

COUNCIL POLICIES

CACC
Policy Manual

Policy Number: 1.4

Subject: Joint Ventures

Purpose:

The Joint Venture Agreement (JVA) is a contract between participating member chapters to equally finance, support and collaborate in the presentation of yearly education programs for infection control related fields of practice.

The JVA will provide a central mechanism for accounting and reporting expenditures and revenue from these projects or programs.

Scope:

The scope of a joint venture will be defined in the educational program proposal. The disbursement of funds requires a unanimous agreement of the JVA participants.

Policy:

1. Program chair or designees should provide updates at CACC meetings to keep membership informed about upcoming ventures.
2. Chapter representatives are invited to become part of the planning committees for joint venture projects.
3. A Willingness-to-Serve form should be submitted to the program chair.
4. The Treasurer of the educational program will send an invitation to participate in the joint venture agreement to each chapter no later than 9 months before the program or project is scheduled.
5. Documents to be included in the mailing are:
 - a. Proposed contract
 - b. Agreement signature document
 - c. Copies of the proposed program and budget.

Chapters who have elected to participate will return the signed contract to the JVA Treasurer by the requested date.

4. Participating chapters' contributions will be sent by the requested date of the year prior to the scheduled program or project.

5. At the end of the program or project, any revenue that remains after all debts have been paid will be equally disbursed

To each participating chapter as stated in the contract.