

## **Welcome & Overview**

Congratulations and welcome to Leadership Roanoke Valley (LRV). You have joined 34 other participants and 18 curriculum advisors for a ten-month adventure that will change how you live, work, learn, and play in the Roanoke region.

LRV is a program of the Roanoke Regional Chamber of Commerce that was established in 1983 by the Roanoke Regional Chamber with assistance from local college presidents, Dr. Paula Brownlee of Hollins University and Dr. Norman Fintel of Roanoke College. In 30 years, this program has graduated over 900 business leaders.

LRV was established to achieve the following goals:

- To expand the scope and increase the community awareness offered within the leadership realm of the Roanoke Regional Chamber of Commerce
- To provide local governments and organizations with persons who are better prepared for the challenges facing our region
- To improve the quality of life in our region so as to retain existing talent and attract others who can positively contribute to the vitality of our area through well trained and motivated leaders

Leadership Roanoke Valley is a 10-month course comprised of educational programs developed and implemented by curriculum advisors and participants. These programs are designed to identify, educate, and develop a select group of citizens from the Roanoke region for positions of leadership in the community and build a resource base of community leadership on an ongoing basis.

LRV encourages participants to get involved in the community. LRV provides the knowledge base needed for participants to make a difference in the community now and in the future. The programs developed by the participants are designed to educate and motivate the individuals into action. Participation is the key to a program's success.

Although participants have diverse backgrounds, all are expected to share the following characteristics:

- The ability to set and achieve personal goals.
- The availability of time and resources to give to community service.
- A demonstrated personal commitment to the Roanoke region and to society as a whole.

To sustain the integrity of LRV, the Chamber utilizes the expertise and resources of the region's leaders to help guide and direct the program. These community leaders are represented on the curriculum committee and are responsible for the organization of the program. The framework for the LRV experience includes three aspects: increased self-awareness, personal growth, and leadership skills; networking and connectivity to the community; professional leadership opportunities and motivation to improve the quality of life in the Roanoke region. See LRV Experience diagram included on page 6.

Leadership Roanoke Valley participants, graduates, and curriculum advisors

- Serve as ambassadors for the region;
- Work in a team environment to expand and leverage social networks;
- Demonstrate higher-level leadership skills within neighborhoods, work settings, and governing groups;
- Understand the needs of the Roanoke region;
- Make a difference in the Roanoke region.

## **Participant Expectations**

**All participants in LRV are expected to attend and fully participate in all activities developed by curriculum advisors and program participants.** Participants are assigned to a program planning group with responsibility to research issues in an assigned program area that impact the citizens in the Roanoke region. Participants are expected to:

- Participate fully in all aspects of the LRV program.
- Read and follow the guidelines and policies in this handbook and on the LRV web site.
- Be a team player.
- Actively participate in all planning meetings and activities.
- Be open to new and differing points of view.
- Learn about issues that influence the citizens of the Roanoke region.
- Learn all aspects of the presentation topic chosen by your group.
- Use your energy, creativity, and skills to develop a presentation that is educational, stimulating, and fun for your group and the other participants.
- Establish a presentation agenda.
- Select guest speakers and experts to present to the group. Set your target high. Choose the highest profile, most recognized experts available.
- Participate in fundraising activities for the group's program. Your group is responsible for all financial aspects of your program.
- Use curriculum advisors and the Roanoke Regional Chamber staff members as resources.
- Apply what is learned and use the knowledge to improve the region.
- Get involved and make a difference. LRV is a learning experience. It is only the beginning.
- Meet new people and plan to have lots of FUN!

## **Attendance**

LRV is a great program with a long history and fantastic group of past participants. As with most things, **you get out of it what you put into it.** Plan to make the most of this experience.

Active participation in group planning

meetings is also expected of all participants. Participants are expected to complete all assignments on a timely basis and participate at a high level, as measured by attendance and activity level. The lead team advisor will monitor the participation level and report inadequate participation to the chair of the curriculum committee.

*Each participant is expected to attend **all events** sponsored by Leadership Roanoke Valley from the beginning of the program to the end. Failure to attend events may result in the participant not graduating from the program. Arriving late to a program, leaving early from a program, or missing any portion of a program is unacceptable. The curriculum committee chair will review all absences, late arrivals, and early departures. The Chamber liaison will monitor attendance at all LRV sponsored events.*

Participants are required to notify the Chamber liaison regarding any absence.

- **After the first absence:** the lead advisor will contact the participant, discuss the attendance policy, and the participant will receive a letter from the curriculum committee chair.
- **After the second absence:** the participant will receive a letter from the curriculum committee chair advising that he/she is in jeopardy of not being able to graduate; his/her lead advisor, Chamber liaison and sponsor will each receive a copy.
- **After the third absence:** the participant will receive a letter from the curriculum committee chair stating he/she will not be allowed to graduate; his/her lead advisor, Chamber liaison and sponsor will each receive a copy.

## **Local Government Meetings**

To observe local government in action, participants are required to attend at least one local government meeting by May 3, 2013 (e.g., City or Town Council Meeting or County Board of Supervisors Meeting). Participants are asked to submit an e-mail confirming their attendance to their lead advisor **and** the Chamber liaison within one week of meeting this requirement.

