GUIDELINES FOR LEADERSHIP BOERNE
CLASS FACILITATORS

During your Class year, be thinking about which Sessions you might be interested in facilitating. Choose 2 or 3 options since you may not get your first choice. Choose a session that may fit in your area of expertise or that you find the most interesting. But remember, you are not going to teach the class yourself, but rather you will facilitate the session. The Program Coordinator will assign class sessions according to need and let you know which class you will be facilitating during the next Leadership Boerne session at the Leadership Boerne Retreat in May.

PRE-PLANNING

1. Read or review the Leadership Boerne Rules of Operation.

2. Remember that the programs should be informative and educational.

3. Be creative, but remember that the new class "has not heard it yet."

4. The **Program Coordinator** for the Class will assist you in planning your curriculum for each session and should be invited to all planning meetings. A Chamber of Commerce staff liaison will also be available to assist you, if necessary.

5. Greater Boerne Chamber of Commerce stationery, envelopes and thank-you notes are available at the Chamber and should be used for all correspondence. Postage will be provided by the Chamber if desired on all mailings with regard to Leadership Boerne. Please drop off correspondence to be mailed at the Chamber and make sure you designate postage to be used is for Leadership Boerne.

PLANNING

1. At the planning retreat (Session 9 of your class), you will be given copies of the past year's program file. This will include the program agenda, speaker evaluations, budget items from past sessions for you to use to create your own budget, any committee notes from the previous facilitators and a list of current and past years sponsors for that session.

2. Schedule a planning meeting for your Leadership Boerne program session as soon as possible after the planning retreat (Session 9 of your Leadership class) to continue developing the rough draft of your agenda for submission to the Leadership Boerne Steering Committee. Your Agenda for your day must be submitted to the Steering Committee at least one month prior to your class day for final approval.

3. Have your committee set goals and objectives for your session, and outline the general format for the session you are responsible for. Decide on the speakers/presenters, the location(s) for the session and luncheon plans. Assign committee members to obtain speakers, check on availability of site, and plan on giving an update at your next planning meeting. Plan for refreshments for the first thing in the morning for each session, as

well as mid-morning and mid-afternoon breaks, as well as lunch for all class participants, speakers and facilitators, Program Coordinator, and a Chamber staff member/liaison. Check to see if there are any dietary requirements of those who'll be attending the session.

4. Schedule additional meetings as needed. Plan and arrange for parking or special transportation needs. If this is not within your budget, notify the Program Coordinator or Chamber staff to obtain permission prior to scheduling any transportation.

5. The Steering Committee will provide you with a budget based on estimated cost of your session according to previous years. We realize that some sessions have additional expenses that will not be incurred for the majority of other sessions. Program Sponsors are underwriters for some of the program expenses, but Class Facilitators are responsible for obtaining sponsors or multiple underwriters for the cost of their day. If you run into a problem with this, please let the Program Coordinator know and they along with the Steering Committee will assist if needed. There are some sessions (Orientation, State Government Day, the Class Retreat and Graduation that can be costly. Some of these costs are covered with sponsorships that are obtained by the Chamber, but each class should be cost neutral if at all possible. Should you need assistance, please advise the Program Coordinator.

SPEAKER GUIDELINES

1. All speakers shall be cleared through the Program Coordinator and the Leadership Boerne Steering Committee prior to contacting the speakers. Final approval lies with the Steering Committee. After speakers have been approved by Steering Committee, the responsibility of contacting the speaker lies with the class facilitator(s).

2. Any speaker requiring an honorarium requires Steering Committee approval. Under no circumstances may a volunteer committee member contract for services to be paid without prior knowledge or consent of the Chamber President or the Steering Committee. All binding contracts between the Chamber and a speaker or facility will be signed by the Chamber President.

3. Speakers should be confirmed in writing after the initial contact. Confirm the date, time, place and make any special arrangements such as travel reimbursement if necessary or honorariums or deposits to be paid. You should mail location directions, parking information and other information along with the confirmation letter to the speaker prior to the session. You should also check to see if they have any audio/visual needs or any other special needs prior to the session and make arrangements accordingly.

4. The letter to the speaker should specifically state the topic to be covered in the session. Request the speaker provide you with a biographical sketch for use in their introduction. This letter should also include your name and your phone numbers as well as other phone number such as the meeting facility or another committee member to call in case of an emergency.

5. Two weeks prior to session, contact speakers for confirmation or questions they may have. Mail them an agenda for the day at this time so they will be aware of the overall focus of the session.

6. Two weeks prior to session, also provide an agenda to the Program Coordinator and the Chamber office in a "ready to copy" format so that the staff can make copies for each class participant prior to the session. The location and specific times for the session should be noted as well as any dress code or special instructions. **(Please encourage class participants to wear their Leadership Boerne shirts.)**

7. Contact speakers the day prior to the session for final confirmation, questions, or directions to site for the session. If speakers are to be included for lunch, let the facility or persons preparing the lunch know for planning purposes.

CONDUCTING THE MEETING

1. On the day of the session, all committee members should be at the session at all times. The Program Coordinator will also be at every session all day long to answer questions and give general information and will introduce the Class Facilitators. One class facilitator may introduce the speakers, make announcements, etc. The other facilitator may serve as the timekeeper and keep the meeting on schedule, or these responsibilities may be shared.

2. Be at the meeting location at least 30 minutes ahead of time to make sure room arrangements, refreshments, and special audio visual equipment is set up and that sponsorship signage (provided by Chamber staff) is prominently displayed.

3. A Chamber staff liaison and the Program Coordinator will be there to assist if needed, but the Class Facilitators will conduct the session.

4. Keep speakers on time. Use time cards if needed to let speaker know they have "Five Minutes" left and "Stop" for when their time is up. Keep the meeting under control at all times. Recommend to class members that they limit their questions to one or two per speaker at most so that other class members have the opportunity to have their questions answered also.

   <u>**Neither Class Facilitators, nor the Program Coordinator or Chamber liaison should ask questions of the speakers except at breaks or lunch. This session is for the current class participants.**</u>

5. The Program Coordinator is responsible for making sure Critiques for each session are provided to all class participants. These Critiques will be prepared by the Chamber staff and either posted on the Leadership Boerne website or handed out at the end of each session.. After each session, class participants can either go online to complete the

Critique for submission or complete it at the end of the day. These Critiques will be tallied and will be available at the Retreat Session for planning purposes for the next class.

WRAP-UP AND EVALUATION

1. A summary evaluation form should be completed by the session facilitators to be given to the Program Coordinator after each session. All comments regarding each session should be included. The Program Coordinator will prepare an evaluation of the entire program for submission to the Leadership Boerne Steering Committee.

2. Within one week following your session, write thank-you notes or letters to all speakers and anyone else who assisted or sponsored the session. Chamber letterhead and note cards are available to you for this purpose and the Chamber will also pay for all postage. (You may bring your mail by the Chamber office and we will stamp and mail for you.)

CONCLUSION

The success of the Leadership Boerne program depends on you and your co-facilitators. The Leadership Boerne Steering Committee and the Program Coordinator as well as the Chamber staff are available to assist you at any time. The Leadership Boerne program will continue to provide opportunities for growth and development of community leadership. Thank you for making the commitment to be part of this success.

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