

## **COMMUNITY LEADERSHIP PROGRAM AND PARTICIPANT PROCEDURES**

### **MAY 2014**

#### **Procedures**

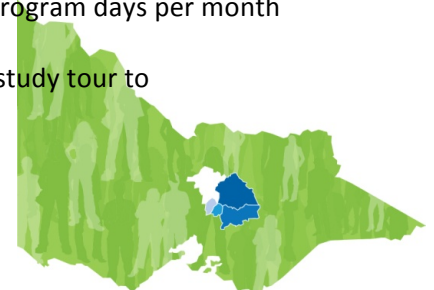
The following procedures are to be implemented to ensure participant recruitment, program design and implementation and support for participants is conducted as per the policy framework. The procedures define the Community Leadership Program and Participant Policy, and apply to the Program Manager the Advisory Committee (and its successor board), participants and speakers of the program.

#### **1. Recruitment**

- 1.1 The formal recruitment period will begin in May although promotion will occur through-out the whole year. The period for recruitment will be over a five-week time frame
- 1.2 Applications will close in mid June and interviews will be held in late June
- 1.3 A marketing campaign will be developed and information packs will include an application form. Applicants will be required to fill in the form and forward to the Program Manager before the specified closing date.
- 1.4 The Program Manager will acknowledge via email each application as they are received and then will advise of interview date and time
- 1.5 Interviews will be held in each Local Government area ensuring accessibility for applicants. The interview panel will consist of the Program Manager and one member of the Advisory Committee (or its successor Board)
- 1.6 An selection criteria will be established to access applicants
- 1.7 Once the field of applicants has been considered, a group of between 15 and a maximum of 25 will be selected to participate. All applicants will be advised in writing as to whether they have been successful
- 1.8 The applicants who have met selection criteria but were not successful will be notified that they are on a waiting list so that is someone withdraws from the program before the Launch they will be able to fill the spot. They will also be encouraged to apply in the next year's intake.

#### **2. Program Design and Delivery**

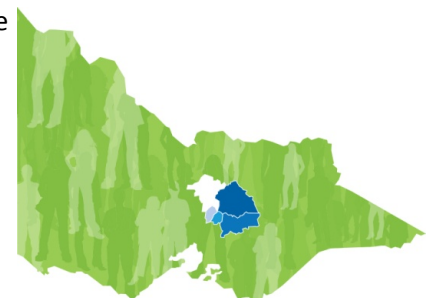
- 2.1 To achieve an effective program RRCLP will conduct a minimum of 23 program days over 10 months annually between August and June, with an average of two program days per month
- 2.2 Program days include an Opening, Mid Year and Closing Retreat and study tour to Melbourne and/or Canberra





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- 2.3 Where possible program days will be held at a variety of location across the Rivers and Ranges region
- 2.4 The Program Manager will keep a spread sheet record of participation and advise participant's if their attendance is falling below acceptable and the procedure if this occurs
- 2.5 Where a participant is unable to attend a compulsory program event or does not meet the
- 2.6 80% attendance requirement they will be required to put their case in writing to the Advisory Committee (or its successor Board) outlining their reasons which will be considered and advice given as to whether graduation is possible
- 2.7 Participants who miss a compulsory element of the program or who fail to meet the minimum attendance requirement will be required to undertake a make-up activity to be arranged between the participant and the Program Manager
- 2.8 Where participants are sponsored they will be required to provide a mid-year and end-of-year report to their provider as well as any other agreed activities
- 2.9 The community project is to be undertaken within the program year in collaboration with the group and the Program Manager
- 2.10 Where individual projects are part of the program, participants will be required to produce a short report (less than one page) detailing their plans for the project by the Mid-year Retreat. They will be required to make a short presentation about their project and it progress at the Closing Retreat. A final report will be submitted within a month of completing the project
- 2.11 A survey conducted through Survey Monkey will be required to be undertaken within five days of the completion of each program day. This is compulsory and is connected with the 80% attendance requirements
- 2.12 A more formal evaluation process will be undertaken at the Opening, Mid-Year and Closing Retreats
- 2.13 Dress code for each day will be outlined in the agenda. The dress code is:  
  
Smart casual – neat clothing and appropriate footwear. No things or denim  
  
Corporate – clothing you would wear to a workplace or meeting. No T-shirts  
  
Business – clothing you would wear to impress at an interview. Men suit and tie/Women smart dress or pants  
  
Field Trip – dress comfortably (jeans, pants) with appropriate footwear for walking. Please be sensitive to logos on t-shirts and be aware that they may offend some





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- 2.14 Participants will be given an authorisation from to sign that gives the programs a license to use photographs taken for promotion