Schedules for five local governments are listed below; however participants are not limited to these meetings. Additional information can be found on the LRV/Roanoke Regional Chamber of Commerce Web site at [www.roanokechamber.org](http://www.roanokechamber.org) and click on "Get Involved with Government" tab.

Plan ahead, as some meetings may be cancelled at the last minute if there are no items to discuss.

### **City of Roanoke**

Council meets on the first Monday at 9 A.M. and the third Monday at 2 P.M. each month in the City Council Chamber of the Noel C. Taylor Municipal Building, 215 Church Ave SW, Roanoke. ([www.roanokeva.gov](http://www.roanokeva.gov))

### **County of Roanoke**

Board of Supervisors meets on the second and fourth Tuesday at 3 P.M. each month in the Roanoke County Administration Center, 5204 Bernard Dr, Roanoke. ([www.roanokecountyva.gov](http://www.roanokecountyva.gov))

### **City of Salem**

Council meets on the second and fourth Monday at 7:30 P.M. each month in the Council Chambers, City Hall, 114 N Board St, Salem. ([www.ci.salem.va.us](http://www.ci.salem.va.us))

### **Town of Vinton**

Council meets on the first and third Tuesday of each month at 7 P.M. in the Council Chambers, Vinton Municipal Building, 311 S. Pollard St., Vinton. ([www.vintonva.gov](http://www.vintonva.gov))

### **Botetourt County**

Board of Supervisors meets on the fourth Tuesday at 2 P.M each month in the Greenfield Education and Training Center, 57 South Center Dr., Daleville. ([www.co.boutetourt.va.us](http://www.co.boutetourt.va.us))

## **Leadership Forward - The Next Step**

Plan to stay involved in the community and continue your professional development through Leadership Forward's (LF) scheduled programs and annual leadership conference. LF can help facilitate your involvement in leadership positions in the region as a volunteer, board or committee member, or participant in short-term projects to benefit local not-for-profits.

Leadership Forward is YOUR alumni association. Its mission is to continue your engagement after you graduate from Leadership Roanoke Valley and then support your integration into positions of leadership in the Roanoke region.

As an LRV graduate, you are automatically enrolled in LF. Leadership Forward will help you:

- Move into a position of leadership in our community
- Gain access to local boards and committees
- Increase networking opportunities
- Attend workshops on issues of regional importance
- Continue development of leadership skills and community activism
- Keep you connected to all the new friends you have met throughout your LRV experience.

To fulfill its mission, Leadership Forward has various committees that organize different programs and events for this association.

### **Leadership Forward committee chair:**



Betsy Whitney - Class of 2009  
Leadership Forward Chair  
Habitat for Humanity in the Roanoke Valley  
403 Salem Ave SW  
Roanoke, VA 24016  
Work: 540.344.0747  
Cell: 540.354.8355  
E-mail: [betsy@habitat-roanoke.org](mailto:betsy@habitat-roanoke.org)

To search the over 900 LRV graduates go to [www.roanokechamber.org](http://www.roanokechamber.org) and click on *Leadership Programs*.

# LRV Experience

gain

increased self-awareness  
personal growth  
leadership skills

by

learn by doing  
friendship—networking—teamwork  
linking individuals to the community

growing

community awareness  
leadership opportunities  
motivation to improve



calendar

September: Breakfast  
October: Ropes Course  
November: Leadership Program  
December: Discovoration Journey  
January: Government Program

February: Economic Development Program  
March: Education Program  
April: Environment Program  
May: Community Impact Program  
June: Graduation

**Curriculum Committee  
Role & Guidelines**

**The Role of the Curriculum Committee**

Curriculum committee advisors are past LRV participants. They have done everything you will do. Use them, ask questions, and let them provide you with information on past program successes and failures, but remember, they are advisors only. They will not develop the program for you. That is your responsibility. They will keep you on schedule and will offer advice, but you will only learn from this experience by "doing."

The curriculum committee as a whole approves each program's topics, goals, and conceptual agenda prior to the delivery of your program. Your program group will present your initial and final plans at curriculum committee meetings.

**Curriculum Committee Guidelines**

1. Curriculum committee members are expected to attend Opening Breakfast, Retreat, the Ropes Program, the Leadership Program, the Discoveration Journey, Graduation, and all participant programs.
2. Each curriculum committee member is required to attend 80% or more of the scheduled curriculum committee meetings and LRV sponsored activities.
3. Advisors are asked to attend 80% or more of their group's planning and organizational meetings.
4. Curriculum committee members are expected to rotate off the committee, voluntarily, after five years to permit more recent class participants to perform curriculum committee duties.

**Thanks to the following advisors for assuming a leadership role in developing and facilitating the Curriculum Committee programs.**

Opening Breakfast .....	Melissa Lacombe	Leadership Program .....	Patience O'Brien
Retreat.....	Patrick Murdock	Discoveration .....	Jean Hopsletter
Ropes Program .....	Lea Riddle	Graduation .....	Erik Williams