



Associate of National Back Exchange: Memorandum of Understanding Policy

National Back Exchange

Responsible Person

Sarah Thornton, Chair

Authors

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group/person
January 2016	1.0	Annual Affiliation Process	NBE Executive Committee
2019	2.0	Reviewed	NBE Executive Committee
March 2020	2.0	Suspended affiliation process during the Covid pandemic	NBE Board of Directors
March 2022		Reviewed	Kerry Kemp, Membership Liaison Officer
March 2023	2.1	Reviewed and updated existing procedure	Ali Roper, Membership Director
July 2024	3.0	Reviewed and updated as National Back Exchange is a Charitable Incorporated Organisation as of 29 th March 2023. New Memorandum of Understanding Policy to supersede the previous Affiliation Process	S Thornton, Chair K Kemp, Vice Chair Ali Roper, Membership Director M Muir, Publications Director

2. Introduction

The National Back Exchange (NBE) has reviewed its affiliation process to make it more streamlined. Subsequently, we have implemented a Memorandum of Understanding (MoU) process, that supersedes the previous affiliation process.

By transitioning to MoU, we aim to:

- Provide clarity on roles and obligations.
- Strengthen our partnership with Associates of National Back Exchange.
- Ensure a consistent, compatible, and coherent approach is adopted across our moving and handling community.
- Facilitate equitable, and inclusive communication and collaboration.

3. Terms of Reference

National Back Exchange (NBE) - is a [Charitable Incorporated Organisation](#) (CIO) whose goal is to develop, disseminate, and promote evidence-based best practices in all aspects of moving and handling, and musculoskeletal health. It is run voluntarily by a National Board of Trustees elected from the membership.

Associate of National Back Exchange - is an independent [unincorporated](#) entity, that voluntarily runs a community of practice, and who have completed the **Memorandum of Understanding (MoU)** process. Although an informal relationship, association refers to allegiance with the NBE, indicating shared values, interests, and goals between both parties. Associates of National Back Exchange provide support to NBE members at a local level.

A Memorandum of Understanding (MoU) is a formal document that outlines the agreement between NBE and an Associate of National Back Exchange. The MoU defines the terms, responsibilities, and expectations of the parties involved, without creating a legally binding contract. The MoU serves as a foundation for collaboration, cooperation, and shared goals.

Committee – is ‘a group of people appointed for a specific function by a larger group and typically consisting of members of that group’.

4. Memorandum of Understanding Submission Process

The MoU process is as follows:

- The chair or designate of the Associate of National Back Exchange completes and submits the MoU using the form in Appendix 1.

Please insert an electronic signature, name, designation, and date.

The completed MoU should be submitted with a read and delivery receipt to admin@nationalbackexchange.org. This can be included by amending email settings.

- The MoU document will be reviewed and approved within one calendar month of receipt.

The MoU will be electronically signed, with name, designation, and date by the NBE Board of Trustees Chair or designate.

The signed MoU will be converted into a PDF document and sent electronically to the Associate of National Back Exchange chair or designate.

The Associate of National Back Exchange will be notified, and the tangible benefits will be forwarded to the Associate of National Back Exchange Chair or designate.

- A copy of the MoU will be retained by NBE in accordance with the Data Protection Act 2018.
- Renewal of the MoU is every 2 years from the approved MoU document date.

5. Related Policies, Procedures, and Resource Information

- Data Protection and Compliance Policy.
- Use of NBE Name and Logo Policy.
- Associate of National Back Exchange: Handbook
- Associate of National Back Exchange: Resource Pack

6. Policy Review

This policy will be reviewed by the Chair, Vice Chair, or designates of the National Back Exchange Board of Trustees every 2 years from the date of publication or earlier depending on legal requirements, best practices, national guidelines, or organisational changes.

