state agency with constitutional responsibility to help local governments
- Understanding local, state, and federal laws
- Writing ordinances and resolutions
- Preparing meeting notices and agendas
- Conducting elections and handling petitions
- Codifying ordinances
- Maintaining official records
- Managing accounting systems and processing payroll
- Reviewing job descriptions and personnel policies
- Following parliamentary procedure
“Promote strong communities and healthy economies”
memorandum of agreement

• A document written between parties to cooperate on an agreed upon project or meet an agreed objective.

• The purpose of an MOA is to have a written understanding of the agreement between parties.
Why do we need them and are they any different from MOUs?

• A more formal alternative to a “gentleman’s agreement”

• MOA’s used for:
  – Construction projects
  – Management agreements
  – Grant applications
Key elements of an MOA

• Identify all the relevant parties
  – Tribe, IRA, or Village Council;
  – municipal government;
  – regional non-profit;
  – Corporation;
  – State or federal agency
Key elements of an MOA

• Site control
• Personnel policies and procedures
• Responsibilities for specific tasks
• Expiration date, or renewal date
7 offices
Anchorage: 269-4547
Bethel: 543-3475
Dillingham: 842-1969
Fairbanks: 451-2749
Juneau: 465-4814
Kotzebue: 442-3696
Nome: 443-5459