



Memorandum of Understanding
Between the United Way of Johnson County
and the Volunteer Administrators' Network

1.0 Purpose

This is a memorandum of understanding to establish a working relationship between the United Way of Johnson County and the Volunteer Administrators' Network (VAN). This document outlines the roles and responsibilities of both entities, which share a common aim of working together in an effective and efficient way to achieve the mission of VAN.

1.1 Role of the United Way of Johnson County

- The United Way of Johnson County recognizes VAN as a program of its Volunteer Center.
 - The United Way of Johnson County is the fiscal agent of VAN. The tax identification number and 501(c)3 status of the United Way of Johnson County is used for VAN. The United Way of Johnson County maintains the VAN bank account, processes and manages membership dues, houses financial documents, and reimburses expenses authorized by the VAN Leadership Team.
- The United Way of Johnson County will have a permanent liaison on the VAN Leadership Team (rights and responsibilities of the United Way of Johnson County Liaison are outlined in further detail in section 1.2).
- The United Way of Johnson County is a paying member of VAN and therefore is equal to all active members.
- Any policies or procedures adopted by the United Way of Johnson County will not supersede the roles and rights outlined in this memorandum of understanding.

1.2 The United Way of Johnson County Liaison Rights and Responsibilities

- The United Way of Johnson County Liaison is an equal, active, voting member of the VAN Leadership Team and is not subjected to oversight by the VAN Leadership Team.
- Specifically, the United Way of Johnson County Liaison is responsible for the following duties:
 - Attending all VAN meetings and events
 - Preparing a fiscal report that is distributed to the Leadership Team at least quarterly and in response to such request
 - Reimbursement of funds agreed upon by the VAN Leadership Team
 - Process membership dues and maintain a database of active members with current contact information
- Should no Leadership Team member volunteer for the following duties, the United Way of Johnson County Liaison will assume responsibility:
 - Assisting in the development and distribution of meeting agendas
 - Taking and distributing minutes at all meetings, including Leadership Team meetings
 - Maintaining a listserv of active members with updated contact information
 - Maintaining and updating the VAN website
 - Maintaining the VAN library and professional resources
- The United Way of Johnson County Liaison maintains the right to take on additional duties, following the same procedure required of any other member to assume such a role.

1.3 Role of VAN

- VAN is recognized as a program of the United Way of Johnson County's Volunteer Center.
- As a membership organization, the Leadership Team will be responsive to the interests and needs of VAN members.
- VAN retains autonomy to determine internal policies and procedures. Any bylaws adopted by VAN will not supersede the roles and rights outlined in this memorandum of understanding

1.4 Modification and Terms of Agreement

The United Way of Johnson County and VAN each hold the right to withdraw from this agreement upon a 60 day notice by letter to the other party, signed by either the Director of Community Impact of the United Way of Johnson County or the VAN Leadership Team, including all current VAN Leadership Team members, with exception of the United Way of Johnson County Liaison. This agreement is in effect upon both parties' signatures and is to be renewed yearly as the VAN Leadership Team changes. The expiration date of the agreement will be July 1 each year.

Request for modification of this Memorandum of Understanding should be presented to either the Director of Community Impact of the United Way of Johnson County or the VAN Leadership Team; the changes will not be in effect until both parties sign the updated Memorandum of Understanding and will not negate the yearly July 1 expiration of the original Memorandum of Understanding.

Withdrawal from this Memorandum of Understanding by either party results in financial independence of VAN and removal of the United Way of Johnson County Liaison position on the VAN Leadership Team, but does not bar the United Way of Johnson County from being an equal member of VAN or participating in the VAN Leadership Team in the future.

Patti Fields, Director of Community Impact
United Way of Johnson County
1150 5th Street Suite 290, Coralville, IA 52241

Date

LaShelle Christensen, Activities Director
University of Iowa Honors Program
435 Blank Honors Center, Iowa City, IA 52242

Date

Laura Savage, Business Manager/Volunteer Coordinator
The Iowa Children's Museum
1451 Coral Ridge Avenue, Coralville, IA 52241

Date

Christina Wright, Assistant Director, Alumni Programs
University of Iowa Alumni Association
Levitt Center for University Advancement
1 West Park Road, Iowa City, Iowa 52242

Date

Mary Issah, Director of Operations
NAMI (National Alliance on Mental Illness) Johnson County
220 Lafayette St Suite 180/ P.O. Box 3087, Iowa City, IA 52244

Date

United Way of Johnson County Liaison
Jill Schnoebelen, Volunteer Center Coordinator
United Way of Johnson County
1150 5th Street Suite 290, Coralville, IA 52241

Date