

MEMORANDUM OF AGREEMENT (DRAFT 9/11/07)

This document serves as a MEMORANDUM OF AGREEMENT, effective October 1, 2007 through September 30, 2008, between the Northeast Center for Healthy Communities, Lawrence, MA and the Board of Directors of Medford Health Matters, to provide Management and over-site to the Drug Free Communities program.

The Northeast Center for Healthy Communities will:

- Manage the hiring and firing of the Coordinators position
- Provide a Director of the project who will provide supervision to the Coordinator
- Provide support and funding to the Adult Advisor of Team TADD
- Conduct all paperwork needed to be completed for the funder
- Reapply for the renewal of the program
- Meet all the deliverables required under the grant
- Oversee the spending and budgeting
- Implement and evaluation of the program as requested by the funder
- Attend any meetings or conferences as required
- Provide support and technical assistance to the Board and all subcommittees of the Coalition
- Create a long term sustainability plan of the program.

Medford Health Matters Board will:

- Oversee that the bylaws are implemented as defined
- Create and maintain a Substance Abuse Prevention Taskforce
- Create and maintain a Youth Advisory Council (Team TADD)
- Assist the NCHC in recruiting and hiring of staff and volunteers
- Participate in the development of a strategic plan and approve final plan.
- Provide support as needed to the implementation of the plan.
- Assist in the creation of a sustainability plan.

Jim Ryan, Director
Northeast Center for Healthy Communities

Date

Linda Kelley
President
Medford Health Matters

Date