



LEADERSHIP ARKANSAS CLASS XIII APPLICATION

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PLEASE USE THE LINK ABOVE TO ACCESS AND SUBMIT YOUR APPLICATION ONLINE.

Application Instructions

Thank you for your interest in Leadership Arkansas. **Please complete all elements of the following application by July 27, 2018.** You may save your application in progress and return to it at any time before your final submission.

Your application is not considered complete until we have received your two letters of recommendation and a \$25 application fee. Payment instructions are included at the end of the application. Be sure to request recommendation letters from your references in advance. They should be sent directly to Leadership Arkansas by July 27, 2018.

If you have any questions, please contact Toni Bahn, Leadership Arkansas Program Director, at tbahn@arkansasstatechamber.com or (479) 409-4389.

Program Schedule for Class XIII

Participants are required to attend at least 80% of the program sessions, including ***the entire opening session, which is mandatory.*** The 2018 - 2019 program year is tentatively scheduled as follows:

Orientation[^]: Sunday, Sept. 30 – Tuesday, Oct. 2, 2018 – Winthrop Rockefeller Institute, Morrilton

Education & Workforce: Thursday, Nov. 1 – Friday, Nov. 2, 2018 – Batesville

Government & Military: Tuesday, Nov. 27 – Wednesday, Nov. 28, 2018 – Little Rock, North Little Rock & Jacksonville

Agriculture & Outdoor Life: Thursday, Dec. 13 - Friday, Dec. 14, 2018 - Stuttgart

Natural Resources Defense & Industrial Development: Monday, Jan. 21 – Tuesday, Jan. 22, 2019 – El Dorado & Camden

Economic Development & Infrastructure: Monday, Feb. 25 – Tuesday, Feb 26, 2019 – West Memphis & Blytheville

Tourism, History & Revitalization: Thursday, March 28 – Friday, March 29, 2019 – Hot Springs

Regional Development: Wednesday, April 24 – Friday, April 26, 2019 – Northwest Arkansas

Leadership, Planning & Graduation: Thursday, May 23 – Friday, May 24, 2019 – Little Rock

^Orientation runs 12 p.m. Sunday, Sept. 30 through 12:30 p.m. Tuesday, October 2.

Selection Criteria

The Leadership Arkansas Selection Committee seeks to identify individuals most likely to use their leadership abilities for the long-term benefit of the State of Arkansas. Class size is typically between 50 and 55. Space limitations will result in a number of highly qualified applicants not being selected for Class XIII. Applicants who are not selected are encouraged to apply in subsequent years.

The selection committee will seek diversity in areas including, but not limited to, profession, geography, education, state of career, ethnicity, and gender. Leadership Arkansas does not discriminate on the basis of age, sex, race, religion, sexual orientation, or national origin.

Successful candidates will be well-rounded and actively involved in many facets of their communities, such as business, education, the arts, religion, government, community-based organizations, and volunteer service, and will reflect the diversity of Arkansas's communities. Prior leadership program participation is not required but may be noted on your application.

Tuition

Tuition for the 2018-2019 program year is \$3,000 and is due upon notification of acceptance. Tuition must be paid in full by the Orientation session for participants to remain in the program.

Tuition covers all meals during each session. Participants are responsible for travel and lodging costs with exception of the Orientation. Leadership Arkansas will be responsible for overnight accommodations during the Orientation Retreat.

Tuition Assistance

A limited number of partial, need-based scholarships are available to help candidates for whom tuition presents a barrier to participation. Please know that Leadership Arkansas may not be able to provide the full amount requested but will work diligently with you to create an affordable payment plan. Contact Toni Bahn at tbahn@arkansasstatechamber.com or (479) 409-4389 to request tuition assistance. All inquiries are kept confidential.

Application Deadline

Completed applications, including letters of recommendation and the application fee, are due before midnight on Friday, July 27, 2018. Applications will be reviewed in August and notifications will be distributed on Friday, August 17, 2018.

