



MEMORANDUM OF UNDERSTANDING BETWEEN NCACC AND <County Name> COUNTY

This Memorandum of Understanding (MOU) is between _____ County Government (Host County) and the North Carolina Association of County Commissioners (NCACC) for the NCACC-ICMA County Management Fellowship Program, to take effect on ____ / ____ / ____.

WHEREAS, a goal of the NCACC and its partner organization, the International City/County Management Association (ICMA), through this program is to attract recent Master of Public Administration/Affairs/Policy (MPA/MPP) graduates to careers in North Carolina county government management and administration;

The NCACC and the Host County agree to the language contained in this MOU regarding the mentoring and career development of the Fellow. In consideration of these understandings, the NCACC and the Host County agree the following:

- The Host County will employ a recent MPA/MPP graduate from a National Association of Schools of Public Affairs and Administration (NASPAA)-member school in a salaried Fellowship position;
- The Host County will create a work plan and set the work schedule of the Fellow;
- The Host County shall establish the compensation and benefits of the Fellow and provide such compensation and benefits to the Fellow as established;
- The NCACC may provide financial assistance to the Host County to help with costs of the Fellowship Program for a maximum of two fiscal years;
- The NCACC will provide membership for the Fellow in the North Carolina City & County Management Association (NCCCMA) and fund registration fees for the Fellow to attend NCCCMA Winter and Summer Seminars;
- The NCACC will provide complimentary registration for the Fellow to attend the NCACC Annual Conference, Legislative Goals Conference, County Assembly Day, a District Meeting, and other pertinent NCACC events and/or courses offered through the Local Elected Leaders Academy, and the Host County will incur travel expenses for the Fellow for these events;
- The Host County will encourage the Fellow to attend and will provide adequate time in the Fellow's work plan for attendance at these events;

- The Host County will allow time for the Fellow to participate in scheduled program conference calls and learning activities through ICMA;
- The Host County will create an enriching professional learning experience for the Fellow;
- The Host County will assign a mentor to the Fellow who will, for the duration of the Fellowship, be the Fellow's primary point of contact and coach while the Fellow is in its jurisdiction, and will be available to the Fellow during rotation assignments;
- The NCACC will make available to the Fellow its Executive Director and former County Managers serving as Outreach Associates as mentoring resources throughout the Fellowship;
- The Host County will participate as available in any evaluation process that will help strengthen the program in the coming years;
- The Host County is encouraged to employ their Fellow for up to two years; and
- The Host County will endeavor to hire the Fellow full-time at or before the end of their Fellowship, or assist them (with the NCACC) in finding full-time employment when the Fellowship period ends.

Through a separate agreement between the NCACC and ICMA:

- ICMA will include this hire in its current class of Local Government Management Fellows;
- ICMA will provide complimentary membership for the Fellow in ICMA;
- ICMA will waive its Annual Conference registration fee for the Fellow to attend up to two ICMA Annual Conferences as long as they are a Fellow; and
- ICMA will assign an outside mentor to the Fellow who will be available to the Fellow throughout the Fellowship.

The duration of this MOU will be for a minimum of one year, and a maximum of two years, from the date printed above, and it will be in effect when the appropriate representatives from each organization have signed below. At the end of this period, this MOU may be reviewed by representatives of all organizations to evaluate its effectiveness, make recommendations for any mutually agreeable revisions, and prepare a proposed revision for any future Fellow hires.

Kevin Leonard
NCACC Executive Director

Host County Manager