

LeadingAge Texas Leadership Institute 2019 - 2020 Memorandum of Understanding

The Memorandum of Understanding provides the basis for a commonly held understanding between the LeadingAge Texas, the applicant, and the sponsoring organization (applicant's employer) regarding participant eligibility and expectations.

LEADINGAGE TEXAS' COMMITMENT

LeadingAge Texas will craft the curriculum, provide meeting space and faculty, as well as program materials and specified meals. The Leadership Institute will be administered and fully coordinated by LeadingAge Texas.

APPLICANT'S COMMITMENT

If selected, the applicant agrees to:

- Acknowledge that this program will require Devote the time needed to complete required projects, assignments, and/or readings, as well as attend the in-person class meetings.
- Be an **active participant** in each of the four classes and during *all* individual and group assignments.
- Provide an email from a supervisor to Institute staff if unable to attend any of the eight on-site meetings.
- Be respectful of the speakers, facilitators, hosts, staff, and fellow Fellows in both your words and actions.
 - It is understood that there are still team members and residents relying on you in your absence from the community – please excuse yourself to answer calls/texts/emails only when it is necessary.

Additionally, I understand that if at any time during the program year my employment status changes, I am no longer employed by my supporting organization, or I fail to meet any of the program's eligibility criteria, my continued participation in the Leadership Institute is subject to review by LeadingAge Texas.

Applicant's Signature: _____ **Date:** _____

Applicant's Printed Name & Title: _____

SPONSORING ORGANIZATION'S COMMITMENT

If selected, the sponsoring organization (applicant's employer) agrees to:

- Cover the \$2195 tuition in a timely manner upon the applicant's acceptance into the program.
- Absorb travel and lodging expenses associated with each of the four classes.
- Allow the applicant time to actively participate in all in-person classes, group/individual projects, etc.
- Support and encourage the applicant throughout the program as necessary – with the completion of assignments, meeting deadlines, etc.

The sponsoring organization representative should be the CEO or other executive staff of the applicant's sponsoring organization.

Representative's Signature: _____ **Date:** _____

Representative's Printed Name & Title: _____

