

Completing a Memorandum of Understanding (MOU)

Once you have found the right change manager, it is a good idea to work out the details of the various roles and responsibilities of the key people supporting your Community of Learning | Kāhui Ako. Ideally this will include the Community of Learning leader, the change manager, the expert partner, and your designated ministry adviser. A Memorandum of Understanding (MOU) helps you work out who will do what, how you will work together, what are the boundaries of each role, and what you will do if things are not going to plan.

With the completion of this document, all parties agree to work together and collaborate. A MOU allows all parties to negotiate and lay out the terms in writing.

Use a MOU when there are multiple parties that need to work together. For example, when:

- » You have engaged the services of a change manager to work with the Community of Learning leadership.
- » You have engaged the services of a communications specialist to work across the community.
- » You have engaged the services of a HR specialist to work with the community and your NZSTA partner.
- » You have engaged the services of a facilitator to work with various boards of trustees and leaders.
- » There is the potential for overlap between various roles who may be working in a similar space and with the same people. For example a change manager and an Expert Partner.

What is included in a Memorandum of Understanding?

The more detail you can include in your MOU, the better. You will need to negotiate and agree crucial issues such as; the scope of each role, the boundaries between each role so you can easily identify who is responsible for what, the specific responsibilities of each role as they relate to each other, and how you might resolve any disputes or conflict.

Remember that the MOU is all about the parties working well together. The MOU does not need to specify the minute details of each role rather it should make clear the distinctions between the roles and lay-out clear responsibilities of the roles as they relate to each other.

Remember: the clearer your MOU is, the greater it's worth.

How long will it take to complete?

The actual template will only take a short time to complete. The majority of the time will be spent in negotiation and conversations before you put pen to paper. Ensure that all parties meet together and agree on their roles and responsibilities and the outcomes they want to achieve during the time they will be working together.