

VIRGINIA ASSOCIATION OF
HEALTHCARE
AUXILIARIES AND VOLUNTEERS



POSITION GUIDELINES

Approved by VAHAV Board August 4, 2015

VAHAV POSITION GUIDELINES TABLE OF CONTENT

| | |
|---|-----------|
| PRESIDENT | 1 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 1 |
| <i>RESPONSIBILITIES AS PRESIDENT</i> | 1 |
| <i>PREPARATION FOR ASSUMING THE PRESIDENCY</i> | 3 |
| <i>PRESIDENT’S CALENDAR</i> | 3 |
| <i>RESPONSIBILITIES AT ANNUAL CONFERENCE</i> | 7 |
| PRESIDENT-ELECT | 8 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 8 |
| <i>RESPONSIBILITIES AS PRESIDENT-ELECT AND PREPARATION</i> | 8 |
| <i>RESPONSIBILITIES AS DISTRICT LIAISON</i> | 9 |
| CONFERENCE COORDINATOR | 10 |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | 10 |
| <i>RESPONSIBILITIES AS CONFERENCE COORDINATOR</i> | 10 |
| <i>ANNUAL CONFERENCE GUIDELINES</i> | 10 |
| <i>RESPONSIBILITIES AS ANNUAL CONFERENCE COORDINATOR</i> | 10 |
| RECORDING SECRETARY | 13 |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | 13 |
| <i>RESPONSIBILITIES AS RECORDING SECRETARY AT BOARD MEETINGS</i> | 13 |
| <i>RESPONSIBILITIES OF THE RECORDING SECRETARY AT THE ANNUAL CONFERENCE</i> | 13 |
| TREASURER | 14 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 14 |
| <i>RESPONSIBILITIES AS TREASURER</i> | 14 |
| <i>TREASURER CALENDAR</i> | 15 |
| <i>RESPONSIBILITIES OF OUTGOING TREASURER</i> | 15 |
| <i>RESPONSIBILITIES OF INCOMING TREASURER</i> | 15 |
| IMMEDIATE PAST PRESIDENT | 20 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 20 |
| <i>RESPONSIBILITIES AS IMMEDIATE PAST PRESIDENT</i> | 20 |
| CORRESPONDING SECRETARY | 21 |
| <i>APPOINTMENT</i> | 21 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 21 |
| <i>RESPONSIBILITIES AS CORRESPONDING SECRETARY</i> | 21 |
| COMMUNICATIONS CHAIRMAN | 23 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 23 |
| <i>RESPONSIBILITIES AS COMMUNICATIONS CHAIRMAN</i> | 23 |
| DISTRICT CHAIRMAN | 25 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 25 |
| <i>RESPONSIBILITIES AS DISTRICT CHAIRMAN</i> | 25 |
| EMBLEMS CHAIRMAN | 27 |
| <i>APPOINTMENT</i> | 27 |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER</i> | 27 |
| <i>RESPONSIBILITIES AS EMBLEMS CHAIRMAN</i> | 27 |
| GIFT SHOP CHAIRMAN | 29 |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | 29 |
| <i>RESPONSIBILITIES AS GIFT SHOP CHAIRMAN</i> | 29 |

| | |
|--|-----------|
| HISTORIAN/SCRAPBOOK CHAIRMAN..... | 30 |
| <i>APPOINTMENT.....</i> | <i>30</i> |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | <i>30</i> |
| <i>RESPONSIBILITIES AS HISTORIAN/SCRAPBOOK CHAIRMAN</i> | <i>30</i> |
| LEGISLATIVE CHAIRMAN | 31 |
| <i>APPOINTMENT.....</i> | <i>31</i> |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER.....</i> | <i>31</i> |
| <i>RESPONSIBILITIES AS LEGISLATIVE CHAIRMAN</i> | <i>31</i> |
| MEMBERSHIP CHAIRMAN | 32 |
| <i>APPOINTMENT.....</i> | <i>32</i> |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER.....</i> | <i>32</i> |
| <i>RESPONSIBILITIES AS MEMBERSHIP CHAIRMAN</i> | <i>32</i> |
| NEWSLETTER EDITOR/PUBLICITY CHAIRMAN | 33 |
| <i>APPOINTMENT.....</i> | <i>33</i> |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER.....</i> | <i>33</i> |
| <i>RESPONSIBILITIES AS NEWSLETTER EDITOR.....</i> | <i>33</i> |
| <i>RESPONSIBILITIES AS PUBLICITY CHAIRMAN</i> | <i>33</i> |
| NOMINATING COMMITTEE AND CHAIRMAN | 35 |
| <i>COMPOSITION</i> | <i>35</i> |
| <i>CALENDAR OF ELECTION OF OFFICERS.....</i> | <i>35</i> |
| <i>RESPONSIBILITIES AS CHAIRMAN OF THE NOMINATING COMMITTEE</i> | <i>35</i> |
| <i>RESPONSIBILITIES AS A MEMBER OF THE NOMINATING COMMITTEE.....</i> | <i>36</i> |
| PARLIAMENTARIAN/BYLAWS CHAIRMAN | 37 |
| <i>APPOINTMENT.....</i> | <i>37</i> |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | <i>37</i> |
| <i>RESPONSIBILITIES AS PARLIAMENTARIAN</i> | <i>37</i> |
| <i>RESPONSIBILITIES AS CHAIRMAN OF THE BYLAWS COMMITTEE</i> | <i>37</i> |
| ANNE LEWIS LEADERSHIP DEVELOPMENT FUND CHAIRMAN..... | 39 |
| <i>APPOINTMENT.....</i> | <i>39</i> |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | <i>39</i> |
| <i>RESPONSIBILITIES AS ANNE LEWIS LEADERSHIP DEVELOPMENT FUND CHAIRMAN</i> | <i>39</i> |
| SPONSORSHIP CHARIMAN..... | 40 |
| <i>APPOINTMENT.....</i> | <i>40</i> |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER.....</i> | <i>40</i> |
| <i>RESPONSIBILITIES AS SPONSORSHIP CHAIR.....</i> | <i>40</i> |
| THRIFT SHOP CHAIRMAN..... | 41 |
| <i>APPOINTMENT.....</i> | <i>41</i> |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | <i>41</i> |
| <i>RESPONSIBILITIES AS THRIFT SHOP CHAIRMAN</i> | <i>41</i> |
| VENDOR CHAIRMAN | 42 |
| <i>APPOINTMENT.....</i> | <i>42</i> |
| <i>RESPONSIBILITIES AS VAHAV BOARD MEMBER</i> | <i>42</i> |
| <i>RESPONSIBILITIES AS VENDOR CHAIRMAN</i> | <i>42</i> |
| WEBMASTER CHAIRMAN | 44 |
| <i>APPOINTMENT.....</i> | <i>44</i> |
| <i>RESPONSIBILITIES AS A VAHAV BOARD MEMBER.....</i> | <i>44</i> |
| <i>RESPONSIBILITIES AS WEBSITE CHAIRMAN.....</i> | <i>44</i> |

PRESIDENT

The President-elect shall be installed as President of the Association at the Annual Conference to serve for one (1) year following his/her election as President-elect and after serving as President-elect for one (1) year. The President is responsible to the membership and to the Board of Directors.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board Meetings and be responsible for all usual obligations that accrue from Board membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual Conference and participate, as requested.
3. Attend all five (5) Spring District Meetings.
4. Receive budgeted funds to support responsibilities as a Board Member and as President.

RESPONSIBILITIES AS PRESIDENT

1. Honor the Mission Statement.
2. Serve as the Executive Officer of the Association and the Board. Perform all duties stated in the Association Bylaws and Standing Rules.
3. Appoint qualified members to the Board in positions dictated by the Bylaws and positions which meet the needs of VAHAV, maintaining a geographical balance between the Districts and assist Board members as requested or when a need is perceived.
4. Call at least five (5) meetings of the Board, set the agenda, and preside over these meetings. (Nominees for elective office and incoming District Chairmen are invited to the summer Board Meeting in accordance with the Standing Rules.)
5. Call and preside at meetings of the Executive Committee.
6. Appoint each Board Member to one or more committees.
7. Remain aware of the activities of Board Members who are acting in the name of, or representing, the Association.
8. Appoint special committees, as deemed necessary, to carry out the purposes of the Association.
9. Be an ex-officio member of all committees except the Nominating Committee.
10. Submit a copy of the Annual Survey Report to the Webmaster so that he/she can update the database with any and all changes. From the Annual Surveys he will prepare the statistical reports for the President to hand out at the Conference. He/she will also prepare for the Treasurer the dues statements for the individual hospital and return address labels of the Treasurer. Copies of the Annual Surveys will be kept until they are replaced by new surveys.
11. Review and comment on the proposed annual budget prepared by the Treasurer in coordination with the Finance Committee.

12. Direct the disbursement of funds in accordance with the Standing Rules.
13. Have the authority to sign checks of the Association.
14. Maintain frequent contact with the presidents/liason leaders of member organizations.
15. Promptly assist and advise member organizations and make a concerted effort to accept requests from member organizations to attend important functions and install officers.
16. Serve, if invited, as an ex-officio member of the Virginia Society for Directors of Healthcare Volunteer Services.
17. Attend the VHHA / VAHAV Legislative Issues Conference and, as Association President, welcome attendees. Represent the Association at any other VHHA meetings, by invitation of the VHHA.
18. At the invitation of the American Hospital Association, represent the Association at the Southeastern Annual Leadership Conference (SAL) meeting or appoint a representative to attend.
19. Represent the Association at other appropriate State, regional, and national healthcare conferences, if expenses are within the approved budget. At the request of the President, the President-elect may represent the Association at these meetings.
20. Select Board Members to attend appropriate State, regional and national healthcare conferences, if these expenses are within budget.
21. May authorize reimbursement of expenses of Board Members to attend educational, promotional or other authorized meetings, if these expenses are not within the budget.
22. Approve, after consulting with the Conference Coordinator, all major elements of the Annual Conference to include approval of the theme, primary speakers, workshop topics, and proposed schedule. Fulfill all responsibilities at the Annual Conference appropriate to the Office of President.
23. Endorse any changes in Annual Conference guidelines prior to presentation to the Board for review and approval.
24. Accept applications to join and withdraw from the Association.
25. Present a Certificate of Membership to new member organizations no later than at the Annual Conference following the granting of membership.
26. Remind the Gift Shop Chairman and the Thrift Shop Chairman that a current set of mailing labels of Gift Shop Managers or Thrift Shop Managers may be obtained from the Communications Chairman.
27. Appoint a qualified member to fill a vacancy in an elected office until the next Annual Conference, at which time the Association shall elect a member to fill the vacancy for the remainder of the term.

Note The President's Calendar shall be considered an integral part of the Position Guidelines of the VAHAV President.

PREPARATION FOR ASSUMING THE PRESIDENCY

1. Plan to appoint Board Members, standing committee chairmen, and members-at-large including Corresponding Secretary and Parliamentarian in accordance with the Bylaws.
2. Plan to assign each prospective Board Member to one or more committees.
3. Determine dates and venues for future Board Meetings.
4. Assure arrangements are complete for the winter Board Meeting and begin preparing agenda.
5. Provide names, personal emails, telephone numbers, and addresses of incoming Board members to the Webmaster for inclusion in the Fall Directory and to set up the forwarding emails for the VAHAV website.
6. Develop and distribute an Emergency E-mail Tree for distribution to the Board members.
7. Provide Corresponding Secretary with all necessary information for the Organizational Board Meeting Call Letter.
8. Distribute a list of all personal emails for new Board Members to the Webmaster so he/she can update the forwards on the website.

PRESIDENT'S CALENDAR

OCTOBER

The Office of President is transferred after the installation ceremony held at the Annual Conference.

October Organizational Board Meeting

1. Preside at meeting and introduce Board Members.
2. Announce committee assignments, dates of Board Meetings, and other known meetings.
3. Discuss goals for the coming year.
4. Assure that the Corresponding Secretary has collected bios from new Board members and provided copies to the Newsletter Chairman.
5. Assure that the Corresponding Secretary has distributed current Board notebooks and remind members that they may also be printed from the website.
6. Assure Treasurer has explained reimbursement policies and distributed expense vouchers.

NOVEMBER and DECEMBER

Meetings may include VHHA Annual Membership Meeting

1. Attend VHHA Annual Membership Meeting, inform VHHA President of your new position, and thank VHHA for their support. Enclose compilation of Annual Surveys.
2. Assure that Webmaster has provided VHHA with a current list of Board Members.

3. Provide the VSDHVS President with your name, address, and phone number. Provide AHA Department of Volunteer Administration and Auxiliary Services with your and the President-elect's name, address, and phone number.
4. Inform CEOs of hospitals/healthcare facilities, presidents/leaders of member organizations and appropriate DVS of the names of their local members who have been elected or appointed to serve on the VAHAV Board.
5. Prepare President's letter for the Connection. (Optimal deadline is December 1-10)
6. Prepare agenda for winter Board Meeting, schedule committee meetings, and assure the members have necessary information to prepare to participate.
7. Assure Corresponding Secretary has mailed Call Letter at least four (4) weeks in advance. Call Letter should include date, time, and place of the meeting, committee schedule, agenda, and lodging information
8. Review proposed budget and reimbursements and discuss with Treasurer.
9. Preside at Board Meetings and follow agenda to include: approving minutes, officer reports, old and new business, and announcement of dates of future VAHAV Board Meetings and other meetings of interest
10. Respond to oral reports from committee chairmen and District Chairmen.
11. Collect quarterly reports, old and new business, and announcement of dates of future VAHAV Board meetings and other meetings of interest.

JANUARY

Meetings may include: VAHAV Board Meeting
 VSDHVS Meeting (report expected)

1. Preside at Board Meeting and follow agenda to include: approving minutes, officer reports, oral reports from Committee Chairmen and District Chairmen; collecting quarterly reports, old and new business and announcement of dates of future VAHAV Board meetings and other meetings of interest.

FEBRUARY

Meetings may include: AHA Member Meeting (usually in Washington, D.C.)
 VHHA Legislative Issues Conference

1. Receive Legislative Issues Conference materials, coordinate attendance and room reservations with VHHA staff, obtain schedule to ascertain personal commitments and prepare remarks of welcome.
2. Receive information for South Eastern Annual Leadership invitational meeting and make all necessary reservations.
3. Prepare article for *Connection* (optimal date for submission is March 1-10).

MARCH

Meetings may include: SAL Meeting
VHHA Spring Conference

1. Receive information on the Southeastern DVS / Volunteers / Gift Shop Meeting and determine representation.
2. Receive information on VHHA Spring Conference. Coordinate attendance and room reservations with VHHA.
3. Begin preparing committee schedule and agenda for spring Board Meeting.
4. Prepare spring VAHAV Board Meeting Call Letter and mail four (4) weeks in advance of meeting.

APRIL AND MAY

Meetings may include: VHHA Spring Conference
Southeastern DVS / Volunteers / Gift Shop Meeting
VAHAV Board Meeting

Items specifically addressed at the Spring VAHAV Board Meeting:

1. Discuss all plans for the Annual conference to include items for business meeting, keynote speaker(s), educational seminars, vendors' fair, meal functions, displays, entertainment, etc.
2. Review and approve finalized budget for the Annual Conference, including registration fees.
3. May approve site of future Annual Conference.

4. Inform Registration Committee that they can obtain mailing labels for the Conference from the Communications Chair.
5. Bi-annually, receive reports from the Spring District Meetings Chairmen including highlights and complete financial reports of the Spring District Meetings.
6. Receive progress report from Nominating Committee.
7. Remind Members to submit the following at summer Board Meeting: annual report, anticipated budget needs for the next year, and updates of Position Guidelines. This information will be used in preparing the President's Annual Report for presentation at the Annual Conference.
8. Prepare President's letter for the *Connection* (optimum submission date: June 1-10)
9. Review the VAHAV Annual Membership Survey form in consultation with appropriate Board Members. Provide a copy of any changes to the Webmaster Chairman for inclusion on the Website.

JUNE

Meetings may include: VSDHVS Board Meeting

1. Attend VSDHVS Board Meeting and prepare report for presentation at meeting.

JULY

1. Should receive ASDVS / AHA /Auxiliary /Volunteer meeting information. Determine appropriate representation.
2. Prepare Call Letter for summer VAHAV Board Meeting and assure it is mailed in a timely manner. Call Letter should remind members that Annual Reports and budget requests are due and that Position Guidelines should be reviewed and updated, if necessary.

AUGUST

Meetings may include: Summer VAHAV Board Meeting

1. Obtain latest figure on dollar value of volunteer hours from Virginia Office of Volunteerism.
2. Prepare schedule of committee meetings and meeting agenda.
3. Prepare article for the *Connection* (optimum submission date: September 1-10)

SEPTEMBER

Meetings may include: VAHAV Board Meeting
ASDVS / AHA / Auxiliary / Volunteer Meeting

Items specifically addressed at Board Meeting:

1. Receive Annual Survey summary information from Webmaster Chairmen and compile report.
2. Collect revised Position Guidelines and budget requests for the coming year.
3. Discuss and finalize plans for the Annual Conference.

4. Approve venue / Host Committees for future Annual Conference, if not previously approved.
5. Receive and discuss final report of Nominating Committee.
6. Receive report from the Bylaws Committee.
7. Prepare a notice to member organizations stating all business to be brought before the Membership during the Annual Conference to include, but not limited to, the proposed slate of officers and any proposed Bylaws changes. (Notice should reach the Membership at least 30 days prior to the business meeting. If time permits, publish proposed slate of officers in the *Connection* and post to the VAHAV Website.

OCTOBER

Transition from President to Immediate Past President occurs during the Annual Conference.

Meetings may include:

- Joint VAHAV and VSDHVS Annual Conference
- VAHAV Board of Directors Meeting
- VAHAV Organizational Board Meeting
- VSDHVS Educational and Board Meeting

Items specifically addressed at the October Board Meeting:

1. Assure all unfinished business on the Board calendar has been completed.
2. Receive report from Annual Conference Coordinator on final preparations for the conference and offer assistance of Board Members, as appropriate.
3. Review items to be addressed during the Business Meeting.
4. Remind outgoing Board Members to submit their Board notebooks and other related materials to the Corresponding Secretary.

RESPONSIBILITIES AT ANNUAL CONFERENCE

1. Prepare agenda for the business meeting to include:
 - i. Report to the Membership of the highlights and accomplishments of the past year
 - ii. Treasurer's report
 - iii. Election of Officers
 - iv. Bylaws Report, if warranted
 - v. All other appropriate business.
2. Preside at the business meeting.
3. Host the President's Reception.
4. Present Certificates of Membership to joining organizations.
5. Present Certificates of Appreciation to outgoing Board Members.

PRESIDENT-ELECT

The candidate for President-elect is presented by the Nominating Committee Chairman and elected at the Annual Conference to serve for one (1) year, having agreed to accept the duties of President the following year. The President-elect is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual Conference and participate, as requested.
3. Attend all five (5) Spring District Meeting.
4. Receive budgeted funds to support responsibilities as a Board Member and as President-elect.

RESPONSIBILITIES AS PRESIDENT-ELECT AND PREPARATION

Assist, support, and advise the President; and, if a vacancy in the Office of the President occurs, be prepared to fulfill the unexpired term (Bylaws Article V, Section 2).

1. In the absence or incapacitation of the President, have the authority to perform the duties of the President (Bylaws Article V, Section 3).
2. Propose the dates for the Annual Conference to be held the following year, to be approved by the Board at least twelve (12) months prior to the conference.
3. Identify the Social Host Committees for the Annual Conference from the President Elect's Auxiliary.
4. Attend the AHA Conference, at the invitation of the American Hospital Association.
5. Attend educational conferences, as requested by the President, and optionally represent the Association at these conferences, as requested by the President.
6. Formulate the goals and objectives for her/his term as President.
7. Plan for the appointment of qualified members to Board positions and for selecting members-at-large to reflect proposed goals and objectives.
8. Assign every Board Member to at least one committee.
9. Prepare a Call Letter for the October Organizational Board Meeting. (The Corresponding Secretary is responsible for mailing the Call Letter.)
10. Prepare the agenda for the Organizational Board Meeting and assure preparations are complete.
11. Review Board materials suggesting changes, as appropriate.
12. Select the theme for the conference.

RESPONSIBILITIES AS DISTRICT LIAISON

(Expanded from Bylaws Article V, Section 3:

1. Serve as liaison between the President and the five (5) District Chairmen.
2. Plan and preside at the District Chairmen's Committee meeting held prior to each regular Board Meeting.
3. Assist the District Chairmen as requested, and inform the District Chairmen of all pertinent VAHAV information.
4. Be available to District Chairmen during the Annual Conference to offer support.
5. Chair, in odd-numbered years, the committee for reviewing the District Standing Rules and Spring District Meetings' Guidelines and report this information to the President and subsequently to the Board, in accordance with the Standing Rules.

CONFERENCE COORDINATOR

The candidate for Conference Coordinator is presented by the Nominating Committee Chairman and elected by the Membership at the Annual Conference to serve for one (1) year. The Conference Coordinator will be given first choice to move up to the position of President Elect. If he/she declines the position, the candidate will be sought from the District next in the rotation order. The Conference Coordinator is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual Conference and participate, as requested.
3. Attend all five (5) Spring District Meetings.
4. Receive budgeted funds to support responsibilities as a Board Member and as Conference Coordinator.

RESPONSIBILITIES AS CONFERENCE COORDINATOR

1. Chair the Annual Conference Committee and be responsible for all obligations which accrue from this chairmanship.
2. Consult with and inform the VAHAV President of the actions, activities, and progress of the Annual Conference.
3. Be willing to attend national or regional conferences as designated by the President and within the budget.
4. Review the Annual Conference Guidelines and report proposed changes to the Bylaws Committee for consideration and submission to the Board for action.

ANNUAL CONFERENCE GUIDELINES

The Conference Coordinator will be governed by the Annual Conference Guidelines. Monies for conference expenses may be advanced from the general fund, upon approval of the Board. Repayment of advanced monies shall be prompt and full.

Note: The President-elect is responsible for selecting the hotel for the Annual Conference and selecting the Social Host Committees. All selections are to be made at least twelve (12) months prior to the conference and require Board approval.

RESPONSIBILITIES AS ANNUAL CONFERENCE COORDINATOR

1. Chair the Annual Conference Committee in accordance with Bylaws Article VIII, Section 1.
2. Continually consult with and inform the VAHAV President of the actions, activities, and progress of the Annual Conference Committee.
3. Approval of the President is recommended before keynote speaker(s) is signed. As a courtesy, the President-elect is given the opportunity to select her/his installing officer.

4. Establish, in consultation with the VAHAV Treasurer, an inclusive and self-supporting conference budget which adheres to the Standing Rules and present the budget at the spring Board Meeting for review and approval.
5. Manage and exercise complete and full fiscal control over every aspect of the approved budget, consulting with the VAHAV Treasurer, as warranted.
6. Engage the keynote speaker(s) after consultation and with the approval of the President and assure payment of established fee(s).
7. Propose registration fees and cut off dates for the fees to be paid for members and non-members. Such fees shall be reviewed and approved by the Board no later than the spring Board Meeting.
8. In conjunction with the Hotel Conference Manager, plan and engage function spaces, room blocks, and equipment rentals. Oversee all other pertinent physical details at the conference site.
9. In conjunction with the Hotel Conference Manager, finalize all arrangements for meals, receptions, banquets, refreshment breaks, and all other food-related activities at the conference site.
10. Schedule a pre-conference meeting at the conference site to acquaint the Social Host and Registration Committee Chairmen.
11. Set guidelines and oversee all workshops, programs, functions, special events, and all other aspects of the Annual Conference and assist committee members in carrying out their responsibilities, which may include:
 - a. Maintaining contact with the keynote speaker(s) to include: obtaining appropriate biographical information for the introduction, informing the speaker of the conference schedule, assuring travel arrangements and accommodations have been made, and assisting as appropriate.
 - b. Planning, organizing, and coordinating the seminars/workshops to include: securing facilitators, obtaining appropriate biographical information, assigning seminar rooms and necessary equipment, preparing expenditure forms with submission deadlines, and assisting facilitators.
 - c. Plan and organize special functions which may include, but not limited to, displays, event programs, and entertainment. (Past Presidents, current Board Members, or leaders of member organizations may be asked to introduce special events).
 - d. Prepare and distribute promotional materials to leaders of member organizations, Board Members, and VSDHVS members. All available and appropriate avenues for publicity should be pursued including submitting articles for the *Connection* and promoting the conference at Spring District Meetings. Mailings should be in the early spring and should announce the dates, location, theme, and other pertinent information.
 - e. Purchase and wrap appropriate gifts for conference speakers/facilitators.
 - f. Assure arrangements have been made for the installation and recognition of VAHAV officers and for the recognition of outgoing Board Members.

12. Prepare, at least seven (7) weeks prior to the conference, a sample "Registration Packet" for the Registration Chairman to copy. The packet should include at least the following: the official signed Call Letter, hotel reservation information, conference registration forms stating fees and submission deadline, proposed schedule, workshop preference form, and map.
13. Supervise the activities of the Registration Committees and assist with unexpected needs. The Committee shall have a budget and budgeted monies may be advanced, as warranted.
14. Supervise the activities of the Social Host Committee and assist with unexpected needs. The Committee shall have a budget and budget monies may be advanced, as warranted.
15. Prepare and supervise the printing of the conference program to include the finalized schedule and names of presenters/facilitators. (This responsibility may be delegated, if desired.)
16. Schedule a pre-conference meeting, immediately prior to the Conference, with all involved committee members and appropriate hotel staff, to assure coordination of duties has been established.
17. Prepare to preside during the Conference, as appropriate.
18. At the conclusion of the Conference, meet with the VAHAV Treasurer and an appropriate hotel staff member to settle all hotel accounts and obligations.
19. Write letters of appreciation to Committee members, speakers, facilitators, and all others who actively planned or participated in the Conference.
20. Prepare a written report and present it to the Board at the winter Board Meeting. This report shall include the highlights of the Annual Conference, the Committee's assessment of the Conference, a summary of the attendees' evaluations, and a summary of the final accounting (provided by the Treasurer). If the Conference Coordinator is no longer on the Board at the winter Board Meeting, the Board will pay her mileage and room for one night so that he/she can make a presentation and turn the books, material, etc. over to the next Conference Coordinator.
21. Responsibilities of the Registration Committee and Social Host Committee may be found in Annual Meeting Guidelines, Section 9.

RECORDING SECRETARY

In odd-numbered years, the nominee for Recording Secretary is presented by the Nominating Committee Chairman, is elected by the membership at the Annual Conference to serve for two years, and assumes office immediately following the Annual Conference.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual Conference and participate, as requested.
3. Attend the Spring District Meeting in his/her home district.
4. Receive budgeted funds to support responsibilities as a Board Member and as Recording Secretary.

RESPONSIBILITIES AS RECORDING SECRETARY AT BOARD MEETINGS

1. Keep an accurate record, including a list of attending and absent members, of all meetings of the Board of Directors; meetings of the Executive Committee; and, as requested, other meetings called by the President.
2. Promptly mail a copy of the minutes, signed by the Recording Secretary or the President, to all Board members for review. Assist the President in assuring the minutes are approved by the Board at the first available opportunity.
3. File the signed and approved minutes in the Association Minutes Book, which is held in the custody of the Recording Secretary during his/her term of office.
4. Prepare an Annual Report for distribution in the "Presidents' Packet."

Note: The Recording Secretary is not required to present a quarterly report at Board meetings since minutes of meetings are considered the Recording Secretary's report.

RESPONSIBILITIES OF THE RECORDING SECRETARY AT THE ANNUAL CONFERENCE

1. Accurately record the minutes of the Business Meeting of the Association, to include the election of officers and all other business matters considered by the membership.
2. Provide the five (5) District Chairmen a copy of the minutes of the Business Meeting for review, approval, and signature, as provided by the Standing Rules, and file the approved minutes, signed by the Recording Secretary and the five (5) District Chairmen, in the Minutes Book.
3. Mail a copy of the approved, signed minutes to the Presidents / Liaison Leaders of all member organizations and to each individual who was a member of the Board when the Business Meeting was convened.
4. At the end of the second year, assure the newly elected Recording Secretary receives the official Minutes Book and the appropriate Board notebooks. This transfer should be made at the Annual conference, if convenient to both parties.

TREASURER

The candidate for Treasurer is presented, in odd-numbered years, by the Chairman of the Nominating Committee and is elected by the membership at the Annual Conference to serve for two (2) years. The Treasurer assumes responsibility on the first day of January. The Treasurer is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual conference and participate, as requested.
3. Attend the attend Annual Spring Meetings in home district.
4. Receive budgeted funds to support responsibilities as a Board Member and as Treasurer.

RESPONSIBILITIES AS TREASURER

1. Keep and maintain an accurate, detailed record of the finances of the Association in books belonging to the Association.
2. Receive all funds, including Membership dues, contributions and fees, and monies from the Annual Conference.
3. Disburse funds, to include payments of reimbursement vouchers and all other Association obligations in accordance with the Bylaws and Standing Rules, Section VI.
4. Chair the Finance Committee and, in consultation with the Committee, prepare an annual budget to be reviewed and approved at the winter Board Meeting.
5. Mail a monthly financial report to each member of the Finance Committee.
6. Present a current financial report at each Board Meeting except the October Organizational Board Meeting.
7. In consultation with the Finance Committee, recommend all fees for Board approval.
8. Receive the monies accruing from the sales of emblems and similar items.
9. Settle all obligations of the Annual Conference, in consultation with the Conference Chairman and in accordance with the Annual Conference Guidelines.
10. Engage an independent accountant to annually review the financial records of the Association and present the results to the Board as soon as they are received.
11. Prepare a financial report for publication in the April issue of the Connection. This should be sent to newsletter@VAHAV.org
12. Maintain bonding of Directors and Officers liability insurance in accordance with the Bylaws and resolutions of the Board of Directors.
13. Assure timely satisfaction of all tax matters.
14. Hold complete past Treasurer's records for seven (7) years.

The following Treasurer's Calendar is considered an integral part of the Position Guidelines for the Treasurer. However, entries are to be used as a guideline. The due dates for the VAHAV bonding and Directors and Officers insurance payments are unknown. Therefore, these dates are not included in the calendar.

TREASURER CALENDAR

This calendar is to be used as a guideline. The amount of money and the receipt of vouchers, reports, and bills could cause the timeline to change. Depending upon economic conditions, it may not be feasible to establish saving accounts.

RESPONSIBILITIES OF OUTGOING TREASURER

1. Avoid writing checks in December by advising Board Members to submit their vouchers by November 30th. However, the Treasurer may have to pay bills that come in after that date; i.e., insurance, etc.
2. Actively assist the incoming Treasurer in obtaining a new signature form from the designated bank with names of current officers and/or transferring the account to a different bank by issuing a cashier's check.
3. Attend the first Executive Committee Meeting of the new year.
4. Present the financial report of the previous annual conference.
5. Present a balanced budget for the New Year.

RESPONSIBILITIES OF INCOMING TREASURER

Open a federally insured account, using a check provided by the outgoing Treasurer, in the name of the ASSOCIATION. The Treasurer's and another Board Member's signatures should be entered on the form provided by the financial institution. Only one name should be required for signing checks but a backup is needed for emergencies. It is suggested that the President-elect be designated as the backup as the Treasurer and the President-elect take office at the same time so no signature change would be needed when the latter becomes President.

Dues Collection

1. Request the Webmaster to bring a copy of the dues letters to the January Board Meeting. The membership numbers are reported in the Annual Survey Report, which the Webmaster enters into the database.
2. Request the Webmaster email an Excel spread sheet containing the hospital name and the amounts of the dues
3. Also, remind the Webmaster that the return address on the dues letter is to be the address of the Treasurer.
4. When payment of dues has been received:
 - a. Note on the returned portion of the dues letter the date, amount, check number, and the name of the bank.
 - b. File the memo.

- c. Note the master sheet.
- d. Deposit dues in the bank and retain your deposit slip.

Taxes – Returns for Organizations exempt from tax

1. As soon as possible after the first of the year, forward the following information from the previous year to a CPA or accounting firm.
 - a. All deposit slips
 - b. Check stubs
 - c. Monthly bank statements
 - d. Quarterly reports
 - e. Conference report
 - f. Hours elected officers spent
2. The accountant will return the completed 990EZ before May 15th for signature and mailing to the IRS.
3. The Treasurer will pay the accountant upon receipt of the bill, copies of the tax return, and audit.

Monthly Responsibilities

1. Balance the checkbook and maintain the ledger.
2. Promptly pay reimbursement vouchers, providing blank replacement vouchers. Pay all VAHAV obligations.
3. Prepare and mail a monthly financial report to all members of the Finance Committee, the President, President-elect, Immediate Past President, and Accountant.

JANUARY

1. Prepare the fourth quarter report.
2. Chair the Finance Committee meeting. (The outgoing Treasurer may assist the Committee in arriving at a balanced budget and advise on fee adjustments and all fiscal matters.)
3. Attend winter Board Meeting.
4. Second Year: Prepare report (3 copies) of activities as Treasurer since October, in accordance with Standing Rules.
5. First Year: Past Treasurer will report on the results of the annual review and provide written copies for the President, Recording Secretary, and Treasurer's files. Second Year: These tasks are the responsibility of the current Treasurer.
6. Provide each Board Member a copy of the proposed budget for review. Discuss proposed changes in fees and reimbursement allowances. (Assistance may be requested from the past Treasurer.) Call for a Board vote of approval for the adjusted fees. Call for a Board vote of approval for the budget as proposed /adjusted.
7. Inform Board Members of necessity for receipts for expenditures; set deadline dates for vouchers; and assure that each Board Member has sufficient vouchers.

8. Receive the dues notice letter from the Webmaster and mail to member organizations.

FEBRUARY

1. Assure all items are properly entered in the financial ledger and reflect the adjustments, changes, and actions approved by the Board at the winter Board Meeting.
2. Enter payment of dues by member organizations.
3. Provide changes to Webmaster.

MARCH

1. First Week: Send reminders to all member organizations which have not paid dues.
2. First Week: Send a copy of the financial review to the newsletter editor to be included in the Spring issue of the *Connection*.
3. Continue to collect membership dues.

APRIL

1. Continue to collect and enter Membership dues.
2. Attend the spring Board Meeting. Prior to the Board Meeting, chair the meeting of the Finance Committee. (Note: Spring Board meeting may be held in May.)
3. Complete the first quarter financial report before the Board meeting.

MAY

1. Notify the Association President and appropriate District Chairmen of unpaid membership dues so appropriate action can be initiated.
2. Assure Virginia tax report has been made.
3. Review any remaining financial reports from District Chairmen. Accept any revenue over expenses and promptly deposit these monies in the general fund.

JUNE, JULY, AUGUST

1. In June, send reminders to all member organizations that have not paid dues.
2. Continually confer with Annual Conference Chairman in reference to financial matters.
3. Review the dues fee schedule, as stated in Standing Rules, Section VI.
4. Prepare the Treasurer's second quarter report for the summer Board Meeting.
5. Second Year: Review and adjust as necessary, the Treasurer's Position Guidelines and Treasurer's Calendar, to be collected at the summer Board Meeting.
6. Second Year: Assure the nominee for Treasurer is invited to the summer Board Meeting.
7. Report to the Board, Membership Chairman, and District Chairs those hospitals that have not paid their dues.
8. Chair the Finance Committee meeting; consider desirability of dues fee adjustments; and prepare preliminary budget.
9. Attend Board Meeting and report discussions of Finance Committee.

10. Accept estimated budgetary requirements for coming year from all voting Board Members.

SEPTEMBER

1. Accept and record the income and expenses from the Annual Conference.
2. Work with the Registration Chair to assure that the Chair understands Treasurer Needs.
 - a. Put a time line for refunds to be made.
 - b. Name of person, their organization, and amount paid
 - c. Name of person requesting refund.
3. Advise chair of organizations that have not paid their dues.
4. Arrange method to receive Conference Registration monies.
5. Deposit registration fees on a timely basis.
6. Issue refunds.

OCTOBER

Board Meeting Prior to the Annual Conference

1. Prepare third quarter report.
2. Chair Finance Committee, if held.
3. Attend Board Meeting prior to the Annual Conference. Present oral and written reports.

Annual Conference Responsibilities

1. During the Annual Conference Business Meeting, present a report of the financial status of the Association.
2. Collect and record funds submitted by the Emblems Chairman.
3. Maintain continual contact with the President-elect/Conference Chairmen and be prepared to pay all obligations of the Association at the conclusion of the Conference.

Organizational Board Meeting following the Annual Conference

1. Discuss reimbursement rules and rates. Distribute reimbursement vouchers. Discuss necessity to promptly submit vouchers with receipts attached.

NOVEMBER

1. Balance income and expenses of the Annual Conference.
2. Pay all reimbursement vouchers.

DECEMBER

1. Prepare annual budget
2. Get yearly records up-to-date.

3. Notify the company that issued the Association's Officers and Directors Liability Insurance, Vanguard account, checking account (if changed), any CDs or Savings Accounts, and accountant of the names and addresses of newly elected officers.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall serve on the Board of Directors for one (1) year.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. The Immediate Past President will be afforded the choice of serving in an at-large position as advisor to the President or, with the agreement of the President, in a specific position.
2. Receive budgeted funds to support responsibilities as a Board Member and as Immediate Past President.

RESPONSIBILITIES AS IMMEDIATE PAST PRESIDENT

(in accordance with the Bylaws and Standing Rules)

1. Serve on the Nominating Committee.
2. Preside at the Annual Conference in the event the President and President-elect are disabled.
3. Serves as Chairman of the Nominating Committee.
4. May conduct the First-Timers' Orientation at the Annual Conference.
5. Select and purchase a gift to be presented by the Board of Directors to the out-going President.
6. Present, at the Annual Conference, a suitable award (customary: a VAHAV pin with attached gavel) to the out-going President and a Certificate of Appreciation.

CORRESPONDING SECRETARY

APPOINTMENT

The Corresponding Secretary is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conferences and assist as requested.
3. Attend the Spring District Meeting in his/her home district. Be willing to attend all five (5) Spring District Meetings.
4. Receive budgeted funds to support responsibilities as a Board Member and as Corresponding Secretary.

RESPONSIBILITIES AS CORRESPONDING SECRETARY

1. Assist the President with correspondence and mailings, as requested.
2. Call Letters: On behalf of the President, notify all Board Members by mail, e-mail, or fax at least four (4) weeks in advance of Board Meetings. Letter should include: date, time, and location of meeting; standing committee schedule; complete agenda; and lodging and reimbursement information. On behalf of President-elect, notify all Board Members of the Organizational Board Meeting held following the Annual Conference.
3. For Board Meetings, determine anticipated attendance and reserve conference center. Board Members will designate whom they wish to room with or if they prefer to have a room by themselves and pay half the cost of a room.
4. At Board Meetings, collect two (2) copies of Board Member reports and forward one (1) copy to President and one (1) copy to Recording Secretary. Copies must also be collected from absent members.
5. Collect summarized reports (preferably one paragraph) at the summer Board Meeting. These reports should reflect activities for the preceding year. Assure that the summarized reports of all Board Members, which have been compiled by the President into a single report, are included in the Auxiliary Presidents' Packet for the Annual Conference.
6. Collect proposed revisions to Position Guidelines at the summer Board Meeting and provide to the Bylaws Chairman for compliance review and subsequent recommendation to the President.
7. Assist with preparation of registration packet materials for Annual Conference, if requested.
8. Assist in assembling Auxiliary Presidents' Packet for distribution at the Annual Conference to include at least the following:

- a. Current directory provided by the Communications Chairman,
- b. Annual Survey Report provided by the VAHAV President,
- c. Summarization of annual reports provided by the VAHAV President,
- d. Flyer prepared by the Newsletter Editor
- e. Flyer provided by the Scrapbook Chairman, and
- f. Updated pages for insertion in *Leadership Manuals*.

COMMUNICATIONS CHAIRMAN

The Communications Chairman is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations that accrue from membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and participate, as requested.
3. Attend the Spring District Meeting in his/her home district.
4. Receive budgeted funds to support responsibilities as a Board Member and as Communications Chairman.

RESPONSIBILITIES AS COMMUNICATIONS CHAIRMAN

1. Maintain the VAHAV Directory, providing current updates to all Board Members. Copies of these updates will be brought to the Annual Conference for inclusion in the "Presidents Packet" and "Board Packets". The Communications Chairman will provide large envelopes which are labeled with recipients' name and address.
2. Obtain a current and accurate list of member organizations and leaders from the Webmaster, who maintains the database (Microsoft Access).
3. Provide address labels for general mailing purposes as requested to:
 - a. Nominating Committee (Mailed to Chairman of Nominating Committee) to include:
 1. VAHAV Board Members
 2. Auxiliary/Organization Presidents
 - b. Registration Committee for Annual Conference (Mailed to Registration Committee Chairman) to include:
 1. VAHAV Board Members
 2. Past VAHAV Presidents
 3. Auxiliary/Organization Presidents
 4. District Officers
 5. Gift Shop Chairmen/Managers
 6. Thrift Shop Chairmen/Managers
 7. Director of Volunteer Services
 - c. Annual Survey (Mailed to District Chairs) to include:
 1. Auxiliary/Organization Presidents
 2. DVSs.
 - d. Other labels as requested.

4. The labels should be addressed as follows:
 - a. Auxiliary/Organization Presidents/Volunteer Coordinator with Hospital or Healthcare Facility address
 - b. VAHAV Board Members with name and address supplied
 - c. Directors of Volunteer Services with Hospital address
 - d. District Officers with name and address supplied
 - e. Gift Shop Chairmen with Hospital or Healthcare facility address
 - f. Thrift Shop Chairmen with address of Thrift Shop
 - g. Past VAHAV Presidents with name and address supplied
5. Prepare and provide business cards and return labels for Board Members, as requested.
6. Prepare a Certificate of Appreciation for the President and Certificates of Appreciation for outgoing Board Members for presentation at the Annual Conference.
7. Prepare the Certificate of Membership for organizations joining VAHAV.
8. Help the Webmaster as requested by Webmaster.

DISTRICT CHAIRMAN

A qualified member of a District is nominated, following established District Guidelines, to serve as District Chairman for a two year term. Elections are held at a Spring District Meetings. The voting delegates assembled shall be deemed a quorum. The newly elected Chairman assumes office at the close of the Annual Conference. The District Chairman is responsible to member organizations within the District and to the President of the Association.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws and Standing Rules, Section III.
2. Attend Annual Conference and participate, as requested.
3. Attend the Spring District Meeting in his/her home district.
4. Receive budgeted funds to support responsibilities as a Board member and as District Chairman.

RESPONSIBILITIES AS DISTRICT CHAIRMAN

1. Represent the district at all Board Meetings and inform the Board of all matters of interest within the District. Act as liaison between the Board and the District and encourage contact and support. (In accordance with the Standing Rules, the incoming District Chairmen will be invited to attend the summer Board Meeting.)
2. Provide a written report to the Board at all Board Meetings (3 copies: President, Recording Secretary, and a copy retained for District files).
3. Keep the VAHAV Webmaster/database maintainer informed of contact information to include names and addresses of all Auxiliary Presidents, Directors of Volunteer Services, Legislative Chairs, and Thrift and Gift Shop Chairs.
4. Represent the district at the Annual Conference.
5. Plan and preside over the District's Presidents' Meeting at the Annual Conference, if scheduled.
6. Remind member organizations within the District via phone, email, or letter about the annual survey, annual dues, VAHAV conference dates, and *Connection* submission dates. Receive a list from the Webmaster of members that have not sent in their surveys. Remind those to submit the survey data.
7. Serve on the Nominating Committee of the Association.
8. Maintain a current list of the officers of member organizations within the District and inform the Webmaster/database maintainer of all changes.
9. Obtain a letter from the Webmaster to be mailed to the Auxiliary Presidents and DVSs reminding them that the Annual Survey is due August 31 and may be filled out on our Website, (www.VAHAV.org). This correspondence should include a hard copy of the survey. Provide this package to the Corresponding Secretary for mailing on or

about July First. A set of mailing labels may be obtained from the Communications Chairman.

RESPONSIBILITIES TO THE DISTRICT

1. Act as chief executive officer of the District and accept the responsibilities which accrue from this position. Maintain close contact with Auxiliary Presidents and member organization leaders; visit member organizations; and, when invited, install officers and attend significant functions of member organizations.
2. Be an ex-officio member of all District committees, except the Nominating Committee. (See District Standing Rules 5(d).
3. Appoint members to all District committees, except the Chairman of the Nominating Committee, who shall be the Vice Chairman of the District. (The appointment of the Nominating Committee Chairman is established by District Guidelines.)
4. Approve the Spring District meeting held within the district and attend.
5. Plan 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 (30) days prior to these meeting dates.
6. Monitor all income and expenses associated with the Spring District Meetings. Expenses are paid at the District level. If a profit results, the Chairman shall assure these monies are deposited promptly in the general fund of the Association. (The Standing Rules provide that allocated monies for Spring District Meetings may be advanced, at the request of the Host organization.)
7. Present a complete financial accounting of the District Meetings to the VAHAV Treasurer.
8. Present an oral report to the VAHAV Board of the highlights of the Spring District Meetings, including a summary of the final financial accounting.
9. Review, in odd-numbered years and in conjunction with the District President Elect, the Spring District Meeting's Guidelines

EMBLEMS CHAIRMAN

APPOINTMENT

The Emblems Chairman is appointed by the President from the general membership to serve for one (1) year. The Emblems Chairman is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and participate, as requested.
3. Attend the Spring District Meeting in his/her home district.
4. Receive budgeted funds to support responsibilities as a Board Member and as Emblems Chairman.

RESPONSIBILITIES AS EMBLEMS CHAIRMAN

1. Be responsible for ordering all Association pins, charms, patches, emblems, and decals, as approved by the Board, to be sold to members at a small profit.
2. Personally promote and handle the sales of all Association insignias at the Annual Conference. (Prior to a conference or meeting, assure the necessary table will be provided.)
3. Assure insignias are sold at the five (5) Spring District Meetings. If unable to personally attend, assure a local member or the District Chairman is knowledgeable and has the appropriate promotional materials and sufficient order forms to handle insignia sales.
4. Send to the Treasurer all resulting funds with copies of receipts.
5. Assure a Past President's pin is available for presentation at the Annual Conference.
6. Assure bar pins for incoming Board Members are available for presentation by the President at the Organizational Board Meeting, ordering as necessary.
7. Prepare a flyer for inclusion in the "Presidents Packet" at the Annual Conference.

Bookkeeping

Sales are recorded in triplicate in the order book:

White – Ordering Party

Yellow – VAHAV Treasurer

Pink – Remains in the book

Postage and insurance fees are the responsibility of the ordering party and are recorded separately.

Ordering Information

Kilbourne and Kilbourne
424 Prospect Avenue
Princeton, NJ 08540

Attention: Mr. Kent Kilbourne or Mr. Tom Kilbourne

Telephone: 1-800-967-0800 or 1-609-924-4769

Fax: 1-609-924-1013

GIFT SHOP CHAIRMAN

The Gift Shop Chairman is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all VAHAV Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as requested.
3. Attend the Spring District Meeting in his/her home district. Be willing to attend all five (5) Spring District Meetings.
4. Receive budgeted funds to support responsibilities as a Board member and as Gift Shop Chairman.

RESPONSIBILITIES AS GIFT SHOP CHAIRMAN

1. Actively assist the Annual Conference Chairman in planning and executing the Annual Conference, which includes sessions of interest to Gift Shop Chairmen, Managers and buyers.
2. Maintain contact with and provide assistance to the District Gift Shop Chairmen when requested.
3. Be responsible for writing articles called "Gift Shop Talk" for inclusion in the *Connection*.

HISTORIAN/SCRAPBOOK CHAIRMAN

APPOINTMENT

The Historian / Scrapbook Chairman is appointed by the President from the general membership to serve for one (1) year. The Historian / Scrapbook Chairman is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all VAHAV Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as requested.
3. Attend the Spring District Meeting in her/his home district.
4. Receive budgeted funds to support responsibilities as a Board member and as Historian / Scrapbook Chairman.

RESPONSIBILITIES AS HISTORIAN/SCRAPBOOK CHAIRMAN

1. Write the official history of the events and accomplishments of the President's administration for inclusion in the President's scrapbook, VAHAV Leadership Manual, and the VAHAV History Book.
2. Maintain and keep the VAHAV History Book up-to-date.
3. Collect materials and photographs through the year to be included in the President's Scrapbook.
4. Produce a scrapbook detailing activities and events of the President's administration to be presented to her/him no later than the January Board Meeting following the completion of her/his term of office to include: a descriptive history of the year, relevant issues of the *Connection* and "Gift Shop Talk," appropriate brochures, samples of decorations and photographs from the Annual Conference and meetings of member organizations which the President attended, and similar materials of interest from other like events and Board Meetings.
5. Assure the current scrapbook is prominently displayed during the Annual Conference.

LEGISLATIVE CHAIRMAN

APPOINTMENT

The Legislative Chairman is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings.
2. Attend Annual Conference and assist as requested.
3. Attend the Spring District Meeting in his/her home district. Be willing to attend all five (5) Spring District Meetings if invited.
4. Receive budgeted funds to support responsibilities as a Board Member and as Legislative Chairman.

RESPONSIBILITIES AS LEGISLATIVE CHAIRMAN

1. Provide current information to member organizations of VAHAV regarding healthcare legislative issues.
2. Inform member organizations of the need to become advocates for their local healthcare facility by becoming familiar with the legislative goals of their facility and inform individual members of the need to become knowledgeable about healthcare issues.
3. Attend the Legislative Issues Conference and speak with legislators.
4. Present oral report to the Board and a written report to the Legislative Chairman (or President) of member organizations. The report to the Board should include the number of hours worked.
5. Contribute articles to the *Connection*.
6. Maintain contact with the Virginia Hospital and Healthcare Association (VHHA) legislative representative.
7. Maintain a current list of names and addresses of all members of the Virginia General Assembly, United States Senators from Virginia, and members of the United States House of Representatives from Virginia.
8. Establish an effective means of communication through the District Chairmen to disseminate pertinent legislative information on healthcare issues.

MEMBERSHIP CHAIRMAN

APPOINTMENT

The Membership Chairman is appointed by the President from the general membership to serve for one (1) year. The Membership Chairman is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and participate.
3. Attend the Spring District Meeting in her/his home district.
4. Receive budgeted funds to support responsibilities as a Board Member and as Membership Chairman

RESPONSIBILITIES AS MEMBERSHIP CHAIRMAN

1. Maintain and coordinate a current package of relevant materials for organizing an auxiliary or volunteer group in a healthcare facility and provide these materials and otherwise inform, assist, and advise a group which wishes to organize.
2. Seek out and encourage established auxiliaries or organizations in healthcare facilities to become a member of the Association.
3. Provide all relevant VAHAV materials to new organizations.
4. Advise a member auxiliary or organization the process by which to withdraw from VAHAV. Advise per the disposition of accumulated funds.
5. Keep abreast of all membership issues and keep Board Members informed of these issues.

NEWSLETTER EDITOR/PUBLICITY CHAIRMAN

APPOINTMENT

The Newsletter Editor / Publicity Chairman is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all Board Meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as needed.
3. Attend the Spring District Meeting in his/her home district
4. Receive budgeted funds to support responsibilities as a Board member and as Newsletter Editor / Publicity Chairman.

RESPONSIBILITIES AS NEWSLETTER EDITOR

1. Produce to “print ready” stage, the VAHAV *Connection*, a quarterly publication of the Association.
2. Collect articles, newsletters, and press releases from the Association President, Board Members, and member organizations for publication in the VAHAV *Connection*.
3. Edit and summarize the collected articles in preparation for publication. A balance of news from the Districts is desirable to the degree possible.
4. Prepare the *Connection* for publication four (4) times a year: January, April, July, and October. A “print ready” copy shall be submitted to the designated representative by the 15th of the month preceding publication. Printing and mailing are provided by VHHA.
5. Follow the following guidelines in the production of the *Connection*:
 - a. Start with the *Connection* Letter Head on first Page. This can be obtained from the Webmaster Chairman.
 - b. The volume number increases each year; issues are numbered 1 through 4.
 - c. All pages, except the first page, are to be numbered.
 - d. The signed President’s Message is normally the lead article.
 - e. Articles from Board Members are encouraged, as are bios of new Board Members.
 - f. Results of the financial review should be published in April *Connection* as per the Standing Rules. Remind the Treasurer to send a copy.
 - g. A calendar of upcoming events should be included in each issue.
 - h. The Webmaster Chairman is responsible for keeping an accurate mailing list.

RESPONSIBILITIES AS PUBLICITY CHAIRMAN

1. Frequently remind and encourage member organizations to submit articles to local newspapers and to the media. Advise these organizations in the proper handling of publicity.

2. Prepare a flyer for insertion in the “President’s Packet,” distributed at the Annual Conference. Flyer should stress the importance of local publicity (sample press forms are available in the Leadership Notebook).
3. Encourage member organizations to submit articles for the *Connection*. Include pertinent information for submission.
4. Prepare and submit press releases, as requested by the President.

NOMINATING COMMITTEE AND CHAIRMAN

COMPOSITION

The Nominating Committee shall be composed of the five (5) District Chairmen, President-elect, and Immediate Past President. The President shall appoint the Chairman. (Bylaws Article VIII, Section 3). The Chairman of the Nominating Committee shall be one of the District Chairmen or the Immediate Past President (Standing Rules).

CALENDAR OF ELECTION OF OFFICERS

(Bylaws Article V, Sections 1 and 2)

1. Representation among all five (5) Districts is desired among officers.
2. Elect Annually
 - a. President
 - b. President-elect The nominee for President-elect shall express a willingness to accept the responsibilities and duties of the President for the following year.
3. Elect Bi-annually, in odd-numbered years:
 - i. Recording Secretary
 - ii. Treasurer
4. The Chairman of the Nominating Committee shall present a slate to the Board for review and approval at the summer Board Meeting (Bylaws Article VIII, Section 3).

RESPONSIBILITIES AS CHAIRMAN OF THE NOMINATING COMMITTEE

1. Continually encourage committee members to maintain close contact with member organizations for the purpose of identifying leaders and potential leaders.
2. Inform the Board, District Chairmen, and member organizations of projected open offices.
3. Contact potential candidates requesting consent to present their names for consideration and obtain resumes which highlight qualifications and service.
4. Call committee meetings, as necessary, to review resumes of potential candidates. In accordance with Bylaws Article VIII, Section 3. Advisory assistance from past District Chairmen may be requested. Minutes shall be recorded and held until after the election. If a committee member is absent, the minutes shall be mailed promptly to the absent member.
5. Present a proposed slate at the summer Board Meeting for review and approval.
6. Notify chosen nominees to signify, in writing, prior to the Annual Conference, her/his willingness to have her/his name placed on the slate.
7. Send a courtesy letter to nominees who were not selected.
8. Present the slate to the membership at the Annual Conference. Nominations from the floor, closure of nominations, and voting eligibility shall be in accordance with Bylaws Article IV, Section 2 and Article VIII, Section 3.

RESPONSIBILITIES AS A MEMBER OF THE NOMINATING COMMITTEE

1. Maintain contact with local organizations and develop a list of potential candidates for VAHAV offices and provide this list to the Nominating Committee Chairman.
2. Attend and participate in all meetings of the Nominating Committee.

PARLIAMENTARIAN/BYLAWS CHAIRMAN

APPOINTMENT

The Parliamentarian / Bylaws Chairman is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as requested.
3. Attend the Spring District Meeting in her/his home district.
4. Receive budgeted funds to support responsibilities as a Board Member and as Parliamentarian / Bylaws Chairman.

RESPONSIBILITIES AS PARLIAMENTARIAN

1. Provide advice to the President to assure the business meeting of the Association, held during the Annual conference and all meetings of the Board of Directors are conducted under *Robert's Rules of Order, Newly Revised*.
2. Assure members assembled at the Annual Conference are aware of the qualifications to cast a vote and assure votes on matters before the Membership are approved by a majority of qualified voters.
3. Be available to the President and to the leaders of member organizations to answer questions pertaining to parliamentary procedures and Bylaws matters.
4. Have copies of *Simplified Parliamentary Procedures*, based on *Robert's Rules* available for purchase, at cost, by members and member organizations.
5. Contribute articles for the *Connection*, as appropriate.
6. Be custodian of the file of historical and current Bylaws.

RESPONSIBILITIES AS CHAIRMAN OF THE BYLAWS COMMITTEE

1. Be familiar with the Mission Statement, Bylaws, Standing Rules, and Position Guidelines of the Association and assist the President in assuring that actions taken by the Association and by the Board are in accordance with these documents.
2. Chair the Bylaws Committee, the members of which shall be chosen by the President in consultation with the Chairman, and preside over Committee Meetings.
3. Review the Bylaws, in consultation with the Bylaws Committee, at least every 4th year and recommend changes to the Board of Directors as required by the Bylaws Article X, Section 1.
4. Assure proposed changes to the Bylaws are mailed to member organizations and Board Members as required by the Bylaws, Article X, Section 1. Inform members that *Simplified Parliamentary Procedures* based on *Robert's Rules* are available on-line. A hard copy may be requested by a member organization.

5. Assure the approved Bylaws are mailed promptly to member organizations for inclusion in their Leadership Manuals as required by Bylaws Article X, Section 2.
6. In odd-numbered years, and in consultation with the Committee, review the Standing Rules and recommend changes to the Board for discussion and approval. Assure such changes are published and distributed for insertion in the notebooks of Board members.
7. Contribute articles for the *Connection*.
8. Maintain and keep the VAHAV Blue Book and Leadership Manual up-to-date. The Leadership and Blue Book should be reviewed bi-annually for changes.

ANNE LEWIS LEADERSHIP DEVELOPMENT FUND CHAIRMAN

APPOINTMENT

The Anne Lewis Leadership Development Fund Chairman is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as requested.
3. Attend the Spring District Meeting in his/her home district. Be willing to attend all five (5) Spring District Meetings.
4. Receive budgeted funds to support responsibilities as a Board member and as Education/Resource Chairman.

RESPONSIBILITIES AS ANNE LEWIS LEADERSHIP DEVELOPMENT FUND CHAIRMAN

1. Send letter and applications explaining the Leadership Development Fund efforts to all VAHAV Auxiliary Presidents and to all VAHAV District Chairmen before District Spring Meetings. Remind them that VAHAV will not award Leadership Development funds to the same Auxiliary two consecutive years. VAHAV will only sponsor an individual one time.
2. If no applications are received, send follow up letters, phone calls, etc.
3. Once an application has been received contact all committee members.
4. Discuss and vote on the application at the August Board Meeting.
5. Immediately contact the applicant by sending the acceptance letter which explains the Leadership Development Fund procedure such as hotel arrangements, expenses, reimbursements, registration, mileage allowance, and extra meals.
6. The Anne Lewis Leadership Development Fund Chairman or Committee members should meet the recipient at the conference to ensure they are settled in and ready to attend the workshops and to answer any questions he/she may have.

SPONSORSHIP CHARIMAN

APPOINTMENT

The Sponsorship Chair is appointed from the general membership by the President to serve one (1) year. The Sponsorship Chair is responsible directly to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in the Standing Rules Section III.
2. Attend Annual Conference and participate as requested.
3. Attend the Spring District Meeting in his/her home district.
4. Receive budgeted funds to support responsibilities as a Board Member as well as Sponsors Chair.

RESPONSIBILITIES AS SPONSORSHIP CHAIR

1. Contact member organizations and other possible contributors for support of Annual Conference through sponsorship donations.
2. Inform VAHAV Board Members regarding sponsorship opportunities.
3. Maintain list of sponsors.
4. Acknowledge all donations.
5. Create sponsor signs for Annual Conference events and (with permission) list sponsors in Annual Conference program.
6. Work with Annual Conference Coordinator to identify sponsorship opportunities.
7. Create and keep all forms, contracts, and letters that are necessary to complete the job of Sponsorship Chair. This file will be passed to the next person to hold this position.
8. For each Executive Meeting, prepare three copies (3) of a written report reporting activities included for job description.

THRIFT SHOP CHAIRMAN

APPOINTMENT

The Thrift Shop Chairman is appointed by the President, from among members who are experienced thrift shop managers or workers, to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as requested.
3. Attend the Spring District Meeting in her/his home district. Be willing to attend all five (5) District Meetings.
4. Receive budgeted funds to support responsibilities as a Board member and as Thrift Shop Chairman.

RESPONSIBILITIES AS THRIFT SHOP CHAIRMAN

1. Actively assist the Annual Conference Chairman in planning and executing any thrift shop seminar, workshop, or session to be presented at the Annual Conference.
2. Maintain contact with, and offer assistance to the District Chairmen in planning district workshops for Thrift Shop Managers.
3. Respond promptly to questions and requests from Thrift Shop Managers.
4. Maintain a current list of names and addresses of Thrift Shops affiliated with VAHAV.

VENDOR CHAIRMAN

APPOINTMENT

The Vendor Chairman is appointed by the President from the general membership to serve for one (1) year and is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as requested.
3. Attend the Spring District Meeting in his/her home district. Be willing to attend all five (5) Spring District Meetings if invited.
4. Receive budgeted funds to support responsibilities as a Board member and as Vendor Chairman.

RESPONSIBILITIES AS VENDOR CHAIRMAN

1. Actively assist in planning the Vendors' Fair at the Annual Conference and develop marketing materials to entice vendors to sponsor special events at Annual Conference.
2. Solicit potential vendors.
3. After consultation with the Conference Chairman, propose the vendors' fee to the Board for approval; set the deadline date for submission; and collect and promptly submit these fees to the Treasurer. These fees shall be included in the income of the Annual Conference.
4. February/ March/April:
 - a. Send vendors reminder postcards about Annual Conference.
 - b. Send vendor letter, letter of understanding, and other pertinent Annual Conference information. This information is to be sent throughout the summer months as new vendor names are provided.
5. When appropriate: Send reminder postcards regarding deadline date for "Early Bird" special (if applicable).
6. Send information about hotel to those vendors coming to the Annual Conference as well as a request for information to be included in the Vendor Booklet.
7. Provide welcome letter, badge(s), and light breakfast for vendors.
8. Produce a "Vendor Booklet" and have it available for all Annual Conference participants and vendors.
9. Direct and execute the Vendors' Fair at the Annual Conference to include assuring adequate time is scheduled for the Fair; assuring vendors are appropriately recognized; organizing and managing the vendors' space; and offering assistance, as appropriate.
10. Collect prizes from vendors to be distributed following breakfast on the closing day of Annual Conference.

11. Send letters of appreciation to all vendors who participate in the Vendors' Fair.
12. Assist the President in the identification and selection of new Vendor Chairman.
13. Provide assistance to new Vendor Chairman in understanding the responsibilities of this position.

WEBMASTER CHAIRMAN

APPOINTMENT

The Website Chairman is appointed by the President from the general membership to serve for one (1) year. The Website Chairman is responsible to the President.

RESPONSIBILITIES AS A VAHAV BOARD MEMBER

1. Attend all VAHAV Board meetings and be responsible for all obligations which accrue from Board Membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and participate, as requested.
3. Attend the Spring District Meeting in his/her home district.
4. Receive budgeted funds to support responsibilities as a Board Member and as Website Chairman.

RESPONSIBILITIES AS WEBSITE CHAIRMAN

1. Provide the technical ability to establish, update, and maintain the VAHAV website.
2. Possess knowledge of Internet languages such as HTML, PHP and JAVASCRIPT. (All of these are used in the current Web pages at the simplest level.) A complicated structure limits the pool of potential Website Chairmen; thus, it is in the best interest of the Board to keep it simple. The division line is how attractive the Web pages are and how easy it is for users to traverse the pages.
3. Our current internet provider is Host Monster. They may be contacted by phone 866.573.4678 or by logging onto HostMonser.com. Our user ID is VAHAV.org and the current password can be obtained from Webmaster.
4. Translate VAHAV information into an Internet language and keep the Website updated.
5. Maintain the Annual Survey Questionnaire on the Web page. Check with the President for any changes needed and update the Survey to the Web by the August Board Meeting.
6. As the surveys are completed, extract the information and update the database. When all surveys have been completed, extract the statistical data and generate a table for the database so the Presidents Annual Report can be generated. This should be emailed to the President for distribution at the Annual Conference.
7. Place the newsletters Connection on the website.
8. Post the Leadership and Board Manuals to the website for all to access. These two documents are maintained by the Bylaws chairman.
9. Maintain the membership database. Information to update the website comes from the database.
10. For documentation on the database and website, contact the Webmaster.
11. Keep VHHA up-to-date with current mailing list for the Newsletter, Connection.

- a. Changes to the mailing list should be made prior to March 1, June 1, September 1, and December 1. These dates are the cut-off dates for articles for the newsletter.
- b. The current contact is Dana Phillips. She may be reached by Telephone: (804) 965-1209 and e-mail: dphillips@vhha.com. To verify current contact, log on to: www.vhha.com and send an e-mail.
- c. The lists are maintained in two MS Access databases. Email Dana and she will send you two Excel files, one has the Group 10 data and the other one has the Group 12.
- d. Compare her two files with information in the database and send any changes to VHHA.
- e. Group 10 includes the VAHAV Board Members and Auxiliary/Organization Hospital Names.
- f. Labels for the Auxiliary/Organization Presidents are addressed to the Hospital/Healthcare facility with the President's title. Therefore, any change to the list need only be made if a Hospital or Healthcare facility joins, changes its name, or cancels membership in VAHAV.
- g. Group 12 includes the VAHAV Past Presidents, Directors of Volunteer Services, Gift Shop Chairman, Thrift Shop Chairman, and anyone else we want to receive information. Except for Past Presidents, the individual names for the positions are not maintained.