

## Memorandum of Understanding (MOU) Coalition and Sector Member

1. This Agreement between *North Hawaii Drug-Free Coalition and Sector Member* (print name) \_\_\_\_\_ shall be from \_\_\_\_\_ until terminated by mutual agreement.

### SERVICES AND RESPONSIBILITIES

2. *North Hawaii Drug-Free Coalition* shall be responsible to:

- (a) Set and oversee policies, goals and objectives for staff and volunteers;
- (b) Formulate goals and objectives in compliance with its funding source;
- (c) Direct any *North Hawaii Drug-Free Coalition* staff and volunteers working on its activities and programs;
- (d) Create and follow its strategic plan within the requirements of its funding source; and
- (e) *North Hawaii Drug-Free Coalition* will respect the right of members to their own opinions and beliefs.

3. *Sector Members* shall be responsible to:

- (a) Attend meetings as scheduled by the Leadership Team;
- (b) Attend meetings and participate in work of their chosen environmental strategy committee;
- (c) Attend coalition sponsored trainings, seminars, and community-wide events as possible;
- (d) Participate in assessing and analyzing root causes of substance abuse problems in the community;
- (e) Participate in on-going logic model development and strategic planning processes;
- (f) Participate in on-going refinement of the coalition vision, mission, objectives, goals, and activities;
- (g) Ensure clear communication between the sector member's organization and the coalition;
- (h) Participate in the implementation of multiple strategies across multiple sectors to achieve community change;
- (i) Work towards creating community-level change as evidenced by the four core measures;
- (j) Participate in sustaining the coalition's vitality, involvement, and energy in the community; and
- (k) Support the overarching principles of cultural competence and ensure its incorporation into the coalition's comprehensive approach.

### CONFIDENTIALITY

Both parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this Agreement for any purpose not connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

### AMENDMENT

This agreement may be amended by mutual consent of both parties, however such agreements MUST BE in writing and signed by both parties.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
*North Hawaii Drug-Free Coalition*  
By:

\_\_\_\_\_  
*Sector Member Name*