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## **COACH/ADVISOR SERVICES**

After 30+ years consulting with hundreds of faith-based nonprofits my focus now is on governance-related coaching/advising CEOs and Chairs of mid- to large-size ministries.

1. ***Clients:*** A CEO or CEO-designate, a board chair or chair-elect – individually or together when from the same organization -- upon an email confirmation of these arrangements.
2. ***Venue:*** Zoom video calls to allow maximum flexibility in scheduling or live meetings in Scottsdale.
3. ***Focus and Schedule:*** Periodic conversations that focus on a few (2-4) questions/topics the CEO or Chair submits 48 hours in advance. The client may request to change the date and time whenever necessary.
4. ***Resources:*** Relevant resources may be emailed in advance -- training tools, articles, samples, templates, etc. – to focus and enhance the conversation.
5. ***Follow-up:*** A summary of the session will be emailed, normally within 24 hours, and I often attach additional resources.
6. ***Fees:*** \$100 per hour except for incidental emails and calls with the client. Invoices are emailed at the end of each month for work completed during that month, payable in 30 days.
7. ***Other Consulting Fees:*** \$200/hour if a separate project requested by the client is summarized in writing and to which both parties agree.
8. ***Termination:*** Either party may terminate these arrangements with a written notice.