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**2016**

**Candidate Application**

Sponsored by



Leadership TSAE is designed to help association professionals develop essential skills while creating a community within TSAE.

Ideal candidates for this program are dedicated to growing within the association community and learning skills needed to be a leader in this environment. Candidates must be currently employed by a nonprofit organization or an association management company.

Leadership TSAE will be composed of a group of approximately 15 association professionals who have a minimum of eight year’s work experience and/or five year’s association experience.

2016 Leadership TSAE program is sponsored by



**Eligibility Requirements**

Candidates must have at least 8 years work experience, and/or 5 years in association industry.

**Program Outline**

Attendance at all educational sessions is mandatory, including an overnight stay for the retreat. All sessions will be held in Austin at the AT&T Executive Education and Conference Center.

* Luncheon, Orientation & Session 1: Tuesday and Wednesday, February 16-17, 2016

*Applicants are also responsible to cover their lodging for the mandatory overnight retreat*.

* Happy Hour Social: Thursday, March 10, 2016
* Session 2: Wednesday, April 13, 2016
* Session 3: Wednesday, July 20, 2016
* Session 4: Wednesday, October 12, 2016

**Application Process/Checklist**

To apply, please complete and submit the following application along with a current resume and recommendation letter. **All materials must be received by November 20, 2015.** Applications will be reviewed by a designated task force. **All applicants will be notified by Friday December 18, 2015.**

**[ ]  Completed Application**

**[ ]  Current Resume**

**[ ]  Recommendation Letter**

**[ ]  Short Bio (50 Words-electronic)**

**[ ]  Electronic Headshot, sent to** **aaron@tsae.org**

**[ ]** [**Completed Participant Profile, which can be accessed by clicking HERE.**](https://www.surveymonkey.com/r/HRSBDSQ)

**Cost and Payment**

The cost of Leadership TSAE is $845 for a TSAE member, $995 for a nonmember. Payment will be requested for each applicant upon notification of acceptance to the program. **Payment must be received no later than January 1, 2016.** **Applicants are responsible to cover their lodging for the mandatory overnight retreat**.

**Dates and Deadlines**

* November 20, 2015 : Application submitted to TSAE
* December 18, 2015: Notification to Applicants
* No later than January 1, 2016: Payment submitted to TSAE
* February 16-17, 2016: Luncheon, Orientation & Session 1
* March 10, 2016: Happy Hour Social (Austin)
* April 13, 2016: Session 2
* July 20, 2016 Session 3
* October 12, 2016: Session 4

**Email or Mail documents to:**

aaron@tsae.org

Leadership TSAE

8200 N. Mopac Expressway, Suite 185

Austin, TX 78759

**SECTION I - PERSONAL INFORMATION**

First Name Middle Initial Last Name

Organization Title/Function

Organization Mailing Address

City State Zip Code

Telephone Number Fax Number Mobile Number

Work E-Mail Address Date of Birth

Gender: **[ ]** Male **[ ]** Female

Ethnicity: **[ ]** African American **[ ]** Asian Pacific **[ ]** Caucasian

**[ ]** Hispanic/Latino **[ ]**  Other, Please Specify

Did someone refer you or recommend/encourage you to Leadership TSAE? If so, who?

**[ ]** No **[ ]** Yes**,** Add Name

**SECTION II – EDUCATION and TRAINING**

Highest Level of Education Completed:

Training and Certifications:

List any leadership positions held or special awards and accomplishments achieved in your professional or educational career, or via volunteer/community opportunities.

**SECTION III – WORK EXPERIENCE**

Total years full-time association/nonprofit experience:

Total number of years of professional work experience:

Total number of years with current organization:

Type of organization: [ ] 501 c (3); [ ] 501 c (6); [ ]  other

Number of Full Time Employees:       organization’s annual budget (approx.):

Supervisor’s Name Title Supervisor’s Email

TSAE is committed to providing equal opportunities and equal access to all association activities, programs and events. Any request for personal information is used for statistical purposes only and not as any form of the selection criteria. Additionally, all personal information disclosed is done so on a voluntary basis and can be excluded, if the applicant so chooses. The voluntary choice to include or not include any personal information will not be a factor in any selection for any programs, activities, groups or any actions undertaken by TSAE.

**SECTION IV - QUESTIONS***Please enter your answers below. Please limit your response to each question to approximately 400 words.*

1. How have you demonstrated your leadership at your association? Provide 2-3 examples of how you have contributed to the overall growth and development of your organization.

2. How would you utilize time with your assigned mentor in this program? What questions do you have for he/she and why?

**SECTION V - MENTOR**

Rank the top three areas that you would prefer your mentor to have expertise.

[ ]  Finance [ ] Human Resources [ ]  Technology

[ ]  Governance [ ]  Membership [ ]  Meetings/Events

[ ]  Lobbying [ ] Communications/Marketing [ ]  Education/Prof. Development

**SECTION VI – RECOMMENDATION LETTER**

**This must be completed by your organization’s CEO, or your director, or direct supervisor.**

Please state why you believe the applicant should participate in Leadership TSAE. Indicate how long you have known the applicant and your sense of his/her potential as a future leader in the association industry and what you expect the applicant to get out of this program. Be sure to include your name and relationship to the applicant.

*Please return your signed and dated recommendation letter to the applicant for inclusion in submitted materials.*

**SECTION VI – PARTICIPANT CONTRACT**

If selected, the applicant must commit to actively participate in Leadership TSAE by attending each required program. The participant’s success in Leadership TSAE is based partly on contributions to the programming. Unengaged participants may be asked to withdraw.

The participant and organization agree to determine and commit to the terms of support and travel associated with attending the program. If a participant resigns from the supporting organization, it is between the participant and the organization to determine the outcome.

Each opening in the program is assigned based on the individual application. If the participant leaves the organization, the slot cannot be transferred to another staff member. Program costs are non-refundable.

By signing this, I confirm that I have either: eight (8) years work experience and/or have five (5) years in the association industry.

If selected,

* I will fully participate in the Leadership TSAE program.
* I will attend orientation and the four sessions noted in the application including a mandatory overnight retreat where I am responsible for the cost of lodging.
* I will arrive on time and be in attendance for the entire duration of the sessions.
* I have the authorization and support of management of my association for full participation.

By entering my name on this agreement, I am acknowledging have read and commit to the Participant Contract.

Enter Name Here Enter Date

Enter Name Here Enter Date