

LEADERSHIP SOUTH DAKOTA

Understanding the past, creating the future.

*Program
Manual*



Leadership South Dakota Program Manual

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Introduction

Welcome to the next class of Leadership South Dakota!

The future success of South Dakota depends on the development of homegrown leaders; diverse and passionate citizens like you, who reside in every corner of the state. Leadership South Dakota will provide you with the experiences and insights necessary to prepare you for leadership positions in your community, state, and at the national level.

Leadership South Dakota is designed to deliver a challenging and interactive professional development program through seven sessions. The program will provide participants with a geographic and informational perspective of South Dakota that will contribute to a foundational knowledge base for future leadership opportunities.

Over the course of eight months you will go places many people never see and meet the behind-the-scenes people who make things work. You will hear from established leaders from across the state on a wide variety of topics.

Establishing relationships with other engaged professional colleagues from across the state is an opportunity that may pay lifelong dividends. Our colleagues from other states have told us that while there are many benefits to these programs, the greatest is the networking that takes place within the class. In 5 and 10 years, we will have an impressive list of alums - and you will be one of them!

The sessions will be hosted in communities across South Dakota. These leadership retreats will offer you an amazing experience - a combination of tours, presentations, activities, messages, communication styles, and leadership skills all packed into an opportunity that you will not forget.

Thank you for taking that next step towards leadership in South Dakota. We are excited and hope you are too! See you at the Leadership South Dakota orientation!

Rick Melmer, Program Director

Valerie Melmer, Hospitality

Lori Oster, Alumni and Program Organization

The next generation of leaders for South Dakota starts here.



Leadership South Dakota will prepare and promote future leaders in the state with the knowledge and skills they need to lead South Dakota organizations in the future.

Chapter 1: About Leadership South Dakota

Leadership South Dakota is designed to increase the number of leaders who are prepared to assume key leadership positions at the community, state, and national levels. The targeted audience for Leadership South Dakota will be young professionals who expect to build a career in South Dakota. As baby boomers retire, South Dakota needs to strengthen its leadership “bench” to prepare for this evolution of leadership.

Experiences

Leadership South Dakota will offer experiences that will expand knowledge of our state. These include tours and visits to organizations, businesses, and industries that are instrumental to South Dakota.

Access

Leadership South Dakota will provide access to extraordinary people who have contributed to the fabric of our state. These people are local and state leaders who have had a positive impact on South Dakota.

Skills

Leadership South Dakota will help develop leadership skills, as well as organizational management, communication, and community investment that will contribute to your future success in South Dakota.

Purpose

Leadership South Dakota will prepare and promote future leaders with the knowledge and skills they need to lead South Dakota organizations.

Mission

To attract engaged citizens from across the state, then provide them with the background, unique experiences, and insights necessary to assume leadership positions.

Vision

Understanding the past, creating the future.



Chapter 2: Leadership South Dakota Structure

Leadership South Dakota was originally convened in partnership with the South Dakota Community Foundation and as a recipient of a grant from the Bush Foundation. In 2017, Leadership South Dakota converted to a non-profit organization. The Board of Directors will meet two times a year to oversee and guide the Leadership SD program.

Leadership South Dakota Board of Directors

Dana Dykhouse, First Premier Bank
Mike Begeman, Sanford Health System
Paul Tschetter, Boyce Law Firm, LLP (2015 alum)
Ron Millar, Carlen and Millar, CPA
Cathy Bradley, Black Hills Energy
Ericka Heiser, Ketel Thorstenson, LLP (2015 alum)
Paula Jensen, Dakota Resources (2016 alum)

Leadership South Dakota Program Sessions

Preparations and session information provided by:

Rick Melmer, Program Director,
Valerie Melmer, Hospitality
Lori Oster, Alumni and Program Organization
Connie Donohue, Communications

Leadership South Dakota Alumni

Alumni of Leadership South Dakota classes serve by committee to plan alumni events and activities, assist with recruitment for future class members, and offer suggestions for the following year's program.

