

**SOMEONE'S SITTING  
IN THE SHADE TODAY  
BECAUSE SOMEONE  
PLANTED A TREE A  
LONG TIME AGO.**

~ Warren Buffett

- Graduates are Leaders Who
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# Washington Agriculture and Forestry Education Foundation Graduates are Leaders Who:

- Have a desire to 'get the facts' before taking action
- Are broad minded, rather than single issue oriented
- Have a desire to serve the common good
- Are community, state, nationally and internationally oriented, rather than having an interest in a single organization and its goals
- Can analyze and ask intelligent questions
- Use group dynamics skills effectively
- Know their own strengths and weaknesses
- Know how to gain access to resources
- Are sensitive to the feelings and competencies of others
- Are open to new ideas
- Generate and act on new ideas



# Expectations of Participants

## **FOUNDATION SUPPORT**

To ensure the Foundation's high level of esteem in the state and assure the continuation of the leadership development program, participants are expected to support the Foundation financially and through volunteer efforts after graduation.

## **ATTENDANCE AT SEMINARS**

Attendance is required at all seminars. The board members believe participants pledged a total commitment to the program when they accepted the invitation into the program. Much effort is expended to financially provide this opportunity to participate. The program is successful because of one hundred percent commitment by all involved participants. If extenuating circumstances arise that prevent a participant from attending a seminar, the participant will immediately notify the program director.

## **LODGING**

Seminar mailings will include announcement of lodging arrangements and a rooming list. You are encouraged to stay with the group since those participants who have stayed apart from the class in the past have felt that they did not get the full value of the seminar. However, if you will not be staying at the lodging provided (i.e., the seminar is taking place where you live or you have family in the area with whom you would like to stay), notify the office at least two weeks prior to the beginning of the seminar.

## **DRESS CODE**

**Business** is appropriate for most sessions –

Men – Suit or Sport Coat and Slacks / Ties / Dress Shoes

Women – Suits (Pant Suits) – Dresses – Jackets and Skirts / Dress Shoes

**Business Casual** might be specified for tours and field trips –

Men – Slacks / Button, Collared Shirt / Sweater / No Tie / Dress Shoes

Women – Slacks / Sweaters / Blouses / Dress Shoes

### **Casual**

Men – Jeans / Polo Shirts / Tennis Shoes – Boots

Women – Jeans / Blouses / Tennis Shoes – Boots

**Inappropriate** dress at any official function -

Tank Tops – T-Shirts – Sweat Pants – Cut-offs

For all seminars, **bring shoes that are comfortable for walking.**

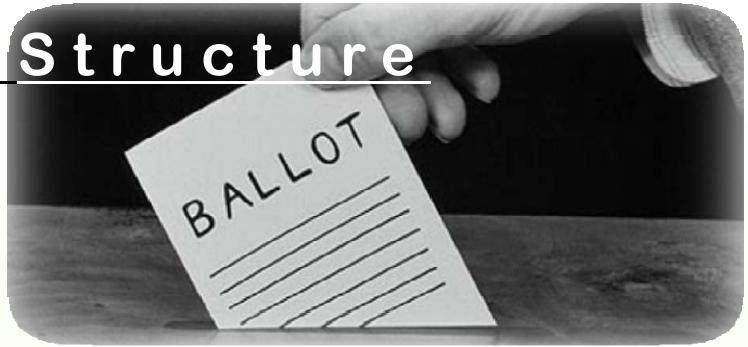
The memorandum for each seminar will include attire information where special clothing is needed.

# Seminar Focus and Locations

The Washington Agriculture and Forestry Leadership Program (AgForestry) awards fellowships to 24 people each year from throughout Washington State. Over the course of 18 months, twelve seminars are held across the state at public and private institutions of higher education and leading Washington businesses on various topics including government, economics, international trade, communication, water issues, media relations, the criminal justice system, and the environment. Each seminar is three days, held Wednesday through Friday. In addition, the program includes two study travel seminars, including a two-week seminar in a selected foreign country and a seven-day seminar in Washington, D.C.

