[Insert organisation name/logo] [Insert partner organisation name/logo]

# MEMORANDUM OF UNDERSTANDING TEMPLATE

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]

## SECTION 1. BACKGROUND

[Insert a background to the partnership, for example: when and why it commenced, achievements, etc.]

**1.1 About [insert organisation name]**

[Insert a summary of the organisation such as aim, services provided, website, etc.]

**1.2 About [insert partner organisation name]**

[Insert a summary of the organisation such as aim, services provided, website, etc.]

## SECTION 2. PURPOSE

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

## SECTION 3. EXPECTED OUTCOMES

The partnership between **[insert organisation name]** and **[insert partner organisation name]** expect to achieve the following outcomes:

* **[Insert outcome]**
* **[Insert outcome]**
* **[Insert outcome]**

***🖌Note\****

*Some outcomes examples could include:*

* improved referral processes for clients of our service
* increased communication and information sharing between organisations

\*Please delete note before finalising this document.

## SECTION 4. GOVERNANCE

The partnership between **[insert organisation name]** and **[insert partner organisation name]** is governed by:

* **[insert details of governance]**
* **[Insert details of governance]**
* **[insert details of governance]**

***🖌Note\****

Some examples of governance information to include above could include:

* 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?

\*Please delete note before finalising this document.

## SECTION 5. 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.

**[Insert other relevant information]**

## SECTION 6. dispute resolution and termination of agreement

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.

**[Insert other details in regards to dispute resolution or termination of agreement]**

## SECTION 7. AGREED ACTIVITIES

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

### 7.1 Specific activities

|  |  |  |
| --- | --- | --- |
| **No.** | **Activities** | **Description of activity** |
| **[insert No]** | **[activity name]** | **[brief description of activity ensuring sufficient detail so that the activity meets expectations and is valuable to both organisations]** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### 7.2 Responsibilities and timeframes

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Activities** | **Responsible / lead agency / worker** | **Due date** |
| **[insert No]** | **[activity name]** | **[Specify timeframe]** | **[Specify timeframe]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## SECTION 8. CONTACT DETAILS

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Insert organisation name]** | | | | |
| **Name** |  | | | |
| **Position** |  | | | |
| **Insert contact details** | **Phone** |  | **Mobile** |  |
| **Email** |  | | |
| **[Insert partner organisation name]** | | | | |
| **Name** |  | | | |
| **Position** |  | | | |
| **Insert contact details** | **Phone** |  | **Mobile** |
| **Email** |  | | |

## SECTION 9. SIGNATURES TO THIS AGREEMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[Insert organisation name]** | | | | |
| **Name** |  | | | |
| **Role** |  | | | |
| **Signature** |  | | **Date** |  |
| **[Insert partner organisation name]** | | | | |
| **Name** |  | | | |
| **Role** |  | | | |
| **Signature** |  | **Date** | |  |