Chapter 3: Leadership South Dakota in Session

This is a snapshot of a typical Leadership South Dakota session. We gather from Wednesday afternoon until noon on Friday in a different community for each of the six-monthly sessions. While each community will offer its unique experiences and opportunities, the framework below will provide class members with foundational material to develop and enhance their leadership skills. The order of events and weekend content may change (i.e. modules offered, speaker availability, amount of travel in the community); however, you will find each session full of activities and learning opportunities.

Day 1

Site Visits/Tours

Dinner/Guest Speaker

Networking

Day 2

Focus Area Module(s) – Speakers, Presentations, and Tours

Specific to Community - Speakers, Presentations, and Tours

Dinner/Guest Speaker

Networking

Day 3

Current Events

Leadership Module

Weekend Reflection

Wrap-up/Next Steps

Other activities and opportunities weaved into the Leadership SD program include potential service projects, support of non-profit organizational work, and research.

Graduation

Graduation is its own session (7th meeting of the class). Family is invited to attend the evening event.

1. Focus Areas

Activities, tours, guest speakers, and at least one module are reflective of each session's focus area. Sessions include:

- State Government
- Agriculture and Manufacturing
- Tourism, Natural Resources, and Military
- Education, Technology, and Rural
- Health and Financial Services
- Native American History and Culture

2. Site Visits/Tours

Each session there will be tours or site visiting experiences one might not otherwise see.

3. Service Projects

The class will be provided opportunities to give back, locally or statewide, and hearing from those champions who lead service efforts in our state.

Chapter 4: Participation

It is expected that Leadership South Dakota class members will actively participate in all meetings and activities with:

- An open and inquiring mind
- A willingness to learn
- A respect for opinions not in agreement with your own
- A commitment to greater service for the betterment of your own community, South Dakota, the United States, and the world.

1. Attendance Policy

It is expected that each class member will attend every session in its entirety. It is realized that responsibilities to your families, professions, and organizations may occur and might be unavoidable. Class members will be responsible for notifying a Program Director if you will not be present. Excused absences are to be approved by a Program Director in advance of the class session. An excused absence may include:

- Family emergency: (i.e. child, spouse, parent, grandparent health emergency)
- Upon advice of a physician – a medical condition that precludes participation
- Death of a family member
- Natural disaster
 - Such as a blizzard, snowstorm, tornado, flooding, or weather-related event that would not allow travel to the weekend session
 - If a weekend is postponed due to inclement weather, an attempt will be made to reschedule the session. If it cannot be rescheduled, the weekend will be cancelled, and the Program Directors will attempt to address the focus topic in later sessions.

There should be no late arrivals or early departures. All unexcused absences, late arrivals, and early departures will be accumulated on an hourly basis to represent total missed session time.

- Attendance will be recorded each session. Unexcused absences equaling **one** session will result in notice of concern from the Leadership South Dakota Program Directors.
- Absences totaling **two** weekend sessions may prevent the class member from officially completing the Leadership South Dakota program.
- Potential reasons for not becoming a Leadership South Dakota graduate or removal from the program may include (but are not limited to):
 - Unexcused absences
 - Continual tardiness that negatively affects the class member's involvement
 - Disruptive or unbecoming behavior to the Leadership South Dakota program

All class members will be asked to indicate support for the Attendance Policy through the signed Agreement Form.

2. Spouses/Family/Partner

It is very important that your spouse/family/partner be knowledgeable of the program and is supportive of your participation in the program. It is Leadership South Dakota's aspiration for those important people in your life to be an integral part of the experience and to play a major role in future alumni activities. You are encouraged to invite your spouse/family/partner to attend the graduation weekend banquet and ceremony.

3. Correspondence/Homework

All class correspondence will be managed by email or through the class portal on the Leadership SD website. Please read in a timely manner and in preparation for each new session

Leadership South Dakota materials will include:

- Leadership SD Manual
- Agendas for each of the Leadership South Dakota sessions
- Biographies of the Program Directors and Advisory Board
- Miscellaneous materials specific to a session (speaker handout, reading materials, etc.)

