

TITLE: Collaborative Event Guidelines

Date: 06/01/2013

Approval:

Original Approval: 06/01/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

**Cross-Reference COHFMA.004

Purpose: To ensure collaboration events planned with other professional organizations have written agreements prepared and distributed to the Presidents of each organization.

Policy:

1. An HFMA Chapter/Region Education Event Agreement will be signed by the President of each professional organization's President and retained by the Colorado HFMA Chapter President and Chapter Office Manager.
2. The Program Committee members are assigned tasks from the Program Elements Checklist.
3. A Memorandum of Understanding (MOU) is prepared and signed by the President of each professional organization and retained by the Colorado HFMA Chapter President and Chapter Office Manager.
4. *The MOU will include the budget, tasks assigned to each individual and/or organization, and how revenue and expenses will be distributed.*
5. Meeting minutes will be kept and distributed to all Program Committee members.
6. Individual organizations' sponsorship program agreements are not honored at collaborative events with the exception of the name badge sponsorship.
7. The HFMA name badge sponsorship program will be honored so that at a minimum the name badge sponsor's badges are included at the event. If the other professional organizations do not have a name badge sponsorship program, the HFMA name badge sponsor's badges will be used exclusively.
8. Formal speaker agreements are completed in accordance with the Colorado HFMA Speaker Fee Guidelines and MOU.
9. There will be at least 60 days allotted for expenses and revenue to be received and before payments are made in order to properly reconcile the final meeting budget.