*****MEMORANDUM OF UNDERSTANDING***

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The Wells Fargo Executive Directors Leadership Institute (EDLI) is most effective with the participation and commitment of the Executive Director/CEO as well as the support of the organization’s Board of Directors and management staff. The Executive Director/CEO is expected to attend all training sessions. The Executive Director/CEO must also allocate sufficient time with her or his ESC coach to work toward program benchmarks and objectives. In signing the Memorandum of Understanding, the Executive Director/CEO and Board Chair commit fully to these expectations.

**It is understood that the client will:**

* Recognize that the outcome of the EDLI program is dependent upon the Executive Director/CEO participating and working together with their organization’s leadership and their coach on meeting program benchmarks and objectives.
* Attend all sessions.
* Be responsive to coach’s phone calls and email messages in a timely manner.
* Inform coach if planning to be out of town or otherwise unavailable for an extended period.
* Respect the time the coach dedicates to the project by keeping his/her commitment to participate in scheduled meetings.
* Honor commitments related to follow-through and preparation for meetings.
* Be open and honest in communications, knowing that ESC will respect their confidentiality.
* Provide ESC coach with access to the information and people that will facilitate an understanding of the participant’s organizational needs and concerns.

**It is understood that the ESC coach will:**

* Recognize that the outcome of EDLI is dependent upon the ESC coach participating in the training sessions and working with the client on the program benchmarks and objectives.
* Be responsive to client phone calls and email messages in a timely manner.
* Inform client if planning to be out of town or otherwise unavailable for an extended period.
* Keep appointments and be punctual.
* Honor commitments related to preparation for meetings and follow-through on program benchmarks and objectives.
* Respect the confidentiality of the client.
* Help client clarify and think through issues.
* Listen first, then provide feedback and options to let client choose the best resolution.
* Answer client’s questions honestly and seek guidance when necessary.

Organization

Board Chair

 Signature Date

Executive Director/CEO \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

*Completed applications submitted with application form, MOU, and résumé are eligible for review.*

SUBMIT YOUR EARLY BIRD APPLICATION BY THURSDAY, SEPTEMBER 20, 2018

OR REGULAR APPLICATION BY THURSDAY, OCTOBER 4, 2018