



**National Association of County Collectors, Treasurers and Finance Officers
Memorandum of Understanding**

WHEREAS, the affiliate services policy of the National Association of Counties (hereinafter referred to as "NACo") states that "*An affiliate and NACo must sign a memorandum of understanding outlining the commitments each party makes to the other*", and

WHEREAS, the National Association of County Collectors, Treasurers and Finance Officers, hereafter referred to as NACCTFO, is an affiliate of NACo, and

WHEREAS, a memorandum of understanding between NACo and NACCTFO that will enable both organizations to provide the most efficient services to their respective members and to achieve their respective goals and objectives is in the interest of both organizations.

NOW, THEREFORE, BE IT RESOLVED, that NACo and NACCTFO agree as follows:

1. NACCTFO shall continue to elect its own officers, maintain its bylaws and board of directors, and shall be recognized as the primary voice of county collectors, treasurers and finance officers within NACo.
2. The NACCTFO Executive Committee/Board of Directors/sub-committee thereof shall have the right and responsibility to develop a work plan, and review, comment, and provide recommendations to NACo on all matters in support of NACCTFO.
3. A NACo liaison, appointed by the NACo Executive Director, shall represent NACo and act as the point of contact with NACCTFO.
4. NACo agrees to provide to NACCTFO with the following annual services:
 - a. Up to six hours of the liaison's time per month (non-cumulative) will be allocated for work on NACCTFO requests;
 - b. NACCTFO may request additional liaison time for attendance at a venue of the affiliate's choice, exclusive of time for travel. The liaison's

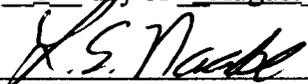
expenses, including travel, housing and meals will be reimbursed by NACCTFO;

- c. The liaison and/or NACCTFO may make arrangements and coordinate meetings and program sessions at any NACo conference with the NACo Conferences and Meetings Division;
 - d. NACCTFO will be given exposure and publicity in *County News*, the NACo website and other relevant media outlets when and where possible. Meeting notices will be published in *County News* if submitted by the appropriate deadline. NACCTFO agrees to give NACo exposure and publicity in *Treasury Marks*, the NACCTFO website, and other relevant media outlets when and where possible;
 - e. NACo will provide space at the NACo offices for use by NACCTFO leadership while in the Washington DC area. A computer with Internet/e-mail access, a phone with long distance access and access to a fax and a copy machine will be provided. NACCTFO will be responsible for direct costs;
 - f. NACo will publish a one-paragraph summary in NACo's Annual Report or in *County News*, highlighting NACCTFO accomplishments for that year;
 - g. NACCTFO recommendations for workshops at all applicable NACo conferences will be solicited and considered in the process for choosing workshops;
 - h. NACo will provide the NACCTFO President with a copy of NACo's *The Right Way to Run a Meeting*, and
 - i. Optional NACo services may be negotiated between NACo and NACCTFO (e.g., meetings at NACo HQ; affiliate dues collection and accounting; maintenance of affiliate membership list; ListServ, FSC programs).
5. NACCTFO agrees to hold regular meetings. NACCTFO meetings or conferences shall not be scheduled so as to conflict with a planned NACo meeting or conference, unless the NACCTFO meeting is planned in conjunction with and is complementary to a NACo meeting or conference.
 6. NACCTFO agrees to operate within established NACo policies and shall coordinate with NACo on legislative and regulatory affairs when appropriate.

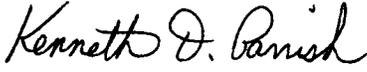
7. NACCTFO agrees to solicit and consider NACo recommendations for workshops and/or presentations at all relevant NACCTFO meetings and conferences;
8. Reciprocal membership in the respective organizations shall be encouraged by NACo and NACCTFO.
9. NACCTFO agrees to encourage its members to participate in NACo programs, awards, surveys, etc.
10. NACCTFO agrees to provide NACo with an annually updated membership list.
11. This agreement may be renegotiated and amended, extended or otherwise modified by written agreement to the agreement, signed by the NACo Executive Director or designee and the NACCTFO President.
12. The period for this MOU begins on August 1, 2008 and continues until August 1, 2010 (or "pursuant to Section 13.")
13. Either party, by providing written notice to the other party at least 30 days in advance of the effective date of termination, may terminate this agreement at an earlier date. A termination of this agreement constitutes a termination of the affiliation, unless otherwise agreed upon.
14. None of the signatories of this agreement are bound by any obligation in this agreement or any supplement thereto or other appropriate arrangements that involve the expenditure of funds in excess of those expressly agreed to in this MOU.

Done this 1 day of August, 2008.

By:



Larry E. Naake
Executive Director
National Association of Counties



Kenneth D. Parrish
President
NACCTFO