# Sample Agreements among Coalition Members

## Sample Commitment Letter

Our organization, [name], is committed to be an active member of the [name] Coalition. We are committed to the vision, goals, objectives and strategies that have been and/or will be decided by the Coalition. We are committed to the planning and collaboration that such coalitions undertake and understand that it will take time. We acknowledge the contributions and expectations of the other members of the Coalition. Benefits of membership include: newsletters, access to coalition website and its resources, educational events, connection to other members and priority populations, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[specify others that apply]

**As general evidence of our commitment, we agree to do the following:**

⁭ Appoint a representative(s) to attend coalition meetings and activities

⁭ Authorize that representative to make decisions on our behalf, except for decisions regarding \_\_\_\_\_\_\_\_\_\_\_\_ [specify exceptions, if appropriate]

⁭ Read minutes, reports and newsletters to keep abreast of coalition decisions/activities

⁭ Disseminate relevant information to organizational members or employees through listservs, websites and newsletters

⁭ Keep coalition informed of our organization’s related activities

**Specifically, our organization will commit the following resources to the coalition:**

⁭ Access to our volunteers for coalition tasks

⁭ A financial commitment for $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [or dues, if appropriate]

⁭ In-kind contributions of staff time, material resources, meeting space, refreshments incentive items \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Specify]

⁭ Connections to other key organizations/individuals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Specify)

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Representative to Coalition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Sample Coalition Charter

**Purpose:**

The purpose of the [name of coalition] will be to…

The [name of coalition] will be directed by [a Steering Committee, or some other form of decision making body] with the following responsibilities…

**Membership:**

The Steering Committee will be composed of [insert a number if necessary] members with representation from [name the area, or the different stakeholders involved]. Decisions of the Steering Committee can be made if a quorum is present. A quorum is made up of three quarters of the total number of committee members.

Each member shall serve for a two-year term. The members will be eligible for reappointment...

**Procedural Rules:**

*Meetings:* The Steering Committee will meet [set how often it meets]. The Committee can decide to increase the time and frequency of meetings as needed to… Committee members are expected to attend as many meetings as possible. Steering Committee members who miss three successive meetings will be considered to have resigned their seat.

*Minutes:* A secretary will be appointed. Minutes for each meeting will be kept, and emailed to Committee members within two weeks after a meeting.

*Committees*: Ad hoc committees may be formed as needed.

This document will be reviewed by the Steering Committee annually at the first meeting of the new calendar year.

As a member of this Steering Committee, I commit to:

⁭ Uphold the roles and responsibilities as stated above

⁭ Respect the confidentiality of the Council’s business

⁭ Avoid conflicts of interest

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Sample Partnership Agreement

**PARTNER ORGANISATIONS**

Partner A

Partner B

Partner C

**STATEMENT OF INTENT**

We, the undersigned, acknowledge a common commitment to / concern about…

By working together as partners, we see the added value each of us can bring to fulfil this commitment / address this concern

Specifically, we expect each partner to contribute to the project in the following way(s):

⁭ Partner A…

⁭ Partner B…

⁭ Partner C…

All partners…

**STRUCTURES AND PROCEDURES**

Partner roles and responsibilities…

Co-ordination and administration…

Working groups / committee(s)

Decision-making processes…

Accountability arrangements to ensure each partner fulfills its roles…

**RESOURCES**

Partners will provide the following resources

⁭ Partner A…

⁭ Partner B…

⁭ Partner C…

**AUDITS / REVIEWS / REVISIONS**

We agree to make available all information relevant to this partnership to partners as necessary

We agree to review the partnership every … months

An independent audit of the financial arrangements of the partnership (and any projects resulting from the partnership) will be undertaken on an annual basis

We agree to make adjustments to the partnership (including re-writing this agreement) should either a review or an audit indicate that this is necessary for the partnership to achieve its objectives

**CAVEATS**

This agreement does not permit the use of copyright materials (including logos) or the dissemination of confidential information to any third party without the written permission of the partner(s) concerned

This agreement does not bind partner organizations or their staff / officers to any financial or other liability without further formal documentation

**SIGNED**

on behalf of Partner A

on behalf of Partner B

on behalf of Partner C

DATE

PLACE