



Water Quality Association

# Leadership Initiative 2024 Program Guide

This is a WQA L.E.A.D. Program



## **Leadership Initiative Objective**

Forge partnerships to develop engagement and advanced leadership skills that continues beyond the program.

## **Description**

Rising leaders in WQA's membership are partnered with current WQA board members to broaden perspectives and focus on leadership development.

## **Mentee Expectations**

- Be committed to elevating the industry, serving on a WQA volunteer group, and a desire to elevate to leadership in WQA.
- Willingness to share experiences and actively participate in the program.
- Bring an open mind to learn from others.

## **Mentor Expectations**

- Be committed to elevating the industry.
- Prepared to share experiences and perspective as a leader and WQA board member.
- Actively participate in the program, listen, and foster exchange of ideas.

## **Time Management**

The WQA Leadership Initiative holds a group orientation in January and meets virtually every other month for one-hour, February-August, ending with an in-person meet-up at the WQA Mid-Year Leadership Conference.

# Tentative Program Timeline

All virtual meetings will be scheduled by WQA staff to be held over Zoom. We will have a guest speaker(s) to kick off the meeting and utilize breakout rooms for the second part to give mentees and mentors time to meet one-on-one. Breakout rooms will not be recorded.

If there are unforeseen conflicts, email [mentorship@wqa.org](mailto:mentorship@wqa.org).

Mentees and mentors may choose to set up their own call(s) in-between official program meetings. This is not a requirement.

If a mentee needs assistance to attend the WQA Convention or the WQA Mid-Year Leadership Conference, please reach out to [mentorship@wqa.org](mailto:mentorship@wqa.org), for information about WQA Scholarships.

<p><b>January</b></p> <p><b>Program Orientation</b></p>	<p><b>February</b></p> <p><b>Direction, Alignment, Commitment</b></p> <p><b>Meeting Objectives:</b>            -WQA's Governance Structure and Volunteer Groups            -WQA Goals</p>	<p><b>March</b></p> <p><b>WQA Convention</b>            (In-Person Meet-Up)</p>
<p><b>April</b></p> <p><b>Leadership</b></p> <p><b>Meeting Objectives:</b>            -Leadership preferences, priorities, strengths, and weaknesses            -How leaders improve results through effective leadership</p>	<p><b>May</b></p> <p><b>WQA DC Fly-In</b>            (Official Date TBD)</p>	<p><b>June</b></p> <p><b>Influence</b></p> <p><b>Meeting Objectives:</b>            -Refine communication skills and recognize different influencing styles            -How leaders gain commitment for key initiatives that drive engagement, performance, and increase satisfaction</p>
<p><b>July</b></p> <p><b>Optional Pre-Mid-Year Leadership Conference Call</b></p>	<p><b>August</b></p> <p><b>Addressing Conflict</b></p> <p><b>Meeting Objectives:</b>            -How we acknowledge and directly address conflict in a way that preserves/improves relationships, opportunities, and productivity</p>	<p><b>September</b></p> <p><b>WQA Mid-Year Leadership Conference</b>            (In-Person Meet-Up)</p>

# Program Checklist

## ONBOARDING

- Attend orientation webinar & review the program guide
- Review WQA's Code of Ethics, Anti-Trust, and Conflict of Interest
- Visit WQA's website to refresh/discover WQA's tools and resources  
(If you have forgotten your login & password, email [mentorship@wqa.org](mailto:mentorship@wqa.org))

## DURING PROGRAM

- Accept calendar invitations to virtual meetings. If there are unforeseen conflicts, email [mentorship@wqa.org](mailto:mentorship@wqa.org).
- Review meeting objectives in the program guide in advance of each meeting
- Keep meeting notes to reflect on and revisit (these are for yourself)
- In-between meetings keep track of questions or issues to bring up
- Periodically reassess goals and progress

## AFTER LAST MEETING

- Complete post-program survey to share feedback on if we hit the mark and/or ways we can improve the program

## External Articles & Resources

Benefits of Engagement <a href="#">Volunteers for Your Association Has Benefits</a> <a href="#">Top 8 Engaged Member Benefits</a>	Communication <a href="#">What's Your Leadership Communication Style?</a> <a href="#">4 Powerful Examples of Effective Leadership Communication</a>
Engaged Leadership <a href="#">3 Things All Engaged Leaders Have in Common</a> <a href="#">What Makes Someone an Engaging Leader</a> <a href="#">How to Overcome Our Biases? Walk Boldly Toward Them</a>	Leadership on Volunteer Groups <a href="#">Guides for Committee Chairs &amp; Committee Members</a> <a href="#">The Top 5 Strategies for Effective Committees</a> <a href="#">The Science of Inclusion</a>

# EXAMPLE MENTORSHIP AGREEMENT/ GOALS WORKSHEET

Source: University of Washington

The purpose of this template is to assist you in documenting mutually agreed upon goals and parameters that will serve as the foundation for your mentoring relationships. This template is expected to be altered to meet individual needs.

1. Goals (what you hope to achieve as a result of this relationship):

2. Steps to achieving goals as stated above:

3. Meeting frequency (frequency, duration, and location of meetings):

4. Confidentiality: Any sensitive issues that we discuss will be held in the strictest of confidence. Both parties have read & signed WQA's Code of Ethics, Anti-Trust Statements and Conflicts of Interest. Issues that are off limits for discussion include:

5. Plan for evaluating relationship effectiveness (e.g., 3-month review of mentorship meeting notes, goals, and outcomes/accomplishments):

*Relationship termination clause: If either party finds the mentoring relationship unproductive and requests that it be terminated, we agree to honor that individual's decision without question or blame.*