

MEMORANDUM OF UNDERSTANDING

Between

Lake Huron Learning Collaborative

And

(Community Partner's name)

This Memorandum of Understanding establishes the Lake Huron Learning Centre partnership between (list community partners)

I. Mission

Together, the parties enter into the Memorandum of Understanding to collaboratively operate a multi-service centre that provides opportunities for people to increase their skills, employability and knowledge.

II. Commitments

Each partner shall:

- Endeavour to ensure there are two staff in the centre at all times
- Provide an annual monetary and/or in-kind contribution to the partnership based on ability to contribute
- Provide in-kind items to the partnership based on a "wish list", as necessary
- Engage in the following collaborative activities:
 - Shared outreach ventures
 - External meetings
 - Shared marketing and promotion
- Engage in a consensus decision making model in the following instances:
 - Marketing and promotion of the centre
 - Outreach
 - Communications
 - Day to day operations

Consensus decision making means that all partner organizations will work cooperatively and collaboratively in decision making as it relates to the Lake Huron Learning Centre, with a primary focus on client/learner needs rather than individual agency interests. Due to this, a consensus decision making model will be employed. Consensus may be defined as a mutually satisfactory position that (minimally) all

members of the partnership can accept and live with. Consensus does not necessarily involve complete unanimity, but does provide an opportunity for each partner to express an opinion, be heard, and have his/her issues considered and addressed.

Lake Huron Learning Collaborative will have the final authority to make decisions regarding stewardship of the building, which includes office/physical space, noting a participatory process will be utilized.

- Ensure open lines of communication between the partner organizations
- Respect the confidentiality among the partner organizations so that mutual clients can be supported
- Respect the guidelines and mandates of each partner organization

III. Responsibilities

The following are each partner’s specific roles and tasks:

Partner Organization	Roles and Tasks
Adult Learning Centre	<ul style="list-style-type: none"> ▪ Help adults achieve the math, writing and reading skills they need for work and to fully enjoy the community ▪ Provide coverage for the front desk ▪ Address health and safety concerns and complete appropriate form ▪ Make referrals to other partners, as appropriate ▪ Treat all clients, staff and volunteers with respect ▪ Provide appropriate organization signage for the centre
Contact North	<ul style="list-style-type: none"> ▪ Provide access to education and training opportunities offered by Ontario colleges and universities, as well as literacy organizations, including: <ul style="list-style-type: none"> ➤ Connections to full and part-time courses through virtual classrooms and access centres ➤ Information on courses and programs and the technology used ➤ Access to over 1,800 online courses and 1,000 programs ▪ Provide coverage for the front desk ▪ Address health and safety concerns and complete appropriate form ▪ Make referrals to other partners, as appropriate ▪ Treat all clients, staff and volunteers with respect

Partner Organization	Roles and Tasks
	<ul style="list-style-type: none"> ▪ Provide appropriate organization signage for the centre
<p>Lake Huron Learning Collaborative</p>	<ul style="list-style-type: none"> ▪ Offer affordable and accessible training for professional advancement and personal development ▪ Collaborate with post-secondary institutions and professional organizations to create adult education opportunities in Huron and Bruce counties ▪ Provide physical space and oversight to the Lake Huron Learning Centre ▪ Provide coverage for the front desk ▪ Address health and safety concerns and complete appropriate form ▪ Make referrals to other partners, as appropriate ▪ Treat all clients, staff and volunteers with respect ▪ Provide appropriate organization signage for the centre
<p>vpi</p>	<ul style="list-style-type: none"> ▪ Through Employment Ontario funding, vpi is able to provide services at no cost to Clients and Employers. We assist all job seekers who are eligible to work in Canada, and work with employers who meet all of the required eligibility to participate in the programs ▪ The range of services that vpi delivers include: <ul style="list-style-type: none"> <u>Client Services:</u> <ul style="list-style-type: none"> ○ Provide Resume and Cover Letter Writing Assistance ○ Interview Preparation and Practice ○ Comprehensive workshops covering all aspects of employment readiness ○ Career Exploration Workshops, as well as a variety of other job search related workshops ○ Job Matching and Incentives ○ Job Retention, (Mentorship program) ○ Second Career ○ Ontario Self-Employment Benefit program ○ Job Creation Partnership ○ A variety of workshops ○ Other related job search services such as: <u>Employer Services:</u> <ul style="list-style-type: none"> ○ Job postings ○ Referrals of skilled and experienced candidates ○ Resume screening ○ Scheduling interviews at your company or our office

Partner Organization	Roles and Tasks
	<ul style="list-style-type: none"> ○ Employers may receive incentives to provide-on-the-job training ○ Advertise available job openings ○ Support new Apprentices ▪ Provide coverage for the front desk ▪ Address health and safety concerns and complete appropriate form ▪ Make referrals to other partners, as appropriate ▪ Treat all clients, staff and volunteers with respect ▪ Provide appropriate organization signage for the centre

IV. Goals

The partners will have a strategic planning session to determine goals for the next three years.

V. Review

The Memorandum of Understanding will be reviewed as needed within the period of one calendar year, to ensure that it is fulfilling its purpose and to make any necessary revisions.

VI. Miscellaneous

This Memorandum of Understanding is not intended to create legal obligations between the partnership and the partnering organizations. No provision of this Memorandum of Understanding shall be construed so as to interfere in any way with the independent decision making autonomy of the partner organizations with respect to their respective affairs and operations.

VII. Authorization

Partner Organization:

Name _____ Date _____

Title _____

Organization _____

Partner Organization:

Name _____ Date _____

Title _____

Organization _____

Partner Organization:

Name _____ Date _____

Title _____

Organization _____

Partner Organization:

Name _____ Date _____

Title _____

Organization _____

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