**The Parties to this Memorandum of Understanding (MOU) are:**

|  |
| --- |
|  |
| House Name |       |  |
|  |  |
| Postal Address |       |  |
|  |
| Contact Name  |       | Phone No |       |  |
|  |
| Email |       |  |
|  |

|  |
| --- |
|  |
| Organisation Name |       |  |
|  |  |
| Postal Address |       |  |
|  |
| Contact Name  |       | Phone No |       |  |
|  |
| Email |       |  |
|  |

**Purpose**

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|  |
| The purpose of the MOU is to: |       |  |
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**Objectives**

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|  |
| The objectives of the MOU are to: |       |  |
|  |  |

**Roles and Responsibilities**

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|  |
| The House roles and responsibilities are: |       |  |
|  |  |

|  |
| --- |
|  |
| The [Other Party] roles and responsibilities are: |       |  |
|  |  |

**Basis of Understanding**

This MOU records the intentions of the parties to pursue a mutually shared and agreed purpose and objectives.

The parties to this MOU will work collaboratively, strive to achieve the agreed purpose and objectives, share information, communicate openly and honestly and act on the basis of this understanding.

This is not a legally binding document and its provisions do not create enforceable rights, obligations or duties for either party.

**Meetings**

Meetings will be chaired by [Name of House] or [Name of Organisation] by agreement.

Chairing of meetings may be rotated by mutual agreement.

A record of discussion of each meeting will be made and circulated to each party to the MOU.

Meetings will be held [how often] for [specify time] at [specify location] or as otherwise agreed.

**Information Sharing and Consultation**

The parties to this MOU agree to share with each other all information relevant to the purpose and objectives of the MOU. Information of a confidential nature will not be shared with other parties without the written agreement of the parties to this MOU.

The parties to this MOU will consult openly and honestly with each other on issues that arise during the course of this MOU.

**Dispute Resolution**

Disputes between the parties concerning the MOU will be resolved through negotiation in the spirit of the MOU basis of understanding.

**Duration and Termination**

This MOU will operate (for period of time/dates) or (until such time as the purpose and objectives of the MOU are realised). The duration may be renegotiated at any time with the agreement of both parties.

The MOU can be terminated at any time by agreement of both parties or by either party on giving 3 months’ notice.

**Monitoring**

The parties to the MOU will monitor the operations and outcomes of the MOU to ensure its effectiveness. The purpose and objectives of the MOU can be renegotiated by mutual agreement if monitoring suggests that this is appropriate.

**Resources**

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| The House will contribute: |       |  |
|  |  |

|  |
| --- |
|  |
| The [Other Party] will contribute: |       |  |
|  |  |

**Definitions**

Insert definitions of terms as appropriate.

**The signatories to this Memorandum of Understanding are:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Authorised Person |  | Signature of Authorised Person |
|  |  |  |
| Print name |  | Print name |
|  |  |  |
| Position |  | Position |
|  |  |  |
| Organisation |  | [Name of House] |
|  |  |  |
| Date |  | Date |