

USPS POLICY FOR THE ADMINISTRATION Of MEMORANDA OF UNDERSTANDING

For the purposes of this policy, Memorandums of Understanding (hereinafter MOUs) shall include all written agreements between the United States Power squadrons (hereinafter USPS) and its partners or third parties, with the predominant theme of boater safety and/or boater education, including non-binding letters of intent and Memoranda of Agreement (MOAs). The administration of these agreements includes, initial drafting, monitoring, review, execution, redrafting as necessary, and internet access to members. This policy does not cover logistic and services agreements necessary for the administration of the national headquarters. The primary administrator of all MOUs **covered herein** is the Government and Partner Relations Committee (hereinafter GPRCom) of USPS. This committee responsibility resides with the Staff Commander (Stf/C) assigned to the MOU coordinator function.

Initiation of a new MOU dealing with Public Education and/or Safety. An MOU with another organization may be initiated in several ways. It is always preferable to present an initial document to the prospective partner rather than to receive a document.

1. USPS personnel who desire to complete an agreement are to submit a synopsis or narrative of the desired relationship to the GPRCom pursuant to a checklist of required information which shall be found on the GPRCom's web site. An alternative method could be used if the desired relationship is virtually identical to a formal relationship already in place with another organization by editing a copy of the existing MOU and submitting it to the GPRCom. If a prospective partner initiates a draft of an agreement, it should be forwarded immediately to the GPRCom for review and processing.
2. Upon receipt of any initiation request, the GPRCom accomplishes its due diligence which includes, but is not limited to:
 - a. obtaining proper preliminary approvals from the Board of Directors (BOD),
 - b. legal review by the USPS Law Committee,
 - c. and any necessary endorsements.
3. Once the due diligence process is completed, the GPRCom will produce original executable copies of the new MOU and submit them to the office of the Chief Commander to arrange for execution at the next Governing Board or Annual Meeting.

Monitoring Existing MOUs. Responsibilities for the monitoring of current MOUs is assigned to USPS personnel designated by the heads of the departments that have the most interest in the particular MOUs.

1. The first and largest group of MOUs are the MOUs which USPS has with the States of the Union (presently numbering 41). The National Education Officer is to appoint one or more monitors for this group.
 - a. The monitors for this group are titled Education Department Liaisons.
 - b. These monitors are to work closely with the GPRCom State Legislative Representatives to identify changes in State laws that may effect the MOUs.
 - c. The remaining MOUs (approximately 30 and rising), are divided into groups of ten or less based on subject matter and other relevant criteria. *
 - d. Monitors are associate members of the GPRCom and are to keep the committee apprised of the status of their assigned MOUs. GPRCom welcomes their attendance at GPRCom meetings at both national conventions.
 - e. If monitors perceive any problem or anomaly with any of the provisions in one of their assigned MOUs they are to immediately bring it to the GPRCom's attention for possible revision or termination if warranted.

- f. The GPRCom maintains and monitors a tickler file of all expiration and deadline provisions in all MOUs to insure that they are not missed at the user level.
- g. GPRCom also maintains downloadable files of all current MOUs on its pages of the USPS web site.

Original executed MOUs are filed at the USPS headquarters and maintained by headquarters staff.

*The GPRCom chair will construct the initial groupings and suggest which department head should appoint the monitors for each group. GPRCom's only interest is to make sure an interested party accomplishes the monitoring of business transacted pursuant to the MOU involved. The groupings will initially only be suggestions and any uncontested objections will be implemented.