Townsville COMMUNITY INFORMATION CENTRE

It is suggested that a MoU consists of the following elements:

Disclaimer: The MOU guide serves for informational purposes only. Any legal matters arising from its use do not hold CIC liable. It is recommended to seek legal counsel for specific advice pertaining to individual circumstances or agreements.

Purpose of Agreement

It is better to include names of both organisations, for example:
This Partnership Agreement sets out the terms of understanding between_____ and _____to deliver a Community Collaboration Partnership.

Background

Provide a brief introduction that explains the purpose of entering the partnership, including any relevant issues or needs.

Roles and Responsibilities

Clearly outline the roles and responsibilities of each partner, including what contributions, resources, or support they will provide to the partnership.

Agreement Review and Conflict Resolution

Detail when and how the agreement will be reviewed, and the process for resolving conflicts or disagreements that arise along the way.

Financial Arrangements:

If there are financial aspects to the partnership, outline how funds will be managed, distributed, and accounted for. Include details on budgets, audits, and financial reporting.

Duration

Make a statement about the length of time the agreement will be in place, and if/how it can be modified.

Amendments and Termination:

Explain how the MOU or partnership can be amended or terminated, including the steps and conditions for doing so.

Confidentiality:

Address the confidentiality of sensitive information and data shared within the partnership.

Contact Information

Details of contact name, address, phone and email for each party for the person responsible for the agreement being carried out.

Signatures and Dates

Signatures and dates of the agreement should be included at the end of the document.

Appendices and Attachments:

Include any additional documents, such as work plans, project descriptions, or supporting materials.