

Memorandum of Understanding

between

Centre for Social Impact

and

Community Governance Steering Group

for the

National Strategy for Community Governance

This Memorandum of Understanding together with all annexures (MoU) is made on this _____ day of January, 2020.

BETWEEN the

Centre for Social Impact (CSI)

and the

Coalition for Community Governance Steering Group (Steering Group) (the Parties).

WHEREAS:

- A. The members of the Steering Group and CSI hold the shared vision that all community organisations in Aotearoa are well governed. A project has been created to develop a National Strategy for Community Governance to identify actions and work towards this vision (the Project).
- B. The Steering Group has formed from representatives of organisations and individuals committed to advancing this vision and to provide strategic guidance to the project. CSI will be the backbone for the development of the National Strategy for Community Governance.
- C. The Objective of this MoU is to outline the partnership between the Steering Group and CSI. This MoU provides the Parties with a framework to identify and work co-operatively on the project to achieve the shared vision.
- D. MoU Period refers to the six (6) month period beginning from the date the last Party signs this MoU.

The Parties agree as follows:

1) Areas of co-operation

For the purpose of working together to achieve the shared vision, the Parties agree that:

- a) They will work collaboratively on the Project and will contribute as appropriate for their organisations as detailed below.
 - i) CSI will:
 - (1) Provide Project co-ordination and management
 - (2) Seek and hold the funding for the Project and manage expenses, contracts and reporting to funders
 - (3) Engage the Project Manager and any other staff
 - (4) Undertake risk management processes for the Project
 - (5) Lead communications about the Project.
 - ii) The Steering Group will:
 - (1) Provide strategic advice
 - (2) Champion the strategy with its networks
 - (3) Undertake specific actions to support the Project, as agreed and in collaboration with CSI.
 - iii) The Steering Group and CSI will work collaboratively on the following activities:
 - (1) Seeking to ensure the Project is sustainable and completed to time and budget
 - (2) Developing a forward strategy for the Project
 - (3) Communicating key messages about the Project.
- b) Each Party will appoint a relationship manager (Relationship Manager) who will act as a point of contact between the Steering Group and CSI. The Relationship Managers will be Mele Wendt (Chair, Steering Group) and Monica Briggs (CEO, CSI).
- c) The Relationship Managers and the Project Manager (Jo Cribb) will meet at least monthly to discuss progress on the Project.
- d) The Steering Group will meet monthly to provide advice and support for the duration of the Project and will receive progress reports from CSI at these meetings.

2) Review and amendments

- a) This MoU will be reviewed six (6) months after signing.

3) Confidentiality

If information shared between the Parties is identified by one Party as being confidential, the Parties agree to keep the information strictly confidential, unless the disclosure of the information by a Party is required under law or the order of any court of law, in which case such Party shall inform the other Parties before disclosing the information.

4) Termination

This MoU may be terminated immediately by any Party at any time by notice in writing to the other Parties specifying an effective date of termination; otherwise this MoU shall terminate automatically at the conclusion of the MoU Period.

5) Continuing obligation

Upon the termination of this MoU none of the Parties shall have any obligations to the other Parties under this MoU save and except that the obligations described in Articles 3 and 4 above shall survive any termination or expiration of this MoU.

6) Not legally binding

It is the intention of the Parties that this MoU is not legally binding or legally enforceable (other than Article 3), but rather it is created to show the Parties' mutual aims in working together to achieve the Objective.

This MoU has been duly signed by the Parties:

Centre for Social Impact

Authorised signature

Print name

Position

Date

Coalition for Community Governance Steering Group

Authorised signature

Print name

Position

Date