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SAMPLE

MEMORANDUM OF UNDERSTANDING

Between the

University System of New Hampshire

and

_____ County Convention and Commissioners

Whereas, UNH Cooperative Extension has been charged by the Smith-Lever Act, enacted May 8, 1914, and amended by the Congress of the United States, and other federal legislation and the proper State authorities, with the organization and maintenance of Extension outreach programs and with the administration of public funds appropriated for such purposes; and

Whereas, the New Hampshire General Court, by Joint Resolution on March 17, 1915, authorized and empowered the trustees of the University of New Hampshire to receive the grants of money appropriated under the Smith-Lever Act, and to organize and conduct Extension work in accordance with the terms and conditions expressed in said act; and

Whereas, _____ County has appropriated county funds in partnership with state and federal funds for this purpose; and

Whereas, UNH Cooperative Extension has always sought the guidance and counsel of local citizens in the conduct of its educational programs;

Therefore, be it resolved that with a view to continuing the policy of local guidance, the Board of Trustees of the University System of New Hampshire and _____ County Convention and Commissioners do hereby enter into an agreement to recognize the _____ County Cooperative Extension Advisory Council as the sponsor, guide, and advisory group of Extension work in said county in accordance with the Statement of Operating Procedures for County Extension Advisory Councils, as may be amended from time to time, to be filed with the County Commissioners and the Board of Trustees of the University System of New Hampshire.

With a view of securing understanding, economy, and efficiency in administrating Cooperative Extension work in _____ County, the Board of Trustees of the University System of New Hampshire and _____ County Convention and Commissioners hereby execute the following memorandum of understanding in accordance with RSA Chapter 24:10a:

- I. UNH Cooperative Extension, contingent upon and consistent with the level of County support for Extension work as outlined in Goal 7 of the 2012 UNHCE Re-Extension Final Report (the Report), including staffing, funding, facilities, and as otherwise set forth in Section II, below, agrees, within the constraints of available resources:
 - A. To conduct educational outreach programs and provide educational services within _____ County, based upon identified needs within the county.
 - B. To employ and provide administration and supervision of each Extension staff member assigned to the Extension program within the county.
 - C. To provide a share of the personnel and operating costs of County Extension staff as outlined in the Report.
 - D. To make available University, state, and regional field subject matter specialists for planning, implementing and conducting educational programs in _____ County. And, to make available web-based and other electronic information resources in support of Extension programs in the county.
 - E. To provide professional development for UNH Cooperative Extension staff members located in counties.
 - F. That the County Cooperative Extension Advisory Council, working with UNH Cooperative Extension, will be accountable to the County Commissioners for the expenditures of county funds appropriated for Cooperative Extension programs as outlined in the Report.

- II. The _____ County Convention and Commissioners, contingent upon and consistent with the level of University of New Hampshire support to their outreach mission through UNH Cooperative Extension, agree:
 - A. To continue to give consideration to the support of UNH Cooperative Extension, as is its current practice and as outlined in the Report.
 - B. To ensure that county government will afford full and timely opportunities for communication with UNH Cooperative Extension.
 - C. To provide a representative of the County Convention and Commissioners to serve on the County Cooperative Extension Advisory Council.

- III. UNH Cooperative Extension and _____ County Convention and Commissioners agree:
 - A. That the duties and responsibilities of the council will be in accordance with the Statement of Operating Procedures for County Extension Advisory Councils.
 - B. That the County Cooperative Extension Advisory Council and County Office Administrator shall submit an annual budget request to the County Commissioners in time for suitable consideration. Once the County budget is finalized, the County Extension Advisory Council shall oversee the expenditure of County-appropriated funds through financial services as provided by UNH Cooperative Extension and as outlined in Goal 7 of the Report.

- IV. This Memorandum of Understanding may be revised by mutual agreement set forth in writing and signed by both parties, or canceled by either party to the agreement with at least six months written notice to the other party. No statement in this Memorandum should be construed as being contrary to or at variance with the laws of the United States or the state of New Hampshire.

UNH Cooperative Extension
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This Memorandum of Understanding shall be effective on the _____ day of _____, 2012, and shall expire six years later unless sooner renewed by written agreement signed by both parties.

Date: _____ by _____
Chair, _____ County Commissioners

Date: _____ by _____
Chair, _____ County Delegation

Date: _____ by _____
Dean and Director,
University of New Hampshire Cooperative Extension

Date: _____ by _____
President, University of New Hampshire

Date: _____ by _____
County Extension Advisory Council Chair,
_____ County

8/01/2012