

# SAN RAFAEL CHAMBER

WE ARE ONE COMMUNITY • CELEBRATING 100 YEARS

## SAN RAFAEL LEADERSHIP INSTITUTE

A program of the  
San Rafael Chamber of Commerce  
Established 1989

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### MISSION

The San Rafael Leadership Institute is the premier program for professionals seeking to make a difference in their community, expand their network, and understand Marin County from the ground up.

### WHAT IS THE SAN RAFAEL LEADERSHIP INSTITUTE?

The San Rafael Leadership Institute, a program of the San Rafael Chamber of Commerce, offers a singular opportunity to develop leadership and team-building skills while learning about current issues that impact Marin County. The program brings together many of Marin's policy makers and offers participants the chance to build relationships with key stakeholders in the county.

### WHAT IS THE TIME COMMITMENT?

The Institute meets once a month from October through June. Due to the pandemic and gathering restrictions, this year's Institute will present the October, November and December sessions via video conferencing and will consider holding in-person sessions when appropriate and allowed, by Marin County Health Officials. When meeting in person, each session is held at a different and significant location in and around Marin.

### WHAT IS THE CLASS PROJECT?

Each class carries out a team-building class project. Previous projects have included a "Spirit of Marin (utility box art project), "Cleaning Up Myths about Homeless" (education campaign and community clean-up), "Pedal Power" (bike fixit station installation project) and "Fundraising for First Responders". The skills achieved in this group setting, which include leadership vision, facilitated debate and decision-making, are geared to assist future leaders in mastering collaboration and collective problem-solving.

### WHO SHOULD ATTEND?

CEO's and CFO's, business owners and entrepreneurs, senior managers and department heads, consultants and independent contractors, nonprofit executive directors and senior staff, board chairs and directors, county and city management and community leaders.

### WHY SHOULD I PARTICIPATE IN THE SAN RAFAEL LEADERSHIP INSTITUTE?

At the heart of the program is the opportunity to develop leadership skills alongside a group of dynamic, diverse individuals from many industries and disciplines. Team-building is a critical component of the Institute's leadership development philosophy. Throughout the Institute, the class participates in exercises that prepare them to become active community leaders, who can envision community change. Many graduates are surprised to learn so much about Marin, even though they have been residents for many years, or their entire life.

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## CURRICULUM

This year's class will be focused on innovative and adaptive leadership during COVID-19.

Transformational Leadership Coaching	Public Safety & Law Enforcement
Government & Public Service	Media, Communication & the Arts
Economy, Transportation & Housing	Sustainability in Marin
Health & Human Services	Wrap-up & Graduation
Education & Youth	

## SESSIONS & EXPECTATIONS

Discussions of the topics occur at monthly 'sessions' occurring on one Thursday a month (October – June); the San Rafael Leadership Institute calendar also includes a graduation ceremony. Please note: this schedule does not represent time commitment as there will be outside of class project assignments. Students are expected to attend every session and participate in their groups on their class project. Students may miss as many as TWO sessions and remain eligible for graduation. All the presentation materials will be provided to the students either before or following the session. Due to Covid 19 restrictions, all sessions are currently scheduled to be held online, with the intent to move to in-person sessions in early 2021, using safe and appropriate guidelines approved by Marin County Health Officials.

## SAFETY CONSIDERATIONS – COVID-19

We follow the health and safety guidelines issued by Marin County Public Health. Due to Covid-19 protocols, all sessions are currently scheduled to be held online, with the intent to move to different venues in the County in early 2021, using safe and appropriate guidelines approved by Marin County Health Officials.

## APPLICATION DEADLINE & TUITION

Please complete the following application and submit to the San Rafael Chamber c/o Leadership Institute. Full payment is due by Wednesday September 15, 2020.

