

Table of Contents

Purpose & Mission 2

Planning Committee Makeup 3

Program Leader Training 5

Handbook Criteria 7

Purpose & Objectives for Program Meetings 8

Other Program Elements..... 12

Definitions 15

Example Pages for Program Handbook 17

Purpose & Mission

Longmont's most important asset is its people. The combination of resident participation and active neighborhoods contributes to the improvement of the quality of life in our city. As we continue to meet the challenges of today's society, residents and neighborhoods play an important role in preserving and improving what is best about our city. As a result, the quality of neighborhood leadership becomes even more important.

The Neighborhood Leadership Program has been developed to ensure that Longmont has a continuing base of knowledgeable and talented people ready to step into leadership positions.

The program objectives are:

1. To broaden potential neighborhood leaders' understanding of the community;
2. To expand the pool of skilled neighborhood leaders;
3. To encourage the establishment of networks among neighborhood leaders;
4. To enhance the ability of neighborhoods to resolve problems on their own or in cooperation with other neighborhoods and/or institutions; and
5. To introduce participants to decision-makers in our city's government and throughout our community.

Planning Committee makeup

Planning Committee Chair

The Planning Committee Chair is responsible for all Neighborhood Leadership Planning and Program Meetings.

The out going Planning Committee Chair chooses the new Planning Committee Chair. Primary consideration for candidates for the Planning Committee Chair should be given to the Program Chair and the Recruitment Chair positions, as well as to experience and demonstrated leadership qualities. The Planning Committee Chair is also responsible for keeping the current year's program within budget and approving all expenditures.

Program Chair

The Program Chair is responsible for overseeing all aspects of the Neighborhood Leadership Seminars. This person should be a graduate of the Leadership Program and should have been a previous Committee Member. This position should also be the primary position from which the Committee Chair is selected. The Program Chair should keep an archive of all the materials generated by the program. This information should be compiled and stored with information from all previous Neighborhood Leadership Programs. The Program Chair is also responsible for Program Leader training and taking attendance at program sessions.

Recruitment Chair

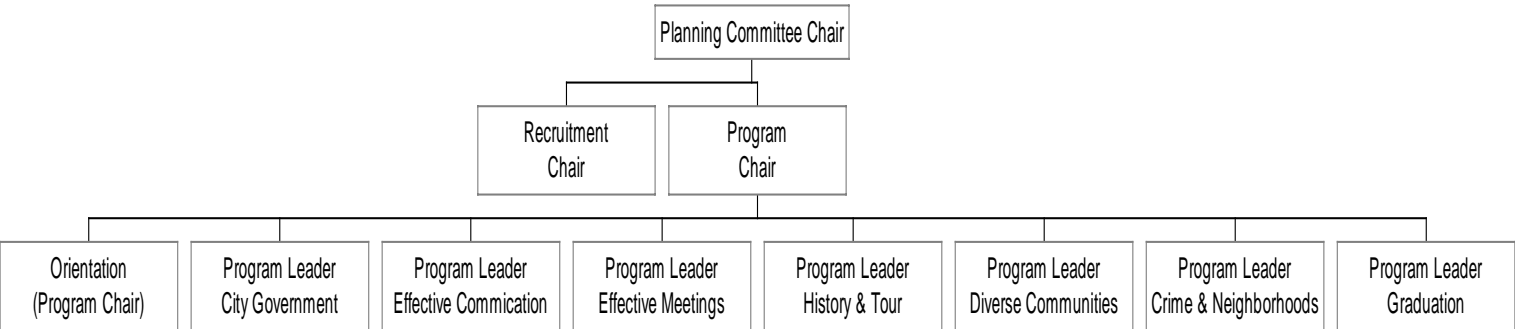
The Recruitment Chair is responsible for recruiting participation into the Neighborhood Leadership program, by printing and distributing brochures, submitting press releases, attending neighborhood association meetings, receiving applications and enrollment fees.

