

Leadership Institute Coordinator

General

1. Organizes the selection process for attendees and mentors.
 - a) Creates and manages application process with state committees and the Leadership Institute Committee.
 - b) Produces an application form and the evaluation form for state committees to use.
 - c) Collects and disseminates information to and from applicants. Responds to all applicants upon receipt of their initial application. Prepares letters of notification for all applicants regarding their final status (unqualified, not selected, selected or alternate).
 - d) Assists the Leadership Institute Committee in the selection of mentors each year.
 - e) After applicant selections are completed by the state committees, identifies, organizes and distributes information for the MPLA Leadership Committee's selection of additional attendees and alternates.
2. Organizes the communication for the Institute including promotion of the Institute and recognition of selected applicants.
 - a) Generates publicity, before and after.
 - b) Writes press release to professional journals to motivate attendance.
 - c) Posts news of program and application process to email distribution lists.
 - d) Writes generic press release that attendees may customize to release to local newspapers and other media.
 - e) Prepares pre and post event emails, letters and thank you notes as well as participant certificates.
 - f) Encourages ongoing communication among the cohorts of each year via an email distribution list.
3. Maintains contact information file [database] of participants.

4. Organizes information for attendees:

- a) In coordination with the MPLA Webmaster, prepares information on the Institute for the MPLA website.
- b) Answers applicant questions.
- c) Advises attendees and mentors regarding all practical information for the week at the Institute including the likely weather and altitude-related health issues.
- d) Collects and organizes all travel, contact, employment and emergency contact information for all attendees and mentors.
- e) .
- f) Gathers special dietary needs of participants and mentors and communicates this information to the Institute Conference Coordinator and the kitchen staff.
- g) In cooperation with major speaker(s), creates participant's handout notebook, a detailed agenda and any pre-institute recommended reading. Arranges transportation of notebooks and other institute materials to the Institute site in advance of the institute.
- h) Organizes mentors to provide some of the directed learning experiences with panel discussions or other instructional modes.
- i) The Institute Coordinator may provide last day content and learning experiences for the MPLA Leadership Institute.

5. Organizes on-site flow:

- a) Assigns roommates and arrange for appropriate housing for all attendees including those with special needs.
- b) Provides transportation to the Institute site for those with special needs.
- c) Acts as liaison between speaker(s)/attendees and the facility.
- d) Plans, purchases, transports, and serves appropriate snacks for two daily breaks and evening activities.

6. Reports to Board

- a) Organizes and administers participants (fellows and mentors) evaluations include preparation of the forms.
- b) Assesses the Institute site, transportation, staffing, selection of applicants, etc.
- c) Collects and reports facts and stories that show successes.
- d) Collects, selects, assesses and reports suggestions for improvement.
- e) On completion of the Institute, the Contractor shall provide, within 60 days, an in-depth evaluation that will be used as the basis of planning subsequent institutes or successor leadership development sponsored by MPLA.

7. Leadership Institute Budget

- a) Recommends annual Leadership Institute fee structure for participants.
- b) Submits all expenses in a timely manner.
- c) Reviews bills, resolves inaccuracies and forwards to the Executive Secretary for payment.

8. Negotiate contracts and agreements in accordance with MPLA policy. Agreements may be made with suppliers of goods and services for the Institute.