

VIRGINIA ASSOCIATION OF
HEALTHCARE
AUXILIARIES AND VOLUNTEERS



POSITION GUIDELINES

VAHAV Position Guidelines Table of Contents

President.....	3
President’s Calendar	6
President Elect	12
Conference Coordinator.....	14
Recording Secretary.....	18
Treasurer	20
Treasurer’s Calendar.....	22
Past President.....	26
Corresponding Secretary.....	27
Communications Chairman	29
District Chairman.....	31
Emblems Chairman.....	33
Gift Shop Chairman	35
Historian/Scrapbook Chairman.....	36
Legislative Chairman	37
Membership Chairman.....	38
Newsletter Editor/Publicity Chairman.....	39
Nominating Committee and Chairman	41
Parliamentarian/Bylaws	43
Resource Chairman.....	45
Sponsorship Chariman	47
Thrift Shop Chairman	48
Vendor Chairman.....	49
Web Master Chairman	51

POSITION GUIDELINES - VAHAV PRESIDENT

(Revised August 2010)

ELECTION:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

1. Attend all VAHAV Board meetings and be responsible for all usual obligations that accrue from Board membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual Conference and participate, as requested.
3. Attend the District Retreat and Presidents Council in her/his home district. As President, attend all five (5) District Retreats and Presidents Councils.
4. Receive budgeted funds to support responsibilities as a Board member and as President.

RESPONSIBILITIES AS PRESIDENT:

1. Honor the Mission Statement.
2. Serve as the Executive Officer of the Association and the Board. Perform all duties stated in the Association Bylaws and Standing Rules.
3. Appoint qualified members to the Board in positions dictated by the Bylaws and positions which meet the needs of VAHAV, maintaining a geographical balance between the Districts and assist Board members as requested or when a need is perceived.
4. Call at least five (5) meetings of the Board, set the agenda and preside over these meetings. (Nominees for elective office and incoming District Chairmen are invited to the summer Board meeting in accordance with the Standing Rules.)
5. Call and preside at meetings of the Executive Committee.
6. Appoint each Board member to one or more committees, following consultation with the chairman of the committee.
7. Remain aware of the activities of Board members who are acting in the name of, or representing, the Association.

POSITION GUIDELINES - VAHAV PRESIDENT

(Revised August 2010)

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. A copy of the Annual Survey Report goes to the Communications Chair so that he can update the database with any and all changes. He will also prepare the dues statements for the individual hospital and mail them with a return address of the treasurer. Copies of the Annual Surveys will be kept until they are replaced by new surveys.
11. Review and comment on the proposed annual budget prepared by the Treasurer in coordination with the Finance Committee.
12. Direct the disbursement of funds in accordance with the Standing Rules.
13. Have the authority to sign checks of the Association.
14. May reduce or waive the dues of a member organization when membership is of such a size that the payment of dues would be an undue burden to the organization.
15. Maintain frequent contact with the presidents/liaison leaders of member organizations.
16. Promptly assist and advise member organizations and make a concerted effort to accept requests from member organizations to attend important functions and install officers.
17. Serve, if invited, as an ex-officio member of the Virginia Society for Directors of Healthcare Volunteer Services.
18. 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.
19. At the invitation of the American Hospital Association, represent the Association at the SAL meeting 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.

POSITION GUIDELINES - VAHAV PRESIDENT

(Revised August 2010)

23. Approve, after consulting the Conference Chairman, all major elements of the Annual Conference to include approval of the theme, primary speakers, workshop topics and proposed schedule. Fulfill all responsibilities at the Annual conference appropriate to the office of President.
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. Attend and participate in the five (5) bi-annual District Retreats and five (5) Presidents Councils, as requested.
28. Remind the Gift Shop Chairman and the Thrift Shop Chairman that a current set of mailing labels of gift shop managers or Thrift Shop Managers may be obtained from the Communications Chairman.
29. Maintain copies of the Association Bylaws, Standing Rules and District Standing Rules for historical and reference purposes
30. Appoint a qualified member to fill a vacancy in an elected office until the next Annual Conference, at which time the Association shall elect a member to fill the vacancy for the remainder of the term.

