

Leadership Longview
2024-2025

Day/Date	Item	Assigned Person	Completed
MAY			
	Upload application to website	Coordinator	
	Lunch & Learn (2)	Coordinator/Chair	
	New Planning Committee Members in effect – give folders with job descriptions	Planning Team	
	Monthly LL PC meeting – welcome new chairs and review roles	Planning Team	
	Class Graduation, Alumni of Year Award, Chairman’s Award (every other year)	Coordinator/Chair/VC	
	Determine shirt choices and cost – give estimated cost for TRC	Coordinator/Chair	
	Begin recruiting facilitators	Vice Chair Fac	
JUNE			
	Lunch & Learn if needed	Coordinator/Chair	
	Order Notebooks for New Class – fulfill TRC sponsorship requirements	Coordinator	
	Recruit alumni for selection committee	Guidelines/Selection Chair	
	Obtain all documents from applicants and prep for selection	Coordinator	
	Schedule meeting with John Grubbs to review program objectives	Coordinator/Chair	
	Reserve bus for Retreat	Coordinator	
	Finalize facilitator list	VC Facilitators	
	Pull non-profit list from Chamber and review with VC – Class	Coordinator/Chair	
	Set date for new class “Meet and Greet” (August)	Coordinator/VC Alumni	
	Set date for selection meeting (mid-July)	Coordinator/Chair	
	Schedule 1 st facilitator training (Oct/Nov/Dec)	VC Facilitators	
JULY			
	Selection Meeting	Coordinator/Guidelines- Selection Chair	
	Notify new class members and announce new class by end of month	Coordinator	
	Order class lanyards (Chamber selected)	Coordinator	
	Monthly LL PC meeting	All	

Leadership Longview
2024-2025

	Confirm location and details for New Class “Meet and Greet”	VC Alumni	
	Notify qualified non-profits that apps for project submissions are open	Coordinator/Vice Chair	
	Non-profit project lunch and learn (if needed)	Coordinator	
	Confirm shirt sizes and order shirts	Coordinator	
	1 st Facilitator Training	Coordinator/Chair/VC Facilitators	
	Invite Chamber Board to Meet & Greet	Coordinator	
AUGUST			
	Monthly LL PC meeting – RETREAT FOCUS	All	
	Ensure all binders are ready to go for the RETREAT	Coordinator	
	Prep bios and headshots	Coordinator	
	Collect unpaid dues	Coordinator	
	Send out link for personality assessment to class with deadline of Sept 1 st	Coordinator	
	Class agenda for RETREAT and letter is sent to class	VC Class	
	New Class “Meet and Greet”	All	
SEPTEMBER			
	Gather all personality tests and send copies to LL leadership team	Coordinator	
	Add new class members to chamber's email list		
	Two previous classes give enthusiastic send off for retreat		
	Special LL planning committee meeting week before RETREAT to finalize assignments	All	
	RETREAT – Send out surveys	Coordinator/Chair/VC	
	Monthly LL PC meeting (September ?)– review Retreat and Oct facilitators present	All	
	Class agenda for October session and letter is sent to class	VC Facilitators	
	Notify top 3 nonprofits selected to present to class on C & E Day	Vice Chair Class	
	Send retreat survey to VC of Class to send to Class	Coordinator	
OCTOBER			
	Schedule January/February/March Facilitator Training	VC Facilitators/Coordinator/Chair	

Leadership Longview
2024-2025

	Community & Econ Dev Day - Send Surveys	Coordinator/Chair/VC Facilit/VC Class	
	Monthly LL PC meeting – review Quality of Life Day and Nov facilitators present	All	
	Class agenda for November session and letter is sent to class	VC Facilitators	
NOVEMBER			
	Quality of Life Day – send out surveys	Coordinator/Chair/VC Facilit/VC Class	
	Monthly LL PC meeting – review C& E Dev. Day and Dec facilitators present	All	
	Schedule meeting with nonprofit to establish MOU	Chair/Coordinator/VC Class/Class Rep	
	Class agenda for December session and letter is sent to class	VC Facilitators	
	Special LL PC meeting (if needed) for class to present their project for approval	All	
DECEMBER			
	HEALTH AND EMERGENCY SERVICES DAY	Coordinator/Chair/VC Facilit/VC Class	
	Monthly LL PC meeting		
	Class agenda for January session and letter is sent to class		
JANUARY			
	CRIMINAL JUSTICE & PUBLIC SAFETY DAY – send out surveys	Coordinator/Chair/VC Facilit/VC Class	
	Monthly LL PC meeting – review CJ day and Feb facilitators present	All	
	Begin preparations for LL Graduation (order books, lapel pins, etc.)	Coordinator	
	Class agenda for February session and letter is sent to class	VC Facilitators	
	Reserve bus for Tour Day	Coordinator	
FEBRUARY			

Leadership Longview
2024-2025

	EDUCATION DAY – send out surveys	Coordinator/Chair/VC Facilit/VC Class	
	Monthly LL PC meeting – review Edu day and Mar facilitators present	All	
	Class agenda for March session and letter is sent to class	VC Facilitators	
	Confirm Open House time/details with class (morning or afternoon) and confirm time of SWOT with John	Coordinator/Chair/VC Facilit/VC Class	
MARCH			
	TOUR DAY – send out surveys	Coordinator/Chair/VC Facilit/VC Class	
	Invite Non-Profits to Project Open House	VC Class	
	Send out SWOT surveys	Chair/Coordinator	
	Monthly LL PC meeting – review Tour Day and prep for SWOT	All	
	Send copies of SWOT answers to leadership team	Chair	
	Send date for Graduation Celebration	VC alumni	
	Invite Chamber Board to Project Open House	Coordinator	
APRIL			
	SWOT/OPEN HOUSE DAY	Coordinator/Chair/VC Facilit/VC Class	
	Monthly LL PC meeting – review SWOT day and discuss changes for next yr	All	
	Select new LL planning committee members, VC, PC, etc.	All	
	Order LL Graduation Awards and Alumni of the Year Awards as well as Chairman Award	Coordinator	
	Final Preparation for Graduation	Coordinator	
	Finalize and confirm Graduation celebration	VC Alumni	
	Select dates for Lunch & Learns	Coordinator/Chair	
	Update application/set dates for next year’s program	Coordinator	
	Set RETREAT date/send in deposit	Coordinator	

Leadership Longview
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Notes