Outside homework or assignments will be kept to a minimum. It is recognized that class members are busy in your personal and professional lives; maintaining balance is a necessary skill.

Please notify a program director when your email or any other contact information changes.

Chapter 5: Financial Obligations

1. Tuition

Tuition for the Leadership South Dakota program is \$3000. This tuition fee may be paid in one payment or in an installment plan. Class members will receive an invoice for payment.

2. Lodging

Lodging costs will be the responsibility of the class member. Leadership South Dakota has preferential room rates that usually offer a free continental breakfast. You are encouraged to stay in our identified hotel property; if you have other arrangements that are more convenient or less expensive, you may choose to stay in those locations. Hotel reservations should be made a minimum of **3 weeks** before a scheduled weekend session to secure your room and the group rate.

3. Meals

All meals for the class sessions are arranged and paid for by the Leadership South Dakota program. Members are expected to attend all meals as noted on the agenda. If you are not planning to eat a meal, please notify the Leadership SD directors of that in a timely manner. Please advise a Program

Director if you have any special dietary needs.

4. Transportation

Transportation costs to the session site must be borne by each participant. Leadership South Dakota will provide transportation to specific locations (focus area site visits) *during the sessions*.

Carpooling to and from the session is encouraged and is a great way to reduce class member costs.

Chapter 6: Conduct

As a representative of the Leadership South Dakota program, each class member is expected to conduct oneself with integrity and in an appropriate manner befitting a leader. Behavior displayed both during sessions and during *unscheduled time*, should be a positive reflection on the program, on other people, and on individual participants.

The standards of the Leadership South Dakota program are respected statewide; each participant is expected to uphold those values. The integrity of this program rests on each one of its members with the expectation of behavior that exemplifies the utmost personal and professional standards. Any behavior that is not in accordance with the program's standards may be cause for dismissal.

1. Alcohol

There will be networking opportunities after evening events have concluded, and occasional receptions where alcohol may be served or available for purchase. Participants are expected to comply with all federal, state, and local laws concerning alcohol use.

2. Tobacco

The use of any tobacco product is forbidden during session activities. Participants are expected to comply with all federal, state, and local laws concerning tobacco use.

3. Cell Phones

Cell phones should be managed (ringer on silent; no texting or emailing) during session activities. The use of a cell phone is disruptive and disrespectful to the class. We ask that you alert people who need to contact you to this fact. Breaks are planned for communication.

4. Social Media Use

As a representative of the Leadership South Dakota program, we encourage you to share your experiences on social media. Follow, like, and engage with Leadership South Dakota on Facebook, Twitter, LinkedIn, etc. These are all great platforms to share information, start conversations, and tell your personal networks about your commitment to grow leadership throughout our state. When sharing, please keep this program, your employer, our host companies, and your personal reputation in mind by maintaining a positive and professional tone.

Remember that posts are public and permanent. A good rule of thumb is, "If in doubt, leave it out."

Chapter 7: Dress Code

As with any business or distinguished program, class members should always present themselves in a professional manner. First impressions set the stage for both short and long-term relationships.

1. Following are dress codes and their definitions:

- *Business (Formal) Attire*
 - Men: Suit and tie or blazer/sport coat, nice slacks, and tie
 - Women: Business suit, pantsuit, business dress, or skirt/blazer
- *Business Casual Attire*
 - Men: Sport coat without tie and/or a collared shirt (sweater) and slacks
 - Women: dress, skirt, or dress pants and jacket / sweater, button down shirt
 - Leadership South Dakota attire
- *Casual Attire*
 - Jeans or khakis, button-down shirts, dress T-shirts, Leadership South Dakota apparel
 - No graphic T-shirts, shorts, flip-flops, or hats
- *Additional Dress Notes*
 - Weather conditions during site visits may impact dress requirements. Information regarding this will be passed along prior to the session.
 - Prepare for sight visits, such as a 24-Hour Dairy, where your clothing may get dirty.
 - Farm work, highly-worn, or suggestive attire is not appropriate. Footwear should be clean in appearance.
- *Leadership South Dakota Apparel*
 - Each class member will be provided an opportunity to order a Leadership South Dakota shirt at no additional cost.
 - Other apparel will be available for purchase. Information will be provided at the orientation session.

