Chapter Collaboration Guidelines

Policy

Collaborations occur when the chapter is engaging with an external organization that creates an action/output. The action/output could be an event, promotion, initiative, etc. Chapters may collaborate with HIMSS and other non-profits, such as but not limited to, non-profit academic institutions, associations, and healthcare provider organizations. All collaborating partners must be within the chapter’s approved territory and must be approved by HIMSS prior to entering into the collaboration.

Complete the following steps to enter into a collaboration with a non-profit organization:

* 1. The Chapter Board must approve the collaboration.
	2. The Chapter Board must complete the [collaboration request form](https://surveys.himss.org/Checkbox/Survey.aspx?s=99cad66d3a984d2cb71ed44c8e4efee4) before entering into the collaboration. An agreement may not be signed without HIMSS approval.
	3. HIMSS will review the collaboration request. Wait for response from HIMSS before moving forward.
	4. Any collaborations entered into without HIMSS approval may be cancelled at the expense of the chapter.

Disclaimers:

* Chapter support does not constitute an endorsement or a recommendation by HIMSS.
* If funds are exchanged, the chapter must complete the request form regardless if the organization is a NPP or not.

Approval Process

* Submit request for approval
	+ Request approval to collaborate with a likeminded non-profit organization. Collaborations will not be approved with for-profit organizations.
	+ Collaborations can include annual agreements, co-creating and co-hosting events, providing speakers for an event, promoting events, and giving back to the local community.
	+ It is recommended to create a [memorandum of understanding (MOU)](http://clra.himsschapter.org/event-planning) with collaborating organizations to detail expectations in order to reach a common goal.
* Pre-approved organizations
	+ HIMSS Non-Profit Partner members are non-profit professional associations, trade groups, or organizations with missions similar to HIMSS. Non-Profit Partner organizations and their local chapters are pre-approved as collaborators. See [Non-Profit Partner Directory](https://marketplace.himss.org/CompanyDirectory/NonProfit?_ga=2.39583974.410555846.1621870481-27176063.1605884154&_gac=1.82180452.1618519033.Cj0KCQjwyN-DBhCDARIsAFOELTl-Vvu4Hs_ieYugP-RAVX6JRPvJP37BdevOJeL-I29yEwdAMPrYPIsaAtSbEALw_wcB) for full list of pre-approved organizations.
	+ Once a non-profit organization has been approved for a chapter to collaborate with, as part of the collaboration request process, the chapter does not need to submit additional requests for future collaboration with the same organization.
* Approved topics
	+ Collaborations should not be with organizations or on topics that are in conflict with an existing Society position, they should be consistent with goals and objectives of the Society.
	+ If you are unsure if the topic is in line with Society positions, submit the Collaborator Request Form to seek approval. You can view topics that HIMSS is focused on [here](https://www.himss.org/resources-topic-list).
	+ HIMSS reserves the right to disband a collaboration that is in conflict with the positions of the Society.
	+ HIMSS is nonpartisan. Chapter collaborations and events should be nonpartisan as well. You may partner with and review resources from [HIMSS State Partners](http://clra.himsschapter.org/himss-state-partners) and review the [HIMSS Policy Pillars and Policy Priorities](http://clra.himsschapter.org/sites/himsschapter/files/ChapterContent/clra/GR_Two-Pager%20FINAL.pdf).