



West Des Moines  
Leadership  
Academy

## West Des Moines Leadership Academy Facts Sheet Class of 2009-2010

### Contact Information

General questions can be directed to [info@wdmleaders.org](mailto:info@wdmleaders.org) or the West Des Moines Chamber office at (515) 225-6009. Executive Assistant Julie Weeks is the contact person at the Chamber office. The Board of Directors can be contacted as a group via e-mail at [board@wdmleaders.org](mailto:board@wdmleaders.org). An e-mail sent to this address will be received by all board members.

### E-mail and Mailing List

Specific board members, Academy staff and past and current Academy members can be contacted via e-mail at <first initial><last name>@wdmleaders.org. For example, Jeremy Schultz can be contacted at [jschultz@wdmleaders.org](mailto:jschultz@wdmleaders.org). Academy e-mail addresses are forwarding addresses, so they require no user setup and are instead sent to members' current addresses as listed in their application information. If your e-mail address changes, please send the new address to [info@wdmleaders.org](mailto:info@wdmleaders.org) so the Academy address can be updated.

The Class of 2009-2010 can also be contacted as a group via e-mail to [classof10@wdmleaders.org](mailto:classof10@wdmleaders.org). An e-mail sent to this address will be received by all class members.

### Personal Webpage and Biography

Along with an e-mail address, each Academy member also receives a personal webpage at [wdmleaders.org/<first initial><last name>](http://wdmleaders.org/<first initial><last name>) with their biography and portrait.

### Surveys

The Academy surveys its class members after every session in order to learn what elements were most effective and to target areas for improvement. Surveys are delivered online and class members are expected to complete every survey.

Survey notices will be sent via e-mail during each session, and will contain a link to the online survey. Please take a minute to answer each survey when it becomes available. Surveys will be open for only one week, so committee members have time to compile and analyze the data for presentation to the board.

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### Time To Shine

In order to provide an opportunity to speak to the group, the Academy conducts a “Time To Shine” at the beginning of every session. Four class members will be expected to deliver a short speech (3-4 minutes) at each session on the topic of their choice. Some Academy members talk about their business or occupation, while others talk about family, charity or another topic important to them.

The Curriculum Committee will set the Time To Shine schedule and notify each class member when they will be expected to speak. If a class member finds their scheduled time conflicts with an absence, he/she can contact [info@wdmleaders.org](mailto:info@wdmleaders.org) to reschedule.

### Class Project

Each Academy class is expected to develop and execute a class project, with leadership and a timeline coming directly from the class. The Board of Directors will discuss the project with the class at the initial orientation.

### Attendance Policy

Academy members are strongly encouraged to attend all sessions and the initial orientation is mandatory. Two absences without make-up results in dismissal from the class. Attendance is taken at 3:30 pm, and absence at that time counts as a full session absence. Early departures and absence at the evening dinner is also recorded and counted.

An absence can be made up by attending any two of the following events:

- West Des Moines Chamber luncheon
- West Des Moines Chamber Breakfast B4 Business
- West Des Moines Economic Development meetings
- Other events as allowed by the Curriculum Committee. In the past these have included major events of the Greater Des Moines Partnership and the West Des Moines Chamber.



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### Lanyards

Each class member is given a lanyard to wear during sessions. This lanyard lists the member's name, occupation, and employer. The lanyards are used to take attendance at each session so please remember to pick yours up at the beginning of each session; they will be placed at the entrance for easy access. Also, please remember to return yours to the same place when you leave each session, so it will be available to you at the next session.