2. Nametags

Nametags and name plates will be provided to the class at the start of each session and collected after that session. The nametags will be worn at all Leadership South Dakota events. Wearing nametags on your right chest is considered proper etiquette so that they may be seen easiest by those extending a right hand to you. The name plates are to be placed in front of you at your table to help those who are speaking to the class know who they are addressing.

Chapter 8: Discrimination, Liability, Release, and Agreement Forms

1. Discrimination

Leadership South Dakota will not discriminate based on gender, race, national origin, religion, creed, age, marital status, sexual orientation, or disability.

2. Liability Release

Leadership South Dakota class members are asked to sign a waiver or release form that releases

Leadership South Dakota from any liability while attending Leadership South Dakota sessions and activities and acknowledging that they are assuming the responsibility for their voluntary participation in such activities.

3. Medical Release

Leadership South Dakota class members are asked to sign a waiver or release form that grants the directors or agents of Leadership South Dakota the full authority to take emergency action regarding the health and safety of all class members.

4. Media Release

Leadership South Dakota class members are asked to sign a waiver or release form that allows the absolute right and unrestricted permission to use all produced media for the Leadership South Dakota Program.

Appendix A (on pages 13-14 of the Manual)

Included in the application process for Leadership SD, you were asked to read and sign the information listed above but in more detail. If you did not previously complete it, or want to familiarize yourself with the information, please refer to Appendix A included in this manual.

Chapter 9: Lobbying

Leadership South Dakota is apolitical and utilizes an unbiased approach that shares several viewpoints on subjects. The program itself must refrain from active endorsements of candidates, or campaigning on behalf of individuals pursuing positions, and/or espousing policy options during public or legislative debate. These issues can be discussed, but sides should not be taken or promoted by Leadership South Dakota or class members to the public.

Chapter 10: Management Team

Participants will be required to serve on a Management Team for at least one session of the program. The Management Team members will work closely with and at the discretion and direction of the Program Directors.

1. Responsibilities of the Management Team

The Management Team (usually will include about 6 or 7 class members) will oversee and assist in managing the entire session assigned. A schedule will be presented at the first session for team and monthly assignments. The Management Team will typically meet with the Program Directors prior to the start of the session to discuss delegation of duties (the agenda to guide this discussion and responsibility planning is included below).

Management Team Meeting Agenda

- A. Welcome and introductions
- B. Review of Management Team (MT) objectives and duties
 - Development and/or enhancement of skills in leadership, facilitation, and group dynamics
 - Assist with program weekend oversight and overall management of program weekend
- C. Review of roles and responsibilities
 - *Rotate assignments so all MT members gets a variety of experiences*
 - Floor Managers (general oversight of session(s); Mic runner and time keeper; monitor attendance)
 - Introducers (introduce speaker(s); facilitate Q & A sessions; thank speaker personally and on behalf of the group; gather home address and email from speakers for thank you notes, if necessary)
 - Logistics (handouts; meal organization; assist with movement of class members on field trips/site visits, i.e. head counts, loading and unloading of buses)
 - Social Media (pictures throughout the session; capture quotes/ highlights; serve as leaders for social media postings and tweets)
- D. Write thank you notes to speakers (2 each, minimum)
 - Collect thank you notes from class members
 - Distribute address lists
- E. Lead *Current Events in South Dakota* discussion
 - Briefly discuss current news and events that are hot topics of discussion
 - Identify issues of interest that have leadership implications for our state
 - Review scheduled time on the agenda and who will present on what

Chapter 11: Session Wrap-Up

1. Reflection

After each session, Program Directors will facilitate a group discussion in reaction to the session's events and activities.

