

VAHAV Blue Book
Section 8, 9 and 10 Table of Contents

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Virginia Association of Healthcare Auxiliaries and Volunteers

Section 8 - District Information

Meetings

Annual Conference Presidents' Meeting
Annual Spring District Meeting (ASDM)

Courtesies

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

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

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

Budgeted Funds

Budgeted funds may be spent for the following:

- Telephone calls
- Postage
- Printing/copying
- Mileage for District business
- Overnight accommodations for District business
- Expenses incurred doing District business
- Expenses incurred going to other District meetings for education purposes
- Expenses incurred by Nominating Committee of the District

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

District Standing Rules

1. The membership of the VAHAV is divided into five Districts. The names of the five Districts shall be Capital, Hampton Roads, Northern, Piedmont and Southwestern.
2. The object of each District shall be to bring into close unity the member organizations of the District to promote the policies, objectives and membership of the ASSOCIATION.

3. Any hospital or healthcare facility auxiliary/volunteer organization who is a member of the VAHAV and located in that District's designated geographic area, shall be a member of that District.

4. **OFFICERS:**

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

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

5. **COMMITTEES:**

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

6. **MEETINGS:**

- (a) The Presidents' District Meeting shall be held in the fall during the Annual Conference. The Meetings shall be attended by the President and President-Elect of each member organization or by a designated representative. All members attending the Annual Conference should attend a District meeting.
- (b) Member organizations may present reports at this meeting. The reports shall be *limited to two minutes* and may include a summary of projects such as fundraising, awards or community outreach.
- (c) An Annual Spring District Meeting (ASDM) shall be held in each District. All District member organizations are encouraged to take a turn in hosting this meeting. The election and installation of District Officers shall be held at this meeting. Elected officers shall begin their term of two years after the Annual Conference.

- (d) Dates for Annual Spring District Meetings are set after consultation with the VAHAV President.
 - (e) The following shall be entitled to vote at District Meetings: District Officers, delegates from member organizations, past District Chairs and BOARD members who reside in the District. Each member organization shall be entitled to two voting delegates who should be appointed and notified prior to the District Meeting.
7. Special District funds shall be raised only with the approval of the BOARD.
 8. A quorum for transaction of the District's business shall be a majority of delegates present and voting.
 9. The District Chairs shall review the District Standing Rules in odd-numbered years.
 10. Amendments to the District Standing Rules may be proposed and approved at any District Meeting and shall become effective on the final approval of the BOARD.
 11. At the discretion of the VAHAV President and the outgoing District Chairs, the incoming District Chairs will be invited to attend the Summer BOARD Meeting.
 12. All records shall be kept by the District Secretary and then passed by the outgoing District Chair to the incoming District Chair.
 13. The parliamentary authority for the District shall be *Robert's Rules of Order Revised*.

District Officers' Job Descriptions

District Chair (Chair)

The District Chair is the Chief Executive Officer of the District and shall be an ex-officio member of all committees, except the Nominating Committee. The Chair will serve on the BOARD for his/her term of office. The Chair shall keep the VAHAV President, President-Elect (District Liaison) and Communications Chair informed of up-to-date names, addresses and expiration terms of all Auxiliary Presidents and submit a statistical report of the District as requested. The Chair will make a written report to the BOARD at all BOARD Meetings. He/she shall have copies for the President and Recording Secretary and retain a copy for the District files. The Chair shall preside at all Meetings of the District. The Chair shall appoint all Committee Chairs as required to perform the work of the District, except where otherwise provided in the District Standing Rules.

The Chair shall supervise plans for extending, unifying and implementing the work of the ASSOCIATION throughout the District, approve all programs of District, plan an Annual Spring District Meeting and a Presidents' Meeting during the Annual Conference. Send a call letter to all Auxiliary Presidents, BOARD Members, and Past VAHAV Presidents at least thirty days

prior to these meeting dates. The Chair is encouraged to visit with member auxiliaries at least once during his/her term of office and shall work closely with the Vice-Chair, encouraging him/her to accompany the Chair on travel throughout the District.

District Vice-Chair

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

District Secretary

The District Secretary shall accurately record the minutes of the District Meetings in permanent books belonging to the District. Under the directions of the Chair, the Secretary shall perform any necessary correspondence of the District. A copy of the minutes shall be sent to the Chair within two weeks of the ASDM.

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Section 9 - Annual Spring District Meetings (ASDM)

Annual Spring District Meetings (ASDM) shall be held during March, April or May. The District Chair shall act as the ASDM Chair and find a Host Auxiliary from among the District's member organizations. All District member organizations are encouraged to take a turn in hosting this meeting.

The Host Auxiliary shall select a Host Chair and any necessary Committees from its membership. The Host Chair, in consultation with the District Chair, shall make arrangements for speakers, schedule events and generate publicity and interest for the ASDM among the District member organizations.

The District Chair shall serve as the ASDM Chair and is responsible for the welcome, introductions and the business portion of the ASDM. The District Chair shall consult regularly with the VAHAV President-Elect (District Liaison), District Vice-Chair and the Host Chair concerning the program.

A Save-the-Date can be mailed in early January by the District Chairs prior to the official mailing of the call letter. The Save-the-Date and call letter shall be sent to all District Organization Presidents, Directors of Volunteer Services, all BOARD members and past VAHAV Presidents.

All mailings shall be sent by either email or first class mail, no later than thirty days prior to the District Meeting. The VAHAV Communications Chair or Webmaster will furnish address labels. The following information shall be included in the call letter:

- Registration form including name, address and email of the Registration Chair
- Registration fee (if applicable) and cancellation information
- Agenda for District Meeting
- Directions to the Meeting

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

The Host Committee shall keep the District Chair apprised of all arrangements including agenda for the day and times designated for meals, and can be invited to attend planning sessions with the Host Committee.

The Registration Chair shall be appointed from the Host Auxiliary and shall receive all registrations forms and fees, if applicable. A list of persons and organizations attending will be kept and given to the District Secretary at the close of the meeting; this list will become a part of

the permanent record. The Registration Chair shall keep a detailed record of the receipts and disbursement for the ASDM. (Monies received for meals and registration may be deposited in a separate bank account opened for that purpose.) Should any funds remain after all expenses are paid, monies are to be sent to the VAHAV Treasurer within 60 days with a detailed financial report identifying all incomes and expenses for the ASDM. All persons attending the ASDM must register in advance.

Each District sets their own registration fees for the ASDM. These fees should cover the cost of the meeting unless sponsorship of speakers and function are obtained. No refunds will be made after date set by the Host Chair.

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Section 10 - Guidelines for Annual Conference

Registration Committee

The Annual Conference **Registration Committee** shall appoint a Chair to work with the Conference Coordinator(s) of the Annual Conference. This committee is responsible for:

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

Annual Conference Planning:

An Annual Conference Planning Meeting shall be scheduled at the Hotel/Conference Center with the Conference Coordinator(s), Chairs of the Social and Registration Committees, and the Hotel Conference Planner approximately 7 months prior to the Annual Conference. The purpose of this meeting is to familiarize all Committee members with their duties and responsibilities, hotel layout for the Annual Conference, and to begin to identify budget and program requirements.

Finances:

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

Committee Expenses:

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

Registration Fee:

The Annual Conference registration fee will be voted on at the May BOARD meeting. The fee will cover conference materials, all scheduled meals and the VAHAV President's reception.

Accommodations:

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

Committee Identification:

The Registration Committee shall choose their own special way of being identified to the attendees. At previous conferences, items such as hats, aprons, shirts, flowers, and vests, just to mention a few, have been used. The cost of these special ID items may be taken from the Committee's budgeted available funds or can come from the committee's hospital or individual committee members (if it is an item that can be used for other things such as shirts).

Registration Mailings:

The Conference Coordinator(s) has the responsibility for supplying the Registration Chair with mailing labels, confirmation cards, workshop assignment master form and master copies of all materials for mailing. The Registration Committee will be responsible for purchasing mailing envelopes and copying materials. The Registration Chair is also responsible for mailing out the registration packets and notices to all VAHAV Member Healthcare Organizations, Directors of Volunteer Services, all BOARD members and Past VAHAV Presidents. The mailing date will be determined by the Conference Coordinator(s). The Registration packet should include the following:

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

Once the Registration packet is complete, it should be sent to the Webmaster for posting on the web site.

Return of Registration Forms:

The Registration Committee shall develop lists of attendees by District, identifying voting delegates, guests and speakers. They shall also assign and record selection of workshops (first-come basis) and round table numbers.

The Committee person responsible for handling the checks received with the registration forms should develop a form to record the registrants in duplicate and forward one copy to the VAHAV Treasurer with the associated checks. Checks for registration should be sent to the VAHAV Treasurer via "Certified Mail" and sent to the Treasurer when amounts of \$2000 or more have been received. The Committee shall keep the Conference Coordinator(s) informed of workshop and round table numbers and any special needs that have been requested, etc.

Registration Confirmation:

When a registration is received, the Committee shall send out a confirmation of receipt either by the email listed on their registration form or by post card if no email is indicated

Annual Conference Packets:

Both the Conference Coordinator(s) and the Registration Committee Chair have the responsibility for putting together the contents of the Annual Conference packets. Contents are as follows, subject to change if deemed appropriate:

Conference Coordinator(s) is responsible for:

- Final Meeting Program (just prior to conference)
- Annual Conference Evaluation Form
- Workshop Evaluation Form
- Round Table Information
- Vendor List/Staff List if not in Program
- Hotel Map of Event/Workshops
- Name Badge Holder (recycled)
- Restaurant Suggestion/Guides
- BOARD Member Materials, if required (200 copies needed)

Registration Committee is responsible for:

- Folders/Envelopes for Materials
- Copy and Include Materials from Conference Coordinator(s)
- Workshop/Round Table Assignments
- Attendee Lists
- Special "Gift" Items (notepads, pencils, etc.)
- Name Badges listing workshops/round table assignments

Once all the materials are gathered by the Registration Committee, supplied by the Conference Coordinator(s) and the Committee itself, it is then appropriate to complete the Annual Conference packets for each attendee, guest, and speaker.

Name Badges:

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

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

The information on the badges should be as follows:

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

Speaker, Guest and Vendor badges should include pertinent information.

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

Credentials Report:

A Credentials Report is to be given by the Registration Committee Chair at the last session of the Conference. It should consist of the final attendance figures for fulltime attendees, same day attendees and count broken down by District. A formal copy of this report shall be given to the Conference Coordinator(s) for inclusion in the Annual Conference Final Report.

Miscellaneous:

The Registration Committee should assist the Social Host Committee, as needed, to collect the name badges and evaluation forms at the completion of the Annual Conference. The Registration Committee should possess knowledge of the hotel layout for the purpose of assisting attendees with directions as required.

Invitees:

The Conference Coordinator(s) shall write a letter to the Hospital Administrator of the Registration Committee inviting him/her to address the Annual Conference.

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

Social Host Committee

The Social Host Committee shall appoint a Chair to work with the Conference Coordinator(s) of the Annual Conference. The Committee is responsible for:

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

The Social Host Chair and the Conference Coordinator(s) will consult with each other regarding the decorating theme and colors, depending on the VAHAV President's theme.

Annual Conference Planning:

An Annual Conference Planning Meeting will be scheduled at the Hotel/Conference Center with the Conference Coordinator(s), Registration and Social Host Chairs and the Hotel Conference Planner approximately 7 months prior to the planned Annual Conference. The purpose of this meeting shall be to familiarize all with the duties and responsibilities of the Committee members, hotel layout for the Annual Conference, and beginning to identify the budget and program requirements.

Finances:

The Social Host Chair shall check with the VAHAV Treasurer to find out how much money has been budgeted and assigned to the Social Host Committee. Part of the Committee expenses may or may not be provided by the hospital represented by the Social Host Committee. Expenses for such items as materials, decorations, signs, printed materials, copies, favors, and telephone expenses, etc., shall be identified and reported. Expenses incurred shall be turned in to the Conference Coordinator(s) at the end of the Annual Conference using the itemized voucher/statement provided by the Conference Coordinator(s). Should funds be required up-front, this can be arranged with the VAHAV Treasurer on an as-needed basis. **Any additional expenses above the budgeted amount will be the responsibility of the Social Host Committees' Auxiliary/Hospital.**

Committee Expenses:

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

Accommodations:

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

Committee Identification:

The Social Host Committee shall choose their own special way of being identified to the attendees. At previous Conferences, items such as hats, aprons, shirts, flowers, and vests, just to mention a few, have been used. The cost of these special ID items may be taken from the Committee's budgeted available funds or can come from the committee's hospital or individual committee members (if it is an item that can be used for other things such as shirts).

Signs:

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

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

Favors:

Favors for all attendees are left to the discretion of the Social Host Committee. Approximately 200 of each favor is needed.

Centerpieces:

Centerpieces are needed for the breakfast, lunch and dinner meals. It is recommended that one centerpiece be used for the dinner, lunch and President's reception. A second centerpiece can be used at breakfast with the new President's theme. Centerpieces should be low enough so that everyone can see over them while seated. One floral arrangement is needed for the President's suite and the same one can be used for the BOARD Meeting held prior to the Annual Conference. If there is a head table, a centerpiece will be needed. Decorations may be given as door prizes.

Invitees:

The Conference Coordinator(s), will write a letter to the Hospital Administrator of the Social Host Committee inviting him/her to address the Annual Conference.

Miscellaneous:

The Social Host Committee shall be available to collect Name Badges and Evaluation Sheets at the end of the Annual Conference.

Virginia Association Of Hospital Auxiliaries and Volunteers (VAHAV) Districts:

Capital - Hampton Roads - Northern - Piedmont – Southwestern