

CVRAC Participation Standard Operating Procedures

Section 1: "CVRAC participation" is defined as:

- A. A minimum attendance at Board of Directors meetings of fifty percent by each entity.
- B. Must be a member of a committee and participate in seventy-five percent of those meetings.
- C. Compliance with Bylaws, Trauma Plan, or other guidance of the CVRAC.
- D. P.I. reports will be completed and turned in to either the Trauma or Acute chair depending on the report due no later than 30 days after the end of a quarter.
- E. All forms, invoices and any other requested information or request will be turned in by the CVRAC designated due date.
- F. Compliance with Financial Policy.
- G. For HPP funding, each entity must comply with all HPP requirements.
- H. Hospitals must update EMSsystem daily and as requested.
- I. Review the Non Profit Financial Responsibility Video and sign the Board Responsibility Attestation Form as required by DSHS.

DUES: \$500 FROM HOSPITALS, \$250 FROM EMS, and FIRST RESPONDERS. Dues notices will be sent out July 1st & due by August 31st.

Section 2: Failure to maintain CVRAC participation guidelines.

A. All entities are expected to participate as a "whole", which means, if the entity fails to maintain participation in any given area, the following would apply. For the first infraction that entity would lose 1/3 of their funding, for the second infraction they would lose another 1/3 for a total of 2/3 of their funding and 3rd infraction would lose all their funding for that year. A year is defined as from Sept. 1st to August 31st of any given year. An infraction is defined as not complying with CVRAC Participation guidelines in section one.

Section 3: Removal, Resignation and Ineligibility:

A. Any member of the Regional Advisory Council TSA-K may be removed or replaced, by the respective organization, which appointed him or her. Such organization shall forward a written statement on entity letterhead regarding the replacement to the CVRAC.

B. An entity who wishes to resign as a member of CV RAC shall notify the Chair or his/her designee and the respective appointing organization of such resignation. Resignation becomes effective upon the receipt of such notice. Any equipment or items purchased with Hospital Preparedness Funds or other CVRAC Grant funds must be returned to the CVRAC office.

C. An entity becomes ineligible for membership upon the occurrence of any of the following:

- 1 The entity affiliation is no longer within CVRAC or
- 2 The entity no longer meets the requirements of their position on the CVRAC.

Approved