



Steering Committee Partners/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)

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.
- 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.

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

_____	Sign	Print	_____
Healthy Haywood Coordinator	Partnership Member		