

MEMORANDUM *of Understanding*

A COMMITMENT TO PARTNERSHIP BETWEEN

[INSERT ORGANISATION NAME]

[INSERT ORGANISATION ADDRESS]

+

[INSERT ORGANISATION NAME]

[INSERT ORGANISATION ADDRESS]

COMMENCING

[INSERT MONTH AND YEAR]

BACKGROUND

[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]

PURPOSE

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

EXPECTED OUTCOMES

1. *[insert details, for example, improved referral processes for clients of our service or increased communication and information sharing between organisations]*
- 2.

GOVERNANCE

[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?]

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 dispute management processes. Either party may terminate the Agreement at any time in writing to the other party.]

AGREED ACTIVITIES

Specific activities that will be undertaken to achieve the expected outcomes of this agreement:
[detail specific activities, responsibilities and timeframes]

CONTACT DETAILS

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

[insert name]

[insert name]

[insert position]

[insert position]

[insert organisation]

[insert organisation]

[insert contact details]

[insert contact details]

SIGNATURES TO THIS AGREEMENT

Signed

Signed

Dated / / 20

Dated / / 20

[insert name]

[insert name]

[insert position]

[insert position]

[insert organisation]

[insert organisation]