Personal Information

Salutation / First Name / Middle Name / Last Name

Gender

Birth Date / Ethnic Origin

Current Title / Current Employer

Home Address

Preferred Email / Home Phone / Business Phone / Mobile Phone

Food Allergy Restrictions

Shirt Size

Please indicate any medical conditions we should be aware of in event of emergency.

Residency & Leadership Program History

How many years have you lived in Arkansas?

How many programs have you participated in?

Identify Programs & Dates of Participation, if Applicable

Employment History & Education

Current Employment Status

Current Employment Start Date

Briefly describe your current employment responsibilities.

Describe how your current position relates to your community & state.

Business Address

Assistant Name / Assistant Phone / Assistant Email

Most Recent Employment

Most recent past employer & title

Most Recent Employment Status

How many years were you employed there?

Briefly describe your responsibilities.

Education

High School Name / High School Graduation Date

How many degrees have you earned?

Identify Degree(s) & Institution(s)

Achievements & Affiliations

What do you consider your highest career achievement to date?

List your professional affiliations.

Narrative

1. List present and past community, civic, religious, political, social, or other activities you are involved with, in order of their importance to you:
2. Describe any volunteer/community/state activities in which you would like to become more involved:
3. List any community / civic awards or recognitions you have received (up to five):
4. What do you consider to be the three most pressing challenges facing Arkansas today and why?
5. What one aspect of Arkansas would you most like to have an impact on and why?

6. Why do you want to participate in Leadership Arkansas?

Letters of Recommendation

Two (2) letters of recommendation are required and must be received by **Wednesday, August 1, 2018**, for you to be considered for acceptance. Letters of recommendation should speak to your leadership qualities, your personal and professional engagement with issues of importance to your community and your state, and any other information that addresses what you will bring to the Leadership Arkansas program, how you will benefit from the program, and how the program can help you contribute to Arkansas.

Please request these letters from your references well in advance to ensure receipt by the August 1, 2018 deadline. It is the responsibility of the applicant to request these letters--completing the section below does not generate a request for letters from L-AR.

Letters should be addressed to the Leadership Arkansas Selection Committee and sent to Leadership Arkansas via mail (1200 West Capitol Avenue, Little Rock, AR 72201-3008) or emailed to tbahn@arkansasstatechamber.com. **Letters must be sent directly to Leadership Arkansas and will not be shared with you.** Please complete the information below to let Leadership Arkansas know who will be serving as your references.

Program Protocols

By submission of this form, you confirm that you have carefully read and agree to all requirements and instructions contained herein and that you will commit the necessary time and resources to complete the program.

1. Attendance: To graduate from Leadership Arkansas, a participant is expected to attend all sessions in their entirety. Attendance at the Orientation Session and Graduation is mandatory. Failure to attend Orientation in full requires withdrawal from the program. **No more than two absences during the other seven remaining sessions are allowed.** More than two absences will result in the participant's automatic withdrawal from the program. Lunches and dinners are part of the program and attendance is required.

There are no "excused absences" – the Board of Directors' policy is that missing more than the number of sessions 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. Tuition is not transferrable from one year to the next.

3. Schedule:

Participants are required to attend at least 80% of the program sessions, including ***the entire orientation and graduation, which are mandatory.*** The 2018 - 2019 program year is tentatively scheduled as listed above. Any changes to the schedule will be communicated to the Class XIII participants in a timely manner.

4. Conduct: Participants are neither employees nor agents of Leadership Arkansas but are expected to conform to basic standards of conduct as a condition of their affiliation with Leadership Arkansas. Any conduct that discriminates, threatens, intimidates, or coerces on any basis a fellow participant, Leadership Arkansas employee, volunteer, visitor, or a member of the public involved in Leadership Arkansas activities at any time, including not only Leadership Arkansas sessions as described above, but also non-business and/or purely social functions associated with the Leadership Arkansas program, will not be tolerated and will result in immediate dismissal from the program. This prohibition includes, but is not limited to, all acts of inappropriate conduct as described above or discrimination, including harassment or discrimination that is based on an individual's gender, race, age, disability, religion, national origin, sexual orientation, or any characteristic protected by federal, state, or local law. Any individual who believes he or she has been subject to conduct in violation of this policy should immediately report his or her concern to the Leadership Arkansas Program Director, or alternatively, if the complaint involves a Leadership Arkansas Program Director, to the Arkansas State Chamber of Commerce/AIA President. The organization will follow the process outlined in the state whistleblower policy.