2. Survey Evaluations

Each class member is asked to complete an online survey after each of the seven (7) sessions. A link will be made available at that time. Please be very honest; comments are used when making curriculum decisions for subsequent classes. It is important that you reference each speaker and activity specifically.

Appendix A



Name of Class Participant _____

- ☐ I have read and understand the contents of the Leadership South Dakota Program Manual.
_____ (class member initials)

Liability Release of All Claims

In consideration of permission granted to participate in the Leadership South Dakota Program (LSD), I hereby release and discharge the Leadership South Dakota Program, and the agents, employees, officers, and directors of each of the aforementioned entities, from all claims, demands, actions, contracts, warranties, judgments, and executions which the undersigned ever had, or now has, or may have, or which the undersigned's heirs, executors, administrators, or assigned may have, or claim to have, against any of the above-mentioned entities and persons, or their successors or assignees, in connection with, related to, or arising out of my participation in LSD, including without limitation for all personal injuries, known or unknown, and injuries to property, real or personal.

- ☐ I have read the liability release in its entirety and understand all its terms. I execute it voluntarily and with complete knowledge of its significance. _____ (class member initials)

Media Release Form

I, _____ hereby authorize and grant permission to LSD and all parties associated, to use photographs of me or use my social media and other associated items on the LSD website, Twitter account, and Facebook account, or other appropriate media. I authorize LSD, its legal representatives, or successors the absolute right and unrestricted permission to copyright, publish and/or use such photographs or media in whole or part, or composite form made for art, advertising, or any lawful purpose.

I hereby waive any right that I may have to inspect and approve the product or the advertising copy that may be used in connection therewith, or the use to which it is applied. I understand no payment or compensation will be provided to use my photograph or recordings.

I also agree that LSD may identify me by name, location, and such other identifying information utilized by LSD to recognize class members.

I hereby release, discharge and agree to hold harmless LSD from any liability by any use whatsoever, where intentional or otherwise, that may occur or be produced in the use of my media utilized for LSD.

- ☐ I have read the Media Release Form in its entirety and agree to all its terms. _____

(class member initials)

Medical Release Statement and Emergency Contact Information

I, _____, grant any of the directors or agents of LSD full authority to take whatever action they feel is warranted under the circumstances regarding my health and safety if I am not in a condition to give informed consent. This authority will permit the directors of LSD, at their discretion and at my own expense, to contact local emergency personal and/or transport me to a clinic/hospital/ER for medical services and treatment. The directors of LSD are further authorized to arrange transportation for to my home for medical treatment if this is deemed necessary in consultation with local medical authorities.

I hereby represent that to the best of my knowledge I do not presently have any medical condition that may require treatment by a physician or in a hospital while I am participating in LSD activities. Notwithstanding the provisions hereof, it is understood and agreed that this document is not intended to create any obligation or duty on the part of the directors of LSD. I fully understand that the directors of LSD do not have training, skills, or experience in evaluating medical conditions or providing any form of medical care or treatment.

EMERGENCY CONTACT INFORMATION

Name	Relationship	Phone Numbers

- ☐ I have read the Medical Release Statement in its entirety and agree to all its terms.
_____ (class member initials)

Attendance and Participation Agreement

I have read the Attendance Requirements on page 7 of the LSD Manual. I agree to weekend session participation as described. I will make every effort to attend the program in its entirety. I understand the reasons for not becoming a LSD graduate or removal from the program. If for any reason I am unable to attend any part of a weekend, I will notify a Program Director in advance.

In addition, I agree to be respectful of my classmates, presenters and tour guides, and the LSD directors and program by being fully present during sessions and not being disruptive during the sessions (i.e. walking out of a session; using cell phone, iPad, or laptop during a session).

- ☐ I have read the Attendance and Participation Agreement and agree to all its terms.
_____ (initials)

Printed Name of Participant

Signature of Participant

Date