

Registry of Interpreters for the Deaf, Inc.
Affiliate Chapter Relations Committee

Affiliate Chapter Handbook
Third Edition
Section 12

Inter-Organizational Agreement:
Pooling our Resources

© Copyright 2006, 2004, 2003 Registry of Interpreters for the Deaf.
Written/Compiled by the Affiliate Chapter Relations Committee, 2001-2007.

Inter-Organizational Agreements

There are times when resource sharing between affiliate chapters, local districts or with outside organizations can be beneficial. This can build valuable working relationships with members of organizations who share a common interest or need. For example:

1. Two affiliate chapters may agree to provide a presenter for each other's affiliate chapter's annual conference. Or,
2. In exchange for a presenter, the receiving affiliate chapter may provide free registration fees for several board members to attend the conference.
3. A state association of the deaf requests that the state affiliate chapter of RID provide interpreting services for a conference. In exchange, the affiliate chapter of RID will receive exhibit table space and hotel accommodations and/or meals for the interpreters.

It is best to put all expectations and responsibilities in writing and have representatives from each organization sign the agreement, thus treating it as a contract.

Specific information contained in an agreement depends upon the requirements of the two organizations and can be made as detailed as necessary. For example, if an affiliate chapter of RID is providing interpreting services to an organization's conference or business meeting, it is important to have things in writing such as all fees to be paid, presenter' bios and outlines requested (in advance), lighting needs, languages to be used, etc. Of course, it is difficult to put everything in writing but with a little time and planning, a written agreement can ease concerns over who is responsible for fulfilling which tasks.

Appendix A is an example of a letter of agreement between two affiliate chapters of RID. Keep in mind that it is best to consult an attorney for legal advice relating to contracts.

Appendix A

Dear President Smith:

This letter confirms an agreement made by the *AFFILIATE CHAPTER NAME #1* Registry of Interpreters for the Deaf and the *AFFILIATE CHAPTER NAME #2* Registry of Interpreters for the Deaf.

AFFILIATE CHAPTER NAME #1 agrees to send one certified interpreter to work at the *AFFILIATE CHAPTER NAME #2* annual conference to be held in Capitol City (insert date). *AFFILIATE CHAPTER NAME #1* agrees to cover the transportation costs (airfare) and meals for the interpreter. *AFFILIATE CHAPTER NAME #2* agrees to cover hotel accommodations and the hourly payment for working hours.

Please sign one copy of this letter and return to *AFFILIATE CHAPTER NAME #1*, P.O. Box 1234, Capital City, 98765-4321 attn: President.

Thank you and we look forward to this cooperative agreement. Have a wonderful conference!

Sincerely,

Margaret Jones
President

Cc: *AFFILIATE CHAPTER NAME #1* Board of Directors
AFFILIATE CHAPTER NAME #2 Board of Directors