


Working Relationships Toolkit

Session #308

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Outline


- Recap from last year
- The Process of Developing the MOU
- Framing questions
- Vital Relations/Relationship Checklist
- Elements of the MOU
- Questions & Answers



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Recap from last year

- Build on successful relationships
 - Relationship checklist
- The power of a a Memorandum of Understanding
 - MOU template
- Resources and contacts




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The Process of Developing the MOU

Why?


- Build a team
- Build trust between all parties
- Achieve unity of purpose, understanding and action



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Framing Questions

- What type of relationship are we seeking to achieve?
- What is important to each party?
- What are we attempting to avoid?
- What does the perfect relationship look like?


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Vital Relationships


- What is a vital relationship?
- Why do you need to maintain them?
- How do you maintain them?


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Building the Toolkit


Never doubt that a small group of thoughtful
 committed citizens can change the world.
 Indeed, it is the only thing that ever has.

Margaret Mead


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Relationship Checklist

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Informal committee structure
<input type="checkbox"/>	<input type="checkbox"/>	Joint representation (Library CEO, staff or Trustee)
<input type="checkbox"/>	<input type="checkbox"/>	Elected executive
<input type="checkbox"/>	<input type="checkbox"/>	Constitution/bylaws
<input type="checkbox"/>	<input type="checkbox"/>	Separate bank account
<input type="checkbox"/>	<input type="checkbox"/>	Charitable status/Revenue Canada
<input type="checkbox"/>	<input type="checkbox"/>	Incorporated


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Elements of the MOU

1. Objective of the Memorandum of Understanding
 - 1.1 Partners
2. Roles & Relationships
 - 2.1 Specific Purposes/Role of Each Partner
3. Administration and Governance
4. Communication
5. Allocation of Funds




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Elements of the MOU


6. Fundraising
7. Conflict Resolution
8. Dissolution of the Friends Organization
9. Term of the MOU
10. Parties' Representatives

Appendix - Policies




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Questions and Answers



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Contacts



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