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

VAHAV PRESIDENT'S CALENDAR

(Revised August 2010)

PREPARATION FOR ASSUMING THE PRESIDENCY:

1. Plan to appoint Board members, standing committee chairmen and members-at-large including Corresponding Secretary and Parliamentarian in accordance with the Bylaws.
2. Plan to assign each prospective Board member to one or more committees.
3. Determine dates and venues for future Board meetings.
4. Assure arrangements are complete for the winter retreat and begin preparing agenda.
5. Provide names and addresses of incoming Board members to the Communications Chairman for inclusion in the Fall Directory.
6. Develop and distribute an Emergency E-mail Tree for distribution to the Board members.
7. Provide Corresponding Secretary with all necessary information for the Organizational Board Meeting Call Letter.

OCTOBER:

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

October Organizational Board Meeting:

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

NOVEMBER and DECEMBER:

Meetings may include: VHHA Annual Membership Meeting

VAHAV PRESIDENT'S CALENDAR

(Revised August 2010)

1. Attend VHHA Annual Membership Meeting and inform VHHA President of your new position, thanking VHHA for their support. Enclose compilation of Annual Surveys with names and addresses of current VAHAV officers and Board members.
2. Assure Communications Chairman has provided VHHA with a current list of names and addresses of auxiliary presidents/liason leaders of affiliated organizations.
3. Provide the VSDHVS President with your name, address and phone number. Provide AHA Department of Volunteer Administration and Auxiliary Services with your and the President-Elect's name, address and phone number.
4. Inform CEOs of hospitals/healthcare facilities, presidents/leaders of member organizations and appropriate DVS of the names of their local members who have been elected or appointed to serve on the VAHAV Board.
5. Prepare President's letter for the "Connection". (Optimal deadline is December 1-10)
6. Prepare agenda for winter retreat, schedule committee meetings and assure the members have necessary information to prepare to participate.
7. Assure Corresponding Secretary has mailed Call Letter at least 4 weeks in advance. Call Letter should include date, time and place of the meeting, committee schedule, agenda and lodging information
8. Review proposed budget and reimbursements and discuss with Treasurer.
9. Preside at Board meetings and follow agenda to include: approving minutes, officer reports, distribution of vouchers, oral reports from committee chairmen and district chairmen, collect quarterly reports, old and new business and announcement of dates of future VAHAV Board meetings and other meetings of interest.

JANUARY

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

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

FEBRUARY

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

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

VAHAV PRESIDENT'S CALENDAR

(Revised August 2010)

2. Receive information for SAL invitational meeting and make all necessary reservations.
3. Prepare article for "Connection" (optimal date for submission is March 1-10).

MARCH

Meetings may include: SAL Meeting
VHHA Spring Conference.

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

APRIL AND MAY

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

Items specifically addressed at the Spring VAHAV Board Meeting:

1. Discuss all plans for the Annual conference to include items for business meeting, keynote speaker(s), educational seminars, vendors' fair, meal functions, displays, entertainment, etc.
2. Review and approve finalized budget for the Annual Conference, including registration fees.
3. May approve site of future Annual Conference.
4. Bi-annually, receive reports from the District Retreat Chairmen including highlights and complete financial reports of Retreats and/or Presidents' Councils.
5. Receive progress report from Nominating Committee.
6. Remind members to submit the following at summer Board meeting: annual report, anticipated budget needs for the next year and updates of Position Guidelines. This information will be used in preparing the President's Annual Report for presentation at the Annual Conference.

VAHAV PRESIDENT'S CALENDAR

(Revised August 2010)

7. Prepare President's letter for the "Connection" (optimum submission date: June 1-10)

JUNE

Meetings may include: VSDHVS Board Meeting.

