

[insert organisation name/logo]

[insert partner organisation name/logo]

Memorandum of Understanding

A commitment to partnership between

[insert organisation name]
[insert organisation address]

and

[insert partner organisation name]
[insert partner organisation address]

commencing

[insert month and year]

Review Dates: _____

Context and Rationale

*[A background to the partnership
For example: When and why it commenced, achievements, etc]*

About [insert organisation name] and [insert partner organisation name]

[insert organisation name]
[insert a summary of the organisation such as aim, services provided, website, etc]

[insert partner organisation name]
[insert a summary of the organisation such as aim, services provided, website, etc]

Values & Principles

Governance structure and authority

[insert details regarding who in each organisation holds authority in relation to this Agreement? How are activities going to be undertaken and monitored? Is this activity/MOU overseen by a particular group or committee?]

- [consider Partnership Coordination
 - o Membership
 - o Structure
 - o Roles and responsibilities of all partnering members, including Chair
 - o Meeting schedule]

Contact details

The identified personnel responsible for coordinating and/or undertaking agreed activities are:

<p><i>[insert name]</i> <i>[insert position]</i> <i>[insert organisation]</i> <i>[insert contact details]</i></p>	and	<p><i>[insert name]</i> <i>[insert position]</i> <i>[insert organisation]</i> <i>[insert contact details]</i></p>
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Purpose

The purpose of this Agreement is to [insert details].

Expected outcomes

[insert details, for example, improved referral processes for clients of our service or increased communication and information sharing between organisations]

Agreed activities

Specific activities that will be undertaken to achieve the expected outcomes of this agreement:

[detail specific activities, responsibilities and timeframes]

Terms of the Agreement

This Agreement is effective from the date of signature by both parties and remains so for a period of [insert time period] at which time a review on continued partnership shall be undertaken.

Information regarding dispute resolution and termination of agreement:
[insert details, for example: Disputes between the two parties are to be managed in the first instance by the identified officers. Where issues are not resolved at this level, either party shall refer to their organisations' external and dispute management processes. Either party may terminate the Agreement at any time in writing to the other party.]

Signatures to this Agreement

Signed: _____

Signed: _____

Dated: _____

Dated: _____

[insert name]
[insert position]
[insert organisation name]

[insert name]
[insert position]
[insert organisation name]

Timeline for Review [insert scheduled review dates]