- **SEMINAR 1: LEADERSHIP, COMMUNICATION, AND VISION**  
Pullman - Washington State University
- **SEMINAR 2: GROUP DYNAMICS AND PUBLIC SPEAKING**  
Wenatchee
- **SEMINAR 3: WORKING WITH THE MEDIA**  
Spokane - Farm Credit Services
- **SEMINAR 4: SOCIAL ISSUES**  
Tacoma
- **SEMINAR 5: STATE GOVERNMENT**  
Olympia - Washington Forest Protection Association
- **SEMINAR 6: NATIONAL GOVERNMENT**  
Washington, D.C.
- **SEMINAR 7: FORESTRY ISSUES**  
Hosted by Forestry Companies, Longview, Shelton, Colville
- **SEMINAR 8: AGRICULTURE ISSUES**  
Yakima, Moses Lake and the Tri-Cities
- **SEMINAR 9: THE COLUMBIA RIVER SYSTEM**  
Vancouver
- **SEMINAR 10: CRIME AND CORRECTIONS**  
Walla Walla - Whitman College - WA State Penitentiary
- **SEMINAR 11: TRANSPORTATION**  
Seattle
- **SEMINAR 12: TRADE, CULTURE, AND GOVERNMENT**  
International
- **SEMINAR 13: PUBLIC POLICY PRESENTATIONS**  
Tri-Cities - Energy Northwest
- **SEMINAR 14: LAUNCHING YOUR LEADERSHIP RESOURCES**  
Graduation

# Class Structure



Each leadership class elects officers to conduct the business of the class. To be elected for either a one-year or a two-year term dependent on the wishes of the class are a president, a vice president, a secretary, treasurer, special projects officer, table topics officer, and media director. The Foundation recommends the treasurer be elected for a two-year term since it is best to establish only one bank account during the entire period. The seven officers also serve as the class steering committee which exists to act as the executive committee for class business (i.e., social functions, discipline and class projects).

## **STEERING COMMITTEE — SUGGESTED DUTIES**

**President** — The president serves as the presiding officer during class meetings and represents the class in an official capacity as the need arises.

**Vice President** — The vice president serves as the presiding officer during class meetings in the absence of the president. He/she is also responsible for overseeing the progress of the public policy projects.

**Secretary** — The secretary is responsible for keeping an accurate record of class meetings. The secretary is also responsible for the distribution of “speech evaluation” forms prior to each five-minute persuasive speech. The secretary may be called upon as needed to poll class members about the completion of their “thank you” responsibilities to donors and/or speakers.

**Treasurer** — The class treasurer is responsible for opening a checking account at a local bank so class monies may be deposited and disbursements may be made. Each class raises funds to pay for gifts taken on the national and international seminars and other items deemed necessary.

**The Special Projects Officer** — He/she works to develop a class fundraising plan to generate funds for the class treasury.

**The Table Topics Officer**— The Table Topics Officer is responsible for assigning table topics to class members during each seminar, typically at a meal or other break.

**The Media Directors** – The media directors are responsible for taking pictures/ video during the seminars and special events. These two volunteers will work together to burn the seminar pictures onto a disk and make sure the media is delivered to the Foundation office after each seminar. They will also work with the class liaison on the creation and delivery of any press releases that may need to be sent out. The directors may also be asked to collect additional media from other participants, or provide pictures for the National and International Reports as well as for the Graduation Ceremony.

Media Directors and class participants will have access to the Foundation’s Dropbox account to store and share media. Please remember to respect the site and the Foundation requests that no photos are removed. The Foundation will coordinate additional user details directly with Media Directors.

# Class Structure Continued

## **CLASS REPRESENTATIVES**

Each class elects a representative to the Foundation Board of Trustees, the Academic Council and the Alumni Council. Each elected representative will serve a two-year term.

**Board Representative** — The Board Representative serves as the liaison between the class and the Foundation Board. There are four board meetings each year - typically in September, November, March, and June. They are generally held in Ellensburg.

**Academic Council Representative** — The Academic Council Representative carries input from the class to the council which meets twice per year.

**Alumni Council Representative** — The Alumni Council Representative serves on the committee to provide input and to carry ideas to the class for discussion purposes. Meetings are scheduled as needed, typically in the spring and fall in the central part of the state.

**Golf Committee Representative** — The Golf Committee Representative serves on the committee to procure sponsorships and provide input for a successful Golf Tournament. Meetings are usually by telephone conference calls.

