



## **SGIM Collaboration Policy (adopted by Council February 2, 2012)**

### **Overview**

SGIM committees, task forces, work groups, interest groups, and/or regions that seek to collaborate with outside organizations of any types must seek approval from Council before entering into any such collaborative arrangement. The only exception to this policy will be the health policy committee, which frequently enters into collaborations with outside organizations to further advocacy in a specific area. These collaborations are governed by the annual advocacy agenda, which is approved by Council separately.

The rationale for this requirement is based on the need for Council to have control over all outside relationships so as to centralize any and all relationships with SGIM, thereby avoiding undue conflicts and misrepresentation of SGIM policies and to ensure an alignment with SGIM strategic goals.

### **Collaboration Guidelines**

1. A written letter of agreement covering all aspects of the collaboration requires Council approval. The rationale for undertaking the collaboration would be detailed first and will explain which strategic goals of the Society the collaboration supports.
2. The agreement will also include resources required, products of the collaboration expected, duration of the collaboration, ownership of any data, products or services produced by the collaboration, staffing of the project required, expenses and revenue for the collaboration, a budget with the approval process detailed, and any limitations of the collaboration.
3. The letter of agreement must be signed by the leadership of the collaborating organization(s).
4. Periodic reports to Council on the status of any given collaboration will be required.
5. A final report on the outcome of the collaboration will be provided to Council.