Final Submission Deadline September 15, 2020 | 5:00 PM

**San Rafael Chamber Member Base Tuition \$875.00**

(Non-Chamber Members – Base Tuition \$1075.00)

## SUBMISSION

Please submit the completed San Rafael Leadership Institute Application to the San Rafael Chamber care of Leslie Piper, Program Manager – [lpiper@srchamber.com](mailto:lpiper@srchamber.com)

817 Mission Avenue San Rafael, CA 94901 t (415) 454-4163

[www.srchamber.com](http://www.srchamber.com)

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### Application for Admission:

Thank you for your interest in the San Rafael Chamber Leadership Institute. Please observe the following guidelines carefully and note that class space is limited and fills up quickly!

Completed applications and tuition must be received by 5pm, Friday, September 15, 2020  
[lpiper@srchamber.com](mailto:lpiper@srchamber.com) or mail to:

San Rafael Chamber Leadership Institute  
817 Mission Avenue  
San Rafael, 94901

### Tuition:

San Rafael Chamber Members \$875

Non-Members: \$1075

### Meeting Dates:

October 2020 – June 2021

9 am – 2 pm (ORIENTATION 3pm-5pm) All sessions will be via video conference, with the intent to move to in-person sessions in early 2021, using safe and appropriate guidelines by Marin County Health officials.

ORIENTATION October 1<sup>ST</sup> 3PM-5PM  
Session 1 October 15  
Session 2 November 12  
Session 3 December 10  
Session 4 January 21

Session 5 February 11  
Session 6 March 11  
Session 7 April 15  
Session 8 May 13  
Session 9 June 3

Name of Applicant \_\_\_\_\_

Company \_\_\_\_\_ Professional Title \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Best Times to Reach You  Daytime  Evening Hour/Hours \_\_\_\_\_

Emergency contact and phone number \_\_\_\_\_

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Please list any food allergies (Lunch will be provided during IN-PERSON sessions. In-person sessions TBD based on Marin County health guidelines) \_\_\_\_\_

Briefly describe your work responsibilities \_\_\_\_\_

**Personal Objectives & Priorities:** (Please attach a separate page if necessary)

1. Please list the issues you feel are most important to the future of San Rafael and Marin County.

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2. Are there particular issues or topics you would like to see addressed in the Leadership Institute?

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3. What do you hope to gain from your Leadership Institute experience? \_\_\_\_\_

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**Community Involvement:**

Please list recent involvement in community, professional, service or nonprofit organizations.

**Organization**

**Dates of Participation**

**Position/Role**

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Please list any awards or special recognition. \_\_\_\_\_

Please list two references, one business and one personal.

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_ Phone \_\_\_\_\_

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## PARTICIPATION AGREEMENT

The full participation of class members is expected in order to guarantee a successful program. Participant guidelines include but are not limited to:

- Attendance at all monthly sessions, October – June. All sessions are from approximately 9am – 2pm via video conference, with the intent to move to different venues in the County in early 2021, using safe and appropriate guidelines approved by Marin County Health Officials.
- Unexpected absences must be communicated to the Program Manager or the Chair, as far in advance as possible. Poor attendance may affect the ability to graduate.
- Participants are expected to arrive on time and be present for the entire session.
- Participants are expected to turn all cell/smart phones on silent or vibrate during the session and conduct any business (e.g. phone calls, voicemail, emails or texts) during breaks or lunchtime.
- All class assignments and homework, if any, must be completed on time.
- Participation in the class project is mandatory and will require additional planning time outside of the monthly sessions.

Please review the following statements and sign below.

- I understand the requirements of the program and am aware that completion of this application does not ensure my acceptance into the San Rafael Leadership Institute.
- I have read the guidelines and agree to abide by the tuition and participation requirements.
- My employer has been notified of my intent to participate in the program, endorses my involvement and agrees to allow me time off work to attend all sessions.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please mail application and full payment to:**  
**San Rafael Chamber of Commerce, 817 Mission Avenue, San Rafael, CA 94901**  
**Phone: 415 454-4163 Fax: 415 454-7039**

## Charge my credit card

VISA/MC/DISC \_\_\_\_\_

Name on card: \_\_\_\_\_

Expiration date: \_\_\_\_\_ CVC code: \_\_\_\_\_

Billing address including zip code: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Checks payable to the San Rafael Chamber of Commerce

817 Mission Avenue San Rafael, CA 94901 t (415) 454-4163  
www.srchamber.com