

Section: Partnership	Document No.: OFPA- to be assigned by EA
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TITLE: OFPA Partnership agreements

1.0 OBJECTIVE

To ensure OFPA Partnership agreements are set up to mutually and fairly benefit both parties

2.0 SCOPE

This procedure applies to the Chair who is responsible to lead the Partnership portion of the OFPA responsibility

3.0 RESPONSIBILITY

-Partnership Chair maintains and negotiates mutually beneficial agreements between the partners while also looking for new partners for the OFPA. However other board member may also bring forward potential members.

-Chair also ensure that Partners and the OFPA uphold their obligations under the agreements.

4.0 PROCEDURE

- a) Beginning of every year, month of January, the OFPA Director at Large for Partnership will review the previous year's agreements.
- b) Chair will send the pervious years agreements to the President of the Board and together review the agreements and see if any changes or updates are required. Suggestions from other board members are also welcomed
- c) Chair will then send the previous year's agreements, with any suggested changes/updates to the partners for approval.
- d) Partners may agree or may counter the agreement with other amendments.
- e) Chair will send the agreements, with any amendments to the rest of the Board
- f) During the February meeting the Board will vote on the agreements (pass or to continue to negotiate terms).
- g) Once partnership agreements are completed and both parties have signed, the Chair will update the information in the DOC-Partn-01: partnership agreement summary of commitments. This document summarizes all the obligation for OFPA and the partners
- h) Chair will continue to monitor the obligations and ensure that they are being performed and prescribed in the mutual agreements.

5.0 RECORDS:

Partnership agreements
DOC-Partn-01 partnership agreement summary of commitments.
Partnership registry (Contact info for current and pass partners of OFPA)

6.0 DEVIATION PROCEDURE:

If OFPA or Partner cannot fulfill their obligations, this must be discussed with the Partner. Example if OFPA sell out booths and a partner decide they want to use their booth after saying they didn't need it, or if Partner isn't e-blasting advertising for OFPA events. If deviations persist then the board will vote if to continue to Partner with that organization.



Ontario Food Protection Association

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Log of change:

REVISION DATE	REVISION LEVEL	DESCRIPTION OF CHANGE	Author	APPROVAL
March 5, 2020	New		Laurie Sawyer	