



Leadership Institute

HOSTING A CAIS LEADERSHIP INSTITUTE

Hosting a CAIS Leadership Institute is a way to participate in the leadership development of schools across the country. The Host school benefits in a number of different ways:

- Showcasing of the school's programs, facilities and community
- Developing leaders within the host school
- Engaging with colleagues from across the country
- Featured on the CAIS website and in various promotional materials

Would your school consider hosting a Leadership Institute (LI)? If so, below is an outline of what is involved:

Fall/Spring Leadership Institutes

- Typically offered over the span of a weekend
- Fall LIs are generally offered in November
- Spring LIs are now pre National Leaders Conference in April
- Two modules offered with participants selecting one module for completion
- Registration occurs on Friday evening, followed by a two hour time block used for introductions and to relay module expectations/overview (may be altered if needed).
- Module instruction will run all day Saturday and Sunday 8-11am or 9am-12pm.
- If a host school would prefer to run an LI commencing on Sunday the finish time would be adjusted to finish at 3pm on Monday.

CAIS requires the following from the Host school/organization to support a Fall/Spring LI:

Host School Staff requirements:

- Head of School or his/her designate to welcome participants either at the opening reception or the morning of classes
- School point person (it is suggested the Head's assistant be the contact for a fall/spring session)
- IT support for the full LI
- Kitchen & Cleaning staff for meal services or access to catering if a school does not have a food service provider
- Facilities staff to help organize classrooms

Tasks & Duties for Host School and CAIS:

- Head of School and CAIS Representative correspond to confirm intent to support the LI by hosting it at his/her school and select dates convenient for the school
- Head of School signs commitment form
- Head of School identifies a school representative (ideally a school assistant/event assistant) to assist CAIS in the organization of the LI.
- CAIS Conference Manager and School Assistant have an introductory conference call (see agenda for initial prep)
- CAIS is responsible for all tasks related to registration
- CAIS will secure accommodation for out of town participants using their venue sourcing company
- Host School to provide a list of local restaurants
- If necessary and available Host School to provide transportation for out of town participants
- CAIS will market the LI via the website and electronic and print communication
- Host School to advertise LI on their website and actively recruit staff to attend
- CAIS will supply participant numbers for the purpose of classroom needs and meal requirements. Dietary restrictions will also be forwarded no less than a minimum of 3 business days prior to the LI
- School support staff to arrange with kitchen meals for participants
- School support staff to arrange with kitchen wine and cheese reception for participants (if applicable)
- Head of host school (or designate) welcomes the group on Friday evening or Saturday /Sunday morning
- If needed, CAIS will send a representative to register all participants on-site.

Physical Plant requirements:

- Set aside and set up, one or two classrooms depending whether one or two modules are being offered. Classroom(s) should accommodate a minimum of 20 adults, with a preference of up to 30. Please keep in mind that certain modules may need a more flexible work environment (tables/desks to be moved to accommodate group work).
- Ensure A/V needs are met (provide access to wireless network along with password(s) for LI faculty and participants), this includes having an on-site technician. Typically LI faculty request the use of an LCD projector, screen, easels/flip chart paper or smart boards with markers.
- Allow access to as much parking as possible/necessary for the weekend
- Use of the school/organization cafeteria and necessary kitchen staff to organize continental breakfasts (Sat and Sun or Sun and Mon), lunch (Sat or Sun), and snacks (Sat and Sun or Sun and Mon)

CAIS reimburses the school/organization for all the costs associated with the food/ food preparation, and wine and cheese reception (if applicable). A budget will be provided to the school to assist with keeping the costs in line with LI standards.

The Summer Leadership Institutes are a significant event. It's a five day conference that can range in size from 130 to 200 participants. The summer LI requires a substantial amount of time and facilities from the school. CAIS will offer six to ten modules and may also incorporate a forum for targeted research or a group of colleagues such as the Athletic Directors.

