants are expected to demonstrate professional courtesies throughout the program year. Specifically:

- Dress is business casual for program days and retreats unless otherwise instructed.
- Give full attention and respect to all presenters and classmates.
- Use cell phones during breaks and mealtimes only. Handle phone calls, text messages and emails during those periods.
- Be prepared to be engaged for a full day each month. Most program days are 8:00am until 4:30pm.
- Be resourceful and self-directed with team projects and challenges that may be encountered during the program year.

Participants in Leadership Hendricks County share a responsibility for Leadership Hendricks County's public image and relations, especially at the community level. Participants must, at all times, comply with all applicable laws and regulations and expects its participants to conduct themselves with the highest regard to ethics and legal behavior. Leadership Hendricks County does not permit any activity that fails to stand the closest possible public scrutiny. Participants should conduct themselves well above the minimum standards required by law. Unprofessional activities are strictly prohibited. Participants engaging in such activities will be removed from the program with no tuition being refunded. If a violation occurs, the participant is required to notify Leadership Hendricks County at the earliest opportunity.

Participants also agree that, should they seek or campaign for public office or otherwise advertise themselves or their businesses, they will not use Leadership Hendricks County's name or logo as an implicit or explicit endorsement without the express written consent of the Leadership Hendricks County Board of Directors. This policy does not preclude biographical or resume-type references to having completed the Leadership Hendricks County program.

#### **VII. Tuition**

Tuition is due BEFORE the first day of the opening retreat. Tuition for 2022 is \$1,200. When necessary, a payment plan can be requested by a participant. Payment plan requests are considered and approved by the Leadership Hendricks County Program Director. A selected applicant may withdraw their application up to fourteen (14) days prior to the opening retreat and receive a full refund. ***Thereafter, any participant who withdraws from the program, for any reason, will not receive a tuition refund.***

#### **VIII. Tuition Assistance**

Tuition is often paid by the participant's employer. Partial tuition assistance is available to participants with a demonstrated need upon acceptance. Tuition assistance requests will remain confidential. Tuition assistance, made possible through the generosity of our alumni and funders, is usually reserved for the nonprofit sector, self-employed individuals, and those working in small businesses. Tuition assistance requests are considered and approved by the Program Director.

All Leadership Hendricks County participants are encouraged to support the organization in some capacity after completion of the program. Tuition assistance recipients in particular are encouraged to support the organization as an offset to the financial assistance received.

***All participants receiving tuition assistance will be required to refund his/her assistance if he/she does not complete the Program.***

#### **IX. Program Days and Materials**

For a full list of Program Day topics and dates, please see "Program Days", attached. Materials for each month's program, including the agenda and information regarding the meeting site, are emailed to all participants approximately one week in advance.

#### **X. Email Communications**

Program communications, with the exception of last-minute program cancellation notices, are sent via email. The Leadership Hendricks County email distribution list is

intended for the sole purpose of communicating Leadership Hendricks County related correspondence. This email distribution list is not to be used by individuals to send solicitations for business purposes, political campaigns, charitable financial support or volunteer services without the express approval of Leadership Hendricks County. Such approval may be given on a case-by-case basis.

#### **XI. Program Day Cancellation**

Program days are set for each year by October 1 to allow adequate planning of work and vacation schedules. Scheduled program days are cancelled only in the case of extreme emergency or severe weather conditions. Participants should keep Leadership Hendricks County apprised of changes in contact information. (Notifications will likely be made in the early morning hours of a scheduled program day). Every effort will be made to reschedule the program day. A rescheduled or cancelled program day does not count as an absence per the terms of the attendance policy.

#### **XII. Program Evaluations**

The Leadership Hendricks County Program Committee places a high level of importance on participant feedback. Strengths and weaknesses of the program day's presentations and suggestions for improvement are highly valued and taken into account when planning program days the following year. Participants are asked to provide honest, constructive feedback in a timely manner.

#### **XIII. Leadership Hendricks County Alumni**

Upon successful completion of the program, all graduates become members of Leadership Hendricks County and are considered active alumni. Periodic social, educational and/or networking events are hosted by Leadership Hendricks County and alumni participation is strongly encouraged.

It is our hope that members/alumni of LHC will:

- Use skills and contacts from LHC class to participate actively and be involved with local community activities and organizations
- Continue an attitude of lifelong learning
- Attend and participate in LHC activities throughout the year
- Continue to give back to LHC with time, talent and/or treasure annually
- Offer to assist with LHC activities including but not limited to annual reunion, golf outing, and LHC Aware programs.
- Stay in touch with classmates and continue to be an active LHC member
- Expand your network to other class years
- Encourage others to apply and be part of the LHC family
- Update LHC office of any changes in your contact information (address, email, phone, job, etc.)