

Elements of Memorandum of Agreement

Element	Responsible	
	Affiliate	ACF
Staffing		
Job Description		
Hiring		
Oversight & Evaluation		
Interface with affiliate and central office staff		
Physical Location		
Funding		
Payroll/Benefits		

Elements of Memorandum of Agreement

Element	Responsible	
Board Development	Affiliate	ACF
Composition		
Board Manuals		
Training in Community Foundation Fundamentals		
Annual Work Plan & Time-Table		

Elements of Memorandum of Agreement

Element	Responsible	
	Affiliate	ACF
Asset Development Analysis of community's giving potential Philanthropy Index Initial Campaign Goal & Fund Types Gift Acknowledgements Assistance with Non-Cash Gifts Donor Services Regular contact & cultivation Issue Related Educational Events Area Educational Events Professional Advisors Interface with statewide infrastructure Special announcements to local advisors Local gatherings for professional advisors		

Elements of Memorandum of Agreement

Element	Responsible	
Community Needs & Grantmaking	Affiliate	ACF
Needs analysis Develop grantmaking priorities & process Training on Dot.che for on-line grantmaking Technical assistance to grantees		

Elements of Memorandum of Agreement

Element	Responsible	
	Affiliate	ACF
Marketing & Communications		
Integration into strategic marketing framework		
Agreement on all marketing & communications materials		
Key Messages & market positioning in area		
Consistency with ACF & affiliates community foundation branding		
Advertising ACF & affiliate foundation services in area		
Inclusion in general publications		
Web Site		
Local brochures		
Local advertising & public relations		
Kick-off event: When? Where?		

Elements of Memorandum of Agreement

Element	Responsible	
Finance & Administration	Affiliates	ACF
Investment Management		
Accounting		
Bank Account		
Quarterly Reports		
990		
AZ Corporation Commission Annual Filing		
Audit		