



Participating Health Action Team

Health Action Team Members/Healthy Haywood

Memorandum of Agreement

Last Updated August 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)

Health Action Teams: These teams have a common goal to improve the current state of the health topic. (Example: Mental Health, Substance Abuse, Healthy Living)

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.

Health Action Team Members agree to:

- Make a regular effort to be involved in the partnership by attending monthly meetings, communicate via e-mail or phone, and support events by attending and/or helping in the planning process.
- Help promote partnership events and programs.
- Participate in Healthy Haywood for the purpose of furthering coalition goals and objectives.
- Not use partnership to promote programs or activities of an individual or member organization unless it is approved by the Coordinator/Health Action Team and or Steering Committee.
- Understand that membership in Healthy Haywood does not suggest endorsement of an individual or organization's program, practice or opinions, or political agenda.
- 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 – allowing the coordinator to serve as spokesperson for the partnership.
- Recruit quality team members.

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

Healthy Haywood Coordinator

Sign _____
Partnership Member

Print _____