

Memorandum of Understanding

The New Hanover Disaster Coalition, an inclusive and diverse coalition of community leaders, faith groups, nonprofits and individuals, based in New Hanover County, North Carolina (the “Coalition”), and _____, a _____ (NONPROFIT/INDIVIDUAL/GOVERNMENT ENTITY, ETC) based in _____ (City, county, state) (the “Partner”) have entered into an understanding regarding their cooperation for disaster readiness, relief, and recovery to serve the residents of New Hanover County in the state of North Carolina.

Purpose

The mission of the Coalition is to connect residents of New Hanover County with resources that aid in disaster readiness, response, and recovery. The Coalition recognizes the Partner’s role in this mission and invites the Partner to participate in community-wide disaster management efforts.

The Partner helps meet a critical need related to disaster readiness, response, and/or recovery and agrees to coordinate Partner efforts with other Coalition Partners to meet the following objectives:

- Meet as needed and otherwise communicate on an ongoing basis to assure the most productive possible collaboration in addressing the Coalition’s mission;
- Utilize existing systems or develop data collection and reporting systems for needs analysis and resource matching;
- Encourage the attendance to training for agency representatives with limited or no direct interaction with disaster recovery or recent prior disaster recovery training;
- Work together to assure public visibility for disaster related efforts; and,
- Seek to build constructive relationships with other long-term recovery groups and community groups engaged in long-term recovery efforts.

Guiding Principles

In practice, the Partner will adhere to all the following principles of the Coalition:

- Embrace a spirit of cooperation;
- Support every organization’s ability to contribute according to their capacity and capability;
- Uphold ethical standards of our fields of practice;
- Fulfill commitments made to the coalition and other partners;
- Maintain quality and accountability;
- Honor transparency, openness, and fairness;
- Be good stewards of the resources entrusted to Coalition; and,
- Do no harm to residents and clients.

Responsibilities of the Coalition

The board and staff of the Coalition agree to support the disaster affected clients of the Partner by:

- Allowing the Partner to apply to the Unmet Needs Fund, administered by the Case Management Committee, on behalf of disaster survivors;
- Providing to Partner information regarding Coalition achievements and finances, other disaster resources, and community disaster planning efforts;
- Making in-kind donations and other resources collected by the Coalition available to the Partner;
- Including the Partner in promotions of the Coalition in which all partners are recognized; and,

- Protecting the reputation and integrity of the Coalition by addressing problems with any partner that does not uphold the Guiding Principles or fails to provide value to the Coalition’s mission.

Responsibilities of the Partner

The Partner shall remain in good standing with the Coalition by agreeing to actively and constructively participate in Coalition activities by:

- Maintaining confidentiality of all client, staff, volunteer, donor, and other stakeholder data;
- Providing material, labor, or monetary support for disaster readiness, relief, or recovery work in New Hanover County;
- Attending meetings of the full Coalition as needed to provide appropriate accountability;
- Addressing problems and concerns openly and immediately, with a focus on resolution;
- Collecting and reporting data according to the standards developed by each committee;
- Reducing the occurrence of duplicated services and efforts by assisting in data sharing;
- Promptly and fully disclosing any actual or perceived conflicts of interest with the Coalition;
- Maintaining general liability insurance appropriate for Partner’s mission;
- Acknowledging the Coalition bears no responsibility for negligent, illegal, unethical, discriminatory, or otherwise harmful acts conducted under the supervision of the Partner; and,
- Reporting on Partner’s disaster management activities, achievements, and barriers to success.

Funding

The Partner and Coalition are not committing funds as part of this agreement.

Duration & Termination

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU. The Partner or Coalition may terminate this agreement with or without cause at any time.

Signatures

As duly authorized representatives of the parties to this agreement the undersigned are signing this agreement on the date stated below.

Partner

Signature of Authorizing Official: _____

Print Name: _____

Title: _____ Date: _____

Coalition

Signature of Authorizing Official: _____

Print Name: _____

Title: _____ Date: _____