# Seminar Format

1. Seminars will generally begin Wednesday at 11:00 a.m. and continue through Friday afternoon, concluding no later than 4:00 p.m. Participants should plan to arrive at least one-half hour prior to the first scheduled session and depart **ONLY AFTER THE FINAL SESSION IS COMPLETED**.
2. A 30-minute "Reflection Session" will be held at the conclusion of each seminar to be moderated by the Seminar Coordinator and Program Director.
3. Generally speakers are asked to provide discussion and/or activity time for 50-60% of the allotted time to provide for participative learning. Session managers are responsible for reminding the speaker of this provision.
4. Toastmaster-type speaking opportunities will be built into each session to strengthen the participants' speaking skills.

Five-Minute Persuasive Speeches — During the two-year leadership program, each participant will present a five-minute persuasive speech to the class. Beginning with the third (Media) seminar, the Foundation staff will assign at least two persuasive speeches per seminar. Those chosen to speak will be listed in the seminar agenda.

Table Topics — The class table topics officer, elected by the class, will assign table topic speeches. These talks are extemporaneous, 1 to 3 minutes in length and are to be delivered during downtime such as, meal time and breaks. The subject matter of the speech will be given to the participant with the expectation that the participant begin the speech immediately.

5. Evening sessions will provide cultural experiences and opportunities to explore issues with experts knowledgeable about current topics and events.
6. A seminar evaluation is to be completed following each seminar. The evaluations will be emailed to each class participant immediately following the seminar. Participants are to complete the online evaluation within a week of the seminar.

# Responsibilities of a Seminar Liaison

In conjunction with the Foundation, **Seminar Coordinators** (professionals from colleges or businesses, see 'Foundation' tab for more information) plan the seminars with the advice and help from the Foundation staff. Seminar themes and topics chosen are reviewed by the Foundation Academic Council. Overall coordination of seminars and budget considerations are the responsibility of the Foundation staff.

**Seminar Liaisons** for each seminar are appointed by the Foundation staff to:

1. Act as liaison between the class and the Assistant Vice President and Program Director. The Assistant Vice President is responsible for housing, meals, room assignments and other arrangements which require monetary commitment on the part of the Foundation.
2. If special events are planned with another group (i.e., a reception with the area graduates/contributors, lunch with the Board of Trustees), the seminar liaison will help coordinate these arrangements with the Assistant Vice President.
3. Provide information that introduces participants to your area (for example—Chamber of Commerce materials and brochures on local attractions and things that relate to agriculture, forestry, fisheries or to seminar topics). These materials should be distributed at the seminar prior to the one for which you are the liaison.
4. Inform the participants and Foundation office about situations where special attire may be appropriate.
5. Help session managers see that the group is ready to begin sessions on time.
6. Assist during the seminar to see that the operation runs smoothly.
  - A) Isolate problems related to the effective functioning of the group that comes up during the course of the seminar. When problems arise, you may want to act upon the problem with your leadership class, steering committee, or refer it to the coordinator and/or Foundation staff.
  - B) Provide feedback pertaining to relevant topic areas that should be given serious consideration for inclusion in the program.



# Responsibilities of a Seminar Liaison Continued

7. In cooperation with the Seminar Coordinator and/or Foundation staff, conduct a thirty-minute “Reflection Session” at the conclusion of the seminar to tie the current seminar’s content to past and future seminars in the program.
8. The upcoming seminar liaison will present a brief preview of the next seminar as noted on the seminar schedule. Tie the present seminar and the upcoming seminar together into the total program.
9. During the last session of the seminar, remind the class members to complete the seminar evaluation within one week.
10. Write thank you letters to the Seminar Coordinator. See that thank you letters are written to speakers by the session managers. Copies of all thank you letters are to be forwarded to the Foundation office.
11. Distribute information provided by Foundation staff on Foundation donors so that thank you letters can be written by each class participant. Copies of thank you letters are to be forwarded to the Foundation office.
12. If a networking reception is appropriate, work with the Foundation to plan the networking reception at the seminar. Make calls to local alumni and invite them to attend the event/dinner.



# Responsibilities of a Session Manager

Session Managers are assigned by the Foundation staff when seminar schedules are printed. The Session Manager provides assistance to the speaker before and after the session. The Class Liaison will inform each Session Manager if he/she or the Seminar Coordinator will be the main contact during the session.