Committee Members

See the Organizational Chart for the make up of the Neighborhood Leadership Program Committee. Committee Members are selected by the Committee Chair and selection should reflect about a 50 /50 mix of recent graduates from the last class vs. prior planning committee members. Consideration should also be given to include all graduates from the previous years' program that volunteer to work on the Planning Committee the next year. All Program Leaders should attend the Orientation meeting.

Longmont Neighborhood Leadership Program

Longmont Neighborhood Leadership Committee



Committee tasks

Committee Member’s primary responsibilities are for the specific area for which they were recruited/volunteered and to meet with other Program Leaders to make decisions on the Neighborhood Leadership Program. Individual Program Leaders should not make decisions or changes in their program without the approval of the Planning Committee Chairman.

Once programs are set it is the responsibility of the Program Leaders to contact speakers, arrange appropriate space for their program, and reconfirm speakers before the program begins.

It is the Program Leader’s responsibility to attend the orientation and to meet with class members as an advisor so they can effectively organize their program. The first meeting of the Program Leaders with class members should be the night of the orientation. Subsequent meetings should be held as often as necessary to fulfill the program objectives. As an advisor the Program Leader should keep the class members on track and assist them but not do the work for them.

Program Leaders are encouraged to attend any of the Neighborhood Leadership Programs as an observer. Program Leaders may also be asked to assist in a program by other Program Leaders, keeping in mind that Program Leaders should not participate in actively presenting the program unless the meeting is not up to the standards set out by the Neighborhood Leadership Program Planning Committee.

Program Leaders must attend their program night.

Program Leader Training

Each year the Planning Committee will be in their program preparation phase. During this phase the Program Chair (supported by the Planning Committee Chair) will conduct a training session for the Program Leaders of the eight sessions planned for the next year's Neighborhood Leadership Program. The purpose of this training is to communicate to the Program Leaders the role of the Program Chair and the role of each Program Leader, and to provide Planning Committee expectations for the Program Leaders about their responsibilities. It is the Planning Committee's intention that Program Leaders be provided information and tools to help them be successful in their role.

The following is an outline of information that may be covered in an optional training for the Program Leaders.

Program Leaders Training Roles and Responsibilities

Role of Program Chair

Planning for the initial meeting with their Program Group - what needs to be communicated to class members the night of the Orientation?

- _ Program Topic
- _ Outline for the session and handouts for class members
- _ Speakers / Guests
- _ Location - reservations and how to get there
- _ Roles of the class members
- _ Assignments / homework
- _ Names, addresses, phone numbers of Program Group and Program Leader (to be handed out the night of Orientation)

Seminar Program Group named ahead of the Orientation (made up of selected class members).

At Orientation Session, give Seminar Program Group member's individual assignments and homework - explain "night of the program" to the Program Group.

Provide specific directions to Seminar Program Group and each individual, as well as results / actions expected.

Role of Program Leaders

Program Leader attendance night of their program.

Allow Program Group to present their program.

Program Standards for Program Leaders. Asking for assistance from Program

Leaders if needed (example - help facilitate program that has heavy schedule of breakout sessions).

Longmont Neighborhood Leadership Program

Checklist - topic for discussion on training.

Planning for Orientation session.

Providing overview of Program Group's assigned session.

Describing assignments and asking class members to express their preferences or making assignments - giving homework instructions

Following up - seeing that work is getting done - and that the night of the program session everything on the agenda is completed as planned.

Communications - with Program Chair, Program Group members, speakers.

Appropriate level of assertiveness.

Starting and ending session on time - timing, rotation, space, discussion topics for guest speakers. Giving clear, concise directions and expectations.

Handbook Criteria

The Neighborhood Leadership Program Handbook should contain the following:

- A printed cover designating the Leadership handbook with the class member's name.
- A three ring binder large enough to accommodate all the material needed.
- Leadership Purpose & Mission statement, class member expectations.
- Names addresses and phone numbers of all Planning Committee Members.
- Names, addresses phone numbers and the organization they represent for all class members.
- Eight tabs that are visible from the front of the book that display all the Programs.
- Behind each tab there should be information about that program that includes:
 - Name of the program
 - Committee member(s) in charge (Program Leader)
 - Names of the Seminar Program Group
 - Date, Time & location of that program
 - Speakers
 - Topics
 - Sponsors of that program

- A list of the entire Leadership Program Alumni.
- A ruled writing pad that has been punched for a three ring binder.
- A nametag to be worn by class members at all program meetings.

