



making an impact on our community

## **Guidelines & Expectations**

*“The greatest wealth of a community lies not in the amount of its treasure but in the quality of its leadership.”*

## I. PROGRAM

The Leadership Jackson program was created by the Greater Jackson Chamber in 1979 to be intentional and proactive about creating informed and engaged leaders for the future of our community. It is the third oldest leadership development program in the State of TN. Leadership Memphis and Leadership Nashville were created in 1978.

## II. MISSION

The purpose of Leadership Jackson is to identify, motivate, and professionally develop emerging leaders from a cross-section of the community and to help them develop their potential for community leadership by exposing them to the realities, opportunities, and challenges of our community.

Leadership Jackson seeks to:

- Identify and select highly motivated individuals with sincere interest in the community and leadership potential;
- Systematically educate and challenge the participants as to the needs and opportunities of the community, as well as the dynamics of social and economic change;
- Develop a spirit de corps among the participants, which will provide a common ground for working together on present or future community projects;
- Create a dialogue and rapport between the participants and existing community leadership;
- Provide training in leadership skills which will translate into improved social, business, and economic conditions;
- Provide an opportunity for our participants to utilize their skills in the community and in their professional lives;

## III. PROGRAM DESCRIPTION

The Leadership Jackson program is comprised of the following elements:

- Get Acquainted/Information Session
  - This provides an opportunity to get to know the other participants in the program, as well as learn more in-depth information about the requirements for successful completion of Leadership Jackson and address participants' questions.
- Opening Retreat
  - Class members will participate in the Retreat and in a Ropes course. There are eight major goals associated with the Retreat format.
    - Communication; Planning; Teamwork; Trust; Leadership; Decision Making; Problem Solving and Self Esteem - To accomplish these goals, we will participate in group initiative games, low-course and high-course activities.

Some of the activities involve a group challenge, while others test individual skills and agility.

- Weekly Sessions Days
  - These full-day program sessions provide a combination of leadership development, training opportunities and key speakers who address specified topics relevant to professional development and/or the local community. The program days expose participants to the opportunities and challenges within our community and provide tools and techniques to enable participants to respond to community needs.

#### Homework Opportunities

- A list of opportunities will be provided from which you will choose four homework assignments to learn more about the inter-workings of our community during times that best fit your schedule. Examples include attending a City Council meeting or a Madison County Commission meeting; School Board meeting; Greater Jackson Chamber Member Orientation; and more. Each opportunity is for a two-hour time frame and a reflection of the experience is required to share your reactions to be turned in before the end of Leadership Jackson.
  - In addition to the above, two hours of volunteer service at a social service agency that you have never been involved with is required.
- My Town – Group Experience
    - Each team has six locations/activities they have to accomplish as a team and record their experience through photos or video. A presentation by each team is presented at the last session of Leadership Jackson. Each member of your team must participate.
  - Group Team Project to Benefit the Community
    - Each team is required to select a project that will benefit the community. During the early sessions, visits to area social service agencies will also provide opportunities for ideas of needs. A majority of the planning and work on the project is conducted outside of regularly scheduled program session days.
    - Project presentations by each team will be presented at the last session and at the Graduation Ceremony to the broader attendees.

#### IV. PARTICIPANT ATTENDANCE

Participants are expected to be prompt in their arrival (15 minutes before start time) at each session/activity and to remain through the program day. Each participant read and committed to the attendance policy when signing the application.

If a personal emergency arises that will affect participation, the class member should notify Lauren Saliba, 731.988.6518 or [lsaliba@jacksontn.com](mailto:lsaliba@jacksontn.com).

Should the 80% requirement for attendance of program sessions not be met, the participant will not meet the graduation conditions and will not be able to graduate with their class. However, sessions can be made up the following year, enabling the participant to earn their Certificate of Completion.

