



<b>Health Ministries Association</b>	Original Effective Date	01/31/2020
	<b>Operations Manual - Policy and Procedure</b>	Current Effective Date
<b><i>Vetting Resources</i></b>	Dates Reviewed	

- I. **Policy:** It is the policy of HMA to share information regarding resources that may be useful to any member serving in health ministry. Resources come from a variety of sites, including government, educational, non-profit, and for profit. It is the policy of HMA to not endorse any specific product, service or vendor.
  
- II. **Purpose:** The purpose of this policy is to clarify the procedure for assessing resource appropriateness and integrity.
  
- III. **Procedure:**
  1. Possible resource is identified. This may occur via multiple routes:
    - a. Request from resource provider to Executive Director and/or any HMA Board member, and/or any HMA member.
  2. Resource sharing request is sent to Executive Director.
  3. Executive Director evaluates potential resource using criteria:
    - a. Does this resource provide information relevant to the mission of HMA?
    - b. Is this resource evidenced-based? Current?
    - c. Does this resource meet a need not previously addressed by HMA?
    - d. What is the source of this resource?
      - i. Government agency.
      - ii. Educational program.
      - iii. Non-profit organization.
      - iv. For profit entity.
    - e. Does this resource offer a product for purchase?
      - i. If yes, is the product bias inherent in the material?
  4. If the resource is deemed appropriate, the Executive Director requests the Office Manager to list on the website. If questionable, consultation is obtained with the Board of Directors.
  5. Whenever possible, HMA will request reciprocity from the resource provider. This may include mutual sharing of HMA information with other organizations/agencies, etc.