1. Before the session, the Session Manager should greet the resource person, acquaint the speaker with the local facilities, introduce the leadership program to the speaker, and determine if the speaker needs help in setting up any equipment.

The Session Manager will also find out necessary information for making the introduction, emphasize the importance of allowing ample time for questions from the class and ask how best to handle questions. Ask if the speaker would like to take questions from the class during the presentation or after the formal remarks have concluded.

2. **Get participants in place on time for the beginning of the session.**
3. Session Managers are expected to contact the speaker/resource person ahead of time to obtain a biographical sketch or appropriate information for the introduction. The intro should help the participant get to know the speaker/resource person better. A good introduction generally speeds up the process of learning and sets the stage of an effective session. When introducing the resource person, the session manager should briefly provide the participants with the following information:
  - a) Who is the speaker?
  - b) What is the speaker going to talk about?
  - c) What special qualifications does the speaker have for serving as a resource person on the particular topic?
  - d) How does the presentation topic tie into this seminar or subjects from past seminars?
  - e) When introducing a speaker, session managers are to relate how the speaker's topic ties into the total program.
  - f) The Session Manager should communicate the speaker's preference for answering questions to the class.
4. Manage the session—take charge! When the speaking time is almost over, go to the front of the room and assist the resource person in limiting questions (i.e., "We have time for just a couple more questions..."). Thank the resource person and lead the applause.
5. If necessary, after the session, help the speaker disassemble any equipment and return it.
6. Inform the speaker where meals are served and invite him/her to join you during the meal or participate in any informal group activities. A great deal of learning can occur through informal associations between resource persons and participants. You can set the stage for such learning by encouraging the active participation in informal group activities. If a resource person does attend such activities, see that he/she is introduced to other participants and made a part of the conversation.
7. At any meal or social function, the Session Manager should "work the floor." This entails making sure the guests or resource people are mingled with the participants and introduced around the room. This does not have to be the sole responsibility of the Session Manager, but it should be delegated to other participants as appropriate.
8. **After the seminar the Session Manager should send a thank you letter to the resource persons.**

# Table Topic Officer

## Reference Guide

### **OVERVIEW**

Table topics are 1 to 3 minute speeches delivered extemporaneously (no practice, rehearsal or pre-research) on a wide range of topics. The Table Topics Officer is responsible for developing topics for each seminar and facilitating presentations during breaks and other downtime. There should be a minimum of 10 table topics presented per seminar.

Table topics are an important component of the AgForestry program designed to give class members practice in general public speaking and the skill of ‘thinking on your feet’. Table topics also highlight the importance of keeping up with current events in order to engage effectively in relevant discussion and conversation. At the end of the program, all participants should be comfortable and confident speaking in front of a group and should have skills for addressing topics outside of the participant’s knowledge base or area of expertise.

### **DEVELOPING TABLE TOPICS**

Develop table topics before the seminar, and be creative! Table topics should be concise and directed so that speakers are not confused regarding the topic selection. Topics should also be sufficiently open-ended to allow speakers to focus on multiple facets of an issue. Table topics may focus on any subject, and should include a mix of ‘serious’ and ‘fun or whimsical’ topics. Areas of focus may include:

- Topics related to the current seminar subject
- Current issues facing agriculture (locally, nationally and/or internationally)
- Subject of the Day (“Today’s top headline”)
- Fun topics not necessarily related to agriculture or seminar subject

Below are table topic examples from each of the areas listed above:

- The role of lobbyists in state government (3-minutes)
- Why is water such an important resource? (1-minute)
- Persuasive: The US government should increase the debt ceiling (2-minutes)
- Water balloons versus squirt guns (1-minute)

Tip: Don’t forget to engage/include classmates in the topic development process (delegate)!

# Table Topic Officer Reference Guide Continued

## **ENGAGING THE CLASS**

For many people, public speaking is daunting. Engage the class in table topics by starting out with some easy and fun topics. As Table Topic Officer, you will be making your classmates get up and speak on a regular basis, so you may want to start each seminar by delivering a table topic of your own (use a topic from a class member). Great times for table topics include:

- Breaks between sessions or other down-time
- Mealtime (toasts)
- Car rides or other travel (if the group is splitting up, give each group some topics to do)

Also, remember to touch base with the Seminar Coordinator at the beginning of the seminar to discuss table topic timing and logistics.

