

## Summation

Carson City Leadership Institute is meant to give you a “behind-the-scenes” glimpse of Carson City and introduce you to many great new friends and business contacts. Most participants get out of Leadership what they put in. Keep an open mind and enjoy the experience.

If at any time you have any suggestions or comments, know they are welcome and will be shared with the Leadership Advisory Committee and staff.

## Important Contact Information

Carson City Chamber of Commerce 775-882-1565

Chamber Executive Director  
Ronni Hannaman  
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# Handbook Class of 2024

**Carson City Chamber of Commerce**  
1900 South Carson Street  
Carson City, NV 89701  
775-882-1565

***Welcome to***



**CARSON CITY  
Leadership Institute  
2024**

**Class Project**

Each class is asked to work together on a class project that is long lasting and for the betterment of the community. The class project needs to be decided upon by the November session. If the class cannot decide on a project, the Leadership Project Advisor will provide at least three suggestions and the class will decide on the final project. All are expected to participate in the project.

**Wrap-Up Discussions and Written Critiques**

We ask that you provide us with written feedback on your day that is to be turned over to the Leadership Coordinator before you depart. It is important to remember that not all your presenters will be professional speakers. The presenters you will meet are leaders in their field and deserve to be recognized for that and the information they impart. We also ask you to keep an open mind on topics presented. We strive to be non-partisan and hope you will be as well.

**Website Updates**

Your family, friends and co-workers will be able to see your progress throughout the year by logging onto the Chamber's website at [www.carsoncitychamber.com](http://www.carsoncitychamber.com). There will be a link to a leadership page. You are encouraged to use this page as well for any updates and class schedules. [www.facebook.com/CarsonCityLeadership](https://www.facebook.com/CarsonCityLeadership)

**Communication**

The primary form of communication with you will be via e-mail. Please inform the Leadership Coordinator of any changes to your contact information. You will receive your full schedule one to two weeks prior to your class as well as instructions on attire and where to meet.

**Attire**

Unless otherwise indicated, attire is to be business casual. We discourage jeans and sweats, especially during the Public Safety Day unless you wish to be part of the inmates at the jail. We will advise you in advance of proper attire if we are to be in special locations.

## **Tardiness**

As with the electronic communications policy, we find it inappropriate behavior to come in late when a speaker is making a presentation. We have changed our start time to make it convenient for you to drop off your children at school, pick up a cup of designer coffee or whatever else needs to be done in the morning before attending class.

We begin the session promptly between 8:00 – 8:30 a.m. unless otherwise noted, and that means being in your seat at that time, poised and ready to listen and participate. We suggest that you arrive by at least 5 minutes prior to the designated start time. If you are to be late, you are to call the class coordinator prior to 7:30 a.m.

## **Meals**

If within a classroom setting, there will be coffee, water and soda available during the day. When we are on tours, you will need to bring your own liquids. We will have a 15-minute morning and afternoon break featuring a light snack if the venue allows. Lunch will be provided.

## **Transportation**

We will be taking “field trips” now and then and our mode of transportation will be a Carson City yellow school bus. Yes, a school bus. You will be expected to meet us at a designated location where your car will be parked during the day. At the conclusion of the session, you will be returned to the point of origin. We cannot allow you to use your own vehicle for insurance purposes.

## **Prerequisite**

Yes, there are a few prerequisites that we ask you to accomplish before particular classes. Actually, there are only two: attendance at a Carson City Board of Supervisors meeting or Commission Meeting (prior to the November 2023 session) and a ride-along with a Sheriff's deputy (prior to the January 2024 session). Accomplishing these before the scheduled session will allow you to participate more fully in the scheduled class session.

June 2023

## **Dear Leadership Student:**

Carson City Leadership Institute is one of the premier programs operated by the Carson City Chamber of Commerce.

The first class graduated in 1989 and the program has been a success ever since. When looking through a roster of graduates, you'll see many familiar names, many of whom have gone on to public office or have taken jobs that keep them in the public eye.

The program is designed to provide you with a detailed understanding of the workings of the various public and private elements which make Carson City unique. It is not a leadership training course.

The sessions are conducted by experienced community and state leaders and are held at a variety of locations designed to expose the participants to the many facilities and resources available in the Carson City area.

Carson City Leadership Institute is 72 hours of learning, camaraderie and fun. It offers an intimate look at the city we call home. Over 545 have graduated from this program.

The future of Carson City will be in the hands of the leaders who graduate from this great experience.

We hope you will participate fully, be open-minded and flexible, and enjoy the months to come.

***The Carson City Leadership Advisory Committee***

## Policies & Procedures

### Attendance Policy

Carson City Leadership Institute is designed to give you an understanding of the inner workings of various public and private elements which make the Carson City community unique. The purpose of the program is to give you, a future leader, a well-rounded educational and networking experience.

In order for you to receive the full benefit from the program and to receive your graduation certificate, attendance at each Leadership session and event is mandatory. Leaders in their respective fields have prepared special presentations for this program and committed time from their busy schedules to appear before the class.

Each session is designed around current topics and issues facing our leaders and our community. Chamber staff and the Leadership Advisory Committee devote significant time to plan, orchestrate and evaluate each Leadership session.

Given the above considerations, the following are the policies and procedures on attendance:

In order to be considered a graduate of Carson City Leadership Institute, participants are required to attend the kick-off session, the full day of each scheduled program, participate in the class project, and attend the graduation ceremony.

We understand a family emergency beyond your control may occur. Should an emergency arise prior to a class, a call must be made to the Chamber (775-882-1565) or Ronni (cell 775-223-8534). If this occurs, a written notice stating the reason for the absence must be submitted to the Leadership Advisory Chair either prior to the missed session, or as soon as possible after your absence. The Leadership Advisory Committee will review the reason for the absence and determine if it is acceptable as an excused absence.

Any unexcused absence from a session or event may be cause for a dismissal from the program or may result in the failure to obtain a graduation certificate. No tuition refunds will be made for dismissals or any drops from the program.

If the absence is deemed acceptable, we strongly encourage you to meet with classmates to discuss the information and activities that occurred during the missed program. If an absence is deemed unexcused and the participant is committed to graduating from the Leadership program, you are required to pay a session and meals fee and attend the missed session the next year.

You may make up the missed session by attending a Chamber function such as the Soup's On Luncheon, Coffee & Conversation with the Mayor, or other educational event. These events account for one-quarter each and to make up a full day, four quarters must be logged. When this requirement is met, the slate will be considered clean. No more than one missed day is allowed to be able to graduate with your class. We take the Leadership experience seriously since much effort goes into planning each session.

You may request to appear personally before the committee to appeal a decision concerning an absence. When a participant appeals a LAC decision, the appeal request must be emailed to the Leadership Program Director ([director@carsoncitychamber.com](mailto:director@carsoncitychamber.com)) within 10 business days of the date on the participant's determination letter signed by the Leadership Advisory Committee Chair. The Program Coordinator will contact the participant and arrange a time to appear at the committee's next scheduled meeting.

### Electronic Communication Device Policy

We know that work is important to you, but we want you to get the most out of your day. One day per month without electronic communication devices should not be a hardship. We request that all devices be turned off upon entering the class room -- that means off, not on vibrate. You are welcome to check and return calls during breaks or lunchtime. Text messaging or leaving the classroom during a presentation is a no-no and is rude behavior. We know that if you were the presenter, you would feel the same.

### Eligibility Criteria:

Applicant must be employed by a business or organization that has a current membership in good standing with the Carson City Chamber of Commerce.