

SWASAP EMERGING LEADERS INSTITUTE

POLICY & PROCEDURES

OBJECTIVES AND OUTCOMES

PURPOSE

The purpose of the Emerging Leaders Institute is to identify, train and mentor SWASAP members to participate in the leadership and responsibility roles of the Association. The roles include committee service as members and/or committee chairs as well as preparation to hold office at the state, regional and national levels.

EXPECTED OUTCOMES

1. Participants who successfully complete the program will possess a greater understanding of SWASAP and its objectives, organization, and procedures.
2. Participants will actively hold committee chairs positions and offices vital to the success of the state and regional associations.
3. Participants will become more motivated and committed to their profession, the Association, and the clientele who benefit from the Association.
4. Participants will provide innovative ideas and objectives for the Association and serve as mentors for new members within the Association.
5. Each year 90% of the Emerging Leaders Institute participants who attend all training sessions will graduate from the ELI training.

GRADUATION REQUIREMENTS

In order to graduate from the Emerging Leaders Institute, each participant must satisfy the following requirements:

1. Attend all required ELI trainings and activities unless an emergency (i.e., illness, weather, funeral, etc.) prevents attendance.
2. Actively hold a position within the state or regional associations (i.e., committee chairperson, committee member, board member, etc.).
3. Complete an approved ELI study or project and present it at the annual SWASAP conference at the completion of the training program.
4. Additional requirements may be determined and implemented by an ELI trainer.

TRAINING TOPICS

Training topics include, but are not limited to, leadership styles and skills, presentation skills, group problem-solving, team building, time and project management, parliamentary procedure, SWASAP constitution, TRIO history, Walter O. Mason Foundation, history of Council for Opportunity in Education, US Department of Education and national advocacy efforts.

TRAINEE SELECTION CRITERIA

Any regular member of the Association in good standing is eligible for participation in the ELI class. It is strongly recommended that the ELI participant have at least 1 year of TRIO experience. Each state association, however, coordinates their own internal selection process for three to four ELI applicants. Check with your state association's president to get information regarding the state's process for selecting candidates.

- A. Complete the Application and Endorsement Form included in this packet and submit all materials for consideration by the published deadline.
- B. Submit a current professional resume with the application materials.
- C. Commit to the one-year ELI process. This includes attendance and participation at ALL training sessions.
- D. Demonstrate an interest and willingness to assume leadership in the Association at the state and/or regional level(s).
- E. Be a paid member for your state and SWASAP associations.
- F. Provide reasonable evidence of active involvement in the state and/or regional Association.
- G. Demonstrate a need for the training opportunities available through the ELI.
- H. Provide evidence of the creativity, energy, and vision necessary to assist the Association's advancement of the mission and pursuit of it.
- I. Provide reasonable evidence of your program and institutional support in this endeavor.

APPLICATION PROCEDURE

Each SWASAP state association may nominate no more than four individuals for consideration as ELI participants. However, individuals of a state association may apply independently of the association's leadership, but they must make arrangements with the state association for travel expenses in the event he/she is selected. If necessary, the state president may appoint a replacement for one or both of the selected trainees before the class begins. Any substitutions after the deadline will be at the discretion of the ELI trainers. A total of twenty Emerging Leaders will be selected and trained through the Institute during 2019.

Provisions must be made by each state association to permit Association members to place their names for consideration through the state association's nomination and selection process. However, each state association may utilize whatever equitable methods it chooses to identify the most appropriate candidates, and assure that each candidate meets the minimum selection criteria noted above and can make the necessary commitment to take part in the entire ELI training sequence.

Once the state association's internal candidates have been selected, applicants must complete the ELI Application and Endorsement form below. This form must be forwarded to the state association's president for signature and submission. **ONLY COMPLETED AND SIGNED APPLICATIONS SUBMITTED, EITHER ELECTRONICALLY OR VIA HARD COPY, BY THE STATE ASSOCIATION'S PRESIDENT WILL BE CONSIDERED FOR ENROLLMENT IN THE 2019 ELI INSTITUTE.**

EXPENSES

SWASAP will cover the room cost and tax for the ELI participant's lodging expenses based on double occupancy rates, whenever appropriate, during the on-site training period only. SWASAP cannot be responsible for participants' travel costs, meals, or other incidental expenses. To help support their ELI participants, state associations or host programs have committed different levels of resources. Be sure to check with your state president and/or institution about the level of fiscal and other support that you can expect to offset expenses. Whenever the opportunity presents itself and with the approval of the SWASAP Board, participants may implement a fundraiser as a project to secure funds.

TRAINING DATES AND SITES

- SWASAP ELI Three-Day Leadership Institute Training, April 2019, Las Vegas, NV
- Two Training Webinars – (May – September Time Period)
- SWASAP Fall Conference, November 2019 Austin, TX

TRAINING OBJECTIVES

Objective 1: Each year, up to 20 applicants (four from each state association) will be identified and selected to participate in the Emerging Leaders Institute.

