

Coalition Memorandum of Understanding (MOU) Sample

[Coalition Name]

Effective Date:

Purpose

This MOU establishes an agreement among the undersigned organizations to work together to advance the following shared goal:

[Name goals (primary, secondary, etc.) and outcomes and timeline, if applicable]

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Function

The primary function of this coalition in service to this goal is:

[Select all that apply, and/or add the primary ways this coalition serves to advance the goal: Sharing information, coordinating work, networking, shared funding, shared strategic planning, shared communications]

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Scope of Work

[List what you will do together (what's within the bounds of the coalition)]

-

[List what you won't do together (what's what outside the bounds of the coalition)]

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Roles & Participation

[What is expected from each member of the coalition in terms of participation – how many meetings, how often, and who will attend?]

[Is there a coalition coordination role? Who will hold, for how long, and will this role rotate?]

[Identify the unique role of each organization in the coalition (money, resources, times, expertise, etc.)]

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[Who owns the information, what happens to the information after a member leaves or the representation from an organization shifts?]

Shared agreements regarding the operating of the coalition

[What are the values and agreements all members commit to?]

[Shared protocols on how we work together (e.g. community agreements, etc.)]

[How do we ensure the safety of coalition members? Are there differences in safety needs based on identity, location, visibility, etc.?]

Designed Coalition Alliance

[What type of culture do we aspire to within this coalition?]

[What behaviors, actions, and values will support us to achieve our desired impact?]

[How will we celebrate each other's and our collective wins?]

[What conversations do we need to have to build trust, addressing any legacy issues or historical baggage, present day power dynamics, and hope and dreams?]

Decision-Making

[How will the coalition make decisions? Tools for outlining responsibilities:

[DARCI](#)/[MOCHA](#)]

Internal Communications

[How will the coalition communicate internally? Where and how will documents be housed and shared?]

[How will activities be calendared?]

[Who is tasked with sending calendar invites, POPPs for meetings, action items, etc.?]

Sample POPP

- Purpose of meeting
- (Desired) Outcomes for meeting
- Process: What steps will we take to achieve these outcomes and fulfill the purpose?
- People: who needs/wants to attend

External Communications

[What are the agreements around public statements? What is the approval process? Who is point?]

[What do we agree to comment on together and what do we agree we can comment on as individual orgs?]

[Agreements on use of coalition members' logos, and any coalition logo]

[Who are the coalition's spokespeople, storytellers, etc.? How are they/are they compensated? How do they ensure the coalition is represented?]

[How are each organization supporters' lists handled? What are expectations?]

[Add your own!]

Conflict Management Process

[What's our conflict management process or structure?]

Process for Future Additions

[Who is missing from the coalition? Why would having their voices be meaningful? What is the plan to bring them in and who is the point of contact?]

- What capacity could they bring?
- What benefit does participation in the coalition offer them?
- Are you limiting coalition participation by the expectations you have for participation? Do you want/need to adjust those expectations?

Duration & Withdrawal

This MOU remains in effect until [____] and will be reviewed every [____] years/months]

Non-Binding Agreement

This MOU reflects good-faith intentions and does not create legally binding obligations unless separately agreed in writing.

Signatures

Organization Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

Organization Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

Organization Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

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Signature: _____

Date: _____