#### V. PROFESSIONAL COURTESIES EXPECTED OF PARTICIPANTS

Leadership Jackson is a premier leadership training program in the Madison County community. Our program positions participants to interact with community leaders and decision makers and to receive hands-on professional development. In relation to the caliber of the program, participants are expected to demonstrate professional courtesies throughout the program period. Specifically:

- Dress in business casual attire for all program days unless other type dress is recommended based on activities.
- Give full attention and respect to all presenters and classmates.
- Use cell phones during breaks and meal time only. Handle phone calls, text messages and emails during those periods. Silence cell phones all other times or turn off to avoid distractions.
- iPads – May be used to take notes only while the class is in session but may be used during breaks to check messages and emails on a limited basis.
- Prepare to be engaged for a full day each week. Arrive 15 minutes early to network with class members and to be in your seat, as we begin promptly at the designated time. Most program session days are 8:00 a.m. to 5:00 p.m.
- Be resourceful and self-directed with team projects, homework, My Town, community service hours and challenges that may be encountered during the program year.

#### VI. PARTICIPANT COMMITMENT – GRADUATION CONDITIONS

As specified in all Leadership Jackson material and asked on the Application Form, the following conditions must be met for a participant to graduate with a Certificate of Completion from Leadership Jackson:

- Attend and actively participate in the Opening Retreat
- Attend and actively participate in the weekly program session days
- Actively participate with your Project Team throughout the program to successfully complete a project and contribute towards the team project presentation.
- Complete four of the available homework assignments.
- Complete two hours of community service at a social service agency or non-profit you have never been involved.
- Participate in your team's My Town exercise.

## VII. PROGRAM EVALUATIONS

An online evaluation form will be emailed to you after each session for completion by the next week's session. The Leadership Jackson program places a high level of importance on participant feedback. The strengths and weaknesses of the day's presentations and suggestions for improvement are taken into account when planning the following year's program schedule. During the last session, the class will be asked to share some of their observations and suggestions for improvements for the next year while your experiences are fresh on your mind.

## VIII. PROGRAM DAY CANCELLATION

Scheduled program days will be cancelled only in the case of extreme emergencies or severe weather conditions. Participants will receive a text, phone call or email notifying of cancellation. *(Notifications will likely be made in the early morning hours of a scheduled program day.)*

## IX. LEADERSHIP JACKSON WEBSITE/FACEBOOK PAGE

The Leadership Jackson website address is [www.leadershipjackson.com](http://www.leadershipjackson.com). The website is a resource for all Leadership Jackson constituents: participants, prospective participants, alumni and the general public. A Facebook page, Leadership Jackson Alumni Association, will keep you informed of activities and volunteer opportunities for Leadership Jackson class and alumni.

## X. TUITION

Tuition invoice was included with your letter of acceptance. Full payment is required prior to the first session.

A selected applicant may withdraw their application up to ten days prior to the first session and receive a full refund. ***Thereafter, any participant who withdraws from the program for any reason after that ten-day date will not receive a tuition refund.***

## XI. TUITION ASSISTANCE

When necessary, a payment plan request can be requested to Lauren Saliba, [lsaliba@jacksontn.com](mailto:lsaliba@jacksontn.com), or 731.988.6518 and will be submitted to the Greater Jackson Chamber for approval.

A limited number of partial scholarships are available based on the demonstration of financial need. While any applicant may request a scholarship, tuition assistance is usually reserved for self-employed individuals or those working in the not-for-profit sector who cannot afford full tuition. Scholarships are available through the Leadership Jackson Alumni Association. Scholarship requests are considered and awarded by the Leadership Jackson Selection Committee based on the application and your personal interview.

*All participants receiving scholarship assistance will be required to refund his/her scholarship if he/she does not complete Leadership Jackson.*

## XII. GRADUATION CEREMONY

The graduation ceremony will be held following the last session. The ceremony includes a dinner, presentation by the class spokesperson, recognition of the DIAMOND Award to a class member, presentation of Certificates of Completion and presentation of Annual Alumni Association Leadership Awards.

Dinner for each class participant and their guest, as well as your employer/guest is paid by Leadership Jackson. Additional family members, friends and co-workers are welcome and encouraged to attend at their own expense.

## XIII. LEADERSHIP JACKSON ALUMNI ASSOCIATION

Upon successful completion of Leadership Jackson, all graduates are invited to become members of the Leadership Jackson Alumni Association. Annual dues cover opportunities for involvement during the year in alumni activities and also support Leadership Jackson community projects, scholarships and more.

During the year, quarterly luncheons, educational workshops and networking events are scheduled for alumni to help stay informed and engaged.