**Contracts and Copyright Discussion**

**RFPs and Contracts**

Q: Does your affiliate follow the following standards? Why or why not?

* Request for Proposal (RFP) is created and distributed for all services costing over a designated amount
* A selection committee evaluates RFPs for best fit at most economical price for the affiliate, and makes a recommendation to the board who votes on the final decision
* Authorized signers are designated each year, and only they are able to sign contracts on behalf of the affiliate
* Contracts are evaluated on fulfillment of deliverables and economic feasibility

Q: How are current contracts evaluated? No formal process

* No current process in place
* Informal observation of performance only
* Regular feedback given to contractor in real time
* Board evaluates the contracted party semi annually/annually
* Contracted party evaluates performance and support
* Through the budget process – can we afford to continue?

Q: What ideas do you have for improving how your affiliate evaluates contracts?

* Create a timeline for regular formal and informal evaluation
* Designate board positions to act as a liaison to the contractor
* Design two way evaluations for the board and contractor to give feedback
* Create a way for tracking performance

**Copyrights**

Q: What tactics do you employ to train your volunteers on copyright standards?

* We don’t have any tactics
* All communication/graphics/use of images are vetted through a communication committee
* Volunteers request types of images, and a volunteer familiar with copyright identify images to use
* Copyright standards are part of volunteer training and orientation

Q: How do you ensure copyright law is followed by webinar and conference speakers?

* We insert language into the speaker agreement covering copyright and original work
* Slides are reviewed for content and to ensure images/charts are attributed

Q: What social media platforms does your affiliate utilize, and how are images selected for use on the platforms?

* Facebook
* Twitter
* Instagram
* LinkedIn
* Images are selected by volunteers, and no vetting occurs
* Images are selected by volunteers and confirmation occurs to ensure they are appropriate to use