5. Overnight Accommodations: As outlined in the application information, tuition covers all expenses except your individual travel to and from each session and, with the exception of the Orientation Retreat, overnight accommodations. With the exception of the Orientation session, you will be responsible for making your own reservations at the identified hotel or location for each session. (Lodging details will be available prior to Orientation and in all cases, a Leadership Arkansas Block will be arranged at the hotel.) To facilitate travel during each session and interaction with your classmates, participants are expected to stay at the host hotel unless the session is in or within a short driving distance of the participant(s) home.

6. Meals & Special Needs: If you have a dietary restriction or any other special needs, please contact the Program Director so that necessary arrangements can be made.

7. Phone Calls: As a courtesy to speakers and fellow participants, mobile devices should be in silent mode during sessions and their use limited.

8. Guests: The program year is designed for you and your classmates. Please do not invite guests to attend Leadership Arkansas activities. Leadership Arkansas alumni are periodically invited to attend sessions.

9. Participation: You are strongly encouraged to participate and share your thoughts and views during each session. Remember, speakers often need to be challenged to get to the "meat of the issue." To maximize class participation, please allow others to speak if you have already spoken.

10. Confidentiality: Candid discussions and exchanges 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 that 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 Leadership Arkansas program, you will be asked to complete evaluation forms throughout the year. Your cooperation in this evaluation is most appreciated and will help to serve future classes.

12 Attire: Dress for Leadership Arkansas sessions is generally casual business attire. No t-shirts please. Session agendas will be distributed in advance and will include recommendations for appropriate attire should a change be warranted.

13. Class Materials: All class information will be distributed prior to each session or upon arrival at any particular session.

14. Inclement Weather: The policy is that we will still meet if there is inclement weather. In the event of snow or ice, call the Leadership Arkansas Program Director or the State Chamber office for further details, (501) 372-2222.

15. Emergency Contact: If, after close of business on the day before the beginning of session, you wish to contact or leave a message with Leadership Arkansas regarding your participation in that week's activities, contact Toni Bahn via email at tbahn@arkansasstatechamber.com or by text at (479) 409-4389.

16. Scholarship Campaign: Each member of the participating class is asked to make a contribution based on his or her ability and the value they find in the Leadership Arkansas program to the State Chamber Foundation Leadership Arkansas Fund. This fund provides partial needs-based scholarships to future Leadership Arkansas participants. We hope to achieve 100% participation with each class.

17. Program Committee: Following graduation, each class member is expected to serve on one of the five teams planning the sessions for the next year. These committees use their recent experience to work with Leadership Arkansas staff to craft the agendas for the subsequent class. There is one in-person meeting held on the day of graduation in mid-May, with the remainder of the planning completed by conference call and email. Committee members are expected to attend all or most of the session they help plan.

Professional Headshot & Biography

Please upload a **professional, high resolution photo** in JPG, JPEG, PNG, GIF or PDF format to be used in the Class XIII directory, published to the Arkansas State Chamber website and distributed via press releases to the general public. Your picture will also be distributed to all those who contribute and support the Leadership Arkansas program. If you do not have an appropriate photo readily available, you may proceed with this application and submit a photo upon acceptance.

Please upload a **brief personal/professional biography** in paragraph form. Please ensure your biography is written in the 3rd person. Upon selection, your biography will be published to the Leadership Arkansas webpages and distributed to a wide range of individuals throughout the program year. 1Mb maximum

END OF APPLICATION