Template: Memorandum of Understanding

A Memorandum of Understanding (MOU) highlights the objectives and management arrangements of a partnership. It may also explain communication, information sharing and consultation processes. It is not a legal document though it may outline the partnership’s governance structure and source of authority.

Sourced from the Victorian Department of Education and Early Childhood Development, this template can be adapted to create an MOU that is right for your Community Hub. It could be adapted with your community partnership group, or with agencies and individuals that deliver services and activities at your Hub.

Version 1, January 2014.

Memorandum of Understanding

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# Rationale/scope

*Include a statement of purpose, and/or a brief description of expectations, and/or a justification for the partnership.*

# Goals and objectives

*Include a description of the goals and objectives of the partnership.*

# Partner organisations

This Memorandum of Understanding is between:

* Name, Title, Organisation
* Name, Title, Organisation
* Name, Title, Organisation

# Roles and responsibilities

*To be discussed with the community partnership group/partnership group. Some examples may include:*

The community partnership group/partnership group is accountable for:

* fostering collaboration
* removing obstacles to the partnership’s successful delivery, adoption and use
* maintaining at all times the focus of the partnership on the agreed scope, outcomes and benefits
* monitoring and managing the factors outside the partnership’s control that are critical to its success.

The membership of the community partnership group/partnership group will commit to:

* attending all scheduled community partnership group/partnership group meetings
* championing the partnership within and outside of work areas
* sharing all communications and information across all community partnership group/partnership group members
* notifying members as soon as practical if any matters arise which may be deemed to affect the development of the partnership
* attendance at all meetings and if necessary nominate a proxy.

Members of the community partnership group/partnership group expect:

* that each member will be provided with complete, accurate and meaningful information in a timely manner
* to be given reasonable time to make key decisions
* to be alerted to potential risks and issues that could impact the project, as they arise
* open and honest discussions
* ongoing ‘health checks’ to verify the overall status of the partnership.

# Governance structure and reporting

*It may be useful to include a description of the governance structure and reporting responsibilities.*

# Meetings

* All meetings will be chaired by [insert name and organisation]
* A meeting quorum will be [insert number] members of the community partnership group/partnership group
* Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the community partnership group/partnership group chair makes the final decision
* Meeting agendas and minutes will be provided by [insert name and organisation], who will:
  + prepare agendas and supporting papers
  + prepare meeting notes and information.
* Meetings will be held [how often] for [specify time] at [specify location]
* If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

# Communication, information sharing and consultation processes

*Include an outline of how information and data that is generated by the partnership is to be handled by all parties to the agreement and include confidentiality considerations.*

# Conflict resolution

*In this important section, describe the process for resolving disputes that may arise amongst the partners to the agreement.*

# Review and evaluation

*Set out plans and methods to determine whether the partnership has met its objectives. Include how to get feedback from partners and any other key players who can provide information on the effectiveness of the partnership.*

*Include a strategy to regularly review operational processes and identify issues of concern. Collect data on success rates and reassessments.*

# Resources

*Identify the equipment, resources and materials facilities that will be contributed by partnership members.*

# Authorisation

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach the objectives stated in the MOU, to the best of their ability.

Partnering organisation:

Name: Date:

Title:

Partnering organisation:

Name: Date:

Title:

Partnering organisation:

Name: Date:

Title:

**Source:** This template is sourced from Victoria’s Department of Education and Early Childhood Development.