



Steering Committee Partners/Healthy Haywood

Memorandum of Agreement

Last Updated: July 2010

Healthy Haywood: A collaborative community partnership dedicated to improving the overall health status of Haywood County residents. (A program of the Haywood County Health Department and certified Healthy Carolinians partnership)

Steering Committee Members: Members support and guide the partnership by offering input and suggestions. Members meet quarterly and communicate in between meetings as needed.

Healthy Haywood Agrees to:

- Coordinate regular/monthly meetings with members.
- Collaborate with team chair to develop monthly agenda.
- Document monthly meetings through minutes.
- Collaborate with teams to develop individual action plans.
- Collaborate with team members to develop timeline and priorities for interventions on action plans.
- Help complete action plan interventions.
- Provide support and leadership to team chairs and members when needed.
- Maintain the partnership website.
- Lead Community Health Assessment every 4 years.
- Maintain documentation of ongoing partnership activities.
- Prepare Healthy Carolinians certification every 4 years.
- Prepare budgets for partnership review.
- Write grants as needed.

Steering Committee Partners agree to:

- Make an effort to be involved in the partnership by attending at least two quarterly scheduled meetings, communicate via e-mail or phone when input is requested, and support events by attending and/or helping in the planning process.
- Provide guidance and support to coordinator and health action teams/partnership as a whole.
- Help promote partnership events and programs.
- Participate in Healthy Haywood for the purpose of furthering coalition goals and objectives.
- Recruit quality partners as needed.
- Serve on sub committees as needed.
- Support partnership in collection of data about community health concerns (every four years).
- Help prioritize health issues to address (every four years).
- Support annual fundraiser through promotion and advise on budget.
- Offer input when planning team action plans.
- Participate in coalition activities or serve as an advocate for Healthy Haywood on behalf of the partnership. and not on the behalf of themselves or their organization.

Both Healthy Haywood Coordinator and Partnership Members agree to embody the mission of Healthy Haywood.

	Sign	Print
_____ Healthy Haywood Coordinator	_____ Partnership Member	_____