Summer Leadership Institutes

- Typically begins on July 2 with registration starting at 4pm
- Six to ten modules offered. Participants can take a maximum of three modules
- See sample schedule for module timing
- One to three additional programs/forums may be offered
- Highlights include: New Leaders Address (presentations from newly appointed Heads who are LI grads)
Art of Leadership (presentations from two experienced Heads)
Graduation dinner and celebration

CAIS requires the following from the Host school/organization to support the Summer LI:

Host School Staff requirements:

- Head of School to welcome participants at the opening dinner and host a wine and cheese reception for Next Step participants (our future leaders!), if applicable.
- Senior Administrator that will be the point person for CAIS staff pre-LI as well as on-site. This Administrator should have support staff to help execute the details.
- IT support for the full LI
- Kitchen staff for meal services
- Cleaning staff to service the residence and classrooms
- Facilities staff to help organize classrooms and maintain facilities during the duration of the LI

Tasks & Duties for Host School and CAIS:

- Head of School and CAIS Representative correspond to confirm intent to support the LI by hosting it at his/her school
- Head of School signs commitment form
- Head of School elects Senior Administrator as CAIS point person and notifies CAIS Conference Manager
- CAIS Team, Senior Administrator and his/her support staff have an introductory conference call (see agenda for initial prep)
- CAIS is responsible for all tasks related to registration
- If necessary, CAIS will secure accommodation for out of town participants using their venue sourcing company
- Host School may elect to provide transportation for out of town participants
- CAIS will market the LI via the website, electronic and print communication
- Host School to advertise LI on their website and actively recruit staff to attend
- Senior Administrator, his/her support staff and CAIS staff will have regular check-in meetings to provide updates on the progress of registration, report on tasks to-do and those that are completed as well as tackle issues that may arise prior to the start of the LI
- CAIS will supply participant numbers for the purpose of classroom needs and meal requirements. Dietary restrictions will also be forwarded no less than 3 business days prior to the LI

- School support staff to arrange meals for participants with kitchen
- School support staff to arrange wine and cheese reception for participants with kitchen
- School support staff to provide a residence assignment sheet to CAIS Conference Manager who will assign rooms.
- School support staff to book all school facilities required for the LI
- Head of host school (or designate) welcomes the group at the welcome dinner
- CAIS will send the following staff:

-Executive Director will address the group at the welcome dinner

-Conference Manager will be on-site for the duration

-Conference Coordinator will be on-site for the duration

-additional CAIS team members will be on-site as needed

The Conference Manager and Coordinator will handle all registration aspects, faculty needs and will liaise with the Senior Administrator, support staff as well as kitchen, cleaning, facilities and IT staff to trouble shoot any and all issues.

- Senior Administrator and/or a designate to be on call after hours
- School support staff will assist with registration by handing out room keys. If necessary, school to recruitment students to help with traffic flow and directions.
- Senior Administrator and/or designate to provide school tours at some point during the LI
- School support staff to provide a list of local attractions such as jogging trails, convenience store etc)

Physical Plant requirements:

- Set aside and set up classrooms. Classroom(s) should accommodate a minimum of 20 adults, with a preference of up to 30 for 1-2 modules that are offered only once in the agenda. The forum classroom should accommodate up to 50 participants. Please keep in mind that certain modules/forums may need a more flexible work environment (tables/desks to be moved to accommodate group work).
- Ensure A/V needs are met (provide access to wireless network along with password(s) for LI faculty and participants), this includes having an on-site technician. Typically LI faculty requests the use of an LCD projector, screen, easels/flip chart paper or smart boards with markers.
- Allow access to as much parking as possible/necessary
- Use of the school cafeteria and necessary kitchen staff to organize all meals. Dinner formats are buffet (or bbq for the welcome night), with one possible sit down style dinner offered for Graduation night. Depending on arrival times/school location, a light lunch may be requested on the first day.
- Organize wine and cheese receptions for the Leadership series dinners and graduation evenings (participants should be offered a glass of wine at the onset of the evening).
- Provide room for a hospitality suite in the evenings, typically between 9pm and 11pm. The host school to secure liquor license if necessary and staff the bar. Participants will be expected to pay for their own drinks and we suggest that wine and beer only be offered. Cost of drinks should be sold at a break even number. Snack foods to be supplied by kitchen.
- Organize dorm rooms to accommodate the participant / faculty needs. Facilities must be maintained throughout the LI.
- Possibly integrate some "LI kids" into an existing school camp, or help organize a camp for participant's children (a fee will be charged to the participants).

CAIS reimburses the school/organization for all the costs associated with the boarding maintenance costs, food and food preparation requirements, and wine and cheese receptions. If the school decides to offer meals that are much costlier than the budgeted amount, the school/organization will be responsible for the difference in cost.

