**Memorandum of Understanding**

The National Party of Australia - Victoria

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| **Between:**  **Head Office (HO)** - **Central Campaign Committee (CCC)** - **Local Campaign Committee (LCC)**   1. **Duration of the MOU**  * This is a non-binding Memorandum of Understanding (MOU) between **HO, CCC** and **LCC.** * The MOU will be revised annually by Board of Management (BOM)  1. **Goals and objectives**  * To win election campaigns for The National Party of Australia – Victoria. * To establish and maintain a strong collaborative working relationship between HO, CCC and LCC.  1. **Roles and responsibilities**   **Central Campaign Committee**   * The Central Campaign Committee will work closely with local campaigns and Head Office to develop and monitor a campaign strategy, including fundraising targets, data collection, volunteer targets, canvassing activity, and media activity.   **Local Campaign Committee**   * It is the role of the campaign committee to oversee all localised campaign activity.   The campaign committee will be responsible for:   * Strategy and planning * Finances and Campaign Budget * Volunteer Management * Opposition research and intelligence * Election day rosters * Media and Marketing * Direct mail and letterboxing * Data Collection * Phone Canvassing * Campaign Activity Shopping centres, market stalls, etc * Election night preparation * Pack up, follow up and thank you letters   **Head Office**   * It is the role of Head Office to support the campaign committee, candidates, and parliamentary wing.   Head Office is responsible for:   * Preselection’s * National Party Brand/ Style Guide * Authorisation of campaign material * Senate/Upper House Campaigns * Electoral Commission communications * Registration of candidates  1. **Meetings**  * The LCC will be required to meet weekly or as required in the leadup to the campaign. * Meetings will be chaired by the relevant committee chair. * Meeting agendas and minutes will be prepared by the relevant committee secretary.  1. **Reporting**   **Central Campaign Committee**   * Will report monthly to BOM   **Local Campaign Committee**   * Will report monthly or as required to CCC   **Head Office**   * Will report regularly to BOM and State Council (SC) |