

IAP2 CANADA EMERGING CHAPTER LETTER OF INTENT



To: [Insert Name of the Steering Committee c/o chair or to all the members if required]

Dear _____:

IAP2 Canada is very pleased that you have stated your intention to become a Chapter of IAP2 Canada. This letter of intent is to set out the mutual expectations between us to support that goal.

Name

This chapter will be known as the _____ Chapter of IAP2 Canada (“the Chapter”)

Geographical Scope

The chapter will include IAP2 Canada members in the following area [describe by city, state/province, county, or region] (the “Chapter Area”):

Steering Committee

We understand that the following individuals have volunteered to be part of the Steering Committee (“the Committee”) and they intend to complete the process of establishing the Chapter.

- Name, Role (if applicable)
- Name, Role
- Name, Role

Mutual Commitments

IAP2 Canada and the Committee make the following mutual commitments towards establishing the Chapter.

A. Committee Commitments

1. The Committee will use its best efforts to fulfill the actions set out in its [Refer to document or proposal prepared by the Committee and accepted by IAP2 Canada. If none is available yet, insert a Committee Commitment to supply a draft by a specified date for IAP2 Canada approval.], attached to this letter of intent as Appendix A.
2. The Committee’s activities will support and be consistent with the objects of IAP2 Canada, as set out in Appendix B, and with the Core Values of IAP2 International Federation, as set out in Appendix C;
3. The Committee will continue to provide regular reports to IAP2 Canada on achievement of the activities set out in Appendix A;

4. The Committee will create and maintain a financial management and accountability system that is acceptable to IAP2 Canada prior to receipt of any funds;
5. The Committee agrees to keep members in the Chapter Area, and the leadership from any adjacent existing Chapters, informed of activities it plans within the Chapter Area through appropriate communications, such as updates on the IAP2 Canada web site or direct e-mailing;
6. The Committee will entertain opportunities for collaboration with existing Chapters and other regional organizations that support the objects of IAP2 Canada, provided they are consistent with the Committee's financial and volunteer capacity;
7. The Committee will provide designated and alternate liaison persons to participate on the IAP2 Canada Chapter Liaison Committee and/or communicate with the IAP2 Canada Board of Directors.

B. IAP2 Canada Commitments

1. IAP2 Canada confirms it accepts the proposed work plan [or will provide a timely approval once submitted] to create the Chapter, as set out in Appendix A.
2. Subject to Committee's commitment #4, above, IAP2 Canada will provide financial assistance to the Committee to support the formation of a Chapter based on the activities and/or budget set out in Appendix A in accordance with the established chapter grant process as set out in Appendix D. Additional financial assistance will be evaluated on an as needed basis through the same grant process.
3. IAP2 Canada will provide the chapter with a current e-mail list of all IAP2 Canada members within the geographic limits of the chapter. This list will be updated on a monthly basis by IAP2 Canada to reflect member changes in that geographic area.
4. IAP2 Canada will respond to those who have expressed an interest in learning about IAP2 Canada and its activities including providing information regarding the emerging chapter.

Membership

All members of IAP2 Canada who live within the Chapter Area are considered members of the chapter unless they elect to be considered a member-at-large.

Termination

This letter of intent and all mutual commitments thereunder will terminate on the earlier of;

1. Completion of the activities in Appendix A and establishment of a Chapter leadership operating with a governance and accountability framework that is acceptable to IAP2 Canada, or;
2. Two years from the effective date of this letter of intent, unless such date is extended by written agreement of the Committee and IAP2 Canada.

Adoption of the Letter of Intent

Read, understood and agreed to at _____ this _____ day of _____, 20__ by:

On Behalf of the Committee

Read, understood and agreed to at _____ this _____ day of _____, 20__ by:

On Behalf of IAP2 Canada

Name/ Title
"I have authority to bind the corporation."

Name/ Title
"I have authority to bind the corporation."