As the Program progresses the Seminar Planning Group (made up by class members) need to provide the following for each program:

- An agenda for the program
- Biographies of the speakers that will be involved in the program.
These biographies should be written by a member of the Seminar Planning Group. The information for the biographies should be obtained by interviewing the speakers.
- Written goals and objectives for the program.
- Sample questions for the break out groups.
- Instructions as to how to get to the meeting, including address, room number and a detailed map if necessary. If possible include a phone number for the meeting location.

This information needs to be provided two weeks before the planned meeting and be pre-punched to fit in the three ring binder.

Purpose and Objectives for the Neighborhood Leadership Program Meetings

Orientation

The purpose of the Orientation Night is for class members to become familiar with the NGLA as an organization and to understand the commitment needed to participate in the Neighborhood Leadership Class. An overview of the program will be represented and the goals of the Leadership Class will be emphasized encouraging participants to become leaders in our community.

Objectives of Orientation Night

Welcome and introductions of Program leaders.

Mutual introductions of participants by their classmates.

Discussion of NGLA as an organization including the history of the Neighborhood Leadership Program.

A thorough explanation of the requirements of class participants, including attendance, class participation and Program Group assignments.

Check list of committee responsibilities to be given out to guide Committee Members in break-out meetings.

The Seminar Program Group will meet at end of orientation meeting with time allowed to discuss checklist and establish first Seminar Program Group meeting.

Provide information on how to do a police ride along.

City Government

The purpose of the City Government Class is to instill a better understanding of how the City of Longmont government works.

Objectives of the City Government night

Illustrate and discuss the form of government Longmont follows.

Discuss the responsibilities of each branch of the government.

Discuss what departments are included in the administrative branch of government and what these departments are responsible for.

How can the city government be utilized to help the neighborhood achieve their goals?

There should be key representatives from each branch of city government.

Individuals that are running for a political office should not be considered for speakers

Discuss what resources are available through City government

Effective Neighborhood Communication

The purpose of the Effective Neighborhood Communication Class is for the members to learn how media opportunities are created and the value of communications in working with and promoting your neighborhood.

Objectives of Effective Neighborhood Communication

Meet with local media and learn about their perspectives regarding news and how neighborhoods can work in getting their story told.

Learn from successful Neighborhood Leaders how to communicate through newsletters and other methods.

Learn the value of communication in achieving neighborhood goals

Learn how to make a presentation to City Council or a City board/Commission.

Attracting new members.

How to involve more residents.

Building partnerships

Effective Meetings

The purpose of the Effective Meetings Program is to give participants an overview of how effective meetings should be run and how individuals can be most effective in meetings, in accomplishing their goals and the goals of their organizations in meetings.

Objectives of Effective Meetings

An overview of Roberts Rules of Order and parliamentary procedure and their value.

How to deal with the common problems that arise in neighborhood meetings.

The value of writing good agendas, the taking of minutes, making motions and dealing with motions in an orderly fashion.

Participants will learn how they can most effectively participate in a meeting and how they can run an effective meeting.

Dealing with conflicts.

Conflict resolution.

Longmont Neighborhood Leadership Program

History & Bus Tour

The purpose of the Bus Tour is to introduce class members to the unique and diverse neighborhoods that make up Longmont, with an emphasis on the historical development of the city.

Objectives of the Bus Tour

The Bus Tour will give class members a brief historical background on Longmont and how the city's founders set the tone for the expansion and growth of the city.

To take a tour of neighborhoods within the city, focusing on the individuals, architecture, terrain and the other factors which helped forge the unique nature of each of these neighborhoods.

Offer class members a first hand look at the diversity of needs that face each of Longmont's neighborhoods and how neighborhood leadership can influence the direction of growth and improvement in a neighborhood.

