

QUICK START TOOL 3

Sample Collaboration Charter

& Memorandum of Agreement (MOA)

Agree on how partners will work together.

Use this sample as a simple group charter or adapt it into a memorandum of agreement. Clarify purpose, roles, decision-making, communication, and accountability - and build from an existing coalition, council, or task force whenever possible.

Municipality

Group / Partnership Name

Effective Date

1. Shared purpose and scope

SAMPLE LANGUAGE

We agree to work together to reduce opioid overdose risk and strengthen prevention, response, treatment/recovery connections, and community well-being by aligning information, resources, and action.

OUR AGREED PURPOSE / FOCUS

This charter supports: ☐ Existing group ☐ Expanded existing group ☐ New planning group

2. Roles and participation

CORE ROLE	WHO FILLS THIS ROLE	WHAT THEY ARE RESPONSIBLE FOR
Convening / coordination Schedules meetings, keeps work moving, follows up.		
Data / local picture Brings available data, trends, and community information.		
Community voice / outreach Connects residents, families, lived experience, and partners.		
Strategy / implementation Coordinates actions across departments and organizations.		
Funding / accountability Tracks resources, decisions, progress, and reporting.		

3. How we will work together

MEETINGS & COMMUNICATION

Meet every:

Convener / host:

☐ Use a shared agenda, notes, and action list.

☐ Share information allowed by policy and law.

DECISION METHOD ☐ Consensus ☐ Majority vote ☐ Designated lead ☐ Other

DISAGREEMENTS / ESCALATION

4. Commitments, accountability, and review

PARTNER COMMITMENTS

☐ Participate and follow through.

☐ Report back to home organization.

SHARED DELIVERABLES

☐ Priorities and action plan.

☐ Routine progress review.

REVIEW & AGREEMENT

☐ Review this charter routinely.

☐ Disclose conflicts of interest.

ACKNOWLEDGED BY: MUNICIPAL LEAD - NAME / TITLE

PARTNER / COALITION LEAD - NAME / TITLE

Sample planning tool. If used as a formal legal MOA, review with municipal counsel before execution.