Commitment Form for Hosting a CAIS Leadership Institute

School/Organization Name:

Head of School:

Email:

Mailing Address:

Phone Number:

Senior Administrator Contact:

Support Staff Contact:

_____, agrees to host
<insert school name>

- _____ Fall Leadership Institute
<insert year>
- _____ Spring Leadership Institute
<insert year>
- _____ Summer Leadership Institute
<insert year>

_____ is capable of meeting the requirements of hosting the above
<insert school name>

Leadership Institute and will follow all CAIS policies and procedures.

Head of School signature

Date

CAIS Conference Manager signature

Date



Leadership
Institute

SAMPLE AGENDA FOR FALL/SPRING LI Fall 201X Leadership Institute Program

Module Names

Vv1

Host School: CAIS, 264 Welland Street, St. Catharines, ON

Dates: Friday, November 6 – Sunday, November 8, 201X

Friday, November 6

Location: ABC Hotel
Address

7:00 – 9:00 p.m. Registration, Module Overview and participant introductions followed by Wine & Cheese Social (may present Grad certificates at this time)

Saturday, November 7

Location: CAIS School

8:30 – 9:00 a.m. Late Registration & continental breakfast

9:00 a.m. - noon Module

10:30 - 10:45 a.m. Coffee break

Noon - 1:00 p.m. Lunch (may present Grad certificates at this time)
12:30 p.m. Optional school tour

1:00 - 3:00 p.m. Module continues

3:00 - 3:15 p.m. Coffee break

3:15 - 5:00 p.m. Module continues

Day 2 – Sunday, November 8

Location: CAIS School


8:30 - 9:00 a.m. Continental breakfast

9:00 a.m. – noon Module continues

12:00 p.m. Module concludes.

We hope you enjoyed your LI experience.

201X CAIS Leadership Institute
Master Schedule
LI Modules & The 2051 Project Incubator

	Thurs, July 2	Fri, July 3	Sat, July 4	Sun, July 5	Mon, July 6
Breakfast		7:00-8:00am Late registration/breakfast	7:00-8:00am	7:00-8:00am	7:00-8:00am
Block I		Incubator (8:00-12:00) Modules: (8:00-12:00) Accreditation 1 Admissions 1 Brain Research 1 Faculty Culture 1 Governance 1 10:00am Break	Incubator (8:00-11:30) Modules: (8:30-11:30) Accreditation 1 Admissions 1 Brain Research 1 Faculty Culture 1 Governance 1 10:00am Break	Incubator (8:00-11:30) Modules: (8:30-11:30am) Accreditation 2 Admissions 2 Aspiring Leaders Brain Research 2 Faculty Culture 2 Governance 2 10:00am Break	Incubator (8:00-12:00) Modules: (8:00-12:30) Admissions 3 Faculty Culture 3 Governance 3 Leadership 101 Women & Leadership 10:00am Break
Lunch		12:00-1:00pm	11:30-12:30pm	11:30-12:30pm	Bagged lunch/Lunch in Dining Hall
Block 2	4:00-6:00pm Participant Arrival/Registration 5:00-6:00pm Welcome reception/roundtable for new participants	Incubator (1:00-4:00) Modules: (1:00-4:00) Accreditation 1 Admissions 1 Brain Research 1 Faculty Culture 1 Governance 1 2:30pm Break 4:00pm-6:00pm Recreation Break	Incubator (12:30-5:30) Modules: (12:30-5:30) Accreditation 2 Admissions 2 Aspiring Leaders Brain Research 2 Faculty Culture 2 Governance 2 3:00pm Break	Incubator (12:30-6:00) Modules: (12:30-6:00) Admissions 3 Faculty Culture 3 Governance 3 Leadership 101 Women & Leadership 3:00pm Break	
Dinner	6:30-8:30pm Welcome: Cathy Thornicroft & Anne-Marie Kee - followed by dinner and the Art of Leadership Series featuring Sharon Klein and Jason Rogers	6:30-8:30pm Leadership Awards dinner- featuring Hal Hannaford & Claire Sumerlus	6:00-7:00pm Dinner Incubator (7:00-9:00) Modules: (7:00-9:00) Accreditation 2 Admissions 2 Aspiring Leaders Brain Research 2 Faculty Culture 2 Governance 2	7:00pm - Wine & cheese reception & 2051 Presentations 8:00pm - Dinner 9:00pm - Graduation ceremony	<p align="center">12:30pm LI ends. Thank you for participating.</p>  <p align="right">Canadian Accredited Independent Schools</p>