1. Review the VAHAV Annual Membership Survey form in consultation with appropriate Board members. Provide a copy of any changes to the Web Master Chairman for inclusion on the Web Site.
2. Prepare a letter to be mailed to the Auxiliary Presidents and DVSSs reminding them that the Annual Survey is due August 31 and may be filled out on our Website, (www.vahav.org). This correspondence should include a hard copy of the survey. Provide this package to the Corresponding Secretary for mailing on or about July First. A set of mailing labels may be obtained from the Communications Chairman.
3. Attend VSDHVS Board Meeting and prepare report for presentation at meeting.

JULY

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

AUGUST

Meetings may include: Summer VAHAV Board Meeting.

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

SEPTEMBER

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

Items specifically addressed at summer Board meeting:

VAHAV PRESIDENT'S CALENDAR

(Revised August 2010)

1. Receive Annual Survey summary information from Web Master Chairmen and compile report. Collection of revised Position Guidelines and budget requests for the coming year.
2. Discuss and finalize plans for the Annual Conference.
3. Approve venue / Host Committees for future Annual Conference, if not previously approved.
4. Receive and discuss final report of Nominating Committee.
5. Receive report from the Bylaws committee.
6. Prepare a notice to member organizations stating all business to be brought before the membership during the Annual Conference to include, but not limited to, the proposed slate of officers and any proposed Bylaws changes. (Notice should reach the membership at least 21 days prior to the business meeting. If time permits, publish proposed slate of officers in the "Connection.")

OCTOBER

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

Meetings may include:

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

Items specifically addressed at the October Board Meeting:

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

RESPONSIBILITIES AT ANNUAL CONFERENCE:

1. Prepare agenda for the business meeting to include:
 - i. Report to the membership of the highlights and accomplishments of the past year
 - ii. Treasurer's report
 - iii. Election of Officers
 - iv. Bylaws Report, if warranted

VAHAV PRESIDENT'S CALENDAR

(Revised August 2010)

- v. All other appropriate business.

- 2. The President shall 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.

POSITION GUIDELINES - VAHAV PRESIDENT ELECT

(Revised April 2011)

ELECTION:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

1. Attend all Board meetings and be responsible for all obligations which accrue from Board membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual Conference and participate, as requested.
3. Attend the District Retreat and Presidents Council in her/his home district. (As District Liaison, is expected to attend all five (5) District Retreats and Presidents Councils.)
4. Receive budgeted funds to support responsibilities as a Board member and as President-Elect.

RESPONSIBILITIES AS PRESIDENT-ELECT AND PREPARATIONS FOR PRESIDENTIAL RESPONSIBILITIES:

1. 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).
2. In the absence or incapacitation of the President, have the authority to perform the duties of the President (Bylaws Article V, Section 3).
3. Serve as a member of the Nominating Committee of the Association (Bylaws Article VIII, Section 3).
4. Propose the dates for the Annual conference to be held the following year, to be approved by the Board at least twelve (12) months prior to the conference.
5. Select (with their concurrence) the Registration and Social Host Committees for the Annual Conference to be held the following year. Such selections shall be approved by the Board at least twelve (12) months prior to the Conference.
6. Attend the SAL Conference, at the invitation of the American Hospital Association.
7. Attend educational conferences, as requested by the President, and may represent the Association at these conferences, as requested by the President.
8. Formulate the goals and objectives for her/his term as President.

POSITION GUIDELINES - VAHAV PRESIDENT ELECT

(Revised April 2011)

9. Plan for the appointment of qualified members to Board positions and for selecting members-at-large to reflect proposed goals and objectives.
10. Assign every Board member to at least one committee.
11. Prepare a Call Letter for the October Organizational Board Meeting. (The Corresponding Secretary is responsible for mailing the Call Letter.)
12. Prepare the agenda for the Organizational Board Meeting and assure preparations are complete.
13. Review Board materials suggesting changes, as appropriate.

