

Leadership Institute Committee

General

1. Responsible for the planning and running of a Leadership Institute.
2. Committee shall consist of at least five members appointed by the MPLA President for two-year staggered terms commencing with the end of the annual conference. Appointees should have been active in MPLA for at least three years with preference to individuals who have experience with the Leadership Institute in some capacity. (i.e., a mentor, graduate, a state association office holder previously charged with selection of attendees.)

The Chair shall be an experienced committee member who has served at least one prior year. At the discretion of the MPLA President, the Chair may serve a total of four years on the committee, up to two additional years after appointment as Chair. Co-chairs are also acceptable with approval of MPLA President.

Responsibilities:

1. Committee:

- a. Recommend structure or recommend amending the selection process for participants.
- b. Seek nominations for mentor slots and select mentors for the Institute.
- c. Meet as necessary to consider, revise, and advise the Executive Board of the current state of Institute business and of the processes, contracts, and procedures for the Institute.
- d. Recommend an Institute Coordinator and appropriate compensation to the Board.
- e. Recommend a primary Content Provider as Institute Facilitator/Lead faculty member with appropriate compensation to the Executive Board. May sponsor a session at the annual conference to stimulate interest.

2. Chair:

- a. Coordinate communication and meetings of the committee
- b. Coordinate outside funding efforts for production of the Leadership Institute
- c. Prepare contract(s) for Institute staff
- d. Ensure the performance of committee and Institute staff tasks
- e. Act as liaison to the Executive Board for Board approval of agreements to which they will be a party.

3. Institute Coordinator:

- a. Shall design the Institute forms, to include the Application form and Evaluation forms.
- b. Create calendar for the Institute
- c. Promote the Institute by sending announcements to state representatives, the Newsletter Editor and the Webmaster.
- d. Maintain communication with, and provide orientation information for Institute participants and mentors.
- e. Shall be charged with local arrangements details before and on-site for the Leadership Institute event.
- f. Serve as lead mentor for the Institute.
- g. Shall serve ex-officio on the LI Committee to advise and assist the committee members' activities.

4. Content Provider/Facilitator:

- a. Shall be the primary Institute content provider, structuring learning sessions and presenting content and learning exercises that effectively create a learning environment for participants.
- b. Will integrate mentors, including the Institute Coordinator as mentor leader, into the learning process for Institute participants.

The Executive Board shall deliberate and act upon committee recommendations, including:

- Criteria for Institute participants
- Procedure for selection of Institute participants
- Institute Coordinator Selection and compensation
- Institute primary Content Provider, and compensation
- Approval of partnership agreements related to funding for the Institute
- Registration fee for participants in Leadership Institute
- Other duties that would necessarily fall within the purview of the Board.