

## **Engineers Without Borders Canada & Chapter Memorandum of Understanding (MOU)**

### **Engineers Without Borders Canada (EWB)**

EWB is a community of innovative students, professionals and fellows investing in a thriving and sustainable world. EWB believes good intentions are not enough and that to create lasting change requires a fundamental shift in how our world works. EWB invests in leaders who understand and act on the roots of global poverty and injustice. Our community collaborates to create systemic and sustainable change on addressing issues of poverty in Canada and sub-Saharan Africa.

EWB's vision is a world where everyone has access to the opportunities needed to thrive. ***EWB's mission is to bring people and ideas together to tackle the most crucial causes of poverty and inequality.*** There are many groups and individuals driving forward EWB's vision and mission (including chapters, staff, ventures, distributed teams, etc). This document outlines the specific relationship between EWB staff and chapters.

### **Staff Team**

The EWB staff team based in Toronto, Canada, acts to provide strategic direction and support to the organization and community. Staff are responsible for defining and communicating strategy and goals, resource allocation, and investing in the EWB community's growth and strength.

### **Chapter**

A chapter is a functional entity of EWB comprised of students and/or professionals working towards EWB's vision by enacting systemic change and developing members who are systems change leaders. A chapter is made up of a president, executives, and general members.

### **Goals of the Memorandum of Understanding (MOU)**

The primary goal of this MOU is to clearly communicate the responsibilities of a chapter and of the staff team who supports chapters. It aims to hold us accountable to the excellence we expect of ourselves and that the organization requires of us.

- It will clarify responsibilities, articulate a minimum standard, and will define what success looks like
- It will strengthen mutual accountability within the community
- It will support our shared mission of bringing together ideas and people to tackle the most crucial causes of poverty and inequality

## **Agreements of Community Members**

The following areas of engagement are critical to enable chapter and organizational success. This MOU puts forth *Organizational Standards and Guidelines for Success* for each area.

### *1. Collective Impact*

We all believe in creating a thriving and sustainable world, and it is vital that we collaborate and contribute to achieving collective impact. As stewards of our movement, EWB staff align our energy so we can create greater impact as a focused collective. We acknowledge EWB staff are charged with setting these standards for alignment and help us hold each other accountable to meeting them.

### *2. Communications*

As a registered charity operating in Canada, EWB must comply with reporting requirements set by stakeholders and funders. Sharing data on progress and our activities is a crucial part of this compliance, and sharing our stories of impact help strengthen our movement. We acknowledge that EWB staff provide mechanisms to report on our work, and hold us accountable to this reporting.

### *3. Fundraising*

Fundraising is about putting our collective resources together to achieve more as a whole. Every dollar we raise is a precious resource that gives us a unified voice and potential for impact. The more intentional we are with the resources we spend, the more we are able to deliver poignant results.

### *4. Leadership Development*

EWB is investing in a generation of leaders who think and act systemically. In order to achieve this we must develop the capacity of systems change leaders (SCLs) now. Chapter executives are key role models and facilitators in the development of SCLs across Canada.

### *5. Finance*

Financial reporting is crucial to EWB in maintaining its charitable status. Compliance, transparency and accuracy are key elements of financial accounting. Timely reporting allows EWB to understand how we spend our resources and what investments have the greatest potential.

### *6. Participation*

Participation from chapter members in EWB events is crucial to the chapters' success and to the unity of the organization. Attendance and representation at convening events (retreats, conferences, etc) helps ensure personal and professional growth among leaders, chapter impact, and organizational unity.

**Organizational Standards** included in this MOU are required for chapters and EWB staff to achieve, and specify what is needed for the organisation to fulfill its legal obligations.

## **Chapter Responsibilities**

### *Collective Impact*

- All chapter activities align with EWB's vision, mission, and theory of change, as outlined in Chapter Alignment Guidelines
- Chapters activities aim to create change within social, political and economic systems
- If in doubt about alignment, chapters will ask EWB's Community Team for guidance

### *Communications*

- All chapter events are reported on a monthly basis to EWB
- Chapter websites, webpages and social media accounts have updated and current content relating to the individual chapter and broader organization, and are hosted on EWB sites and servers
- Presidents must read weekly Presidents Newsletter email updates, share relevant content with their teams, and remain in regular contact with Community Team staff (respond to emails within 3 business days)
- All chapters complete the President Exit Survey
- All chapter members are signed up on the [Community Contact Form](#) each new chapter year, and will be added to EWB's monthly Community Newsletter which include opportunities for engagement

### *Fundraising*

- As a chapter, all funds raised are on behalf of EWB, a registered Canadian charity. As such, all fundraising events/initiatives conducted by a chapter must adhere to the highest standards of professionalism, accountability, and financial prudence, and be in line with EWB values. When in doubt about a proposed fundraising event or initiative, please consult a member of the community team.
- Chapters are expected to build an annual budget with the support of the community team. Chapters raise money for their operations and activities first, and for the wider movement second. Chapters are expected to budget an ambitious contribution to EWB's global unrestricted fund (currently "It Takes A Village") in their annual budget.
- Chapter members are part of our wider Community (consisting of chapter and fellow alumni, as well as professionals across Canada and increasingly sub-Saharan Africa). As the most engaged members of our community, chapter members are expected to be ambassadors for community fundraising pushes (e.g. peer-to-peer fundraising campaigns)

### *Leadership Development*

- Chapters provide leadership opportunities for members within the chapter structure and action planning (e.g. executive roles, leading events and representing the chapter in public engagements)
- Chapters carry out Member Learnings that increase members knowledge and understanding of Systems Change Leadership (SCL)

### *Finance*

- All required payments are made on time (e.g. Junior Fellowship, Conference)
- Chapter builds an annual budget using template provided by the Community Team
- Chapter submits monthly financial reports by the 10th of each month with a \$5 penalty per week for each late submission
- Chapter provides finance team with revenue information, banking access card #, password, and security questions which are need to reconcile Chapter expenses for audit purposes
- Chapter responds within a week when contacted by Finance Team

### *Participation*

- Chapter is represented at every major Convening event planned by the Community Team (such as National Conference, Presidents' retreat and Day of Action)
- Chapter members participate in national campaigns and take action on behalf of EWB Canada within frameworks set by EWB staff.

