



State LILI Team Timeline

Classes may start any time between December 1, 2011 and July 31, 2012. **The timeline below is based on a January 2012 start date.** A December start date would require all dates to be moved up one month, with the exception of the Moderator Training Conference, which always takes place in October.

January

- State LILI Chair (SLC)
 - State President appoints SLC for next year. Ideally, this person will serve for a full association year (July – June).
 - Work with Moderator on logistical and administrative issues for LILI class.
 - Decide who and how many will be on your State LILI Team.
- Moderator
 - Hold Session One.
 - Work with SLC on logistical and administrative issues for LILI class.
 - Begin considering if you are going to continue as Moderator for next year or if a new Moderator should be nominated.
- State Executive (SE)
 - Provide support and guidance to SLC and Moderator.
 - Be available to answer questions regarding NAIFA practices and procedures.
- ALL
 - Begin preparing list of potential students for next year's institute.
 - Work with state leaders on promoting LILI at State Conference – i.e. through booth, presentation or awards.
 - Compile list of supplies needed to promote LILI at State Conference.

February

- State LILI Chair (SLC)
 - Work with Moderator on logistical and administrative issues for LILI class.
 - Obtain list of local leaders and write letter or email to educate them about LILI and request list of potential students.
 - Order supplies to promote LILI at State Conference.
 - Educate team on ways to promote LILI and ask them to be available to visit and promote program to locals.
- Moderator
 - Hold Session Two.
 - Inform state leadership of whether you will be continuing as Moderator next year.
- State Executive (SE)
 - Provide SLC with contact list of local leadership.
 - Be available to answer questions regarding NAIFA practices and procedures.
- ALL
 - Continue compiling list of potential students for next year. Share list with team.

March

- State LILI Chair (SLC)
 - Work with Moderator on logistical and administrative issues for LILI class.
 - Make follow-up phone calls regarding letter/email sent to local leadership.
 - Work with Moderator to determine date and location of graduation. Decide if LILI alumni will be invited (in which case, print invitations).
 - With your team, coordinate promotional efforts for State Conference.
- Moderator
 - Hold Session Three.
 - Work with SLC and SE on graduation – date, time, location, format, program and attendees.
- State Executive (SE)
 - Update SLC and Moderator on progress of and changes to State Conference.
 - Be available to answer questions regarding commencement options.
- ALL
 - Review expenses and prepare next year's budget to be presented to state board in April.
 - Continue compiling list of potential students for next year. Share list with team.

April

- State LILI Chair (SLC)
 - Work with Moderator on logistical and administrative issues for LILI class.
 - Use *Codewriters* to send mass email promoting LILI to all members in state. Ask them to contact you for more information.
 - Confirm location for graduation and begin preparing program.
 - Invite state leaders to graduation.
 - Present proposed LILI budget to state board.
- Moderator
 - Hold Session Four.
 - Work with SLC and SE on graduation.
 - Begin asking current students for names of potential students for next year's institute.
- State Executive (SE)
 - Work with SLC and Moderator on graduation.
 - Provide updates on State Conference changes that may affect LILI.
 - Be available to answer questions regarding NAIFA practices and procedures.
- ALL
 - Continue compiling list of potential students for next year. Share list with team.

May

- State LILI Chair (SLC)
 - Finalize plans for graduation.
 - Confirm special guests.
 - Send email inviting members to attend State Conference.
 - Follow up on requests for additional information from last month's letter/email to members. Ask team to help respond to inquiries.
 - Send class photo (usually taken in Session Five) to NAIFA National.
 - Confirm list of students graduating and order commencement materials. (NAIFA National will send list for state to review approx. 5 weeks before graduation date.)
 - Work with team and State President or President-elect to select Moderator for next year. Moderator applications are available **beginning May 1 and due by June 30.**

- Moderator
 - Hold Session Five.
 - Take class photo.
 - Make sure students understand graduation process and have invited guest (if permitted by state).
- State Executive (SE)
 - Review current year budget with SLC and Moderator and make sure there is adequate funding for graduation.
 - Organize receipts for meals and supplies for this year's class.
 - Be available to answer questions regarding NAIFA practices and procedures.
- ALL
 - Promote LILI at State Conference.
 - Review and document what is and is not working for this year's class. Use this information to improve next year's institute.
 - Continue compiling list of potential students for next year. Share list with team.

