

# MEMORANDUM OF UNDERSTANDING

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## APPLICANT:

I agree to devote the time needed to complete the required projects, assignments and readings as well as participate in all related meetings, site visits, sessions and conference calls. If for any reason I am unable to meet any of the participation or assignment obligations, I will notify LeadingAge Massachusetts staff in a timely manner to discuss alternate arrangements to ensure I meet the program's participation expectations. In the event I am not able to attend a class, I understand that I am expected to participate on a conference call with the Instructor on what information I have missed. I understand that my organization will be billed the consulting charges incurred for this conference call which may be up to \$200 per missed session. 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 Academy is subject to review by LeadingAge Massachusetts.

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**Applicant Signature**

**Date**

## SPONSORING MANAGER:

*The Sponsoring Manager Memorandum of Understanding must be signed by the Sponsoring Manager of the applicant's supporting organization (if the applicant is the highest ranking executive officer, the organization's board chair must complete the form).*

If selected to participate in the LeadingAge Massachusetts Leadership Academy, I expect this applicant to remain employed by my organization throughout the program year and understand that if at any time their employment status changes, they are no longer employed by my organization or fail to meet any of the program's eligibility criteria, their continued participation in the Leadership Academy is subject to review by LeadingAge Massachusetts. There will not be a refund in the event that the participant does not continue with the program. I am aware of the time commitment needed to participate in the Leadership Academy and will support this applicant's efforts to complete the required projects, assignments and readings as well as participate in all related meetings, site visits, sessions and conference calls. I agree that the applicant will participate in one class per month from September 2023 through May 2024. In the event this applicant is not able to attend a class, I understand that my organization will be billed the consulting charges incurred to bring this participant up to speed with the information they missed. I understand the consulting charges incurred for this conference call may be up to \$200 per missed session.

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**Sponsoring Manager Signature**

**Date**