



Natchitoches Area Chamber of Commerce

Mission: Making the Natchitoches Area a thriving business community.

LEADERSHIP NATCHITOCHE'S POLICIES AND PROCEDURES

Mission Statement:

Leadership Natchitoches, sponsored by the Natchitoches Area Chamber of Commerce, will develop a cohort of informed, committed and qualified individuals capable of providing Natchitoches with thoughtful, effective and dynamic leadership for the benefit of the parish and region.

I. Name

- a. "Leadership Natchitoches" is the leadership training program of the Natchitoches Area Chamber of Commerce encompassing all of Natchitoches parish and some surrounding areas
 - i. Leadership Natchitoches (also, "LN") shall be non-partisan, non-sectarian, and non-political
 - ii. The words "non-political" and "non-partisan" as herein used shall be construed to mean solely that Leadership Natchitoches Steering Committee and LN Class shall not engage in any activities favoring or opposing any issue or proposal or election of any candidate for office, or any political party, group, or faction

II. Objectives and Goals

- a. The program is presented in a series of sessions with content, frequency and schedule determined annually by the Leadership Natchitoches Steering Committee, with objectives and goals as follows:
 - i. Identify and select highly motivated, emerging leaders to participate in the program
 - ii. Systematically inform, challenge and otherwise educate the participants of the opportunities and needs of the community, as well as the dynamics of social and economic change
 - iii. Counsel the participants on management and leadership skills, and encourage them to volunteer for community leadership positions
 - iv. Develop interpersonal relationships and camaraderie among the participants to enable them to work together in community leadership programs
 - v. Use activities to create dialogue and rapport among the participants and the existing community leadership
 - vi. Identify organizational and individual opportunities for community involvement and assist in the placement of participants to those positions

III. Eligibility and Selection

- a. Any person having an interest in the objectives of Leadership Natchitoches
- b. Any resident or employee in Natchitoches Parish shall be eligible to participate
- c. Applicants must have the full support of the employer or organization they represent as evidenced by employer letter of support (required)
- d. Applications and consent forms (background check) will be provided
- e. Anyone with a felony conviction need not apply
- f. Program members will be chosen by the Selection Committee

- g. No family members shall be accepted during the same class year

IV. Tuition

- a. Tuition fee amount shall be determined by the Steering Committee and is subject to change
- b. A minimum of one-third (1/3) of the tuition must be paid upon acceptance to the Leadership Natchitoches program
- c. Final payment must be received no later than February 1, unless previous payment arrangements have been made
- d. Under no circumstances will tuition fees be considered refundable
- e. Non-receipt of final payment or failure to pay as agreed will be grounds for immediate dismissal from the program

V. Scholarship

- a. Limited scholarship funds are available upon request
- b. Persons requesting a scholarship are asked to pay 20% of the tuition fee by an agreed upon date

VI. Accounting

- a. All Leadership Natchitoches revenue shall be part of the general fund of the Chamber and shall be administered as necessary for operations of the program

VII. Commitment

a. Attendance

- i. There will be only one (1) free absence allowed from the program, excluding the kick-off retreat and closing retreat
- ii. In the event of a second absence, the participant must have the majority support of their class and must present the reason for the absence to the Steering Committee
- iii. The decision will be made by the Steering Committee on a case-by-case basis but likely will result in the participant not being allowed to graduate

b. Tardiness and Leaving Early

- i. For program purposes, **tardiness** is defined as “arriving after the Class Facilitator has called the class to order and has begun instruction”
- ii. Tardy or leaving early
 - 1. 1st offence, no penalty
 - 2. 2nd offence, warning
 - 3. 3rd offence, referred to the Steering Committee and **can result in dismissal from the program.**
- iii. Tardiness longer than one (1) hour will be counted as an absence
 - 1. Arriving more than 1 hour late or leaving more than 1 hour early

c. Graduation

- i. **Class members achieving no absences and no tardiness will be honored with a Certificate of Recognition at the Chamber Annual Banquet**
- ii. **Participants failing to meet the attendance guidelines shall not graduate from the Leadership Natchitoches Program**

VIII. Class Project

- a. A Class Project is strongly recommended. Details of Class Project must be approved by the Steering Committee.

