

Memorandum of Understanding

Between the _____ (Municipality of)

The purpose of this document is to outline the understanding of each party as listed above in regards to the project Saugeen Connects. The term of this memorandum of understanding is for the calendar year of _____.

Roles and Responsibilities:

1. General Roles and Responsibilities:

The SEDC, Partner will:

- Manage any staff associated with projects of Saugeen Connects
- Manage Saugeen Connects including financials, files and document retention, website and associated social media accounts (WOWSA and Saugeen Connects)
- Prepare the Year In Review
- Commit to a \$5,000 investment per year.

The Municipal, Partner will:

- Designate a staff person to participate
- Delegate a staff person to attend monthly collaborative meetings and assist in the decision making process. Provide a minimum of one annual presentation to either municipal Council or ED Committee (i.e. year in review).
- Will aide in the development and promotion of all projects under the Saugeen Connects project.
- Will commit to a \$7,000 investment for the first year of membership and \$5,000 for every year after as invoiced annually by SEDC.

2. Project based Roles and Responsibilities:

A) WOWSA / International Women's Day

- a. Development of Flyers / Promo – SEDC
- b. Development of Socials / Website / Eventbrite – SEDC
- c. Promoting all marketing materials - All
- d. Financials – SEDC
- e. Oversight of program – Saugeen Connects Membership
- f. Programming – Saugeen Connects Membership (host municipality, one event per calendar year)
 - i. Budget
 - ii. Sponsors
 - iii. Venue
 - iv. Food/Beverage
 - v. Speaker/Activity

B) AWE

- a. Development of Flyers/ Promo – SEDC
- b. Development of Socials / Website / Eventbrite – SEDC
- c. Promoting all marketing materials - All
- d. Applications - SEDC

- e. Training topics developed – SEDC (in partnership with Saugeen Connects)
- f. Running training – SEDC
- g. Final wrap-up luncheon – SEDC

C) Succession Planning

- a. Development of Flyers/ Promo – SEDC
- b. Development of Socials / Website / Eventbrite – SEDC
- c. Promoting all marketing materials - All
- d. Programming – SEDC or a Saugeen Connects Partner

D) SSUP

- a. Development of Flyers/ Promo – SEDC
- b. Development of Socials / Website / Eventbrite – SEDC
- c. Promoting all marketing materials - All
- d. Applications – SEDC
- e. Assistance with students by the regional partner
- f. Training/ attendance/ deliverables/ payments/ final report/ BBQ - SEDC
- g. Advertising to students - Saugeen Connects Committee Members
- h. Financial Sponsorship for the project – Saugeen Connect members

E) Workforce Development

- a. Development of Flyers/ Promo – SEDC
- b. Development of Socials / Website / Eventbrite – SEDC
- c. Promoting all marketing materials - All
- d. Programming – SEDC or a Saugeen Connects Partner

Termination Clause:

Either party may terminate this agreement with 90 days notice and must provide formal notice in writing with reason, to the membership. Should a member wish to terminate this agreement before the end of the term, the member wishing to terminate will be responsible for Saugeen Connects rebranding cost, banners, printed materials, etc.

Signed:

| | | |
|------------------|------------|------|
| Saugeen Connects | Print Name | Date |
|------------------|------------|------|

| | | |
|----------------------|------------|------|
| Partner Municipality | Print Name | Date |
|----------------------|------------|------|

