

## Background

Leadership Victoria provides emerging leaders with opportunities to develop and practice leadership skills. The program emphasizes practical experience and exposes participants to current regional issues as a context for skill building. Leadership Victoria helps participants become aware of the many issues facing our community and develop leadership skills to prepare them to face those challenges. The program focuses on the following core elements: Community Understanding, Community Awareness and Commitment, and Leadership Capacity Building (including personal growth, group work, and community work).

## Mission

To develop well-informed leaders who are passionately engaged in building a vibrant community.

## Application Instructions

Provide all the information requested on the application form. Your application must be signed by you and your supervisor and received by Human Resources no later than **June 14th 2011**.

## Selection

UVic has 2 dedicated seats in this program. UVic participants are selected by the 'UVic Leadership Victoria Selection Committee' based on this application and a selection interview. Selected UVic candidates will later meet with a member of the Leadership Victoria executive to confirm they meet the criteria for the program.

## Additional Information

If you have specific questions, please feel free to contact Jack Shore; Leadership Victoria Executive Director, directly: Tel: 250-386-2269 or [Jack@leadershipvictoria.ca](mailto:Jack@leadershipvictoria.ca)

## Applicant's commitment - Tuition

*UVic sponsors 2 employees in the program each year.* To demonstrate personal commitment, each participant is required to pay \$250 over and above the tuition fee. This is payable upon acceptance into the program.

## Process

1. April 11<sup>th</sup> 2011 - Call for applications go out
2. June 14th - Deadline for Applications
3. Late June - Applications screened by Selection Committee & Interviews
4. Leadership Victoria meet with UVic candidate to welcome to program.

**Program Information** can be found at: <http://www.leadershipvictoria.ca/>

**APPLICATION DEADLINE | June 14th 2011** Please mail or fax to:

Barbara Hogan, Human Resources, University of Victoria, Sedgewick Building, Vandekerhove Wing  
PO Box 1700 STN CSC Victoria, BC V8W 2Y2. **Fax** : 250-721-8094 **E-mail** : [hoganb@uvic.ca](mailto:hoganb@uvic.ca)

Please **do not** use the Leadership Victoria online application form, and **do not** register directly to Leadership Victoria. The process and forms are different for UVic employees, therefore you must use the UVic application form on the following pages.

## APPLICATION INSTRUCTIONS

Please print off form. Complete, in legible printing, all information requested on this form. Return with both signatures before June 14<sup>th</sup> 2011 deadline.

### STEP 1 | APPLICANT INFORMATION

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_ Initial: \_\_\_\_\_  
Home Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Employer (if applicable): \_\_\_\_\_  
Position: \_\_\_\_\_  
Work Address: \_\_\_\_\_ City: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Preferred Email: \_\_\_\_\_

Please indicate which sector you represent, based on your overall employment history:

Corporate/Business       Government       Not-for Profit  
 Faith       Community Association       Community  
 Labour       Education       Other: \_\_\_\_\_

Please indicate how you heard about the Leadership Victoria program:

Employer       LV Alumni       Friend  
 Online Advertisement       Print Advertisement       LV Alumni

Where? \_\_\_\_\_ Where? \_\_\_\_\_

Other / Please Specify: \_\_\_\_\_

Is there someone else who you think would be interested in the Leadership Victoria?

Name \_\_\_\_\_ Contact information (email or phone) \_\_\_\_\_

(Please note that this information will be used only to contact this individual about our program).

## **STEP 2 | PLEASE RESPOND TO THE FOLLOWING QUESTIONS**

**(Please limit your responses to 250 words per question.)**

1. How do you define community leadership? Why are you personally motivated to explore community leadership development?
2. Discuss one of the most pressing issues/opportunities facing the Greater Victoria region/your community today. How would you like to be involved in addressing this issue?
3. Describe one or two experiences in your employment or community career where you demonstrated leadership initiative. What was unique about these situations? What did you learn from them?
4. What skills or opportunities would you most like to gain from completing the program? What skills and attributes will you bring to the program?

## **STEP 3 | PLEASE INCLUDE THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION**

1. One letter of support (including contact information of the signatory) from a professional mentor, community volunteer or personal acquaintance, other than a family member, who is able to; a) speak to your professional and/or community initiative/leadership and b) attest to your suitability for the Leadership Victoria program. We may contact him/her for further information.
2. Your response to the questions from Step 2.
3. Your current résumé.

## **STEP 4 | FINANCIAL COMMITMENT**

The University pays Leadership Victoria \$5,000 for each Dedicated Seat. \$250 must be paid by all participants as a personal commitment to the program.

## **STEP 5 | PERSONAL COMMITMENT STATEMENT**

Full participation is required by each member of the Leadership Victoria class. Participation includes:

1. Attendance at the Opening Retreat in September
2. Attendance at the Community Learning Days
3. Attendance at the final meeting and graduation in June
4. Community Action Projects – full participation as a team member, usually requiring several hours per month

If selected, I will devote the time and resources necessary to complete the Leadership Victoria program. I understand that, should I be absent for any reason from the Opening Retreat, or for other than a serious unforeseen personal or career reason, I may be required to withdraw from the program and my tuition fee will not be refunded or transferred.

I also understand that in order to contribute meaningfully to the program, I will be expected to actively participate, contribute to a team project and complete pre-reading and experiential assignments associated with the Community Learning Days.

I agree to pay any balance of the Leadership Victoria tuition fee that is not being paid by my employer. I understand this fee is non-refundable and non-transferable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **STEP 6 | EMPLOYER COMMITMENT**

This applicant has the approval of this organization and our full support to devote the time required to participate in the Leadership Victoria program.

If this applicant is accepted, we agree to grant the applicant time off work to attend the Community Learning Days (dates yet to be determined by Leadership Victoria) and the Friday prior to the Opening Retreat in September 2011.

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants will be notified personally regarding the status of their application.

**\*\*\*\* Please note: Personal information provided within this application will only be used by Leadership Victoria and will remain confidential. \*\*\***