



*Fostering the growth and development of high quality youth mentoring*

AYMN Forum Series  
Memorandum of Understanding for Host Organisation  
2011

[WWW.YOUTHMENTORING.ORG.AU](http://WWW.YOUTHMENTORING.ORG.AU)



As part of the Australian Youth Mentoring Network's commitment to building a national mentoring community we host a series of networking forums which are designed to provide both a professional development opportunity for practitioners and an opportunity for organisations to network and form the basis of an ongoing local network. The AYMN intends to host at least one forum in each state each year.

To ensure the forums are relevant to each local mentoring community the role of host will be shared by a local mentoring organisation (or a network of organisations working together) and the Australian Youth Mentoring Network. The host mentoring organisation in consultation with other local programs will determine a focus for the forum based on the most requested/desired areas of support. The Australian Youth Mentoring Network will then assist the organisation in finding suitable presenters on the topic.

### **Rationale**

The forums are envisaged to take place over three (3) hours. Participants should expect a presentation from the AYMN about how it supports mentoring in Australia, a presentation from at least one guest speaker, the opportunity to partake in round table discussions or other activity and the opportunity to enjoy 30 minutes (minimum) of networking over light refreshments.

The forums will be hosted by a local youth mentoring organisation that will work in coordination with the Events and Communications Manager (ECM) of the Australian Youth Mentoring Network (or their nominated staff representative) to design and carry out the event. A small monetary incentive will be provided to the host agency to cover costs and any savings accrued can be kept by the host agency. Should the budget exceed the prearranged amount the host mentoring agency may be required to cover the excess.

### **Roles of the Host Agency and the Australian Youth Mentoring Network**

The following is a breakdown of the roles and responsibilities between the host agency and the Australian Youth Mentoring Network (AYMN):

*Host Agency*

- To nominate relevant topics for the forum based on consultation with local mentoring programs about which areas of professional development are most needed
- To work with the AYMN to determine an appropriate topic and list of possible speakers for the professional development component of the Forum
- To provide / source a venue for the event in consultation with the AYMN
- To provide / source catering
- To stay within the set budget for the event
- To use the AYMN designated marketing and registration materials provided in the 'AYMN Forum Planning Kit'
- To provide the AYMN with a budget outline
- Promote the event locally
- Assist the AYMN in distributing invitations
- Managing the RSVP list
- Set up venue on the day
- Provide necessary materials for event (programs, name badges, delegate contact sheets, evaluation sheets, etc)
- To invoice the AYMN for agreed funding support in two parts; pre and post forum

#### *Australian Youth Mentoring Network*

- To determine the host agency
- Assist the host agency in determining an appropriate topic for the professional development component and to help source an appropriate speaker
- To make available the funds to organise the event
- To provide host agency with AYMN designated planning, marketing and registration materials in the 'AYMN Forum Planning Kit'
- To promote the event through the Australian Youth Mentoring Network website and other related communication tools
- To assist the host agency in distributing the invitations and promoting the event
- Provide a short welcome address including a discussion about the role of AYMN, upcoming training and events, and a brief demonstration of the tools and resources available to AYMN members/ stakeholders
- MC /Facilitating the event if requested by host agency

#### **Project Planning Timeline**

##### **12 weeks out (or earlier):**

- Host agency contacted by AYMN as a reminder to start planning process

- Confirm MOU is signed and AYMN Forum Planning Kit has been received
- Schedule teleconferences with AYMN for forum planning updates

**11 weeks out:**

- Hold meeting/teleconference with local programs to determine forum topic and generate ideas for speakers

**10 weeks out:**

- Update teleconference with AYMN to finalise forum topic and speaker/s

**9 weeks out:**

- Source speaker and venue
- 1<sup>st</sup> invoice sent to AYMN

**8 weeks out:**

- Book forum venue
- Confirm guest speaker
- Finalise venue details
- Return completed *Forum Information Form* to AYMN for production of invitations (allow at least 14 days for production of invitation after AYMN receives this form)

**7 weeks out:**

- Source catering
- Update teleconference

**6 weeks out:**

- Promote event
- Send out invitations

**5 weeks out:**

- Arrange guest speaker travel arrangements
- Arrange other travel arrangements

**4 weeks out:**

- Update teleconference

**3 weeks out:**

- Reminder email sent to invitees about closing date

**2 weeks out:**

- RSVP close
- Finalise catering
- Update teleconference

**1 week out:**

- Materials sent to host agency
- Remind guest speaker
- Run through program with MC

**1 week after event**

- Send completed evaluation sheets to AYMN
- Send delegate contact excel spreadsheet to AYMN
- Final Invoice sent to AYMN
- Final Budget and details of where any surplus may be used (e.g t-shirts for mentors, certificates, thank you lunch )

**Budget and Payment**

The total budget for the event is \$1,000 (incl GST). These funds are provided by Australian Youth Mentoring Network to cover expenses associated with organising the event. It is the responsibility of the host organisation to invoice the AYMN for these funds in two parts:

- Prior to the forum (see week 9 above) the host agency will provide the AYMN with a tax invoice for \$500 including GST
- The balance of \$500 will be paid after the forum when the AYMN receives these 4 items:
  1. completed forum evaluations
  2. completed delegate registrations with contact details in the excel format provided by the AYMN
  3. completed final budget and details on where a surplus may be used
  4. the final invoice

The host agency must report on the budget at the set update meetings. Any surplus at the end of the event can be kept by the host but all monies spent must be accounted for and reported in a brief written report to the AYMN. Should a host agency spend over the \$1,000 without the prior consent of the Australian Youth Mentoring Network the host agency must cover the difference.

Figure 1 shows a sample budget.

**Figure 1: Sample forum budget**

<b>Income</b>	\$1,000.00
<b>Expenditure</b>	
Airfares for speaker	\$0.00
Accommodation for speaker (donation)	\$0.00
Venue	\$102.00
Tea and Coffee (Donated by Café)	\$0.00

Catering	\$390.00
AV/Equip	\$10.00
Stationary	\$17.98
Thank you gift for speaker	\$30.00
<b>Total</b>	<b>\$549.98</b>
<b>Surplus/deficit</b>	<b>\$450.02</b>

### Memorandum of Understanding

Should the host agency wish to proceed with the partnership, the above information (without changes) will be considered the basis for this agreement.

#### Co-host arrangements

The Forum Series is part of a series of events run by the Australian Youth Mentoring Network and as co-host your role is to provide support to AYMN as stated above. When organising the event the co-host agency agrees to represent the AYMN in a professional manner at all times. Should the co-host fail to represent AYMN professionally, AYMN reserves the right to renegotiate the role of the co-host and may choose to terminate the existing agreement and find an alternative agency.

#### SUSPENSION

The host agency shall not suspend the forum without prior agreement in writing from the Australian Youth Mentoring Network. The host agency can request for suspension of the forum by making a submission in writing to the Executive Officer of the Australian Youth Mentoring Network. The submission should outline the reasons for suspending the program.

#### TERMINATION

This agreement may be terminated by mutual agreement of both parties in writing at any time, or either party providing one month's notice in writing to the other party at any time.

#### VARIATION

This agreement shall not be altered, varied or modified in any respect except by agreement in writing.

Signed on behalf of the Australian Youth Mentoring Network;

Kathleen Vella

Executive Officer

Australian Youth Mentoring Network

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Signature

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Date

Signed on behalf of the host Agency

Name (print) .....

Position (print) .....

Host Agency (print) .....

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Signature

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Date