RESPONSIBILITIES AS DISTRICT LIAISON (Expanded from Bylaws Article V, Section 3:

1. Serve as liaison between the President and the five (5) District Chairmen.
2. Plan and preside at the District Chairmen's Committee meeting held prior to each regular Board meeting.
3. Assist the District Chairmen as requested and inform the District Chairmen of all pertinent VAHAV information.
4. Attend, in even-numbered years, the five (5) Presidents' Council meetings and perform all duties which normally fall to the District Liaison.
5. Be available to District Chairmen during the Annual Conference to offer support.
6. Attend, in odd-numbered years, the five (5) District Retreats and perform all duties which normally fall to the District Liaison.
7. May assist in planning a District Retreat and participate, as requested.
8. Chair, in odd-numbered years, the committee for reviewing the District Standing Rules and District Retreat Guidelines and report this information to the President and subsequently to the Board, in accordance with the Standing Rules.

POSITION GUIDELINES - VAHAV Conference Coordinator

(Revised April 2011)

ELECTION:

The candidate for Conference Coordinator is presented by the Nominating Committee Chairman and elected by the membership at the Annual Conference to serve for one (1) year. The Conference Coordinator is eligible to be nominated for a second term and may or may not advance to President-Elect. The Conference Coordinator is responsible to the President.

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

1. Attend all Board meetings and be responsible for all obligations which accrue from Board membership as stated in the Bylaws as well as in Standing Rules, Sections III and IV.
2. Attend Annual Conference and participate, as requested.
3. Attend all District Retreats and Presidents Councils in her/his home district. Be willing to attend other District Retreats and Presidents Councils if within the budget.
4. Receive budgeted funds to support responsibilities as a Board member and as Conference Coordinator.

RESPONSIBILITIES AS CONFERENCE COORDINATOR:

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

ANNUAL CONFERENCE GUIDELINES:

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

Note: The President-Elect is responsible for selecting the hotel for the Annual Conference and selecting the two (2) 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 CHAIR:

1. Chair the Annual Conference Committee in accordance with Bylaws Article VIII, Section 1.

POSITION GUIDELINES - VAHAV Conference Coordinator

(Revised April 2011)

2. Continually consult with and inform the VAHAV President of the actions, activities and progress of the Annual Conference Committee.
3. Select the theme for the conference, in consultation with the President. (Prior approval of the President is expected before keynote speaker(s) and non-member presenters are invited and workshop topics are finalized. As a courtesy, the President-Elect is given the opportunity to select her/his installing officer.)
4. Establish the specific responsibilities of members of the Annual Conference Committee (appointed by the President); establish a timetable for completion of these tasks and guide and assist committee members as requested or needed.
5. Establish, in consultation with the Conference Committee and the VAHAV Treasurer, an inclusive and self-supporting conference budget which adheres to the Standing Rules and present the budget at the spring Board Meeting for review and approval.
6. Manage and exercise complete and full fiscal control over every aspect of the approved budget, consulting with the VAHAV Treasurer, as warranted.
7. Engage the keynote speaker(s) after consultation with the Conference Committee and with the approval of the President and assure payment of established fee(s).
8. Propose registration fees and cut off dates for the fees to be paid for members and non-members, in consultation with the Conference Committee. Such fees shall be reviewed and approved by the Board no later than the spring Board Meeting.
9. With the concurrence of the Committee and 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.
10. With the concurrence of the Committee and in conjunction with the Hotel Conference Manager, finalize all arrangements for meals, receptions, banquets, refreshment breaks and all other food-related activities at the conference site.
11. Schedule a pre-conference meeting at the conference site to acquaint the Social Host and Registration Committee Chairmen with the site.
12. 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 (proposed topics and facilitators to be pre-approved by the President), obtaining appropriate biographical information, assigning seminar

POSITION GUIDELINES - VAHAV Conference Coordinator

(Revised April 2011)

rooms and necessary equipment, preparing expenditure forms with submission deadlines, and assisting facilitators as appropriate.

- 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 District Retreats and President's Councils. Mailings should be in the early spring and should announce the dates, location, theme and other pertinent information.
 - e. Purchase and wrap appropriate gifts for conference speakers/facilitators.
 - f. Assure arrangements have been made for the installation and recognition of VAHAV officers and for the recognition of outgoing Board members.
13. Prepare and sign the official Call Letter included in the "Registration Packet."
 14. Prepare, at least seven (7) weeks prior to the conference, a sample "Registration Packet" for the Registration Chairman to copy. The packet should include at least the following: the official signed Call Letter, hotel reservation information, conference registration forms stating fees and submission deadline, proposed schedule, workshop preference form and map.
 15. 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.
 16. 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.
 17. Prepare and supervise the printing of the conference program to include the finalized schedule, names of presenters/facilitators, VAHAV officers and Board members and the VAHAV Pledge and Prayer. (This responsibility may be delegated, if desired.)
 18. Schedule a pre-conference meeting, immediately prior to the Conference, with all involved committee members and appropriate hotel staff, to assure coordination of duties has been established.
 19. Prepare to preside during the Conference, as appropriate.
 20. At the conclusion of the Conference, meet with the VAHAV Treasurer and an appropriate hotel staff member to settle all hotel accounts and obligations.

POSITION GUIDELINES - VAHAV Conference Coordinator

(Revised April 2011)

21. Write letters of appreciation to committee members, speakers, facilitators and all others who actively planned or participated in the Conference.
22. Prepare a written report and present it to the Board at the winter Retreat. 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 retreat the board will pay her mileage and room for one night so that she can make her presentation and turn the books, material, etc. over to the next Conference Coordinator.
23. Responsibilities of the Registration Committee and Social Host Committee may be found in Annual Meeting Guidelines, Section 9.

POSITION GUIDELINES - VAHAV RECORDING SECRETARY

ELECTION:

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

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS RECORDING SECRETARY AT BOARD MEETINGS:

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

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

RESPONSIBILITIES OF THE RECORDING SECRETARY AT THE ANNUAL CONFERENCE:

1. Accurately record the minutes of the business meeting of the Association, to include the election of officers and all other business matters considered by the membership.
2. Provide the five (5) District Chairmen a copy of the minutes of the business meeting for review, approval and signature, as provided by the Standing Rules, and file the approved minutes, signed by the Recording Secretary and the five (5) District Chairmen, in the Minutes Book.

POSITION GUIDELINES - VAHAV RECORDING SECRETARY

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.

The Recording Secretary's Calendar shall be considered a part of these Position Guidelines.

VAHAV RECORDING SECRETARY'S CALENDAR

Following Election and Installation (Odd numbered year):

1. Record and sign the minutes of the Organizational Board Meeting following the Annual Conference.
2. Mail the minutes of the Organizational Board Meeting to the Board members for review. Approval by the Board shall be obtained at the first available opportunity and the approved minutes shall be filed in the Minutes Book, which belongs to the Association and is held by the Recording Secretary.

Year One (Even numbered year):

1. Prepare and sign the minutes of each Board meeting and promptly mail to all Board members for review. Upon approval of the minutes by the Board, properly file the approved minutes in books belonging to the Association.
2. Prepare and sign the minutes of the business meeting held during the Annual Conference and submit these minutes to the five (5) District Chairmen for their review, approval and signature.
3. Mail copies of the approved, signed minutes of the business meeting to the Presidents / Liaison Leaders of member organizations and to all individuals who were members of the Board when the business meeting was convened.
4. File the approved and signed minutes of the business meeting in the Minutes Book.

Year Two (Odd numbered year):

1. Accept all responsibilities assigned during the first year (except the newly-elected Recording Secretary shall be responsible for filing the approved, signed minutes of the Board meeting which preceded the Annual Conference) and shall be responsible for filing the approved, signed minutes of the business meeting held during the Conference.
2. 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.

