

VIRGINIA ASSOCIATION OF
HEALTHCARE
AUXILIARIES AND VOLUNTEERS



POSITION GUIDELINES

Approved by VAHAV Board 2015/2016/2018

VAHAV POSITION GUIDELINES
TABLE OF CONTENTS

PRESIDENT	1
PRESIDENT-ELECT	10
CONFERENCE COORDINATOR	12
RECORDING SECRETARY	16
TREASURER	18
IMMEDIATE PAST PRESIDENT	24
ANNE LEWIS LEADERSHIP DEVELOPMENT FUND CHAIR	25
CORRESPONDING SECRETARY	27
COMMUNICATIONS CHAIR	29
DISTRICT CHAIR	31
EMBLEMS CHAIR	33
GIFT & THRIFT SHOP CHAIR.....	35
HISTORIAN/SCRAPBOOK CHAIR	36
LEGISLATIVE CHAIR	37
MEMBERSHIP CHAIR	38
NEWSLETTER EDITOR/PUBLICITY CHAIR	39
NOMINATING COMMITTEE AND CHAIR	41
PARLIAMENTARIAN/BYLAWS CHAIR	43
SPONSORSHIP CHAIR	45
VENDOR CHAIR	46
WEBMASTER	48

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 general membership and to the BOARD. Should the President-Elect decline to accept the President's position, the President may continue in the Presidency position or appoint a qualified member to fill the vacancy until the next Annual Conference, at which time the ASSOCIATION shall elect a member to fill the vacancy.

RESPONSIBILITIES AS A BOARD MEMBER

1. Attend all 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) Annual Spring District Meetings (ASDM).
4. Receive budgeted funds to support responsibilities as a BOARD member and as President.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

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 Chairs 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. Review the Annual Survey Report with the Webmaster before it is posted to the website.
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/Liaison leaders of member healthcare 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 (AHA), represent the ASSOCIATION at the AHA Annual Membership Meeting or appoint a representative to attend.
19. At the invitation of the Society for Healthcare Volunteer Leaders (SHVL), represent the ASSOCIATION at the SHVL Annual Leadership Conference or appoint a representative to attend.
20. 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.
21. Select BOARD members to attend appropriate state, regional and national healthcare conferences, if these expenses are within budget.
22. May authorize reimbursement of expenses of BOARD members to attend educational, promotional or other authorized Meetings, if these expenses are not within the budget.
23. 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. The President shall preside and fulfill all responsibilities at the Annual Conference appropriate to the Office of President.
24. Endorse any changes in Annual Conference guidelines prior to presentation to the BOARD for review and approval.

25. Accept applications to join and withdraw from the ASSOCIATION.
26. Present a Certificate of Membership to new member organizations no later than at the Annual Conference following the granting of membership.
27. Remind the Gift Shop Chair and the Thrift Shop Chair that a current set of mailing labels of Gift Shop Managers and Thrift Shop Managers may be obtained from the Communications Chair.
28. Appoint a qualified member to fill a vacancy in an elected office, other than the President-Elect position which the Nominating Committee will handle, until the next Annual Conference, at which time the ASSOCIATION shall elect a member to fill the vacancy for the remainder of the term.
29. A VAHAV President's pin and gavel shall be presented to the incoming President at the Annual Conference.

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 Standing Committee Chairs, 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. Provide Corresponding Secretary with all necessary information for the Organizational BOARD meeting Call Letter.
7. 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 Chair.
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 Fall Meeting

1. Send a formal thank-you note to the VHHA President/CEO for the check which they presented to the VAHAV at the Annual Conference. Enclose compilation of Annual Surveys.
2. Attend VHHA Annual Fall Meeting. Inform VHHA President of your new position, and thank VHHA for their support.
3. Provide the VHHA with a current list of BOARD members.
4. Provide AHA Department of Volunteer Administration and Auxiliary Services with your and the President-Elect's name, address, and phone number.
5. 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 BOARD.
6. Prepare President's letter for the *Connection*.
7. Prepare agenda for winter BOARD meeting, schedule Committee Meetings, and assure the members have necessary information to prepare to participate.

8. 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 assignments, agenda, and lodging information
9. Preside at BOARD Meetings and follow agenda to include: approving minutes, officer reports, old and new business, and announcement of dates of future BOARD Meetings and other Meetings of interest
10. Respond to oral reports from Committee Chairs and District Chairs.
11. Collect quarterly reports, old and new business, and announcement of dates of future BOARD Meetings and other Meetings of interest.

JANUARY

Meetings may include: ASSOCIATION Winter BOARD Meeting
 VHHA Legislative Issues Conference (usually held in
 February/March)

1. Receive Legislative Issues Conference materials, coordinate attendance with Legislative Chair and room reservations with VHHA staff, obtain schedule to ascertain personal commitments and prepare remarks of welcome.

Items specifically addressed at the Winter BOARD meeting:

2. Preside at BOARD Meeting and follow agenda to include: approving minutes, officer reports, oral reports from Committee Chairs and District Chairs; collecting quarterly reports, old and new business and announcement of dates of future BOARD Meetings and other Meetings of interest.
3. At the winter BOARD meeting, present a 'Board Member Bar' to incoming BOARD members.

FEBRUARY

Meetings may include: AHA (American Hospital Association) Annual Membership Meeting (usually in Washington, D.C. in May)
 SAL (State Auxiliary Leaders) Meeting held in conjunction with AHA Membership Meeting
 SHVL (Society for Healthcare Volunteer Leaders) Annual Leadership Conference

1. Receive information on the AHA Membership Meeting and make all necessary reservations to attend. The SAL Meeting is held in conjunction with this AHA Membership Meeting.

2. Receive information for Society for Healthcare Volunteer Leaders (SHVL) Annual Leadership Conference and make all necessary reservations to attend.
3. Prepare article for *Connection*.

MARCH

Meetings may include: VHHA Spring Conference/Annual Meeting

1. Receive information on VHHA Spring Conference/Annual Meeting. Coordinate attendance and room reservations with VHHA.
2. Begin preparing committee schedule and agenda for spring BOARD meeting.
3. 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.

APRIL AND MAY

Meetings may include: VHHA Spring Conference/Annual Meeting
ASSOCIATION BOARD Meeting

Items specifically addressed at the Spring BOARD meeting:

1. Represent the ASSOCIATION at the VHHA Spring Conference/Annual Meeting.
2. 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.
3. Executive Committee to review and approve finalized budget for the Annual Conference, including registration fees. Present to the BOARD for a final vote.
4. Approve site of future Annual Conferences, if not already contracted.
5. Inform Registration Committee that they can obtain mailing labels for the Conference from the Communications Chair.
6. Receive from the Spring District Chairs, highlights and complete financial reports from their Spring District Meeting.
7. Receive progress report from Nominating Committee Chair.
8. Remind members to submit your annual report at the summer BOARD meeting. This information will be used in preparing the President's Annual Report for presentation at the Annual Conference. Also submit any proposed revisions to your Position Guidelines.
9. Prepare President's letter for the *Connection*.

10. Review the VAHAV Annual Membership Survey letter in consultation with appropriate BOARD members, including the District Chairs, and make recommended updates, if any. Provide a copy of any changes to the Webmaster for inclusion on the Website.

JUNE AND JULY

1. Begin preparing committee schedule and agenda for summer BOARD meeting.
2. 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. Call Letter should also remind members that Annual Reports are due at summer board meeting and Position Guidelines should be reviewed and updated, if necessary.

AUGUST

Meetings may include: ASSOCIATION Summer BOARD Meeting

1. Obtain latest figure on dollar value of volunteer hours from Virginia Office of Volunteerism. Give to Webmaster for inclusion in Annual Survey.
2. Prepare article for the *Connection*.

Items to be specifically addressed at summer BOARD meeting:

1. Receive Annual Reports from all BOARD committee chairs to include a summary of his/her activities from October thru August. The Recording Secretary will then combine these in a joint BOARD report that shall be distributed at the Annual Conference through the Presidents' packets.
2. Conference Coordinator(s) shall give a complete overview of upcoming Annual Conference to Executive Committee and to BOARD.

SEPTEMBER:

1. Review Annual Survey summary information from Webmaster. Webmaster shall compile report to be included in the President's Packet at the Annual Conference.
2. Discuss and finalize plans for the Annual Conference.

OCTOBER:

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

Meetings may include: Annual Conference
 BOARD Meeting prior to Annual Conference
 Organizational BOARD Meeting immediately following
 Annual Conference

Items specifically addressed at October BOARD Meeting:

1. Assure all unfinished business on the BOARD calendar has been completed.
2. Receive report from Annual Conference Coordinator(s) on final preparations for the conference and offer assistance of BOARD members, as appropriate.
3. Receive reports from Committee Chairs of their activities from August to October.
4. Review items to be addressed during the Business Meeting.
5. Remind outgoing BOARD members to submit their BOARD notebooks and other related materials to the Corresponding Secretary.
6. Collect revised Position Guidelines for the coming year.
7. Approve Venue/Host Committees for future Annual Conference, if not previously contracted.
8. Receive and discuss final report of Nominating Committee.
9. Receive report from the Bylaws Committee.

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.
6. Present a VAHAV President's pin and gavel to the incoming President.

PRESIDENT-ELECT

The candidate for President-Elect is presented by the Nominating Committee Chair 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 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) Annual Spring District Meetings (ASDM).
4. Receive budgeted funds to support responsibilities as a BOARD member and as President-Elect.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

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, (if not already contracted), to be approved by the BOARD at least twelve (12) months prior to the conference.
3. Is responsible for selecting the hotel for the Annual Conference (if not already contracted) and for selecting 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, which is usually held in Washington DC in May.
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. Prepare a Call Letter for the October Organizational BOARD Meeting. (The Corresponding Secretary is responsible for mailing the Call Letter.)
9. Prepare the agenda for the Organizational BOARD Meeting and assure preparations are complete.
10. Review BOARD materials suggesting changes, as appropriate.
11. Select the theme for the Annual Conference.
12. A First Timer's Orientation shall be held during the Annual Conference and may be conducted by either the President-Elect, Past Conference Coordinator, or as delegated.
13. Select and purchase a gift to be presented by the BOARD to the out-going President.
14. Present the VAHAV Past President's pin to the out-going President at the Annual Conference.

RESPONSIBILITIES AS DISTRICT LIAISON

(Expanded from Bylaws Article V, Section 3:

1. Serve as liaison between the President and the five (5) District Chairs.
2. Plan and preside at the District Chairs' Committee meeting held prior to each regular BOARD Meeting.
3. Assist the District Chairs as requested, and inform the District Chairs of all pertinent VAHAV information.
4. Be available to District Chairs 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 Chair and elected by the general 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 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) Annual Spring District Meetings (ASDM).
4. Receive budgeted funds to support responsibilities as a BOARD member and as Conference Coordinator.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

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 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, if not already contracted, 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. The Conference Coordinator shall be authorized to execute contracts for lodging, meeting rooms and speakers in support of the Pre-Conference, Annual Conference and organizational BOARD Meetings, with President's approval.
3. In consultation with the President and Social Host Chair, select decorating theme and colors.
4. Continually consult with and inform the President of the actions, activities, and progress of the Annual Conference Committee.
5. 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.
6. Establish, in consultation with the 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.
7. Propose Registration fees to be paid for members and non-members, and cut-off dates for these fees. Such fees shall be reviewed and approved by the BOARD at the winter BOARD meeting. The fee will cover conference materials, meals and the President's reception.
8. Manage and exercise complete and full fiscal control over every aspect of the approved budget, consulting with the Treasurer, as warranted.
9. Engage the keynote speaker(s) after consultation and with the approval of the President and assure payment of established fee(s).
10. The Conference Coordinator 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 BOARD must approve the proposed entertainment and the cost involved before a final commitment is made.
11. The Past Conference Coordinator may conduct the First Timer's Orientation at the Annual Conference.
12. 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.

13. In conjunction with the Hotel Conference Manager, and approval of the President, finalize all arrangements for meals, receptions, banquets, refreshment breaks, and all other food-related activities at the conference site.
14. Schedule a pre-conference meeting at the conference site to acquaint the Social Host and Registration Committee Chairs. As a courtesy, invite the President to attend.
15. 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 audio visual 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 BOARD officers and for the recognition of outgoing BOARD members.
16. Prepare, at least seven (7) weeks prior to the conference, a sample "Registration Packet". This packet should be approved by the President before submitting to the Registration Chair 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.
17. 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.
18. 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.