June

- State LILI Chair (SLC)
 - Intensify efforts to recruit students for next year:
 - Contact all locals who have not recruited 2 applicants and request list of potential students.
 - Publish articles in newsletter.
 - Visit and make announcements at local meetings.
 - Empower and prepare team members to promote LILI.
 - Work with Moderator on graduation.
 - Work with SE to prepare final budget to present to state board.
 - Make sure next year's Moderator submits application by **June 30**.
 - Prepare schedule for next year's class and begin collecting student applications.
- Moderator
 - Hold Session Six.
 - Work with SLC on graduation.
 - Make sure next year's Moderator submits application by **June 30**.
- State Executive (SE)
 - Pay all bills and reimbursements related to LILI before closing out 2010 budget.
 - Be available to answer questions regarding NAIFA practices and procedures.
- ALL
 - Promote LILI at State Conference.
 - Review any changes for next year's class.
 - Continue compiling list of potential students for next year. Share list with team.

July

- State LILI Chair (SLC)
 - Send applications to potential students.
 - Continue promoting LILI to local leaders and members.
 - Communicate preferred student application deadline of August 31 (based on January start date).
- Moderator
 - Work with SLC to collect applications from qualified applicants.
- State Executive (SE)
 - Post student application on website.
 - Email applications to people who request them from state office and send contact information to SLC.

- ALL
 - **Promote, promote, promote** – this is the most important time in recruiting students for next year!

August

- State LILI Chair (SLC)
 - Name student selection committee (which may be the same as state team). Five-person committee is suggested, consisting of SLC, Moderator and three of the following: LILI graduate, State Executive, State President, State President-Elect, or National Committeeperson.
 - With committee, coordinate LILI promotion efforts.
 - Collect applications for next year's institute.
- Moderator
 - Book air travel and submit Moderator Training Conference registration form to NAIFA (only **first-time** Moderators attend Conference and submit registration form).
 - Work with SLC to collect student applications.
 - Be available to give presentations about LILI to locals.
- State Executive (SE)
 - Respond to requests for information about LILI and email SLC to do follow-up.
 - Help SLC and team promote LILI.
- ALL
 - Contact potential applicants about applying for next year's institute.

September

- State LILI Chair
 - Send copies of completed applications to selection committee.
 - Set date to review applications via conference call or in person. **Note:** Minimum class size is 7 and maximum is 14.
- Moderator
 - Become familiar with applicants.
- State Executive (SE)
 - Help with student application review process.

October

- State LILI Chair
 - Prepare acceptance and rejection letters for applicants.
 - Coordinate logistics of next year's institute with Moderator (location, meals, etc.).
- Moderator
 - Fulfill Training requirements: First-time Moderators must attend onsite LILI Moderator Training Conference; repeat Moderators must participate in web conference to update their certification.
- State Executive (SE)
 - Be available to answer questions and support program.

November

- State LILI Chair
 - Send acceptance and rejection letters to applicants.
 - Provide class roster to SE (who must submit order form to NAIFA).
- Moderator
 - Prepare and send introductory letter with locations, dates, times and procedures.

- State Executive (SE)
 - **Submit Institute Order Form to NAIFA (for classes starting in January).**
 - Help Moderator with communication to applicants.
 - Be available to answer questions and support program.

December

- State LILI Chair
 - Confirm location, dates, times and other class logistics with Moderator.
 - Help Moderator distribute Pre-Session One materials; coordinate Pre-Session One conference call; and plan meals.
 - Work with Moderator to set guest speaker schedule.
- Moderator
 - Prepare and send welcome letter with advance assignment for Session One to students (see Welcome Letter template on Online Leaders Training Center).
 - Mail Pre-Session One materials for advance assignment to students.
 - Hold Pre-Session One conference call.
 - Respond to student questions regarding assignments.
 - Prepare to teach classes.
 - Work with SLC on logistical and administrative issues such as meals and guest speakers.
- State Executive (SE)
 - Help Moderator with Pre-Session One communication to students.
 - Be available to answer questions and support program.

January

Congratulations on starting your institute! Prepare to begin the process again for next year's class.

SUCCESSION PLANNING

The Colorado Example

At the Colorado state level, there is a continuous 5-year leadership development plan (designed by LILI Alumni). The executive committee encourages the same process in the locals that they serve as liaisons to. They also refer potential future leaders to the nominations committee. Each member of the state board participates in the process by recommending a qualified candidate to replace them. The nominating committee works with all who have been recommended, helping to place the right person in the right place at the right time. All who serve on a state level are *strongly encouraged* to complete LILI. These steps help ensure that each individual is ready for the position in which they will be serving. The majority of the state board is made up of LILI graduates.

Colorado also encourages continuity and fresh perspectives in their LILI program through a 3-year "LILI commitment". The first year is served as the LILI class co-moderator, the next as lead moderator and the last as State LILI Chair.