Revised: August 2004

POSITION GUIDELINES - VAHAV TREASURER

ELECTION:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS TREASURER:

1. Keep and maintain an accurate, detailed record of the finances of the Association in books belonging to the Association.
2. Receive all funds, including membership dues, contributions and fees, and monies from the Annual Conference.
3. Disburse funds, to include payments of reimbursement vouchers and all other Association obligations in accordance with the Bylaws and Standing Rules, Section VI.
4. Chair the Finance Committee and, in consultation with the committee, prepare an annual budget to be reviewed and approved at the winter Board Retreat.
5. Mail a monthly financial report to each member of the Finance Committee.
6. Present a current financial report at each Board Meeting except the October Organizational Board Meeting.
7. In consultation with the Finance Committee, recommend all fees for Board approval.
8. Collect A.I.M. fees from the Communications Chair.
9. Receive the monies accruing from the sales of emblems and similar items.
10. Settle all obligations of the Annual Conference, in consultation with the Conference Chairman and in accordance with the Annual Conference Guidelines.

POSITION GUIDELINES - VAHAV TREASURER

11. Review, bi-annually in odd-numbered years, the financial reports from the five (5) District Retreats in accordance with the District Retreat Guidelines.
12. Engage an independent accountant to annually review the financial records of the Association and present the results at the winter Board meeting.
13. Prepare a financial report for publication in the April issue of the “Connection.”
14. Maintain bonding of Directors and Officers liability insurance in accordance with the Bylaws and resolutions of the Board of Directors.
15. Assure timely satisfaction of all tax matters.
16. Hold complete past Treasurer’s records for seven (7) years as well as ledgers for all previous years.

The following Treasurer’s Calendar is considered an integral part of the Position Guidelines for the Treasurer. The due dates for the VAHAV bonding and Directors and Officers insurance payments are unknown. Therefore, these dates are not included in the calendar.

VAHAV TREASURER'S CALENDAR

RESPONSIBILITIES OF OUTGOING TREASURER:

1. Discontinue writing checks after December 10.
2. Actively assist the incoming Treasurer, to include assisting in obtaining a new signature form from the designated bank with names of current officers.
3. Assist the incoming Treasurer at the Finance Committee meeting prior to the winter Board Retreat.
4. Present the accountant's report at the winter Board Retreat.

RESPONSIBILITIES OF INCOMING TREASURER:

1. Open a federally insured, interest-bearing account, using a check provided by the outgoing Treasurer, in the name of the Association, securing the current President's signature on the forms provided. The President's signature is not required on checks, but she/he needs access to the account for emergencies.
2. Refrain from writing checks until after January 1.

Dues Collection:

1. Obtain the membership numbers from the Corresponding Secretary (or President) to calculate dues for member organizations. Consult with the outgoing Treasurer, as necessary
2. Mail dues notices, to member organizations in January, using addresses in the updated October Directory.

Monthly Responsibilities:

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

JANUARY

1. 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.)
2. Attend winter Board meeting.

VAHAV TREASURER'S CALENDAR

3. Second Year: Prepare report (3 copies) of activities as Treasurer since October, in accordance with Standing Rules.
4. 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.
5. Provide each Board member with 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.
6. Inform Board members of necessity for receipts for expenditures; set deadline dates for vouchers and assure that each Board member has sufficient vouchers.
7. Confer, bi-annually in odd-numbered years, with the District Chairmen, informing them of the (increased) funds allotted for District Retreats and any other financial matters which may affect the districts. Allotted fees do not need to be reimbursed.
8. Pay the accountant's fee for VAHAV financial review.
9. Confirm and mail dues notice 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 Retreat.
2. Enter payment of dues by member organizations.
3. Provide changes to President, President Elect, Corresponding Secretary, Communications Chairman, Newsletter Chairman and Gift Shop Chairman.

MARCH

1. First Week: Send reminders to all member organizations which have not paid dues.
2. Continue to collect membership dues.
3. Submit report detailing the results of the financial review to the Newsletter Chairman.

APRIL

1. Continue to collect and enter membership dues.
- 2.. Attend the spring Board meeting. Prior to the Board meeting, chair the meeting of the Finance Committee. (Note: Spring Board meeting may be held in May.)

VAHAV TREASURER'S CALENDAR

3. Review, in odd-numbered years, the financial reports from District Chairmen and accept any revenue over expenses. Deposit these monies in the general fund.

MAY

1. First Week: Notify the Association President and appropriate District Chairmen of unpaid membership dues so appropriate action can be initiated.
2. Assure Virginia tax report has been made. Provide copies to President and Recording Secretary.
3. Review, bi-annually, any remaining financial reports from District Chairmen. Accept any revenue over expenses and promptly deposit these monies in the general fund.

JUNE, JULY, AUGUST

1. Continually confer with Annual Conference Chairman in reference to financial matters.
2. Begin to prepare the preliminary budget, in consultation with the President, to be mailed to Finance Committee by September 5. Review the dues fee schedule, as stated in Standing Rules, Section VI.
3. Prepare the Treasurer's Annual Report for the summer Board meeting.
4. Obtain estimated cost and subsequently engage an independent accountant to conduct the annual financial review. Inform the accountant of early-to-mid January deadline.
5. Second Year: Review and adjust as necessary, the Treasurer's Position Guidelines and Treasurer's Calendar, to be collected at the summer Board meeting.
6. Second Year: Assure the nominee for Treasurer is invited to the summer Board meeting.

SEPTEMBER

1. Chair the Finance Committee meeting, consider desirability of dues fee adjustments and prepare preliminary budget.
2. Attend Board meeting and report discussions of Finance Committee.
3. Accept estimated budgetary requirements for coming year from all voting Board members.
5. Accept and record the income and expenses from the Annual Conference.

OCTOBER

Board Meeting Prior to the Annual Conference

VAHAV TREASURER'S CALENDAR

1. Chair Finance Committee, if held.
2. Attend Board meeting prior to the Annual Conference. Present oral and written reports.

Annual Conference Responsibilities

1. During the Annual Conference business meeting, present a report of the financial status of the Association.
2. Collect and record funds submitted by the Emblems Chairman.
3. Maintain continual contact with the Vice President/Conference Chairman 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.
3. Notify company which 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.

DECEMBER

1. Set a date (prior to winter Board Retreat) to obtain a completed review from the accountant.
2. Contact bank on or about December 31 to obtain amount of interest for December in order to send out monthly report in early January.

Revised: August 2004

POSITION GUIDELINES - VAHAV IMMEDIATE PAST PRESIDENT

(Revised April 2011)

CONTINUATION OF SERVICE:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS IMMEDIATE PAST PRESIDENT IN ACCORDANCE WITH THE BYLAWS:

1. Serve on the Nominating Committee.
2. Preside at the Annual Conference in the event the President and President-Elect are disabled.

RESPONSIBILITIES AS IMMEDIATE PAST PRESIDENT IN ACCORDANCE WITH THE STANDING RULES:

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

POSITION GUIDELINES - VAHAV CORRESPONDING SECRETARY

Revised May 2011

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS CORRESPONDING SECRETARY:

1. Assist the President with correspondence and mailings, as requested.
2. Call Letters: On behalf of the President, notify all Board members by mail, e-mail or fax at least four (4) weeks in advance of Board meetings. Letter should include: date, time and location of meeting; standing committee schedule; complete agenda; and lodging and reimbursement information. On behalf of President-Elect, notify all Board members of the Organizational Board Meeting held following the Annual Conference.
3. For Board Meetings, determine anticipated attendance and reserve conference center. Board members will designate whom they wish to room with or if they prefer to have a room by themselves and pay half the cost of a room
4. For Annual Conference, reserve a block of hotel/motel rooms and assure availability of meeting and conference rooms. Members are responsible for securing their own rooms within block at hotel/motel. If a board member prefers a room by them selves then they must pay for half of the cost.
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. Collect summarized reports (preferably one paragraph) at the summer Board meeting. These reports should reflect activities for the preceding year. Assure that the summarized reports of all Board members, which have been compiled by the President into a single report, is included in the Auxiliary Presidents' packet for the Annual Conference.