Longmont - Our Diverse Community

The purpose of the Diverse Communities Program is to expose class members to the diversity of people we have in Longmont. This exposure hopefully will lead to a greater understanding of the differences in our neighborhoods so we can focus on greater understanding and respect for all people.

Objectives of the Diverse Communities Program

This program will help participants learn how to pay attention and raise their levels of understanding with people of different backgrounds from their own, and to help create a more positive working relationship in bringing our neighborhoods and our city together. This program should expand understanding of the differences in ethnic, religious, and cultural backgrounds, as well as people of all ages, so that we can realize that each group can contribute to our community.

To foster open, honest dialogue between ethnic groups in our neighborhoods.

Show that by working together we can have more cooperation in solving our common problems and can have a better city for everyone.

It would be desirable to have neighborhood leaders who have been successful in breaking down barriers serve as speaker's for this program, as well as leaders from various ethnic, religious, and cultural backgrounds and representing various age groups.

Longmont Neighborhood Leadership Program

Crime & Neighborhood

The purpose of the Crime & Neighborhoods Program is to give class members an inside look at the inner working of the institutions and the key individuals that are directly involved in the Criminal Justice System. Special attention will be given to how neighborhood leaders can utilize those groups to address the crime issues in their own community.

Objectives of the Crime & Neighborhoods Program

To gain a better understanding of Police Operations by taking a tour of Police Headquarters.

Meet with the Police Chief and Community Police Officers to see how Community Policing can work to resolve crime issues in individual neighborhoods and the impact they can make with crime prevention by working together.

Provide an opportunity to do a “Ride-A-Long” with a police officer.

Graduation

The purpose and objective of the graduation is to eat, drink, be merry, and to receive a framed certificate from the Neighborhood Leadership Program.

Emphasis should be placed on the potential that each Neighborhood Leadership class member leaves the program with, the camaraderie that the Neighborhood Leadership Program Class Members now share. Neighborhood Leadership graduates are encouraged to stay involved in NGLA, their neighborhood and their community.

Other Program Elements

Guest Speakers

Planning Committee Members should first approach Guest Speakers. A general outline of the program should be given to the speaker and a commitment for the specific date should be obtained. The speaker should be told what to expect from the class members and when they will be contacted again. The Planning Committee member should send confirmation by way of a letter to the speaker and the speaker should be reconfirmed two week prior to the start of the Neighborhood Leadership Program Starting Date.

Prior to the program the guest speaker should be contacted by a class member for an interview and information for the biography obtained. A brief overview of the program should be given to the speaker, as well as an expected arrival time of the speaker.

Speaker should be sent a thank you note expressing appreciation for the contribution made by their participation in the Neighborhood Leadership Program.

Evaluation Sheets

Evaluation sheets should be provided to class participants by the planning group before every meeting and should be filled out by class members and collected before the end of the meeting.

Longmont Neighborhood Leadership Program

Program Evaluation

The Neighborhood Leadership Planning Committee would like to hear your comments about the Leadership Program. Please rate the following on a scale of 1 to 5 with 5 being the best. Include suggestions for improvements if you wish.

Program Name: _____

Class Member Name: _____
(optional)

	Poor	Fair	Excellent
Rate the Following			
Overall Program	1 2 3 4 5		
Program Material	1 2 3 4 5		
Program Location	1 2 3 4 5		
Speaker 1	1 2 3 4 5		
Speaker 2	1 2 3 4 5		
Speaker 3	1 2 3 4 5		
Speaker 4	1 2 3 4 5		
Speaker 5	1 2 3 4 5		

Comments:

Longmont Neighborhood Leadership Program

Eligibility requirements

- _ Neighborhood Leadership application must be filled out in its entirety.
- _ Applicants must live or work in the city of Longmont.
- _ Applicants must not have filed for or announced that they are a candidate for public office.

Guidelines for Processing Applications and Class Member Selection Criteria only if the class size are too large.

All members of the Neighborhood Leadership Committee should be given copies of the applications in order to rank the applicants using the following criteria:

- _ Name and address of applicants should be blacked out
- _ Level of involvement in neighborhood organizations.
- _ Position held in that organization.
- _ Future position desired to be held in that organization.
- _ If more than 24 applications are received no more than 2 persons from each organization should be accepted.
- _ Applications should be ranked by number, with 24 being the highest ranking and 1 being the lowest based on the above criteria.
- _ Class size should be limited to no more than 24 members.

