



LAMOILLE REGION CHAMBER OF COMMERCE



92 Lower Main Street, P.O. Box 1459, Morrisville, VT 05661 P: (802) 888-7607 F: (802) 888-5006 www.lamoillechamber.com

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Melissa Sheffer

Administrative Assistant

Jen Kittell

MEMORANDUM

April 29, 2016

To: Chamber Membership

From: Melissa Sheffer, Executive Director

Subject: Request for Project Proposals

Leadership Lamoille is a dynamic program sponsored by the Lamoille Region Chamber of Commerce for the purpose of providing an educational forum that will inspire participants to learn the skills of effective leadership and, in doing so, become the leaders of the future.

Now in its 5th year, Leadership Lamoille has been providing the tools for today's employees to become tomorrow's leaders. The program has helped to prepare more than 50 participants for leadership roles. Its program content helps county residents/employees of local businesses strengthen their knowledge of community issues, facilitates positive problem solving techniques, and encourages them to take active leadership roles.

Leadership Lamoille classes are made up of business professionals that are emerging leaders within their organizations. Through this program individuals have a unique opportunity to gain first-hand knowledge from guest speakers who, themselves, have become respected leaders within the community.

Each year participants in the program work with one or two local businesses, organizations or municipalities to identify an issue or project that may be sitting on the "back burner" due, perhaps, to limited time and resources.

The Leadership Lamoille Steering Committee will accept, review and approve the projects from those submitted through this Request for Proposals process. The class participants will be assigned to a team and each team will then select a project and the work will begin. There is no cost to you (except for time), but we do feel the benefits offset the liabilities.

All we ask is for one person in your organization to help coordinate the team of 4-5 class participants. This person needs to be available to the group as a resource ... it is imperative that the group have access to at least one person throughout the project. Your primary responsibility would be:

- Define the specific project or issue to be addressed
- Meet with the group periodically from October to May and be available, as needed for questions and clarification.
- Attend a presentation of the final projects in May 2017.



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Your proposal must be **submitted by August 1, 2016** to:

Lamoille Region Chamber of Commerce
c/o Leadership Lamoille Steering Committee
P.O. Box 1459
Morrisville, VT 05661

If you have questions, please contact Max at (802) 888-7607 or at max@lamoillechamber.com.

2013-2014 Class Projects

Please Note: 2014 was the last graduating class. The program was not offered in 2014-2015.

- The Laraway Project: Employee Retention and Recruitment Study/Research/Report
To request a copy of the project, please call the Chamber at (802) 888-7607 or email melissa@lamoillechamber.com or jen@lamoillechamber.com.
- Jim Lovinsky: Affordable Housing Study/Research/Report

A full description of our objectives and expectations are in this document.



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Team Projects in Community Businesses, Organizations and Agencies

Objectives:

The goal of Leadership Lamoille team is to give participants the following opportunities:

- to learn about important issues that organizations face in their efforts to deliver services that respond to significant community needs;
- to gain experience and make contacts that stimulate a desire to get involved in meaningful community service efforts;
- to contribute analyses and recommendations that may be of practical use to community organizations in improving their operations, structure, management processes, and performance.

Participants are expected to develop and practice their skills in:

- Framing a complex problem and defining a practical “end point” for addressing the problem in the context of a real, ongoing organization.
- Organizing, coordinating, and implementing the work of a project team.
- Communicating with diverse constituencies, as necessary, to carry out the work of the project and to present the results in a persuasive and professional manner.
- Using the team experience as a learning process for gaining insights about how leadership styles, goal setting, and responsibility assignments, ways of adapting to unforeseen developments and methods for monitoring progress affect project group work and performance.

Project Work Scope:

Types of organizations in which team projects are undertaken may vary. Such organizations may include, but are not limited to: profit and/or not-for-profit community service providers; educational, charitable institutions and municipalities.

The specific activities of project teams may also vary, depending on the particular needs and circumstances of host agencies, organizations and municipalities. Team projects can be research based, such as a marketing or strategic planning analysis which the organization would later implement. Team projects can also be hands-on, such as creating a new initiative for an organization provided the organization had not already planned to do this work through their paid staff and provided the work does not constitute direct fundraising for the organization.

Results of any project will be shared with the community.

Restrictions on Project Work Scope:

The following are not valid for Leadership Lamoille Project Teams to perform:

- Direct fundraising on behalf of a non-profit organization, including in-kind fundraising.
- Fundraising plans for organization staff and volunteers.
- Staff work for an organization (ie: a team would not be permitted to organize and implement a program that an organization had committed to complete).
- Building an overall organizational strategic plan, unless the entity is just in the beginning stages of development.
- Typical office type work. This is project based.

