

MEMORANDUM OF UNDERSTANDING
between the
National AHEC Organization
and the
National Association of Minority Medical Educators, Inc.

Whereas the purpose of the **National AHEC Organization (NAO)** is to support the national network of Area Health Education (AHEC) programs dedicated to improving the supply, distribution and quality of health care professionals through community/academic partnerships; and

Whereas the **National Association of Minority Medical Educators, Inc. (NAMME)** is dedicated to developing and sustaining productive relationships, as well as action-oriented programs, among national, state, and community stakeholders working to ensure racial and ethnic diversity in all of the health professions; and

Whereas, NAO and NAMME desire to establish a formal liaison between their two organizations that will further the above-stated goals:

Therefore, the NAO and NAMME agree as follows:

NAMME and NAO will each:

1. Designate from within the organization:
 - a. One member who will be its principal liaison for issues related to this agreement and who will communicate regularly with the other organization's liaison about such issues;
 - b. Members in addition to the appointed liaison to work with the other organization on specific issues and activities of mutual interest to the two organizations;
 - c. A staff person who will work with the designated liaisons to assure effective implementation of this agreement.
2. Collaborate to develop mechanisms through which members of each organization will become better informed about the mission, activities, and issues of importance to the other organization;
 - a. Publicize in its organization's publications and other appropriate venues, the other organization's conferences and activities of general interest to members of both organizations; and encourage reciprocal organizational memberships among its members.
 - b. Invite the other organization to contribute articles and other appropriate submissions for its organizational publications;
 - c. Establish on its Web site a link to the other organization's site indicating the collaborative relationship and liaison contact information;
 - d. Provide to the other organization a waiver of the registration fees for the designated liaison representative or designee and for the vendor fees for display at each other's annual meeting, and for reciprocal organizational membership dues.
3. Collaborate on education and policy issues of mutual interest:
 - a. Consistently inform the other organization of legislative, regulatory, and public policy issues on which its organization is focusing;
 - b. Identify ways in which the two organizations can more effectively engage in joint advocacy on legislative, regulatory, and public policy issues of mutual concern;
 - c. Collaborate on development and/or presentation of projects addressing issues within the mission and expertise of each organization;

- d. Upon specific request and specific agreement, both organizations will share data to address questions related to health care workforce and health professions education;
4. Collaborate on organization activities to promote recruitment of motivated minority and ethnic students into health professions.
 - a. NAMME will support the recruitment of its members to activities that could benefit the AHEC state/regional pipeline student programs such as: assist in health careers programs, serve as AHEC primary care/rural preceptors, serve on AHEC advisory committees and community boards, provide shadowing opportunities for college undergrads, mentor minority students who express interest in a health profession, serve as advisor or mentor for pre-health professions clubs, serve as community sponsor for health professional student clerkships;
 - b. NAO will support NAMME mentoring outreach activities and support for mentoring across the health workforce pipeline for minority students, share tools and methods for conducting career mentoring; and collaborate on the development of new tools and methods for mentoring;

This Memorandum of Understanding does not constitute a fiscal arrangement for the obligation of funds by either party. Any joint endeavors involving reimbursement or transfer of funds between the parties to this agreement will be handled in accordance with prescribed financial procedures of both parties.

This Memorandum of Understanding will become effective upon the signature of the authorized officials of the respective parties. It will remain in effect until terminated by mutual agreement. The Memorandum will be reviewed periodically, but not less than biennially, and it may be amended mutual agreement of both parties in writing.

Jacqueline R. Wynn
President
National Association of Minority Medical Educators, Inc.
Date: 3-18-10

President
National AHEC Organization
Date: