

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
PITT RESOURCE CONNECTION (PRC)
&

(Agency Name)

- I. Purpose
 - A. Enable agencies to better serve people with health and human needs in Pitt County.
 - B. Promote collaboration and communication among agencies in Pitt County and the surrounding area.
 - C. Maximize, coordinate and link resources among government, non-profit community service organizations, and non-profit, faith-based service organizations.

- II. Pitt Resource Connection
 - A. Requires a membership form to be completed by each member agency that will designate who will be the voting member of that agency along with general contact information.
 - B. Maintains an open policy regarding anyone attending the monthly meetings.
 - C. Requires that voting members will be from non-profit, faith based, or governmental organizations.
 - D. Maintains an email distribution list in order to disseminate information pertinent to the membership.
 - E. Maintains a database of health and human service organizations. Each member agency will receive a free username and password in order to maintain current agency information.

- III. Member Agency
 - A. Will designate one voting individual to represent their agency. More than one individual from that agency can attend any or all of the meetings. In the event the designated individual can not make a meeting where a vote takes place, a proxy can be named.
 - B. Will agree to provide Pitt Resource Connection membership with current information about their program either by brochures, flyers or program presentation at the monthly meetings.
 - C. Will maintain the confidential guidelines of their agency. If a request for service is sent out, gain client permission before disclosing personal information or leave out identifying information and just state what the overall need is.
 - D. Will update their organizations information on the website at least yearly.

- IV. Time Period
 - A. Memorandum of Understanding will be for a three (3) year period from date of signature.

Agency Board Chair

Agency Representative

PRC Advisory Board Chair

Print Name

Print Name

Print Name

Date

Date

Date