Longmont Neighborhood Leadership Program

Definitions

Program Leaders - the Planning Committee members responsible for leading each of the 8 program meetings of the current year's Leadership Program and serving as a coach to the seminar planning group.

Planning Committee - the individuals working on the upcoming years Neighborhood Leadership Program, consisting of the Planning Committee Chair, Program Chair, Recruitment Chair and all other Committee Members.

Planning Committee Meetings - planning meetings regarding the upcoming Neighborhood Leadership Program. To be attended by all Planning Committee Members.

Neighborhood Leadership Program - the current year's program consisting of the 8 sessions, including graduation.

Neighborhood Leadership Program Guide - the workbook from which the Neighborhood Leadership Planning Committee gains information as to how the Neighborhood Leadership Program should be organized.

Neighborhood Leadership Program Handbook - the three ring binder containing all the information for the current year's program. A copy of the Neighborhood Leadership Program Handbook should be made available to all class members and Planning Committee members.

Neighborhood Leadership Seminars - (the same as Program Meetings) each of the individual 8 programs consisting of orientation, city government, effective neighborhood communication, effective meetings, history & bus tour, diverse communities, crime & neighborhood, and graduation.

Program Agenda - the detailed agenda created by the Seminar Program Group for their individual program.

Program Chair - hands on manager of the Neighborhood Leadership Program meetings; responsible for overseeing all aspects of the Neighborhood Leadership Program Meetings. Must attend all Program Meetings to insure that the programs are up to Leadership standards and take attendance.

Planning Committee Chair - overall manager and advisor of the entire Leadership Program.

Program Meetings - each of the individual 8 programs consisting of orientation, city government, effective neighborhood communication, effective meetings, bus tour, diverse communities, crime & neighborhood, and graduation.

Program Outline - the rough outline provided by the Planning Committee as part of the Neighborhood Leadership Program Handbook.

Longmont Neighborhood Leadership Program

Recruitment Chair - responsible for recruiting participation in the Leadership Program. This includes printing and distributing brochures, submitting press releases, alumni picnic, attending neighborhood association meetings, enlisting the aid of Leadership alumni to speak to their neighborhood associations, as well as receiving completed applications and enrollment funds.

Seminar Planning Group - the class members and Program Leader that are working on a particular Program Meeting.

**The Following are Example Pages for the
Neighborhood Leadership
Program Handbook.**

Longmont Neighborhood Leadership Program

Neighborhood Leadership 2000

Welcome to the Longmont Neighborhood Leadership Program. The City of Longmont and the NGLA know that one of Longmont's most important assets is its people. The goals of this program are to:

1. To broaden potential pool of neighborhood leaders, to encourage the establishment of networks among neighborhood leaders,
2. To enhance the ability of neighborhoods to resolve problems,
3. To help give the leaders within our community the skills they need to improve our neighborhoods and our city.

We hope that you will find this program challenging, informative and enjoyable.

Class Member Expectations

1. Program preparation

As a member of the Neighborhood Leadership class, you will be assigned to a Seminar Planning Group. Your Program Leader will provide the Planning Group with an overview of what their seminar topic will be. It will be the Planning Group's responsibility to meet outside the class to:

- Reconfirm Speakers
- Reconfirm location
- Interview speakers

In preparation for your program (must be completed 2 weeks before program date except for City Government):

- Provide an agenda of program (1 page maximum)
- Provide biographies of your speakers (2-page maximum)
- Write goals and objectives of your seminar topic (3-page maximum)
- Write sample questions for "break out" groups (at least 15)
- Dress for all meeting is Business Attire (the Bus Tour is Casual)

2. Program implimentation

- Greet and welcome Speakers
- Introduce Speakers
- Facilitate movement of speakers from one breakout group to the next.
- Keep discussion going in your breakout group

3. To graduate from the Neighborhood Leadership Program:

Participants must not miss more that one (1) session, as well as complete all assignments and projects.

