**MEMORANDUM OF UNDERSTANDING (MOU)**

**between**

**NONPROFIT ORGANIZATION NAME and NET IMPACT BOARD FELLOW**

1. PURPOSE:

The purpose of this MOU is to formally establish a framework for cooperation between the Net Impact Board Fellow insert Board Fellow name and insert nonprofit organization here. This MOU is not binding in any way and shall not be construed as a legal contract. Rather, it is designed with the intent of setting expectations regarding participation in the Board Fellows program. Please complete, sign and email as an attachment to (Chapter Leaders Email Here) by insert date here.

1. NET IMPACT EXPECTATIONS:
   1. Time Commitment
      * + The Board Fellow is expected to devote a minimum of 10 hours per month to project-related work, including time spent in Board Meetings and in committee meetings (when applicable)
        + The Board Fellow is expected to attend all board meetings as well as any committee meetings, when applicable
        + The Board Fellow program will last for one calendar year and may be extended or shortened upon agreement of both parties
   2. Project Reporting   
      The Board Fellow is expected to complete Sections III and IV of this MOU by describing the terms of his/her volunteer partnership and by providing his/her contact information. Included in Section III should be:
      * + A description of the project and its expected deliverables
        + A description of the host organization's responsibilities
        + The anticipated timeframe of the project, including monthly milestones/objectives.
2. TERMS OF PARTNERSHIP

Below is an overview of the project. For more detailed information about specific tasks and roles and responsibilities, see the Milestones worksheet.

* 1. Project description and goals

insert here

* 1. Expected project deliverables:

insert here

* 1. Host organization responsibilities (list tasks as well as information required, key contact person to provide it.)

insert here

* 1. Timeframe (check-in dates, date for deliverables, any other relevant dates,...)

insert here

* 1. Expenses (In the event of any expenses related to the project, the Board Fellow will seek approval from the nonprofit before making any purchases)

insert here

1. CONTACT INFORMATION
   1. Nonprofit

Executive Director: insert here

Phone: insert here

E-mail: insert here

Non-profit Board Representative: insert here

Phone: insert here

E-mail: insert here

* 1. Board Fellow

Phone: insert here

E-mail: insert here

1. COMMENCEMENT/EXPIRATION DATE:

This MOU is executed as of the date of last signature and is effective for a year after that date, at which point it will expire unless extended.

1. SIGNATURES:

We, the undersigned, confirm that we are ready, willing and able to participate in the Board Fellows program. We have read and agreed to the above terms.

Date: Date:

|  |  |  |
| --- | --- | --- |
| insert name here  Executive Director |  | insert name here  Non-profit Board representative |

Date:

|  |  |  |
| --- | --- | --- |
| insert name here  Board Fellow |  |  |