



## Leadership Lyceum Program, Candidate Criteria, and Scholarship Policies

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### **Purpose:**

The Leadership Lyceum course is designed to help identify and develop multifamily housing volunteer leaders. Leadership Lyceum is designed to inspire and educate current and future association volunteers in the areas of legislative advocacy, association governance, education, and professional development.

### **Who Is Eligible to Participate?**

- Any local association member who is nominated by the association executive from their local affiliate. In consultation with the FAA Association Executives Council Chair, the FAA Executive Vice President may elect to utilize an alternative process by which prospective candidates submit their interest in advance, and are approved by their local association executive.
- Total enrollment for the given year should not exceed 30 candidates, 10 of whom may be members of the Florida Suppliers Council (FSC).
- Each affiliate shall have the ability to nominate three candidates, two management representatives and one Florida Suppliers Council representative. If an affiliate does not nominate one or more candidates prior to the nomination deadline, then the FAA President and/or Lyceum Committee shall have the ability to appoint candidates to unfilled spots.
- Candidate selection consideration may be given, per class, to ensure the candidate pool is not overrepresented by employees of the same member company(ies).

### **What's Required of the Candidate to Complete the Course?**

- An endorsement letter from their employer.
- Payment of an enrollment fee, which will include the cost of course materials and some meals.
- Attendance at all of the following programs and meetings:
  - Leadership Lyceum Modules
    - *Advocacy (Held in conjunction with Legislative Conference when possible)*

- Education and Professional Development (*Held in conjunction with the Spring Governance Meeting when possible*)
      - Association Governance
        - One FAA Board of Directors Meeting (*As an observer*)
        - FAA Legislative Conference
        - FAA Annual Conference and Trade Show
  - The candidate is responsible for all related travel costs associated with participating in the Leadership Lyceum program. A limited number of sponsorships may be available on an annual basis to cover some of the costs associated with participating in Lyceum.
  - Candidates are encouraged to complete the program within one year along with their class cohort. Anyone who does not complete the program within a two year period will be required to pay an extension fee equivalent to the current registration fee. Candidacy period may only be extended once.
  - The Lyceum Committee and FAA Executive Vice President shall establish a nomination and scholarship application deadline each year.
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## **Nan Cavaretta Leadership Lyceum Scholarship Policy**

### **Overview:**

The Nan Cavaretta Memorial Scholarship was established by the Florida Apartment Association (FAA) in 2015 to assist in the training and development of emerging multifamily housing leaders through FAA's Leadership Lyceum program. Scholarship recipients are dynamic professionals who have a broad-based vision for, and strong commitment to, the mission and strategic objectives of the Florida Apartment Association and its local associations.

### **Eligibility and Applicant Criteria:**

- Potential recipients must:
  - Have no less than three cumulative years of experience in residential property management at time of application for the program.
  - An expressed financial need for the scholarship. (*i.e. Employer unable or unwilling to cover the costs to participate.*)
  - Currently serve or be slated to serve in a volunteer leadership position within an FAA affiliated apartment association, FAA, or the National Apartment Association. (*i.e. Committee Chair, Board Member*)
- Applicants must meet all eligibility requirements to participate in the FAA Leadership Lyceum and have been accepted into the program.
- Florida Suppliers Council members are welcome to apply for the scholarship, but preference will be given to applicants currently employed in multifamily housing management.
- Scholarship eligibility criteria may be added or amended by the Leadership Lyceum Committee and Executive Committee, as appropriate. Any modifications must be approved and disclosed prior to accepting applications for the Lyceum program.

**Scholarship Information:**

- No more than two scholarships will be awarded annually.
- Scholarship includes waived standard fees for the following programs:
  - Leadership Lyceum Tuition
  - Registration fees for the FAA Legislative Conference
  - Full conference registration for the FAA Annual Conference and Trade Show
- Scholarship can cover travel costs, on reimbursement, for the following:
  - Mileage (at IRS reimbursement rate) or coach airfare for travel to and from program modules, FAA Legislative Conference, and FAA Annual Conference and Trade Show.
  - Hotel room and parking costs for all required program events and modules. Recipients must reserve rooms in advance under the FAA room block. At no time will FAA reimburse expenses in excess of the standard room block rate.
- All eligible expenses must be reported, with detailed receipts, no later than 60 days after the conclusion of each Lyceum Module or required event (i.e. Legislative Conference). Failure to submit eligible expenses in a timely manner may result in elimination of eligibility for reimbursement for that component of the Lyceum program.
- Scholarship recipients must complete the entire Leadership Lyceum program within one calendar year. If necessary recipients may continue, without reimbursement, the program in accordance with the Leadership Lyceum policy.

**Scholarship Selection Process:**

- A Scholarship Selection Committee will convene annually in December to evaluate applications for the scholarship.
- The Scholarship Selection Committee will consist of members of the FAA Executive Committee, the Co-Chairs of the Leadership Lyceum Committee, and other FAA members at the discretion of the FAA President. Quorum for meetings of the Committee will be determined by members present and voting. The Selection Committee shall not exceed 10 members.
- Selection criteria may include the thoroughness of the application submitted, demonstrable need for the scholarship, geographic distribution, or other factors deemed fair and appropriate.
- All scholarship applications, candidate information and the deliberations of the Scholarship Selection Committee will be confidential.
- All applicants will be notified of the application status no later than the end of December of the year preceding the program start.

**Adopted by Board of Directors | 10/20/2022**