IX. Class Coordinator

- a. Lead efforts to recruit new class, to include but not be limited to
 - i. Have applications ready for new class to share
 - ii. Run brief in newspaper regarding new class and perform other marketing plans to get at least 12 applicants
 - iii. Broadcast class recruitment to the General Membership, announce at all Chamber Committee meetings and Programs
- b. Provide clerical support for Steering Committee
- c. Organize all class activities
- d. Attend all class activities
- e. Work with Steering Committee to create necessary RFP's; work with Chamber President to respond
- f. Coordinate with Chamber President and Treasurer on Leadership Natchitoches budget and present to Steering Committee for review by October 31 of each year
- g. Create detailed plans of the Leadership Program sessions and other activities held in conjunction with the sessions
- h. Execution of all plans and activities associated with the Leadership sessions

X. Steering Committee

- a. Comprised of not more than twelve (12) members
 - i. Sponsors above \$1000 shall have a seat
 - ii. Not less than three (3) seats shall be alumni of the prior class and appointed by the Steering Committee
 - iii. Every effort should be made to include representation from industry, retail, healthcare, education and charitable/service/non-profit sectors
 - iv. Chamber President and Class Coordinator are members ex officio and not included in the member count
 - v. Steering Committee composition shall be determined by the Steering Committee in accordance with these guidelines
 1. The Committee will choose the Steering Chair by consensus or, if necessary, by secret ballot
- b. **Duties**
 - i. Review budget for each class year
 1. Vote to send to Chamber Board no later than November 30 each year
 - ii. Evaluate previous year sessions and recommend changes to Coordinator
 - iii. Approve a general outline of the sessions for the coming year
 - iv. Determine class size
 - v. Determine the number of scholarships to be offered
 - vi. Solicit participants to the program according to the requirements of Leadership Natchitoches attempting to get a representative cross-section of backgrounds, interest, business and civic ties to the Natchitoches community.
 - vii. The Steering Committee shall review then approve/disapprove the class project prior to ANY advertising or fundraising of said project.
 - viii. Steering Committee shall review and act on any problematic situations presented to them by Class Coordinator

XI. Selection Committee

- a. Comprised of Chamber President, Chairman and Vice Chair; NYP Chair; and three (3) members of the Steering Committee (one should be an alum of the previous class)
- b. Reviews the pool of applicants to produce a slate of twelve (12) to fifteen (15) applicants, in accordance to eligibility requirements and adhering to the announced deadline for submission
- c. Each Selection Committee member must review all potential applications and shall take action to form a class that represents a reasonable cross-section of the backgrounds, interests, business and civic ties of the Natchitoches Community
- d. The Selection Committee shall be provided with completed information on all applicants on the day following the application deadline

XII. Meetings

- a. The Steering Committee shall meet as needed to effectively accomplish its duties
- b. Electronic notice of all meetings of the Steering Committee shall be given at least once week in advance to the meeting date
- c. The quorum of any regular or properly called meeting will consist of one (1) more than half of the members of the Committee
- d. Voting at a meeting of the Steering Committee shall be in person or by proxy vote
- e. Committee member absent from three consecutive meetings will be automatically replaced by the Committee Chair

XIII. Fiscal Policy

- a. The fiscal year of Leadership Natchitoches shall run concurrently with the Natchitoches Area Chamber of Commerce fiscal year
- b. The annual budget shall be approved by the Chamber Executive Committee prior to the beginning of the fiscal year
 - i. No expense in excess of that provided for in the approved budget shall be incurred without express written consent of the Chamber Treasurer and/or Chamber President

XIV. Amendments or Additions

- a. Amendments or additions to the Policies and Procedures may be made by a two-thirds affirmative vote of the Steering Committee members present at any Steering Committee meeting
 - i. Proposed amendments or additions must be sent to all committee members at least ten (10) days prior to the date of the meeting
- b. Amendments or additions are final upon approval of the Natchitoches Area Chamber of Commerce Board of Directors

XV. Dissolution

- a. Leadership Natchitoches shall use its class projects funds only to accomplish the objectives and purposes specified in the guidelines for the project, as approved by the Steering Committee
 - i. Any funds remaining after graduation shall be earmarked for Leadership Natchitoches

All records shall be kept in accordance with the Chamber's Record Retention Policy

Approved By: Steering Committee & by the Board of Directors

Dated: October 2019