

Memorandum of Understanding

Introduction

This Memorandum of Understanding is entered into between the Coalition for New Britain's Youth and _____ (your organization).

The Coalition for New Britain's Youth (Coalition) is a citywide group of community stakeholders committed to improving the lives of New Britain's youth, birth through age 24. The Coalition for New Britain's Youth includes parents, educators, government officials, health and social service agencies and others as members. Partners use community data to develop strategies to help ensure local children have the skills they need to be successful in life.

By signing this Memorandum of Understanding, all organizations are willing to adhere to the commitments outlined below.

Member Commitments:

1. We commit to the mission, vision, and guiding principles of the Coalition for New Britain's Youth established as:

Mission: The Coalition improves the lives of youth in New Britain by using community data to develop and implement strategies, align efforts, and evaluate progress.

Vision: New Britain's youth, birth through age 24, have the skills needed to be successful in school, career, and life.

Guiding Principles:

- The Coalition is a catalyst in improving the lives of New Britain's youth, birth through age 24.
- Diverse communities contribute important beliefs, experiences and ideas to finding local solutions.
- Families are key partners in learning, wellness, and positive youth development.
- Parent leadership strengthens community and creates social change.
- Interventions are most effective when community partners are dedicated to long-term, shared responsibility to positively impact youth.
- Community data is used to find solutions across systems and make efficient use of resources.

2. We commit to share data with appropriate confidentiality and security protocols in place and use it to reflect on practices.

We commit to entering into data sharing agreements so participating organizations can collect necessary information while maintaining the appropriate confidentiality of individuals. The collection of data allows for measuring results, ensures that all efforts remain aligned, and

enables participants to hold each other accountable and to learn from each other's successes and failures. Transparency of processes and evaluations will ultimately determine the success of the initiative.

3. We commit to active participation in at least one of the Strategy Groups or Committees within the structure.

Active participation by the partner agencies is a critical part of the success of the coalition. Not only should agencies attend meetings, but they should be assisting with developing strategies, implementing programs, aligning resources, and gathering and contributing data. Lack of active participation may be grounds for removal from the Coalition.

4. We commit to an agreed upon approach for decision making in the Leadership Group, Strategy Groups or Committees.

Members of the Coalition strive for consensus in all meetings; however, at times it might be necessary to call for a democratic vote if consensus cannot be reached. Additionally, if group decisions involve or affect policies of member organizations then a consultative decision-making process might also be necessary. This would involve Coalition members going back to their respective organizations for consultation and responding to the group with their decision electronically or in person. If a member feels they need to make a consultative decision for their organization, that member must state their need to the Coalition and, depending on the timing of decision, the Coalition may need to move forward or may be able to defer the decision to the next meeting.

5. We commit to asking the Coalition for New Britain's Youth for permission before using its name in any grant proposal.

Members should contact the Coalition staff or leadership to discuss grant proposals before using the Coalition's name. Members should then send the grant proposal to the Coalition staff or leadership so that it may be reviewed before being submitted. Proposals subject to review include those in which the Coalition is being asked to play a partnering role, perform a service, or is required to supply a deliverable. The review is also required if agencies are using the Coalition's history or work to strengthen a proposal, even if the Coalition isn't performing any of the aforementioned functions.

Coalition for New Britain's Youth Commitments:

1. The Coalition commits to operating in an efficient manner by:

- Providing administrative support for Coalition meetings, striving to plan meeting times and dates to accommodate members' schedule, and distributing meeting minutes and event notices in a timely manner

- Providing staff support to Strategy Groups and Committees as they continue to evolve and develop
- Giving reasonable advance notice for the request of data and financial information
- Communicating regularly with members
- Providing letters of support for initiatives that meet the Coalition's goals with reasonable advanced notice
- Acting as a lead agency when applying for grant funding for initiatives as necessary

Financial Considerations

To demonstrate a commitment to the ideals of the Coalition for New Britain's Youth, a \$75 nonrefundable Annual Membership Fee is required in addition to active participation in a Strategy Group or Committee. Funders of the Coalition are exempt from the Membership Fee. Member Organizations will be listed on the Coalition website. Checks should be made out to the "United Way of Central and Northeastern Connecticut."

Nothing in this Memorandum of Understanding shall be deemed to be a commitment or obligation of funds from either the Coalition or the member organization.

If a member organization would like the Coalition to support their work (marketing, representation at meetings, data analysis) in support of one of their grant proposals, the organization must include funding for the Coalition in the proposal. The amount to be included will be determined in consultation with the Executive Director of the Coalition.

Conditions of Conduct:

1. Internal and public Coalition announcements: No public statements to the press will be made by any party without the approval of the Executive Committee of the Coalition. It is agreed that the Chair of the Executive Committee and the Executive Director of the Coalition will serve as the official spokespersons.
2. Commitments: No parties shall commit to financial obligations without the approval of the Executive Committee of the Coalition.
3. Confidentiality: It is recognized that during the course of discussions the parties will undoubtedly exchange information that may be sensitive or proprietary. Parties agree to respect and maintain the confidentiality of the materials and information exchanged.

This Memorandum of Understanding will begin on May 1, 2017 and be in effect until April 30, 2018. At such time, it will be reviewed by the Executive Committee and necessary updates will be made.

*Member Organization Primary Contact

Date

Member Organization

Date

Member Organization Board Chair (if applicable)

Date

Coalition Executive Director

Date

Coalition Executive Committee Chair

Date

*Member organization is defined as a formal nonprofit entity, a municipality, a for profit entity, etc. and their respective Leader may be an Executive Director, a Project Manager, a Mayor, Superintendent, Owner, President and CEO, etc.

Organization Mission:

Programmatic Areas:

Organization Address: _____

Organization Phone Number: _____

Organization Website: _____

Employees of the Member Organization who will be participating in the Coalition:

_____	_____	_____	Choose an item. Strategy Group
Name	Title	Email Address	
_____	_____	_____	Choose an item. Strategy Group
Name	Title	Email Address	
_____	_____	_____	Choose an item. Strategy Group
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