

**2019**

**Candidate Application**

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****

**Eligibility Requirements**

Candidates must have at least 5 years work experience and/or 3 years in association industry.

Note: Multiple applicants from an organization will be accepted, but only one applicant from an organization may be selected.

**Program Outline**

Attendance at all educational sessions is highly encouraged including overnight stays for the retreats. All sessions will be held in Austin and TSAE will work with participants to identify ideal dates for the program. One night of hotel stays for each of the retreat sessions are covered with registration.

* Luncheon, Orientation & Session 1: **Thursday March 21 and Friday March 22, 2019** (Overnight Retreat)
* Session 2: **Friday, May 10, 2019**
* Session 3: **Monday July 15 and Tuesday July 16, 2019** (Overnight Retreat)
* Session 4: **Thursday, October 17, 2019**

**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 Thursday, January 31, 2019.** Applications will be reviewed by a designated task force. **All applicants will be notified by Friday, February 22, 2019.**

Completed Application

Current Resume

Recommendation Letter

Short Bio (50 Words-electronic)

Electronic Headshot, sent to [aaron@tsae.org](mailto:aaron@tsae.org)

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

**Cost and Payment**

The cost of Leadership TSAE is $895 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 Friday, March 15, 2019.**

**Dates and Deadlines**

* January 31, 2019: Application submitted to TSAE
* February 22, 2019 : Notification to Applicants
* March 15, 2019: Payment submitted to TSAE

**Email or Mail documents to:**

Aaron Hernandez ([aaron@tsae.org](mailto:aaron@tsae.org))

TSAE

Leadership TSAE

8200 N. Mopac Expressway, Suite 185

Austin, TX 78759

**Program Topics Include**

Leadership TSAE programming includes a mixture of knowledge-based topics as well as engaging discussion facilitated via roundtables, panels, Q&A sessions, small/large group activities, and assignments between sessions, among other approaches, in order to promote problem solving and solution-based management.

* Essential Leadership Qualities
* Emotional Intelligence
* Strengths-Based Leadership
* Leadership Style and Communication
* Human Behavior and Motivation
* Individual and Team Accountability
* Performance Coaching
* Presentation Skills
* Budgeting and Finance
* Lobbying and Governmental Relations
* Strategic Thinking
* Project Management
* Strategic Planning
* Career Planning and Development
* Teambuilding

***\*NEW IN 2019*: Selected participants will receive a complementary registration for (1) TSAE Event of their choice in 2019. (CAE Study Group, New Ideas, etc.)**

**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

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: five (5) years work experience and/or have three (3) 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 two mandatory overnight retreat.
* 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