19. Prepare and supervise the printing of the conference program/tri-fold to include the finalized schedule, specific room assignments, and names of presenters/facilitators. (This responsibility may be delegated, if desired.) This tri-fold should be approved by President before printed.
20. Schedule a pre-conference meeting, immediately prior to the Conference, to include the President, all involved committee members and appropriate hotel staff, to assure coordination of duties has been established.
21. Prepare to preside during the Conference, as appropriate.
22. At the conclusion of the Conference, meet with the Treasurer and an appropriate hotel staff member to settle all hotel accounts and obligations.
23. Write letters of appreciation to Committee members, speakers, facilitators, and all others who actively planned or participated in the Conference.
24. 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.
25. 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 Chair, is elected by the general membership at the Annual Conference to serve for two years, and assumes office immediately following the Annual Conference.

RESPONSIBILITIES AS 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 Annual Spring District Meeting (ASDM) in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Recording Secretary.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

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; meetings of the Executive Committee; and as requested, other meetings called by the President.
2. After the President's approval, promptly email or 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. Collect proposed revisions to Position Guidelines at the summer BOARD meeting and provide to the Bylaws Chair for compliance review and subsequent recommendation to the President.
5. At the summer BOARD meeting, each BOARD member shall provide a summary of his/her activities from October thru August. The Recording Secretary will then

combine these in a joint BOARD report that shall be distributed at the Annual Conference through the President's Packets.

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 Chairs 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 Chairs, 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 Chair 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 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 Annual Spring District Meeting (ASDM) in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Treasurer.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

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, sales from emblems and similar items, 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. Present a current financial report at each BOARD meeting except the October Organizational BOARD meeting.
6. In consultation with the Finance Committee, recommend all fees for BOARD approval.

7. Settle all obligations of the Annual Conference, in consultation with the Conference Coordinator(s) and in accordance with the Annual Conference Guidelines.
8. 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.
9. Prepare a financial report for publication in the April issue of the *Connection*. This should be sent to newsletter@VAHAV.org
10. Maintain bonding of Directors and Officers liability insurance in accordance with the Bylaws and resolutions of the BOARD.
11. Assure timely satisfaction of all tax matters.
12. 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.

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. Complete the first quarter financial report before the Board meeting.

MAY

1. Attend the spring BOARD meeting. Prior to the BOARD meeting, chair the Finance Committee meeting.
2. Notify ASSOCIATION President and appropriate District Chairs of unpaid membership dues so appropriate action can be initiated.
3. Assure Virginia tax report has been made.
4. Review any remaining financial reports from District Chairs. 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 Chair(s) in reference to financial matters.
3. Prepare the Treasurer's second quarter report for the summer BOARD meeting.
4. Second Year: Review and adjust as necessary, the Treasurer's Position Guidelines and Treasurer's Calendar, to be collected at the summer BOARD meeting.
5. Second Year: Assure the nominee for Treasurer is invited to the summer BOARD meeting.
6. Report to the BOARD, Membership Chair, and District Chairs those hospitals that have not paid their dues.
7. Chair the Finance Committee meeting; consider desirability of dues fee adjustments; and prepare preliminary budget.
8. Attend BOARD meeting and report discussions of Finance Committee.
9. 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 Chair.
3. Maintain continual contact with the President-Elect/Conference Chair(s) 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 for one (1) year.

RESPONSIBILITIES AS A 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 Annual Spring District Meeting (ASDM) in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Immediate Past President.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS IMMEDIATE PAST PRESIDENT

(in accordance with the Bylaws and Standing Rules)

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. Preside at the Annual Conference in the event the President and/or President-Elect are unable to fulfil their duties.
3. Serves as a member of the Executive Committee.
4. Serves as Chair of the Nominating Committee.
5. Write the official history of the events and accomplishment of your term as President for inclusion in the VAHAV History Book and the President's scrapbook.

ANNE LEWIS LEADERSHIP DEVELOPMENT FUND CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS 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 requested.
3. Attend the Annual Spring District Meeting (ASDM) in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Anne Lewis Leadership Development Fund Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

ANNE LEWIS LEADERSHIP DEVELOPMENT FUND

In 2004, the VAHAV established a leadership development program. The purpose of this Fund is to assist member healthcare facilities that have a need for educational assistance and which, at times, find it financially difficult to have members attend educational opportunities, such as the Annual Conference. Seed money was made possible for this Fund from the daughters of Anne Lewis (President-Elect) who passed away in 2002. Hospital auxiliaries and individuals continue to support this Fund.

RESPONSIBILITIES AS ANNE LEWIS LEADERSHIP DEVELOPMENT FUND CHAIR

1. Send letter and applications explaining the Anne Lewis Leadership Development Fund efforts to all Auxiliary Presidents and to all District Chairs before Annual Spring District Meetings. Remind them that VAHAV will not award Leadership Development funds to the same Auxiliary two (2) consecutive years.
2. The Chair should receive applications by August 1st.
3. If no applications are received, send follow up letters, phone calls, etc.
4. Once an application has been received contact all committee members.
5. Discuss and vote on the application(s) at the August BOARD meeting.

6. Immediately contact the applicant(s) by sending the acceptance letter which explains the Leadership Development Fund procedure such as hotel arrangements, registration and reimbursements.
7. The Anne Lewis Leadership Development Fund Chair 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.

GUIDELINES FOR THE ANNE LEWIS LEADERSHIP DEVELOPMENT FUND

1. Applicants must be an active member in good standing of an auxiliary or volunteer group which is a member of VAHAV.
2. All applicants must complete the application which is found on the VAHAV website and submit to the Leadership Development Chair by August 1st. These applications will be reviewed at the August Board meeting and applicants will be notified shortly thereafter.
3. Two (2) VAHAV member organizations could be funded, which means that up to four (4) people (2 from each member organization) could be eligible.
4. The same auxiliary or volunteer group will not be eligible for funding two (2) consecutive years.
5. No one (1) person from an auxiliary or volunteer group will receive funding more than once.
6. Selection process will be based on the reason the applicant is applying.
7. BOARD may approve partial funding

GUIDELINES FOR REIMBURSEMENT

1. Reimbursement for each auxiliary or volunteer group shall include:
 - (a) Registration for up to two (2) people from an auxiliary or volunteer group;
 - (b) Hotel accommodations (double occupancy);
 - (c) Recipient must stay for entire Conference;

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 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 requested.
3. Attend the Annual Spring District Meeting (ASDM) in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Corresponding Secretary.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS CORRESPONDING SECRETARY

1. Assist the President with correspondence and mailings, as requested.
2. Provide a Blue Notebook and Leadership Manual to new BOARD members at January BOARD meeting. Remind them that these books are on the webpage.
3. Call Letters: On behalf of the President, notify all BOARD members by email or mail 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.
4. 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.
5. 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.

6. Assist with preparation of registration packet materials for Annual Conference, if requested.
7. Assist in assembling Auxiliary Presidents' Packet for distribution at the Annual Conference to include at least the following:
 - a. Current directory provided by the Webmaster,
 - b. Annual Survey Report provided by the President,
 - c. Summarization of annual reports provided by the Recording Secretary,
 - d. Flyer prepared by the Newsletter Editor
 - e. Flyer provided by the Scrapbook Chair,
 - f. Flyer provided by Emblems Chair, and
 - g. Updated pages for insertion in *Leadership Manuals*.

COMMUNICATIONS CHAIR

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

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Communications Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS COMMUNICATIONS CHAIR

1. Receive updated Directory from the Webmaster and make copies to bring to the Annual Conference for inclusion in the "Presidents Packet" and "BOARD Packets". The Communications Chair will provide large envelopes which are labeled with recipients' name and address.
2. Provide address labels for general mailing purposes as requested to:
 - a. Nominating Committee (Mailed to Chair of Nominating Committee) to include:
 1. BOARD Members
 2. Auxiliary/Organization Presidents
 - b. Registration Committee for Annual Conference (Mailed to Registration Committee Chair) to include:
 1. Current BOARD Members
 2. Past VAHAV BOARD Members (when requested)
 3. Past VAHAV Presidents
 4. Auxiliary/Organization Presidents
 5. District Officers

6. Gift Shop Chair/Managers
 7. Thrift Shop Chair/Managers
 8. Director of Volunteer Services/Volunteer Services Manager
 - c. Annual Survey (Mailed to District Chairs) to include:
 1. Auxiliary/Organization Presidents
 2. Director of Volunteer Services/Volunteer Services Manager
 - d. Other labels as requested.
3. The labels should be addressed as follows:
- a. Auxiliary/Organization Presidents/Volunteer Coordinator with Hospital or Healthcare Facility address, or home address as supplied
 - b. BOARD members with name and address as supplied
 - c. Directors of Volunteer Services with Hospital or Healthcare Facility address
 - d. District Officers with name and address as supplied
 - e. Gift Shop Chairs with Hospital or Healthcare Facility address, or home address as supplied
 - f. Thrift Shop Chairs with address of Thrift Shop, or home address as supplied
 - g. Past VAHAV Presidents with name and address as supplied
4. Prepare and provide business cards and return labels for BOARD members, as requested.
5. Prepare a Certificate of Appreciation for the President and Certificates of Appreciation for outgoing BOARD members for presentation at the Annual Conference.
6. Prepare the Certificate of Membership for organizations joining ~~VAHAV~~ the ASSOCIATION.
7. Help the Webmaster as he/she requests.

DISTRICT CHAIRS

A qualified member of a District is nominated, following established District Guidelines, to serve as District Chair for a two-year term. The District Chair may serve in this capacity for a total of two terms. Elections and Installations are held at their Annual Spring District Meeting (ASDM). The voting delegates assembled shall be deemed a quorum. The newly elected District Chair assumes office at the close of the Annual Conference. The District Chair is responsible to member organizations within the District and to the President of the ASSOCIATION.

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as District Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS DISTRICT CHAIR

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 Chair will be invited to attend the summer BOARD meeting.)
2. Keep a current list of all member organizations within the District. Keep the Webmaster informed of all up-to-date contact information to include names, addresses and expiration term of all Auxiliary Presidents, Directors of Volunteer Services (DVS), Legislative Chairs, and Thrift Shop and Gift Shop Chairs.
3. Represent the District at the Annual Conference. Bring your District flag to be displayed at the Annual Conference.
4. Plan and preside over the District's Presidents' Meeting at the Annual Conference, if scheduled.

5. Remind member organizations within the District via phone, email, or letter about the annual survey, annual dues, Annual Conference dates, and *Connection* submission dates. Receive a list from the Webmaster of members who have not sent in their surveys. Contact those member organizations and remind them of the importance of submitting their survey data.
6. Serve on the Nominating Committee of the ASSOCIATION.
7. Obtain a survey letter from the Webmaster to be mailed by June 1st to the Auxiliary Presidents and DVSs reminding them that the Annual Survey is due August 31. This correspondence should include a hard copy of the survey. A set of mailing labels may be obtained from the Communications Chair.
8. These surveys may be filled out and submitted on the VAHAV website (www.VAHAV.org). If the District Chair receives a hard copy of the survey from an Auxiliary President or DVS, it is the Chair's responsibility to input that data on the web.
9. Election and Installation of newly elected District Chairs are to be held at their Annual Spring District Meeting (ASDM).

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; you are encouraged to visit member organizations at least once during your term as District Chair, 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 Chair of the Nominating Committee, who shall be the Vice-Chair of the District. (The appointment of the Nominating Committee Chair is established by District Guidelines.)
4. Attend the Annual Spring District Meeting (ASDM) held within your District.
5. Plan a Presidents' Meeting during the Annual Conference. Send a call letter to all Auxiliary Presidents and BOARD members at least two (2) weeks prior to the Annual Conference.
6. Monitor all income and expenses associated with the Annual Spring District Meetings. Expenses are paid at the District level. If a profit results, the Chair shall ensure these monies are deposited promptly in the general fund of the ASSOCIATION. (The Standing Rules provide that allocated monies for Annual Spring District Meetings may be advanced at the request of the Host organization.)
7. Present a complete financial accounting of the Annual Spring District Meeting to the Treasurer.

8. Present an oral report to the BOARD of the highlights of the Annual Spring District Meeting, including a summary of the final financial accounting.
9. Review, in odd-numbered years and in conjunction with the VAHAV President-Elect, the Annual Spring District Meeting Guidelines

EMBLEMS CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Emblems Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS EMBLEMS CHAIR

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 BOARD representative or District Chair is able to provide the necessary information to facilitate the sale of pins, charms, patches, emblems and decals.
4. Send to the Treasurer all resulting funds with copies of receipts.
5. Assure a President and Past President's pin are 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 following the Annual Conference or at the January BOARD meeting, ordering as necessary.
7. Prepare a flyer for inclusion in the "Presidents Packet" at the Annual Conference.

8. **Bookkeeping**

Sales are recorded in triplicate in the order book:

White – Ordering Party

Yellow –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 AND THRIFT SHOP CHAIR

Revised August, 2018 – Combined Gift Shop Chair and Thrift Shop Chair

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

RESPONSIBILITIES AS 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Gift and Thrift Shop Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS GIFT and THRIFT SHOP CHAIR

1. Actively assist the Annual Conference Chair in planning and executing the Annual Conference, which includes sessions of interest to Gift and Thrift Shop Chairs, Managers and Gift Shop buyers.
2. Maintain contact with and offer assistance to the District Chairs in planning their Annual Spring District Meeting should they need information on Gift and Thrift Shops in their District.
3. Maintain contact with and offer assistance to Auxiliary Gift and Thrift Shop Managers affiliated with the VAHAV. Keep a current list of names and addresses of these Managers and inform the Webmaster of any changes for the membership directory.

HISTORIAN/SCRAPBOOK CHAIR

APPOINTMENT

The Historian / Scrapbook Chair 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 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 Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Historian/Scrapbook Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS HISTORIAN/SCRAPBOOK CHAIR

1. Maintain and keep the VAHAV History Book up-to-date. Obtain from the Immediate Past President their history of the events and accomplishments of their term for inclusion in the history book.
2. Collect materials and photographs through the year to be included in the President's Scrapbook.
3. Produce a scrapbook detailing activities and events of the President's administration to be presented to her/him no later than the May BOARD meeting following the completion of her/his term of office.
4. Assure the current scrapbook is prominently displayed during the Annual Conference.

LEGISLATIVE CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Legislative Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS LEGISLATIVE CHAIR

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 February/March and speak with legislators.
4. Present a written report to the Legislative Chair (or Auxiliary President) of member organizations.
5. Maintain contact with the Virginia Hospital and Healthcare Association (VHHA) legislative representative. Be sure to get on email list to receive the VHHA FYI emails.
6. 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.
7. Establish an effective means of communication through the District Chairs to disseminate pertinent legislative information on healthcare issues.

MEMBERSHIP CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Membership Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS MEMBERSHIP CHAIR

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. To build membership, provide current information on non-member healthcare facilities to District Chairs to encourage outreach to these entities for attendance at local District Meetings.
5. Advise a member auxiliary or organization the process by which to withdraw from VAHAV. Advise per the disposition of accumulated funds.
6. Keep abreast of all membership issues and keep BOARD members informed of these issues.

NEWSLETTER EDITOR/PUBLICITY CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Newsletter Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

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 *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 at the VHHA by the 15th of the month preceding publication. Printing and mailing are provided by VHHA.
5. The Webmaster is responsible for keeping an accurate mailing list and will forward updated list to the VHHA when the Newsletter Chair informs her that the *Connection* is completed.
6. 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 Web (www.vahav.org).

- 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.

RESPONSIBILITIES AS PUBLICITY CHAIR

- 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 CHAIR
(Immediate Past President)

COMPOSITION

The Nominating Committee shall be composed of the Immediate Past President, President-Elect and five (5) District Chairs. The Chair of the Nominating Committee shall be the Immediate Past President (Bylaws Article VIII, Section 3 and Standing Rules #318).

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Nominating Committee Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection* as deemed necessary.

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.
 - c. Conference Coordinator: the Conference Coordinator will be given first choice to move up to the position of President-Elect.
3. Elect Bi-annually, in odd-numbered years:
 - a. Recording Secretary
 - b. Treasurer
4. The Chair of the Nominating Committee shall present a slate to the BOARD for review and approval at the August BOARD meeting (Bylaws Article VIII, Section 3).

5. In the event of a vacancy in the office of President-Elect, the Nominating Committee shall present within 30 days qualified candidates to the BOARD for a vote to fill the President-Elect's term as President (Bylaws – Article VI, Section 2(2)).

RESPONSIBILITIES AS CHAIR 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 Chairs, 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 Chairs 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 August 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. Send a notice to the General Membership at least two (2) weeks prior to the Annual Business Meeting, the proposed slate of officers which will be presented to the General Membership for a vote at the Annual Business Meeting during the Annual Conference. (Bylaws Article VIII – Section 3 and Standing Rules Section IX - 904)
9. 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 Chair.
2. Attend and participate in all Meetings of the Nominating Committee.

PARLIAMENTARIAN/BYLAWS CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Parliamentarian/Bylaws Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection* as deemed necessary.

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 are conducted under *Robert's Rules of Order 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. Be custodian of the file of historical and current Bylaws.

RESPONSIBILITIES AS CHAIR 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 Chair, 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 as required by the Bylaws Article X, Section
4. Mail proposed changes to the Bylaws 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 of Order Revised* 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. Maintain and keep the Blue Book and Leadership Manual up-to-date. The Leadership and Blue Book should be reviewed bi-annually for changes.

SPONSORSHIP CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Sponsorship Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS SPONSORSHIP CHAIR

1. Contact member organizations and other possible contributors for support of Annual Conference through sponsorship donations.
2. Inform 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.

VENDOR CHAIR

APPOINTMENT

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

RESPONSIBILITIES AS 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Vendor Chair.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS VENDOR CHAIR

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. Hand out "Save the Date" cards to vendors at the Annual Conference for the next year's Conference.
3. Solicit potential vendors.
4. After consultation with the Conference Chair, 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.
5. 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.

6. Maintain contact with the hotel regarding the Vendor Fair to include: # of tables necessary; electrical needs; number of meals needed for the vendors; and any other needs the vendors may need.
7. When appropriate: Send reminder postcards regarding deadline date for “Early Bird” special (if applicable).
8. 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.
9. Provide welcome letter, badge(s), and light breakfast for vendors.
10. Produce a “Vendor Booklet” and have it available for all Annual Conference participants and vendors.
11. Make Posters for Vendors.
12. 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.
13. Collect prizes from vendors at the close of the Vendor Fair for the Vendor Raffle to be held in the Vendor room.
14. Send letters of appreciation to all vendors who participate in the Vendors’ Fair.
15. When term is up, provide assistance to new Vendor Chair in understanding the responsibilities of this position.

WEBMASTER

APPOINTMENT

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

RESPONSIBILITIES AS A 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 requested.
3. Attend the Annual Spring District Meeting in his/her home District.
4. Receive budgeted funds to support responsibilities as a BOARD member and as Webmaster.
5. For each BOARD meeting, all members shall submit a typed or printed, signed and dated report of recent activities, including number of hours worked on their specific job. Prepare three (3) copies: one copy for the President, one copy for Recording Secretary and a copy for inclusion in the BOARD member's notebook. In addition, BOARD members shall email their report to all BOARD members at least one week prior to our BOARD meeting and be prepared to present a brief oral report reflecting the highlights of recent activities.
6. Prepare an article for the *Connection*.

RESPONSIBILITIES AS WEBSITE CHAIR

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 Chair; 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.

RESPONSIBILITIES TO THE BOARD AS WEBSITE CHAIR

1. Bring a copy of the dues letter to the January BOARD meeting for review by the Executive Committee for any revisions.

2. Prepare and send to the Treasurer the dues statements for the individual hospitals or Healthcare Facilities.
3. Dues letters are to be sent to District Chairs for them to mail to the Hospitals or Healthcare Facilities in their District by June 1st. The return address on these letters is to be the Treasurer's home address.
4. Maintain the Annual Survey Questionnaire on the Website. Check with the President for any changes that need to be made to the survey.
5. 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 President's Annual Report can be generated. This should be emailed to the President for distribution at the Annual Conference.
6. Membership numbers are reported in the Annual Survey Report, which the Webmaster enters into the database.
7. The current Annual Spring District Meeting dates and the Annual Survey are to be kept on the website until after the Annual Conference.
8. Post the Leadership and BOARD Manuals to the website for all to access. These two documents are maintained by the Bylaws Chair.
9. Maintain the VAHAV Directory providing current updates to all BOARD members.
10. Maintain the website with all current Blue Book documents.
11. When the *Connection* is completed, the webmaster will send the current mailing list to VHHA. They will print labels and mail *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. Post the *Connection* on the website.
 - d. Labels for the Auxiliary/Organization Presidents are addressed to the Hospital/Healthcare facility with the President's title, or to their home address if supplied.