

KEHA Leadership Academy

The Kentucky Extension Homemakers Association (KEHA) is accepting applications for a Leadership Academy to be held in 2020. The goal of the Leadership Academy is to strengthen leadership skills for emerging leaders within KEHA. By offering an opportunity for members to enhance and build leadership skills, KEHA anticipates increasing the pool of leaders available to hold county, area and state level elected and appointed positions. In addition, Academy graduates will have increased knowledge and ability to market the organization to potential new members, provide leadership to Extension councils and boards, represent KEHA with partner organizations, and serve as leaders within their communities. Designed by a committee consisting of KEHA Board members, the academy curriculum will enhance individual leadership skills and empower members to lead the organization now and in the future.

Timeline

June-September 2019 – Interested members prepare applications
October 1, 2019 – Applications due to applicable area president
November 1, 2019 – Areas forward names of 2 area participants and 1 alternate to KEHA State Advisor
December 1, 2019 - Commitment letter and training fee (\$50) due from accepted participants
December 15, 2019 – Alternates offered opened slots as needed and applicable
March 2020 - First Leadership Academy training conference

Candidate Selection

Interested KEHA members will submit a Leadership Academy Application to her/his area KEHA president by October 1, 2019. The area officer team (minus any members applying for the academy) will review all nominations, score using the provided rubric and determine selections for the area by November 1, 2019. Names of two participants and one alternate per area will be considered to attend. Participant and alternate names will be forwarded to the KEHA State Advisor by November 1. Selected participants will then receive a letter from the Leadership Academy Committee requiring a \$50.00 fee payment and a signed commitment form to be returned by December 1, 2019. Alternates on the waitlist will be informed of their status by January 1, 2020. Six weeks before the academy training, a pre-conference packet will be sent to each participant, with work to be completed before the training conference.

Curriculum Topics

The Leadership Academy curriculum will focus on the following topics:

- KEHA History
- Understanding Personality and Generational Differences
- Leadership Characteristics
- The Basics of Teamwork
- Communication Skills
- Parliamentary Procedure
- Diversity and Cultural Competency
- Organizational Assessment

Curriculum materials will primarily be from the Kentucky Extension Leadership Development curriculum and a new curriculum in development focused on “soft skills”. Trainers will primarily be University of Kentucky Extension specialists and state staff, with potential to include one or two contracted leadership educators. Members of the Leadership Academy Committee will provide activity support during the conference and serve as mentors to participants.

Conference Timetable

The training is tentatively slated to begin midday on a Wednesday and end midday on Friday. The target location is a Kentucky State Park. The agenda will require a two-night stay for participants and instructors/team leaders, along with meals and refreshments. The exact dates and training location will be announced in fall 2019.

Conference Costs

KEHA as a state organization will cover the following costs associated with the three-day Leadership Academy training: lodging costs (based upon double-occupancy), meals, meeting facilities, teaching materials, a participant curriculum notebook, pre-conference mailings, and supplies for training activities. The \$50.00 participant fee will be utilized to offset a small portion of these costs. Travel to and from the training location will not be covered by the state association, and will be the responsibility of individual participants, county organizations and/or area organizations as determined locally.

Participant Payback

Within 30 days of attending the Leadership Academy training, participants will develop a plan to provide the 40 hours of “payback” and submit the plan to the Leadership Academy Committee. The plan should list activities to be completed and the projected dates for completion. A template will be provided. The following list represents activities acceptable for the plan that demonstrate advancement in leadership within the organization.

- Teach leadership development sessions and workshops at the club, county, area or state levels.
- Advance your leadership position within KEHA (i.e. if you have only served as a club officer but fill a county officer role following training; if you have only served as a county officer but fill an area officer role following training; etc.).
- Chair a committee or lead membership recruitment and retention efforts in your county.
- Coordinate the observance of KEHA Week in your county.
- Establish and mentor a new club in your county.
- Establish or enhance officer training in your county or area.
- Teach a learning session at the KEHA State Meeting.
- Promote KEHA membership through media in your county or area (newspaper, radio, television).
- Work with your local Extension agent or office to establish or enhance a county social media presence.
- Serve on the county Family and Consumer Sciences Extension Advisory Council, County Extension Council and/or County Extension District Board.

Twelve months after the Leadership Academy training, each participant will submit a report of payback hours to the Leadership Academy Committee. A reporting form will be provided.