Participants must attend one NGLA meeting.

Reception and Orientation

Committee member in charge: Jon Clarke

Date: September 13, 2000

Location:

Time: 7:00 p.m.

Speakers: Planning committee members

Topics:

Welcome

Purpose of program

Overview of the individual program elements will be given by committee members

Introduction of class members by their neighbor (brief Bio's, reason for participation in program)

Expectations of class

- Must meet outside class sessions

- Interviews and outlines

- Attendance and program expectations

- Seminar Planning Groups will meet with Program Leader

Longmont Neighborhood Leadership Program

City Government

Program Leader: Hilary Clarke

Seminar Planning Group:

Date: September 27, 2000

Location: Civic Center Complex

Time: 7:00 p.m.

Speakers: City Manager, Mayor, Development Staff member or P&Z Commission Member

Topics:

How the Longmont city government works Council Manager form of government
(Include structure, responsibilities of Mayor, Council, and Administration. What is the relationship between the City Manager and City Council?)

How to Communicate with City Council

Include public hearing items, correspondence items, public to be heard, petitions, phone calls, letters

How are neighborhoods involved, where is input from the neighborhoods appropriate and what kind of information can the P&Z Board listen to?

Each speaker will be given 10 minutes to speak and the balance of the time will be devoted to break out groups.

Effective Neighborhood Communication

Program Leader: Sue Kliner

Seminar Planning Group:

Date: October 11, 2000

Location:

Time: 7:00 p.m.

Speakers: Newspaper Editor, Council Person, Neighborhood Group Leader

Topics:

Getting your news into the Longmont Times Call
Promoting the “good news” in your neighborhood
Ways to make a presentation to City Council
 Making your point in a few minutes
 Fighting nervousness
 Organizing your thoughts
 Setting a goal for your speech
Attracting new members
Creative ways of spreading the news
Adding spice to your newsletter

Each speaker will be given 10 minutes to speak and the balance of the time will be devoted to break out groups.

Effective Meetings

Program Leader: Dan Gomez, Shawn Wright

Seminar Planning Group:

Date: October 24, 2000

Location:

Time: 7:00 p.m.

Speakers: TBD

Topics:

Discussion Topics will include:

Meeting Basics

 Setting an Agenda

 Dealing with meeting participants, conflicts with an issue or a personality

 Motions and amendments

Case Study in break out groups

Critique, hints and tips.

History of Longmont and Bus Tour of Neighborhoods

Committee member in charge: Merrill Bohaning, Bob Carlson

Date: October 29, 2000

Location:

Time:

Speakers: Don Course, Historic Society, Main Street USA, St. Vrain Historic Society, Longmont Museum.

Program:

Topics:

History of Longmont

History and overview of Neighborhoods

Tour of classmember's neighborhoods

Dress: Casual

Longmont - Our Diverse Community

Program Leader: Merrill Bohaning, Don Oest

Seminar Planning Group:

Location:

Date: October 29, 2000

Time:

Speakers:

Senior Center, Youth, Louie Lopez, Break the Cycle

Each speaker will be given 10 minutes to speak and the balance of the time will be devoted to break out groups.

Topics:

Communication between people of diverse ages, and ethnic, religious, or cultural backgrounds.

History of ethnic groups in Longmont

Race relations beyond the civil movement - economic parody and empowerment

Crime and Neighborhoods

Program Leader: Sue Bridgeman

Seminar Planning Group:

Date: November 8, 2000

Location: Police Department

Time: 7:00 p.m.

Speakers:

Topics:

- Juvenile Activities within the City
- GEAR Team
- Geographic Deployment Community Based Policing
- How do the Longmont crime stats compare with other cities?
- How to stop the revolving door
- Problem Solving

Each speaker will be given 10 minutes to speak and the balance of the time will be devoted to break out groups.

A optional tour of the Police Department will be offered at 6:00 p.m.

Graduation

Committee member in charge: Jon Clarke

Date: November 10, 2000

Location:

Time: 7:00 p.m.

Speakers: