

VAHAV Blue Book
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Section 8 - District Information

Meetings

Annual Conference Presidents
Annual Spring District Meeting

Courtesies

As in many situations, protocol must be followed. It is wise to remember protocol when introducing people at any auxiliary function, or seating people at a banquet. The highest-ranking guest should be seated to the presiding officer's right and introduced first. Following is a brief list of VAHAV and auxiliary officials according to rank:

Officers of VAHAV (Executive Committee)
Officers of VAHAV (Board)
District Officers
Auxiliary Officers
Members

When a State or District Officer has been asked to speak, he/she should be permitted to do so at the beginning of the meeting, particularly if there is other business or entertainment planned.

Budgeted Funds

Budgeted funds may be spent for the following:

- Telephone calls
- Postage
- Printing/copying
- Mileage for District business
- Overnight accommodations for District business
- Expenses incurred doing District business
- District Retreat (when funds from meeting registration are insufficient)
- Expenses incurred going to other District meetings for education purposes
- Expenses incurred by Nominating Committee of the District

Please do not take this to mean that you should spend all funds in your budget, simply because the funds are budgeted for your District.

District Standing Rules

1. The membership of the VAHAV is divided into five districts. The names of the five districts shall be Capital, Hampton Roads, Northern, Piedmont and Southwestern.
2. The object of each district shall be to bring into close unity the member



organizations of the district to promote the policies, objectives and membership of the Virginia Association of Healthcare Auxiliaries and Volunteers.

3. Any hospital or healthcare facility auxiliary/volunteer organization, approved by the VAHAV that is located in the areas designated geographically shall be a member of that district.

4. OFFICERS:

The officers of the district shall be the Chairman, Vice-Chairman and Secretary who shall perform duties as outlined in the District Officers' Job Descriptions.

- a) The term of an elected officer shall be two years. In special circumstances, with the approval of the VAHAV board, the term may be extended. An appointed officer filling an un-expired term for less than twelve months shall be eligible for election to that office for the regular two-year term.
- b) If possible, no two members of the same member organization shall serve as officers of the district simultaneously. An attempt shall be made so there is no concentration of chairman and officers from on hospital or healthcare facility.
- c) In the case of a vacancy in the office of the District Chairman, the Vice-Chairman shall perform the duties of that office for the un-expired term. If the Vice-Chairman is unable to fill the office of District Chairman, leaving both offices vacant, the VAHAV President shall appoint a chairman. The District Chairman shall appoint a replacement to fill all the other vacancies, including Vice Chairman.
- d) Only members of a member organization in the district are eligible to hold office. No paid Director of Volunteer Services, or other healthcare professional, may hold office in VAHAV.

5. COMMITTEES:

- (a) The Executive Committee shall be composed of the elected district officers.
- (b) Standing Committees may be the Newsletter, Public Relations, Legislation, Legal Concerns, Gift Shops, Teen Volunteers and Thrift Shops.
- (c) Special Committees may be established at the discretion of the District Chairman.
- (d) The District Nominating Committee shall consist of three members. No member shall be nominated to serve on the Nominating Committee unless that person's consent has been obtained. The District Chairman shall appoint two members, and the Vice-Chairman of the district shall be chairman of the committee.

6. MEETINGS:

- (a) The Presidents' District Meeting shall be held in the fall during the VAHAV Annual Conference. The Meetings are attended by the President and President Elect of each member organization or by a designated representative. All members attending Annual Conference should attend a District meeting.
- (b) Member organizations may present reports at this meeting. The reports shall be limited to two minutes and may include a summary of projects such as fund-raising, awards or community outreach.
- (c) A Spring District Meeting shall be held, hosted on a rotation basis by district member organizations. The election and installation of district officers shall be held at this meeting. Elected officers shall begin their term of two years after the VAHAV Annual Conference.
- (d) Dates for Annual Spring District Meetings are set after consultation with the VAHAV President.

- (e) The following shall be entitled to vote at District Meetings: district officers, delegates from member organizations, past district chairmen and VAHAV board members who reside in the district. Each member organization shall be entitled to two voting delegates.
- 7. Special district funds shall be raised only with the approval of the VAHAV Board of Directors.
- 8. A quorum for transaction of the district's business shall be a majority of delegates present and voting.
- 9. The District Chairmen shall review the District Standing Rules in odd-numbered years.
- 10. Amendments to the District Standing Rules may be proposed and approved at any District Meeting and shall become effective on the final approval of the VAHAV Board of Directors.
- 11. At the discretion of the VAHAV President and the outgoing District Chairmen, the incoming District Chairman will be invited to attend the VAHAV Board Meeting.
- 12. All records shall be kept by the District Secretary and then passed by the outgoing District Chairman to the incoming District Chairman.
- 13. The parliamentary authority for the District shall be Robert's Rules of Order, Revised.

District Officers Job Descriptions

District Chairman

The District Chairman is chief executive officer of the District and shall be an ex officio member of all committees, except the Nominating Committee. The Chairman will serve on the Board of Directors of the VAHAV for his/her term of officer. The Chairman shall keep the VAHAV President, President-Elect (District Liaison) and Communications Chairman informed of names and addresses of all Auxiliary Presidents and submit a statistical report of the District as requested. The District Chairman will make a written report to the VAHAV Board at all Board Meetings. He/she will have copies for the President and Recording Secretary and retain a copy for the District files. The Chairman shall preside at all meetings of the District and the District Executive Committee. The Chairman shall appoint chairmen of committees as required to perform the work of the District, except where otherwise provided in the District Standing Rules. The Chairman shall supervise plans for extending, unifying and implementing the work of the VAHAV throughout the District, approve all programs of District, plan Spring District Meeting and a Presidents' Meeting during the VAHAV Annual Conference. A call letter should be sent to all Auxiliary Presidents and VAHAV Board Members at least thirty days prior to these meeting dates. The District Chairman is encouraged to visit with member auxiliaries at least once during his/her term of office and shall work closely with the Vice-Chairman, encouraging him/her to accompany the District Chairman on travel throughout the District.

District Vice-Chairman

The District Vice-Chairman will work closely with the District Chairman and accompany the Chairman whenever possible on travels throughout the District, keeping in mind that the Vice-Chairman is expected to follow the Chairman in office.

District Secretary

The District Secretary shall accurately record the minutes of the meetings of the District in permanent books belonging to the District. Under the directions of the District Chairman, the Secretary shall perform the necessary correspondence of the District. A copy of the minutes shall be sent to the District Chairman within thirty days of District Meetings.

Section 9 - Annual Meetings

Annual Spring District Meetings (ASDM)

The Annual Spring District Meetings shall be held during March, April or May. The Host Auxiliary shall be selected by the District Chairman. The Host Auxiliary shall select the Host Committee and necessary committees from its membership.

The District Chairman serves as the Annual Spring District Meetings Chairman and consults with the President-Elect (District Liaison), District Vice-Chairman and the Host Chairman concerning the program, makes arrangements for speakers, schedules events, and generates publicity and interest for the Annual Spring District Meetings among the district member organizations. A call letter shall be sent to all district Organization's Presidents, Directors of Volunteers, the VAHAV President, VAHAV President Elect, current VAHAV Board members residing in the District, and past VAHAV Presidents residing in the District.. All mailings will be sent first class mail, no later than thirty days prior to the District Meeting. The VAHAV Communications Chairman will furnish address labels. The following information shall be included in the call letter:

- Name and address of Reservations Chairman
- Agenda for Retreat
- Registration fee and cancellation information
- Directions to the meeting

If for any reason the District Chairman is unable to serve as Annual Spring District Meeting Chairman, the Vice-Chairman of the District shall perform the duties. In the unlikely event neither can serve, the VAHAV President shall appoint a person from the District to chair the Annual Spring District Meeting after consulting with the Chairman and Vice Chairman.

The Annual Spring District Meeting Chairman keeps the Host Chairman, as well as Registration Chairman and District Liaison, informed of coming events, using their home addresses for correspondence, e-mail, FAX or telephone. The Annual Spring District Meeting Chairman confirms arrangements with the Host Committee Chairman—this includes such items as meals and refreshment breaks. A planning meeting with the Host Chairman will be held no later than January of the Annual Spring District Meeting.

The Host Committee Chairman will notify the Annual Spring District Meeting Chairman of the names of the Chairman for Registration, Banquet/Luncheon, Hospitality and others as required.

The Registration Chairman shall be appointed from the Host Auxiliary and shall receive all applicable registrations forms and fees, plus money due for meals. A list of persons and organizations attending will be kept and given to the District Secretary at the close of the meeting; this list will become a part of the permanent record. The Registration Chairman shall keep a detailed record of the receipts and disbursement for the meeting. (Monies received for meals and registration may be deposited in a separate bank account opened for that purpose.) Should any funds remain after all expenses are paid, monies are to be sent to the VAHAV Treasurer within 60 days with a detailed financial report which identifies all incomes and expenses for the Annual Spring District Meeting.

All persons attending the Annual Spring District Meeting must register in advance. Each District sets registration fees. These fees should cover the cost of the meeting unless sponsorship of

speakers and function is obtained. No refunds will be made after date set by Annual Spring District Meeting Chairman in consultation with the host Committee Chairman.

Guidelines for Annual Conference

Registration Committee

The **Registration Committee** shall appoint a Chairman to work with the VAHAV Conference Coordinator of the Annual Conference. This committee is responsible for:

1. Handling all aspects of the registration for the Annual Conference.
2. Attending all scheduled meetings called by the VAHAV Conference Coordinator.
3. Assisting the Social Host Committee, if required, (during the conduct of the meeting).
4. Finalizing, cooperatively with the VAHAV Conference Coordinator, all decisions pertaining to mailing and receiving/recording registration forms, development of registration packets, meeting packet, name badges, financial activities in conjunction with the VAHAV Treasurer and final reports, etc.

Conference Planning:

A Conference planning meeting is scheduled at the Hotel/Conference Center with the VAHAV Conference Coordinator, Annual Conference committee members,, Chairman of the Social and Registration committees, and the hotel conference planner, approximately 7 months prior to the planned conference. The purpose of this meeting is to familiarize all with the duties and responsibilities of the committee members, hotel layout for the conference, and to begin to identify budget and program requirements.

Finances:

VAHAV budget allows for \$900 for the Registration Committee. Part of the committee expenses may or may not be provided by, the hospital represented by the committee. Expenses for such items as material, decorations, signs, printed material copies, favors, and telephone expenses, etc., shall be identified and reported. Expenses incurred can be turned in to the Conference Coordinator at the end of the meeting using the itemized voucher/statement. Should funds be required up-front, this can be arranged with the VAHAV Treasurer on an as-needed basis. **Any additional expenses above the budgeted amount will be the responsibility of the Social Host Committees' Auxiliary/Hospital.**

Committee Expenses:

Members of the Registration Committee who are intending to participate in workshops and other events (other than meals). will be expected to pay their registration fee. For those members who are attending only to carry out the duties of the committee, will be exempt from paying registration fees, but will pay for any meals they! choose to have. All members of the committee, in attendance, will receive packets and other meeting, materials.

Registration Fee:

The registration fee will be voted on at the VAHAV May meeting. The fee will cover conference

material, three meals and the VAHAV reception.

Accommodations:

The Registration Committee will be given one standard room for two nights at the VAHAV expense. Should you want to upgrade to a larger room, the Registration Committee shall be responsible for the difference in the cost.

Committee Identification:

Choose your own special way of being identified to the attendees. At previous meetings items such as hats, aprons, shirts, flowers, and vests-just to mention a few-have been used. The cost of special ID items may be taken from available funds provided by VAHAV, but can come from the committee's hospital or individual committee members (if it is an item that can be used for other things-such as shirts)

Registration Mailings:

The VAHAV Conference Coordinator has the responsibility for supplying the Chairman of the Registration Committee with mailing labels, confirmation cards/fax cover, if needed, workshop assignment master form and master copies of all materials for mailing. The Registration Committee will be responsible for purchasing mailing envelopes, copy material, and mailing out the Annual Conference "tickler" card, which is supplied by the VAHAV Conference Coordinator, registration notices and forms to all VAHAV member healthcare facilities, Past President, and VSDHVS members. The mailing date will be determined by the Annual Conference Chairperson. The Registration packet should include the following:

- Cover Letter
- Map to Hotel
- Tentative Schedule
- Facility Map
- Workshop Overview
- Register "Early" notice
- Registration Form
- Special Events
- Hotel Registration Form
- Entertainment
- "Hints" for Conference
- Restaurant Guide

Return of Registration Forms:

Develop lists of attendees by district, identifying voting delegates, VSDHVS members guests, and speakers. Assign and record selection of workshops (first-come basis) and round table numbers. Send out confirmation of registration to all. The Committee person responsible for handling the checks received with the registration forms should develop a form to record the registrants in duplicate and forward one copy to the VAHAV Treasurer with the, associated checks. Checks for registration should be sent to the VAHAV Treasurer via "Certified Mail" and sent to the Treasurer when amounts of \$2000 or more have been received. Keep the Annual Conference Chairman informed of work shop and round table numbers, any special needs that have been requested, etc.

Registration Confirmation:

Use a post card to notify attendee of receipt of registration.

Meeting Registration Packets:

Both the VAHAV Conference Coordinator and the Registration Committee Chairman an have the responsibility for putting together the contents of the registration packets. Contents are as follows, subject to change if deemed appropriate:

VAHAV Conference Coordinator is responsible for:

- Final Meeting Program (just prior to conference)
- Evaluation Form
- Round Table Information
- Vendor List/Staff List if not in Program
- Hotel Map of Event/Workshops
- Name Badge Holder (recycled)
- Restaurant Suggestion/Guides
- VAHAV Board Member Materials, if required (300 copies needed)

Registration Committee is responsible for:

- Folders/Envelopes for Materials
- Copy and Include Materials from VAHAV Conference Coordinator
- Workshop/Round Table Assignments
- Attendee Lists
- Special "Gift" Items
- Name Badges (see below)

Meeting Packets:

Once all the materials are gathered by the Registration Committee, supplied by the VAHAV Conference Coordinator and the committee itself, it is then appropriate to complete the meeting packets for each attendee, guest, and speaker. Once the packet is complete it should be sent to the Web Master for posting on the web site.

The following represents the suggested contents of the packet

- Meeting Program
- Vendor/Meeting Staff
- VAHAV Board Member Flyers, etc.
- Information (may be in program)
- Name Badge
- Special Flyers/Information
- Hotel Map (provided by Conference Coordinator)
- Restaurant Guide
- Hotel Information
- Workshop/Round Table Assignments
- Any special "gifts" (notepads, pencils, etc.)

- Meeting Evaluation Form
- Attendee Lists

Name Badges:

Badges must be color-coded by VAHAV Districts, guest and speakers. Suggested colors are:

- Capital District - Blue
- Hampton Roads District - Light Green
- Northern District - Pink
- Piedmont District - Lavender
- Southwestern - Yellow
- Speakers – Red
- Guests/Vendors - Tan

The information on the badges should be as follows

- VAHAV or Meeting Logo
- First Name in Large Letters
- Surname - Regular Letters
- Where appropriate- VAHAV Board Member/VAHAV Past President
- Hospital Name/City
- Identifying Voting Delegate
- Identifying "First Timers"

Speaker, Guest and Vendor badges should include pertinent information.

It is advisable that extra packets and blank name badges be prepared for any last minute changes in registrants.

Credentials Report:

A Credentials Report is to be given by the Chairman of the Registration Committee at the last session of the Conference. It should consist of the final attendance figures for VAHAV fulltime attendees/same day attendees, and a by district breakout. A formal copy of this report must be given to the VAHAV Conference Coordinator in the final report.

Miscellaneous:

The Registration Committee should assist the Social Host Committee, as needed, to collect the name badges and evaluation forms at the completion of the conference.

The Registration Committee should possess knowledge of the meeting facility for the purpose of assisting attendees with directions as required.

Invitees:

The Annual Conference Chairman (VAHAV Conference Coordinator) will write a letter to the hospital administrator of the Registration Committee inviting him/her to address the Conference.

A meeting with the Annual Conference Chairman (VAHAV Conference Coordinator), Treasurer, and Past President, as well as hotel staff, is scheduled the day before the Annual Conference.

Virginia Association of Healthcare Auxiliaries and Volunteers

Guidelines for Annual Conference

Social Host Committee

The Social Host Committee shall appoint a chairman to work with the VAHAV Conference Coordinator of the Annual Conference. The committee is responsible for

1. Serving as host/hostess for all scheduled meetings.
2. Attending all scheduled meetings called by the VAHAV Conference Coordinator.
3. Assisting the Registration Committee during the meeting time.
4. Preparing signs for the scheduled workshops.
5. Setting up the room for the VAHAV Board Meeting which is held immediately prior- to the Annual Meeting.
6. Serving as host/hostesses at all scheduled meals.
7. Being easily identified

The Social Host Chairman and the VAHAV Conference Coordinator will select the decorating theme and colors.

Conference Planning:

A Conference planning meeting will be scheduled at the Hotel/Conference Center with the VAHAV Conference Coordinator, Annual Conference committee members, Chairmen of the Social and Registration committees, and the hotel conference planner, approximately 7 months prior to the planned conference. The purpose of this meeting will be to familiarize all with the duties and responsibilities of the committee members, hotel layout for the Conference, and begin to identify the budget and program requirements.

Finances:

VAHAV budget allows for \$1000 for the Social Host Committee. Part of the committee expenses may or may not be provided by the hospital represented by the committee. Expenses for such items as materials, decorations, signs, printed materials, copies, favors, and telephone expenses, etc, shall be identified and reported. Expenses incurred shall be turned in to the Conference Coordinator at the end of the Conference, using the itemized voucher/statement. Should funds be required up-front, this can be arranged with the VAHAV Treasurer on an as-needed basis. **Any additional expenses above the budgeted amount will be the responsibility of the Social Host Committees' Auxiliary/Hospital.**

Entertainment:

The Social Host Committee will engage entertainment for the Banquet, usually held (On

the first night of the Conference. The cost of the entertainment must not exceed \$500.00. This money is in addition to the money budgeted for the Social Host Committee. The Conference Coordinator, Annual Conference Chairman, must approve the proposed entertainment and the cost involved before a final commitment is made.

Committee Expenses:

Members of the Social Host Committee, who are intending to participate in workshops and other events (other than meals), will be expected to pay their registration fee. Committee members who are in attendance only to carry out the duties of the committee, will be exempt from paying registration fees, but will pay for any meals they choose. All members of the committee, in attendance, will receive packets and other meeting materials.

Registration Fee:

The registration fee will be voted on at the VAHAV May meeting. The fee will cover conference materials, three meals and the VAHAV reception.

Accommodations:

The Social Host committee will be given one standard room for two nights at VAHAV expense. Should you want to upgrade to a larger room, the Social Host Committee shall be responsible for the difference in the cost.

Committee Identification:

Choose your own special way of being identified to the attendees. At, previous meetings, items such as hats, aprons, shirts, flowers, and vests-just to mention a few-have been used. The cost of the special ID items may be taken from available funds provided by VAHAV, but, can come from the committee's hospital or individual committee members (if it is an item that can be used for other things-such as shirts).

Signs:

1. Provide one large WELCOME sign near the main entrance.
2. Provide signs for the workshops.
3. Provide signs for special meetings such as the President's meeting, District Meetings and First Timers, etc.

Most meeting rooms have slots attached to the walls outside of each room for signs. This will eliminate the need for an easel which tends to impede traffic flow and are expensive to rent. All signs should be of large, clear print and eye-catching. They can be done by computer or calligraphy, etc.

Favors:

Favors for all attendees are left to the discretion of this committee. Approximately 350 of each favor is needed.

Centerpieces:

Centerpieces are needed for the breakfast, lunch, and dinner meals. It is recommended that they be low enough that everyone can see over them while seated. One floral arrangement is needed for the President's suite and the same one can be used for the VAHAV Board Meeting. If there is a head table, a centerpiece will be needed. Decorations may be given as door prizes.

Invitees:

The Annual Conference Chairman, VAHAV Conference Coordinator, will write a letter to the hospital administrator of the Social Host Committee; inviting him/her to address the Conference.

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Miscellaneous:

Be available to collect Name Badges and Evaluation Sheets at the end of the Conference.

A meeting with the Annual Conference Chairman (VAHAV Conference Coordinator), Treasurer, and Past President, as well as hotel staff, will be scheduled the day before the Annual Conference.

Social Host Guidelines 3 March 2003

Virginia Association Of Hospital Auxiliaries and Volunteers

Capital - Hampton Roads - Northern - Piedmont - Southwestern

Section 10 - Spring Meeting Guidelines

- I. The **Spring Meeting Chairman** of the Association shall:
 - A. Be responsible for the Spring Meeting to be held in the spring (April or May) on even-numbered years. The site and all necessary committees shall be selected with the approval of the President. The proper meetings shall be held with committees and on-site to make the necessary arrangements.
 - B. With the President's approval, prepare the program, secure speakers, vendors, and do the required publicity among VAHA membership to stimulate interest.
 - C. Send copies of meeting policies and past committee reports to Social & Registration Committee Chairman.
 - D. Schedule time and location for a planning meeting with Social & Registration Committee Chairman.
 - E. Prepare and submit to the Registration Chairman necessary application forms for registration, hotel forms, and a current roster of the VAHA Board, Auxiliary Presidents Past VAHA Presidents, and VSDHVS Members. Prepare a final report to be submitted to the VAHA Board at the September meeting following the Spring Meeting.
- II. **The Social Host Committee** shall appoint a chairman to work with the VAHA Spring Meeting Chairman. The committee is responsible for serving as host for all scheduled meetings, all scheduled meals and preparing signs of the scheduled workshops. The committee is responsible for setting up the room for the VAHA Board. Funds are budgeted for the expenses incurred.
- III. **The Registration Host Committee** shall appoint a chairman to act as REGISTRATION CLERK. This chairman shall work closely with the Spring Meeting Chairman, sending out the call letter and forms necessary for registration, for meeting and hotel accommodations, keeping an accurate record of members, speakers and guests attending the meeting, registered, actually attended, hotel rooms and meal attendance. Registration fees and a detailed record of such receipts shall be forwarded to the VAHA Treasurer by registered mail, in increments of \$1,000.00. All badges and meal tickets shall be included in the registration packet and distributed by the committee at the registration table. The badges shall have inserts imprinted with "Virginia Association of Hospital Auxiliaries". The name of the registrant, name of the hospital, and city shall be shown on the badge. Non-VAHA members, guests, and speakers shall be registered and issued a guest badge. VAHA President and President-elect and speakers will be registered gratis. State board members shall have ribbons designating their office. All persons attending must register, preferably in advance. A copy of the registration lists by districts, shall be available at the registration table. Budgeted funds for expenses incurred by the committee are available

- IV. **Finances** Profit on any of the programmed events shall not be attempted beyond the financial need for the meeting. VAHA may not give honorarium to a speaker or workshop leaders, unless sponsored by a "fund raising" company. The Social & Registration chairman may submit accommodation and travel expenses for one pre-planning meeting. One room per host auxiliary for chairman and their meals are also provided by VAHA. All expenses must be endorsed by the Spring Meeting Chairman. All expenses must be entered on the appropriate voucher and submitted to the Treasurer for payment. At the conclusion of the meeting the Spring Meeting Chairman and Treasurer shall meet with a hotel representative for approval and/or payment of bill.
- V. **Reports & Vouchers** A final report of the activities of the Social & Registration host committees for the Spring Meeting, complete with suggestions for future considerations, and a detailed financial report with any vouchers for payment shall be forwarded to the Spring Meeting Chairman within two weeks of the meeting. The Registration Chairman shall include the complete list reflecting last minute substitutions and noshows and a Credentials Report. The Credentials Report should include number board members and number auxiliaries, number guests, then break down by district.
- VI. **Meeting Material** All badges, ribbons, tickets and any other useable materials shall be turned over to the Spring Meeting Chairman at the conclusion of the meeting.