

**Memorandum of Understanding  
Between  
The Tennessee Cancer Consortium  
And  
The Tennessee Comprehensive Control Cancer Program**

This Memorandum of Understanding (MOU) is made and entered into between the Tennessee Cancer Consortium (CONSORTIUM) and the Tennessee Department of Health's (TDH) Tennessee Comprehensive Cancer Control Program (TCCCP). This MOU establishes a general framework for a unified understanding of the basic premises of a working relationship between the TDH's TCCCP, STAFF and the CONSORTIUM, collectively PARTNERS.

**I. PURPOSE**

The purpose of this MOU is to define the working relationship among the TCCCP, STAFF, COORDINATORS, and the CONSORTIUM.

**II. OBJECTIVES**

The objectives for this partnership / MOU include:

1. More clearly defining roles and responsibilities of each organization and its respective staff members, the CONSORTIUM, the TDH's TCCCP and its staff, and MTSU's contract coordinators.
2. Identifying and sharing of CDC requirements of the TDH's TCCCP as a result of accepting funding.
3. Clarifying the 501(c)3 governing structure and decision making roles of the PARTNERS.

### **III. ACTIVITIES**

PARTNERS agree that the following activities are essential in order to successfully implement the objectives of this MOU:

1. TCCCP provides two full time staff persons: one program manager, one administrative support staff; and a ¼ time program director in accordance with CDC guidelines.
2. TCCCP provides coordinators for the six regions: West, Jackson, Middle, East, Southeast, and Northeast. Coordinators are responsible for convening their regional meetings, taking minutes and corresponding with volunteers on regional activities. Regional Coordinators report back to the Lead Coordinator, who will report dually to the TCCCP STAFF and the CONSORTIUM Executive Committee.
3. The CONSORTIUM may apply for external grant opportunities not related to TCCCP. The CONSORTIUM shall receive any and all external grant awards and shall be solely responsible for the awards and reporting as required by the grant. External grant awards will remain separate and apart from TCCCP and TDH grants. Coordinators may be available to assist the CONSORTIUM Executive Committee with external grant opportunities. The CONSORTIUM will be responsible for additional contract payments to the Coordinators for external grants as agreed upon between the Coordinators and the CONSORTIUM Executive Committee, and as allowed by the external grants.
4. TCCCP STAFF represents TCCCP and will bring all matters effecting the CONSORTIUM to the CONSORTIUM Executive Committee.
5. TCCCP and STAFF/COORDINATORS seeks input from the CONSORTIUM Executive Committee on all CONSORTIUM matters prior to any activity.

6. The TCCCP and STAFF provides for any Annual Summit / Meeting: leadership travel reimbursement for Consortium Executive Committee volunteers, STAFF and COORDINATORS; speakers' honorariums, travel, hotel and meals; conference call line usage; staff to assist with meeting setups; registering attendees at the door and distributing handouts; and promotional items selected by CONSORTIUM Executive Committee.
7. TCCCP provides infrastructure support, completes required reports with input from the CONSORTIUM Executive Committee in accordance with CDC guidelines and will share all final reports with the CONSORTIUM Executive Committee. In return, the CONSORTIUM volunteers will share activity hours that are used for the matching portion of the CDC funding.
8. TCCCP provides the two full time positions to assist with scheduling and coordinating meetings, document preparation, and copying for the CONSORTIUM on all PARTNER matters.
9. CONSORTIUM Executive Committee represents the CONSORTIUM on all joint-decision making matters.
10. CONSORTIUM will provide volunteer work hours to be used as required by CDC for financial steward match.
11. CONSORTIUM along with Coordinators will coordinate the placement of volunteers as needed for activities, meetings and events.
12. CONSORTIUM Executive Committee are spokespersons for the CONSORTIUM or a designated spokesperson. This includes all CONSORTIUM communications, letters, social media, non-state websites, and others deemed appropriate by the CONSORTIUM Executive Committee.

13. CONSORTIUM Executive Committee are available for consultation and to approve all PARTNER opportunities, including future state plans and CDC grant matters submitted by the TDH's TCCCP STAFF.

**IV. EFFECTIVE DATE**

The MOU will commence upon signature of the PARTNERS. The MOU may be modified by written agreement of the PARTNERS.

**VI. SIGNATURE**

**DATE**

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Tennessee Comprehensive Cancer Control Program Manager

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Tennessee Comprehensive Cancer Control Program Director

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Tennessee Cancer Consortium President

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Tennessee Cancer Consortium Vice President

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**V. CONTACTS**

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