7. Audit – Monitoring Process

Monitoring process	Requirements
Who	<ul style="list-style-type: none"> ● National Back Exchange Board of Trustees
How	<ul style="list-style-type: none"> ● Ensure the Memorandum of Understanding Associate of National Back Exchange: Policy is adhered to. ● Each Associate of National Back Exchange upholds the aims and objectives of the National Back Exchange ● Please read in conjunction with relevant procedural documents
Presented to	<ul style="list-style-type: none"> ● Board of Trustees
Monitored by	<ul style="list-style-type: none"> ● Ali Roper, Membership Director ● Procedural document review group <ul style="list-style-type: none"> Sarah Thornton, Chair Kerry Kemp, Vice Chair Mary Muir, Publications Director ● National Back Exchange Board of Trustees
Completion / Exception report to	<ul style="list-style-type: none"> ● Extraordinary circumstances beyond the control of the National Back Exchange

8. Appendix 1



National Back Exchange Associate of National Back Exchange: Memorandum of Understanding

Between	
Chair or designate of National Back Exchange Board of Trustees	Name: Ali Roper, Membership Director
	Email: admin@nationalbackexchange.org
	Contact Number: 0191 244 2839
Chair or designate Associate of National Back Exchange Committee Member:	Name:
	Designation:
	Email:
	Contact Number:
Date	

Terms

- **Purpose:**

The purpose of this MoU agreement is to promote the mission, goals, and objectives of National Back Exchange (NBE) at the local level and to foster collaboration and coordination among Associates of National Back Exchange.

- **Terms of Reference:**

National Back Exchange (NBE) is a [Charitable Incorporated Organisation](#) (CIO) whose goal is to develop, disseminate, and promote evidence-based best practices in all aspects of moving and handling, and musculoskeletal health. It is run voluntarily by a National Board of Trustees elected from the membership.

An Associate of National Back Exchange is an independent [unincorporated](#) entity from NBE, that voluntarily runs a community of practice, who have completed the NBE MoU agreement process.

- Fully autonomous and self-sustaining operationally and financially.

- **Financial Obligations:**

There are no financial obligations between an Associate of National Back Exchange and NBE. The management and administration of the Associates of National Back Exchange's membership, membership fees, finances, tax, VAT regulation, liabilities, and statutory requirements are independent of the NBE

- **Membership:**

Members of an Associate of National Back Exchange are encouraged to maintain an active membership with NBE.

- **Use of Name and Digital Badge:**

An Associate of National Back Exchange is granted permission to use the exclusive Associate of National Back Exchange digital badge, and email signature banner in line with the NBE Name and Logo Use Policy 2024.

An Associate of National Back Exchange is not authorised to use the primary NBE logo.

Any unauthorised use or modification of National Back Exchanges's intellectual property is prohibited.

Terms

- **Compliance with Policies and Guidelines:**

An Associate of National Back Exchange agrees to comply with the NBE’s policies, procedures, and guidelines.

- **Information and Communication:**

Communication channels between an Associate of National Back Exchange and NBE will be established and maintained for the efficient exchange of information.

- **Intellectual Property:**

Any materials, resources, or publications developed by an Associate of National Back Exchange with NBE shall remain the property of NBE. Associates of National Back Exchange may not distribute or sell such materials without prior authorisation from NBE.

- **Renewal**

Renewal of the MoU is every 2 years.

- **Dispute Resolution:**

In the event of disputes or conflicts between an Associate of National Back Exchange and NBE, both parties agree to engage in good faith efforts to resolve issues through mediation or arbitration. If a resolution cannot be reached, either party may terminate the MoU agreement with one month’s written notice.

Agreement

By agreeing to the **Memorandum of Understanding agreement**, both the Associate of National Back Exchange and NBE demonstrate their commitment to upholding the aims and objectives of NBE while fostering collaboration and cooperation.

Signatures

As the Chair or designate of the above-named Associate of National Back Exchange, I confirm that the above-named Associate of National Back Exchange will abide by the terms of this MoU agreement as stated above and uphold the aims and objectives of NBE.

Please insert an electronic signature and name

Signed: _____ Designation: _____ Date: _____

Name:

As the Chair or designate of the National Back Exchange Board of Trustees, I confirm that NBE will abide by the terms of this MoU agreement as stated above and support the above-named Associate of National Back Exchange to uphold the aims and objectives of NBE.

Please insert an electronic signature and name.

Signed: _____ Designation: _____ Date: _____

Name:

The signed Memorandum of Understanding will be converted into a PDF document and sent electronically to the Associate of National Back Exchange Chair or designate. A copy will be retained by NBE.