**Template**

**Memorandum of Agreement**

**For**

**Team or Project Name**

**Vision Statement**

**Goals of team/project**

**Membership and responsibilities**

(Identify team roles including roles such as leader, facilitator, planner, project manager, consultant, member, voting member etc, who is in charge of what work? What role does each member play on the project team)

**Principles/Values**

(Describe the core values and standards that will govern your team – think about the values important to your field and how those impact the work you will engage in with this team) What core values do you hold as a collaborative team?

**Commitments** (describe what team members are committing to. Describe process should a member fall short of their commitments and/or withdraws from the team)

The committee members will

* Attend bi-monthly team meetings and complete short assignments between meetings
* Share information with team members pertinent to meeting agenda goals, activities and opportunities.
* Solicit information as needed from additional partners to share in team meetings
* Additional Commitments per member…

**Decision Making Structure**

(Describe the process that your team will use to make decisions. How will you operate? How will you assign tasks? How will your team make decisions? What decisions can the team lead make without consultation? During meetings? Consensus? Voting? If voting what are the rules? How will work be prioritized?

* Ex. Decisions will be made in team meetings using the following process….

**Communication Structure**

(describe how your team will communicate with core team members, with internal and external partners, and with others as needed)

* Bimonthly meetings will be held XXXXX regularly at 3pm at XXX location.
* Meeting notifications will be distributed through outlook and updates will be sent to committee members through email.
* Agenda – will you have a standard meeting agenda? When will it be distributed?
* How will you keep in contact with members who are unable to attend the meetings?
* How will you handle communications outside of regular meetings?

**Record Keeping** (what records will you keep and who will be responsible to keep them and disseminate when appropriate?)

* Minutes will be kept from each meeting including the highlights of discussions and decisions made.
* Meeting communications will be housed in the following folder XXXXXXX

**Conflict Resolution**

(Describe the process by which your team will resolve conflicts)

**Support from the IIPHRP** (project management, connections, website, information dissemination etc.)

**Signatures from all team members:**