

# ICMA Coaching Program State Coaching Partner Annual Agreement

THIS AGREEMENT (hereinafter, the "Agreement") is entered into by and between the International City/County Management Association (hereinafter referred to as "ICMA"), a nonprofit corporation organized and existing under the laws of the State of Illinois having its principal place of business at 777 North Capitol Street, N.E., Suite 500, Washington, DC 20002-4201, and

State Association Name: Oregon City County Management Association (OCCMA)  
(hereinafter referred to as "State Association"), having its principal place of business at

Street Address: 1201 Court Street NE, Suite 200

City, State, Zip Salem, OR 97301

signifies the terms and conditions of the agreement between ICMA and the State Association.

ICMA invites local government management State Associations and affiliates to join/renew a partnership with the ICMA Coaching Program. ICMA offers many coaching benefits to both members and non-members at no cost. ICMA is able to provide these free coaching resources as a result of the funding by our State Coaching Partners. Participation from state partners will help us grow complimentary coaching resources and demonstrate state commitment to the program.

## **BENEFITS of STATE ASSOCIATION COACHING PARTNERSHIP**

1. Featured on ICMA Coaching Program webpage and recognized during all webinars
2. Enjoy recognition and outreach to attract new members to your state association

3. Participation in identifying webinar topics and presenters of interest to your state
4. Receive notices for each webinar and Career Compass column in formats that your association can readily distribute to your members
5. Gain quarterly reports about participation in your state to support your association's objectives for membership growth and professional development
6. Share best practices and templates for programs you can implement within your state (for example, Speed Coaching)
7. Help shape future Coaching Program services with membership on the ICMA Coaching Program Advisory Committee (for example, materials for setting up 1-1 coaching in your state).
8. Tap the power of the *ICMA CoachConnect* tool to connect volunteer coaches in your association with members interested in mentoring, building connections that boost your association now and into the future.

## **SPONSORSHIP TERMS AND CONDITIONS**

The State Association agrees to:

1. Designate one point-of-contact to distribute ICMA Coaching Program webinar announcements, Career Compass columns, and other resource materials to State Association members and to encourage them to share the notices and resources with all of their members.
2. Identify two representatives (one senior manager and one emerging leader) from your State to serve on the national ICMA Coaching Program Advisory Committee.
3. Provide sponsorship contribution (detailed below) to ICMA to offset the costs of supporting State Association participation in the ICMA Coaching Program such as payment to the webinar platform contractor.

The State Association may elect to sponsor the ICMA Coaching Program for up to three years.

The State Association electing the multi-year **one-time payment option** will receive a 5%

The ICMA logo is located in the bottom right corner of the page. It consists of the letters "ICMA" in a bold, blue, sans-serif font. The logo is partially overlaid by a decorative graphic of light blue squares of varying sizes and opacities.

**discount.** Otherwise, sponsorship renewals will be mailed to the State Association annually. The State Association may terminate this Agreement with 90-day written notice. No refunds are available for pre-paid periods.

### SPONSORSHIP ELECTION

The annual sponsorship for the ICMA Coaching Program is tiered to allow smaller states to afford to participate. Please confirm your sponsorship in the selection below.

<u>Members</u>	<u>One Year Sponsorship</u>	<u>Three Year Sponsorship</u>
101+ members	\$1,000	\$2,850 (5% discount)
51-100 members	\$600	\$1,710 (5% discount)
1-50 members	\$300	\$855 (5% discount)

Enroll our association in the ICMA Coaching Program for **one year** for Coaching Program Calendar Year \_\_\_\_\_. Payment is for \_\_\_\_\_ number of members for amount of \$\_\_\_\_\_. Renewal notifications will be sent out yearly to update the State Coaching Agreement and pay membership dues.

Enroll our association in the ICMA Coaching Program for **three years** with a 5% discount and for Coaching Program Calendar Years 2022 TO 2024. Payment is for 101+ number of members at amount of \$ 2,850. The state agreement must be re-signed as designated point of contact or Advisory Committee representative changes.

### INVOICING AND PAYMENT:

**Invoices and state agreements that require updating will be sent out annually in the month of July.** State partners will have until December to update their agreement and make payments. *For example, the agreement and invoices for the State Coaching Program 2022 will be sent in July of 2021.*

Payment must be made within thirty (30) days from the receipt of the invoice. Total amount may be sent via Wire/ACH or mailed to the address below via check.

## ACH Bank Information

SunTrust Bank

1445 New York Ave, NW, Washington, DC 20005

Account Name: ICMA

ABA#: 055002707

Account#: 209111321

## Check Payments:

International City/County Management Association

Attn: Accounts Receivable

Address: PO Box 79403, Baltimore, MD 21279

Payment can be made online at <https://icma.org/>

Any questions on invoicing should be directed to email to [invoicerequest@icma.org](mailto:invoicerequest@icma.org).

## STATE ASSOCIATION POINT OF CONTACT DESIGNATION

Name: Christy S. Wurster

Title: Operations & Member Engagement Director

Email address: [cwurster@orcities.org](mailto:cwurster@orcities.org)

## ICMA COACHING PROGRAM ADVISORY COMMITTEE – STATE REPRESENTATIVES

(1) Name: Susie Marston

Title: City Manager, City of Gervais

Email address: [smarston@cityofgervais.com](mailto:smarston@cityofgervais.com)

(2) Name: Sherilyn Lombos

Title: City Manager, City of Tualatin

Email address: [slombos@tualatin.gov](mailto:slombos@tualatin.gov)

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**STATE ASSOCIATION AUTHORIZED SIGNATORY**

Signature:



By: Steve Powers

Title: 2021 OCCMA President; City Manager, Salem, OR

Date: August 4, 2021

Please contact Lynn Phillips, Senior Program Manager, ICMA Career and Equity Advancement, [lphillips@icma.org](mailto:lphillips@icma.org) 202-962-3551 for more information or questions about the ICMA Coaching Program,



ICMA