MEMORANDUM OF UNDERSTANDING (MOU)

between

Washington Forest Protection Association

and

Washington Sustainable Forestry Initiative® Implementation Committee

This is an agreement between the Washington Forest Protection Association, hereafter "WFPA" and the Washington Sustainable Forestry Initiative (SFI) Implementation Committee, hereafter "WA SIC".

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to SIC's association with WFPA. In particular, this MOU is intended to:

- 1) Describe the administrative assistance to be provided by WFPA to WA SIC. This will help both organizations in their financial and logistical planning efforts and clarify the relationship between the two entities.
- 2) Recognize WFPA for their support to WA SIC.
- 3) Recognize that the WA SIC is independent of WFPA.

II. BACKGROUND

WFPA is committed to advancing sustainable forestry in Washington State to provide forest products and environmental benefits for the public and encourage continued investments in the growing of forest crops by: 1) assuring the optimum protection of forest resources; 2) encouraging coordinated action by all forest landowners and operators at the state and local levels of government; and 3) achieving broad understanding and support of sound forest management.

It is the mission of the WA SIC to promote and foster an understanding of the Sustainable Forestry Initiative (SFI) program, and to promote sustainable forestry practices on all forestlands for the benefit of public and private stakeholders through targeted local actions involving public agencies, universities, local forestry associations, landowners, loggers, partnerships with conservation groups, and other community-based organizations.

WFPA and WA SIC, in recognition of their shared values, can assist each other in their objectives.

III. WFPA RESPONSIBILITIES

WFPA shall undertake the following activities:

- 1) Provide accounting services for WA SIC to include:
 - i. Ensuring accurate and appropriate recording of revenues and expenses.
 - ii. Maintaining financial database.
 - iii. Check preparation and disbursement as directed by WA SIC chair.
 - iv. Preparation and delivery of deposits to bank.

- v. Ensuring financial records are maintained in compliance with accepted policies and procedures.
- vi. Financial report preparation as requested by WA SIC chair.
- 2) Provide a Representative to participate on the WA SIC.

IV. WA SIC RESPONSIBILITIES

WA SIC shall undertake the following activities:

- 1) Provide political and legislative support to WFPA within the constraints of 501(c)(6) rules and regulations.
- 2) Recognize WFPA's important support of SIC.

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY THE PARTIES THAT:

- 1) WFPA is providing basic accounting services for WA SIC which will be maintained as part of WFPA's accounting system, while ensuring that WA SIC financial records are tracked separately from WFPA funds.
- 2) WFPA will not provide any financial guidance services.
- 3) WA SIC will direct all expenditures from WA SIC-generated funds managed by WFPA under this agreement.
- 4) WA SIC will not direct WFPA as to how they provide the accounting services.
- 5) This MOU is non-binding and may be terminated by either party without notice.
- 6) This MOU may be reviewed and modified as needed, but no more than once annually.

VI. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of the WFPA Executive Director and current WA SIC Chairperson. WFPA and WA SIC indicate agreement with this MOU by their signatures.

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Executive Director	Date	l

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WASHINGTON SUSTAINABLE FORESTRY INITIATIVE (SFI) IMPLEMENTAITON COMMITTEE (WA SIC)

Bal Kehan	2/8/12
Chairperson	Date