## **EWB Staff Responsibilities**

### *Collective Impact*

- EWB staff will provide a comprehensive Goal Setting framework and clarity on chapter mission
- Staff will support chapters to craft inspiring and achievable goals
- Staff supports chapters in achieving and monitoring progress towards goals
- EWB staff will manage relationships with key partners, including the government, the media, donors and civil society organizations

### *Communications*

- Staff will send president's weekly update emails
- Staff will inform chapters of organizational strategy and updates and brings chapter leaders into conversations through bimonthly Pod Calls, regular updates to the Community Resource Hub, sessions at community convening events (such as visits and Conference) and distributed teams (DT) involvement
- Staff will regularly send chapter executives and general members updates about EWB's activities and impact

### *Fundraising*

- Staff will integrate chapter contributions (currently in the form of contributions to It Takes a Village) into our global unrestricted fund: the revenue that powers our movement. These funds will be 1) Invested in ventures, 2) Directed back to support our community, 3) Used to support the operations of all 3 EWB core competencies plus our Fellowships.
- Staff will provide access to an online peer-to-peer fundraising platform (Classy) to facilitate chapter fundraising events.
- Staff will provide chapters access to a database of fundraising events and knowledge
- Staff will develop and share resources and support regarding fundraising, including through a fundraising distributed team

### *Leadership Development*

- Staff will provide resources about Systems Change Leadership to support leadership development
- Staff will provide opportunities for chapter members to join Distributed Teams, and become leaders in specific areas of work e.g. Advocacy, Gender and Fundraising

### *Finance*

- EWB staff will send clear and detailed instructions with accompanying templates on how to correctly report finances
- Staff will provide up to date and accurate national balances to chapters

### *Participation*

- Staff will coordinate community convenings and opportunities for chapter members to make in-person connections with the broader chapter community (conference, regional retreats, pod groups, etc.)

## Agreement

We, the EWB Community, embrace the following values: addressing root causes for impact, dreaming big & working hard, striving for humility, committing courageously, asking tough questions and investing in people. We fully recognize that it will take a systemic approach to create lasting change. We join EWB because we want to fundamentally challenge the status quo, at home and internationally - toward creating a world that works for everyone.

We commit to acting responsibly and prudently as stewards of EWB's mission. We will fulfill agreed upon requirements within each of the categories above: (1) collective impact, (2) communications, (3) fundraising, (4) leadership development, (5) finance, & (6) participation.

## President

I, \_\_\_\_\_, president of the \_\_\_\_\_ Chapter am aware that if my chapter does not fulfill its commitments, EWB has the right to terminate chapter status, either temporarily or permanently. I understand that as president, I play a vital role to the organisation's success. I accept that EWB has the responsibility to intervene if I am not holding my chapter to the minimum standards.

My chapter and I believe in holding each other accountable to EWB's vision and mission.

Signed: \_\_\_\_\_, President

Printed Name: \_\_\_\_\_

Date \_\_\_\_\_

## EWB Staff Team

I, \_\_\_\_\_, EWB Community Team Staff, have a responsibility to ensure that the EWB staff team complies to the EWB Staff Role & Support.

We believe in holding each other accountable to investing in people who will create a thriving and sustainable world.

Signed: \_\_\_\_\_, EWB Community Team Staff

Printed Name: \_\_\_\_\_

Date \_\_\_\_\_

Below are *Guidelines for Success* in view of what will enable individual and collective success and sustainability at EWB.

## **Chapter Guidelines for Success**

### *Collective Impact*

- Chapter contributes actively to local initiatives and participates in national advocacy and outreach campaigns
- Chapter contributes to EWB ventures through junior fellowship participation
- All chapter activities within impact areas make every attempt to address poverty, address root causes, and allow for collaboration
- All chapter executives are invested in and contributing to chapter goals while applying the core components of Systems Change Leadership (SCL)

### *Communications*

- Chapter members represent EWB in a professional manner
- Chapter strengthens relational ties to engage with the broader chapter community and share best practices
- All chapter executives are aware of national campaigns and related national activities

### *Fundraising*

- Chapter works towards establishing sustainable funding sources (student levies, grants, faculty sponsorship, corporate sponsorship)
- Chapter coordinates with EWB staff in the event of soliciting corporate sponsorship
- Chapter makes an ambitious annual contribution to their global unrestricted fund It Takes a Village (ITAV) that matches their size and capacity (typically between 10%-30% of overall revenue, depending on the size of the chapter)
- Chapter critically assesses resource allocation to achieve local impact and actively mobilize resources toward collective impact
- Chapter participates in peer-to-peer campaigns (ex. holiday campaign)

### *Leadership Development*

- All chapter executives are able to speak to Systems Change Leadership and its importance in their individual leadership development
- Chapter executives are supporting general members with their leadership development along the pyramid of engagement
- Chapter is working to engage leaders external to EWB to invest in their leadership development
- All chapter executives reflect at least annually on their personal growth along SCL dimensions

### *Finance*

- Chapters have strong financial processes and procedures for their chapter which are documented and consistently transferred to incoming finance leads

### *Participation*

- Chapters organize retreats (independently/collaboratively with other chapters)