

## COURSE MATERIALS

Each course features a binder of class materials along with assigned textbooks. Course textbooks include:

- Code of Virginia
- Virginia County Supervisors Manual, Virginia Association of Counties
- Working Across Boundaries, Russell M. Linden
- A Budgeting Guide for Local Government, Robert L. Bland
- Real Leadership, Dean Williams
- Leadership on the Line, Ronald Heifetz and Martin Linsky
- The Small Town Planning Handbook, Thomas Daniels, John Keller, Mark Lapping, Katherine Daniels, and James Segedy
- Community Planning, Eric Kelly
- Zoning 101, John Stephani
- The Six Thinking Hats, Edward de Bono
- The Secrets of Powerful Problem Solving, Roger Dawson
- The Truth about Leadership, James Kouzes and Barry Posner
- We Don't Make Widgets, Ken Miller

## INSTRUCTORS

### Mike Chandler, Ph.D.

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#### Experience | Education

- Member Virginia Tech Faculty, 1975-2003
- Served Blacksburg Town Council, 1984-2003
- Professor Emeritus, Department of Agricultural and Applied Economics, Virginia Tech
- Doctor of Philosophy, University of Georgia
- Masters of Urban and Regional Planning, Virginia Tech

### Martha A. Walker, Ph.D.

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#### Experience | Education

- Served Two Terms on Pittsylvania County School Board
- Joined Virginia Cooperative Extension in 2005 after Serving 28 Years in Virginia Community College System
- Doctor of Philosophy, Old Dominion University
- Masters of Science, Virginia Tech

**Courses include a number of guest instructors and practitioners with expertise in the area of study.**



Virginia Tech • Virginia State University



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# Virginia Certified County Supervisors' Program



Virginia Tech • Virginia State University



Virginia Association of Counties  
1207 E. Main Street, Suite 300  
Richmond, VA 23219

## PROGRAM DESCRIPTION

The Virginia Association of Counties, in partnership with Virginia Tech and Virginia Cooperative Extension, offers county supervisors an opportunity to enhance their capacity to effectively and efficiently lead their respective counties by participating in the Virginia Certified County Supervisors' Program.

The Virginia Certified County Supervisors' Program features a five-course curriculum. Each course begins with a six-hour classroom session that is topically driven and reflective of the subject matter being covered.

Following the classroom session is an eight-week home study period. Each course participant is assigned relevant articles and books and completes assignments drawn from the readings on a weekly basis. The final component is a concluding six-hour classroom session.

Since its inception in 2005, more than 50 supervisors representing over 40 counties have enrolled, working towards their credentials as a certified county supervisor.

A variety of topics are discussed during the closing session including a review of the books and the assignments completed by each class member.

Each course is designed to provide the participant with a solid understanding of the subject or topic being examined. Faculty from Virginia Tech and Virginia Cooperative Extension, VACo staff and local government practitioners from across the state serve as the program's core faculty.

## COURSE LISTING

### Making a Governance Difference: The Role of Purpose Driven Policy, Deliberation and Decision Making

Decision making is challenging when multiple elected officials, government professionals, and citizens are involved. Nonetheless, there must be a clear process to move from defining a problem to implementing a course of action and then evaluating the outcome realized. The class examines legal principles established by the U.S. and Virginia Constitution's, the Dillon Rule, as well as other ordinances and regulations which influence policy making and decision making.

### Funding Public Services in the 21st Century: The Role of Budgeting

In a perfect world a county budget will be driven by county goals. Establishing a budget policy and linking the county budget with clearly defined goals may be a new concept to some elected officials. The legal basis for the county operating budget and the capital improvement budget are discussed. Various forms of county budgeting are explored including line item, program, performance, zero-based and outcomes based budgeting. Local county budgets are analyzed searching for unique features and successful methodologies that are transferrable to other localities.

### Inventing Your County's Future: The Role of Community Planning

Through the examination of a variety of county comprehensive plans, class members assess the opportunities and challenges associated with land use planning. Focus is also given to knowing what local residents want for their community and ways to involve county residents in planning for tomorrow. The legal foundations of planning and zoning are reviewed and the key players in the community planning process are identified.

### Managing While Leading: Understanding Your Powers, Duties and Responsibilities

Boards of Supervisors are elected to serve specific roles and guide county functions as defined by the Code of Virginia. This course reviews the powers, duties, and responsibilities of the local Supervisor in addition to identifying the skill set needed to establish a governance policy body that is consequential. Avoiding poor performance and learning how to blend leadership with strategic thinking is a course outcome.

### Governance in the 21st Century: The Role of Leadership

Leadership is examined and studied from a variety of vantage points during this course. Leadership attributes, characteristics and promising practices are identified. The role leadership plays in fashioning a governance model is analyzed. By way of the assigned readings, each class participant explores individual values, habits, practices, and priorities that drive leadership choices. Using the six challenges of leadership described in the Real Leadership text, class participants can "test their mettle" while coming to grips with the challenges and opportunities only leaders can address either alone or in partnership with others.

To register, visit [www.vaco.org](http://www.vaco.org).  
For more information, contact Phyllis Errico  
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