Memoranda of Understanding

Community Engagement Template

1. Description of Parties and Statement of Shared Values

This describes Australian Catholic University and sets out its values, especially as they relate to community engagement:

“Australian Catholic University is a public university funded by the Australian Government and open to students and staff of all beliefs. It seeks to attend to all that is of importance to human beings, guided by a fundamental concern for justice and equity and the rights and dignity of all persons.”

A brief description and statement of the values of each partner organization follows.

2. Background statement

This sets out the history of the memorandum (for example, its beginning in a meeting at a particular time and place) and its general purpose. It includes a statement of the kind of relationship envisaged by the parties (for example, “a relationship characterised by mutuality, equality of status, clearly defined goals and sought outcomes, frequent and effective communication, and long-term commitment evident in the trust and respect among all parties”).

3. Aims statement, setting out kinds and fields of activity and listing purposes

This section sets out the general aims of the partnership, including such matters as mutual benefit, research, capacity building, and social inclusion, and the purposes of this memorandum, including such matters as communication between the parties, research and links to social policy and advocacy.

4. Provisions statement, including:

- Definition of the following terms: “memorandum,” “community engagement,” “research,” “disagreement,” and “term”
- Nature of partnership, including matters relating to long-term commitment, research, publications, and program proposals
- Proposed outcomes
- Mutual benefits
- Statement of roles and responsibilities of each party
- Intellectual property arrangements
- Insurance requirements
- Structure of the executive group
5. Management, including:

- Meetings, including frequency, collaborative decision-making, and communication of decisions to the public
- Financial arrangements, including in-kind and financial contributions
- Risk management, including safety provisions
- Grievance resolution procedures
- Confidentiality
- Relations with media
- Term of memorandum
- Statements that the memorandum does not create a legal relationship or corporate partnership between partners, and that the current memorandum supersedes any previous agreements between these parties.

6. Signatories section.