

COAR Grantee Leadership Responsibilities

Both the organization's Executive Director and Board Chair agree to the following:

1. The Executive Director is responsible for overseeing the project, updating MMF on the work's progress, paying the consultants and submitting the final report(s) by the end of the grant period.
2. At the first few meetings, both consultant and Executive Director will establish clear and specific expectations upfront and communicate freely to maintain open, honest communication.
3. Both grantee organization and consultant can terminate the contract if it is determined necessary by either consultant and/or organization. MMF should however, be notified in advance.
4. The Executive Director is responsible for arranging the interviews. Further, the Executive Director should provide the consultant with all necessary phone numbers and addresses for interviews as needed and verify who will schedule group and smaller interviews.
5. The consultant and Executive Director are responsible for managing the project's timeliness for all agreed deliverables.
6. It is the responsibility of the organization's Executive Director to ensure the stated expectations with MMF are met throughout the consulting process and that the desired outcomes are produced.
7. The consultant will have the assistance of a professional notetaker during group interviews. The consultant is responsible for coordinating meeting schedules with the notetaker. The notetaker is responsible for attending meetings, writing notes at the interview to capture the conversation and sending edited notes to the consultant within one week following the interview.
8. To ensure that information shared with the consultant remains confidential, MMF staff will refrain from discussing details of assessment learnings with the consultant.
9. The consultant and ED work together to produce an assessment report that articulates the assessment findings and suggests next steps for the organization. The ED will receive a draft of the report for discussion with the consultant before the report is finalized and presented to the full Board of Directors.
10. MMF Final Status Report: The ED is responsible for completing the online final status report including submitting copies of paid consultant invoices and the final report's executive summary with recommendations after the project is complete. Sending MMF the full COAR report is optional.

We have read this document and understand what we can expect from the COAR process.

Signature	Date
Executive Director	

Signature	Date
Board Chair	