Outcome: Up to 20 applicants will be identified to participate as trainees in the Emerging Leaders Institute.

| Activities | Time Frame | Person Responsible |
|--|--------------------|--------------------|
| 1.1 Each state association may submit a maximum of four individuals to participate in the ELI. | February 1, 2019 | State Association |
| 1.2 Each applicant will complete an ELI nomination form and an ELI application. | January 18, 2019 | ELI Applicant |
| 1.3 ELI Ad Hoc Committee will evaluate the participants' application to determine if the member is in good standings with the state and regional associations as well as her/his home institution. | February 5-6, 2019 | ELI Committee |
| 1.4 ELI Ad Hoc Committee will notify SWASAP officers and state association presidents of the applicant selections. | February 6, 2019 | ELI Committee |
| 1.5 Notify applicant by email to inform her/him of the ELI Ad Hoc Committee's evaluation of the application. | February 15, 2019 | ELI Trainer(s) |

OBJECTIVE 2: One hundred percent (100%) of ELI participants will be involved in leadership roles vital to the success of their state and/or regional association.

Outcome: One-hundred percent (100%) of ELI participants will be involved in leadership roles vital to the success of their state and regional associations.

| Activities | Time Frame | Person Responsible |
|------------|------------|--------------------|
|------------|------------|--------------------|

2.1 ELI trainers will obtain recommendations from other state associations regarding the leadership positions in their state.

ELI Training/Ongoing

ELI Trainer(s)

2.2 ELI participants may be nominated for an office at the state or regional level.

ELI Training/Ongoing

State President

2.3 ELI participants will volunteer to participate on a committee or chair a committee.

ELI Training/Ongoing

ELI Participants

OBJECTIVE 3: Each year, at least seventy-five percent (75%) of the ELI participants will attend all of the required training sessions.

Outcome: Seventy-five percent (75%) of participants will attend and participate in all required training sessions during the ELI training period.

| Activities | Time Frame | Person Responsible |
|---|--|---|
| 3.1 Each State association or participant's institution or agency may provide resources to support their ELI participant (i.e., mileage, reimbursement, meals, airfare, release time, etc.) | Pre-conference of current fiscal yr. through pre-conference of following yr. | State Association, Participant's institution, or agency |
| 3.2 SWASAP Board will pay lodging expenses based on double occupancy incurred during the training period. | Same as above | SWASAP Board |
| 3.3 ELI Trainer(s) will provide a tentative agenda for the training period that outlines dates of scheduled activities as well as SWASAP Board meetings. | Pre-conference of current fiscal yr. | ELI Trainer(s) |

OBJECTIVE 4: Each year, one-hundred percent (100%) of the of the ELI participants will complete all required ELI training sessions and activities and present project/findings at the SWASAP conference which will serve to meet the needs, goals, and vision of the current board and SWASAP organization.

One-hundred percent (100%) of participants will complete a project(s) that will serve to meet the needs, goals, or vision of the current board and SWASAP organization.

| Activities | Time Frame | Person Responsible |
|---|---|--|
| 1.1 Secure funding for Assigned study/project(s) From SWASAP Board. | Pre-conference of current fiscal yr. through pre-conference of following yr. | ELI Trainer(s) & Participants |
| 1.2 Obtain verbal commitments from others (i.e., SWASAP Board members, past-president, past ELI trainers, and graduates) who are knowledgeable about subject matter to ensure completion of study/project. | Same as above | ELI Participants |
| 1.3 Attend all scheduled meetings. | Same as above | ELI Participants |
| 1.4 Provide opportunities for planning and collaboration during study/project time. | Same as above | ELI Participants |
| 1.5 Regularly review progress of study/project each meeting. | Same as above | ELI Trainer(s)/ Participants |

OBJECTIVE 5: Each year, at least ninety percent (90%) of ELI participants will indicate an increase in their knowledge on the history of TRIO, organizational structure of SWASAP, board procedures, and the Council for Opportunity In Education.

Outcome: Each year, ninety percent (90%) of ELI participants indicate an increase in their knowledge on the history of TRIO, organizational structure of SWASAP, board procedures, and COE.

| Activities | Time Frame | Person Responsible |
|--|---|-------------------------------------|
| 1.1 All ELI participants will complete a pre- assessment to indicate their knowledge of the history of TRIO, organizational structure of SWASAP, board procedures, and COE. | First ELI Training Session | ELI Trainer(s)/ Participants |
| 1.2 All ELI participants will complete a post-assessment of their knowledge and history of TRIO, SWASAP and COE structure and Board procedures. | Following Annual SWASAP Conference | Same as above |

OBJECTIVE 6: Each year, ninety percent (90%) of ELI participants who attend all training sessions and meetings will graduate from the Emerging Leaders Institute.

Outcome: Ninety percent (90%) of participants will graduate from the Emerging Leaders Institute.

| Activities | Time Frame | Person Responsible |
|---|---|---------------------------|
| 6.1 Attend all required training sessions and activities. | Pre-conference of current fiscal yr. through pre-conference of following yr. | ELI Participants |
| 6.2 Actively participate on committees within the state or regional association. | Ongoing | Same as above |
| 6.2 Present completed training Results to SWASAP Board | Pre-conference of current fiscal yr. through pre-conference of following yr. | Same as above |
| 6.3 Maintain a visible presence throughout the fall conference to network with new and seasoned professionals. | SWASAP Fall Conferences State and National Conferences | Same as above |