

**Memorandum of Commitment
Between
Partnership for a Heart Healthy Stroke Free Massachusetts and
XXXX**

Purpose

The purpose of the Memorandum of Commitment (MOC) is to formalize the relationship between the Partnership for a Heart Healthy Stroke Free Massachusetts (PHHSFM) and the **XXXXXX**. Taking into account a shared vision and mission, the **XXXXXX** commits to actively contribute to statewide and/or local efforts that address heart disease and stroke related issues.

Duration: This MOC is in effect upon acceptance by the Executive Committee of the PHHSFM until the assigned project is completed or June 30, 2009 unless terminated by either the PHHSFM or the **XXXXXX**.

Scope

The **XXXXXX** agrees to contribute to the PHHSFM's statewide goal to prevent heart disease and stroke taking the lead on the following objectives: (Initials in parenthesis following each objective are programs within the **XXXXXX**. The full names of the programs are listed on page 3.)

- Here list the objective(s) for which they are the lead partner

XXXXXX will accomplish this by:

- Contributing resources (staff, funds, or other relevant in-kind support) to implement related activities
- Developing annual objectives and milestones to accomplish the 5-year objective
- Identifying partners to support objective related strategies and activities
- Coordinating and overseeing implementation of strategies specific to the objective
- Reporting progress on the objectives to the Executive Committee of the PHHSFM on a semi-annual basis
- Participating in the PHHSFM's executive committee as a core member
- Participating in the annual review of statewide plan and contribute to its update

In addition **XXXXXX** will:

- Promote and participate in the PHHSFM's initiatives at statewide and local events and activities whenever possible and appropriate
- Participate in the promotion of the PHHSFM as a primary catalyst for heart disease and stroke prevention and treatment efforts in Massachusetts
- Expand the PHHSFM to include members from all population groups, including those disproportionately affected by heart disease, stroke, high blood pressure and cholesterol, and associated chronic diseases
- Accept the *operating principles* of the PHHSFM and agree to participate in the PHHSFM
- Allow the use of organization's name and/or logo on documents related to the statewide action plan

Date

XXXXXX

_____ designated representative to the PHHSFM

Representative of the PHHSFM

Date

PARTNERSHIP for HEART HEALTHY STROKE FREE MASSACHUSETTS OPERATING PRINCIPLES

Mission:

The Partnership for a Heart Healthy and Stroke Free Massachusetts is a statewide Partnership dedicated to promoting optimal health by preventing and reducing heart disease and stroke among all residents of Massachusetts. We are committed to changing physical and social environments, public policies, and healthcare systems to reduce risk for heart disease and stroke.

Vision:

Massachusetts is a national model for the prevention and treatment of heart disease and stroke and the elimination of related health disparities.

PARTNERSHIP

Structure

The Partnership is comprised of representatives from agencies, institutions, organizations, and other coalitions committed to working together to advance the goals and objectives of the statewide action plan “*The Health of Massachusetts: A Coordinated Response to Heart Disease and Stroke.*” Organizations become members of the Partnership by formally committing to implement the statewide plan in one of three ways; leading, supporting or endorsing partners. Individuals may also participate as non-voting members.

Decisions are made by active participation in meetings through discussion and by consensus. When consensus is not achieved voting will take place. All Lead, Supporting or Endorsing organizations are voting members of the Partnership. Voting members may recuse themselves from voting if they feel a conflict of interest exists for their organization. Roberts Rules of Order will be the operating standard when necessary to vote. Situations requiring voting are the following:

1. Election of at-large members of the Executive Committee
2. Other issues deemed necessary by Partnership members or the Executive Committee

Roles and Responsibilities

All Partnership members:

- Will meet at least twice a year with the spring/summer meeting designated as the annual business meeting
 - Promote and participate in the Partnership’s initiatives at statewide and local events and activities whenever possible and appropriate
 - Exists to prioritize, endorse and coordinate policies and systems to improve heart and stroke prevention and treatment in Massachusetts
- Identifies and assigns duties of standing committees and work groups as required to accomplish the mission and vision of the Partnership
- Elects at-large members of the Executive Committee every 2 years or as vacancy exist
- Decides major policy or funding issues affecting the Partnership
- Approves the annual budget and work plan
- Submits new ideas and recommendations to the Executive Committee
- Approves or rejects amendments to the operating principles as necessary, as recommended by the Executive Committee
- Expand the Partnership to include members from all population groups, including those disproportionately affected by heart disease, stroke, high blood pressure and cholesterol and associated chronic diseases

Lead Partners:

- Contribute resources (staff, funds, or other relevant in-kind support) to implement activities related to 1 or more 5-year objectives
- Develop annual objectives and milestones to accomplish the 5-year objective
- Identify partners to support objective(s) and related strategies and activities
- Coordinate and oversee implementation of strategies specific to the objective
- Report progress on the objective to the Coalition on a semi-annual basis
- Participate in the semi-annual meetings of the Coalition
- Participate in the annual review of the statewide plan and contribute to its update
- Allow the use of organization's name and/or logo on documents related to the statewide action plan

Supporting Partners:

- Contribute resources (staff, funds, or other relevant in-kind support) to implement activities related to 1 or more 5-year objectives for a local setting (community, work site, healthcare and/or school settings) and/or specific focus area
- Participate in developing annual objectives and milestones to accomplish the 5-year objective
- Assist in identifying additional partners to support objectives related strategies and activities
- Participate in the semi-annual meetings of the Coalition
- Participate in the annual review of statewide plan and contribute to its update
- Allow the use of organization or individual's name with one or more 5-year objectives in the statewide action plan and related documents

Endorsing Partners:

- Allow the use of organization or individual's name on documents related to the statewide action plan

The committees of the Partnership consist of the Executive Committee and 4 standing committees:

- Surveillance Monitoring and Evaluation
- Policy and Systems
- Health Communication and Education
- Health Disparities and Access to Healthcare