POSITION GUIDELINES - VAHAV CORRESPONDING SECRETARY

Revised May 2011

7. Collect proposed revisions to Position Guidelines at the summer Board meeting and provide to the Bylaws Chairman for compliance review and subsequent recommendation to the President.
8. Assist with preparation of registration packet materials for Annual Conference, if requested.
9. Assist in assembling Auxiliary Presidents' packet for distribution at the Annual Conference to include at least the following:
 - a. Current directory provided by the Communications Chairman,
 - b. Annual Survey Report provided by the VAHAV President,
 - c. Summarization of annual reports provided by the VAHAV President,
 - d. Flyer prepared by the Newsletter Editor
 - e. Flyer provided by the Scrapbook Chairman, and
 - f. Updated pages for insertion in Leadership Manuals.
10. Be willing to attend all five (5) District Retreats and Presidents Councils to assist and support the President.

POSITION GUIDELINES - VAHAV COMMUNICATIONS CHAIRMAN

(Revised May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS COMMUNICATIONS CHAIRMAN:

1. Maintain the VAHAV Directory, providing current updates to all Board members. Copies of these updates will be brought to the Annual Conference for inclusion in the "Presidents Packet" and "Board Packets". The Communications Chairman will provide envelopes which are labeled with recipients' name and address.
2. Maintain a current and accurate list of member organizations and leaders. Provide this list, including a list of A.I.M. subscribers, to the VHHA for mailing purposes
3. Provide address labels for general mailing purposes as requested to:
 - a) Nominating Committee (Mailed to Chairman of Nominating Committee) to include:
 - VAHAV Board Members
 - VAHAV Past Presidents
 - Auxiliary/Organization Presidents
 - b) Registration Committee for Annual Conference (Mailed to Registration Committee Chairman) to include:
 - VAHAV Board Members
 - Past VAHAV Presidents
 - Auxiliary/Organization Presidents
 - District Officers
 - Gift Shop Chairmen/Managers
 - Thrift Shop Chairmen/Managers
 - AIM Subscribers
 - DVSs.
 - c) Annual Survey (Mailed to VAHAV President) to include:
 - Auxiliary/Organization Presidents
 - DVSs.
 - d) Other labels as requested.

POSITION GUIDELINES - VAHAV COMMUNICATIONS CHAIRMAN

(Revised May 2010)

4. The labels should be addressed as follows:
 - a) Auxiliary/Organization Presidents/Volunteer Coordinator with Hospital or Healthcare Facility address
 - b) AIM subscribers with name and address supplied
 - c) VAHAV Board Members with name and address supplied
 - d) Directors of Volunteer Services with Hospital address
 - e) District Officers with name and address supplied
 - f) Gift Shop Chairmen with Hospital or Healthcare facility address
 - g) Thrift Shop Chairmen with Hospital or Healthcare facility address
 - h) Past VAHAV Presidents with name and address supplied
5. Prepare and provide business cards for Board members, as requested.
6. Prepare a Certificate of Appreciation for the President and Certificates of Appreciation for outgoing Board members for presentation at the Annual Conference.
7. Prepare the Certificate of Membership for organizations joining VAHAV.
8. Collect A.I.M. fees and maintain a current and correct list of A.I.M. subscribers. Send the collected fees to the Treasurer. Mail subscription expiration notices to A.I.M. members quarterly.
9. Maintain current mailing list for "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.
 - b) The current contact is Dana Phillips. She may be reached by Telephone: (804) 965-1209 and e-mail: dphillips@vhha.com
 - c) To verify current contact, log on to: www.vhha.com and send an e-mail
 - d) The lists are maintained in two MS Access databases.
 - Group 10 includes the VAHAV Board Members and Auxiliary/Organization Presidents.
 - Labels for the Auxiliary/Organization Presidents are addressed to the Hospital/Healthcare facility without the President's name. Therefore, any change to the list need only be made if a Hospital or Healthcare facility joins or cancels membership in VAHAV.
 - Group 12 includes the AIM subscribers and VAHAV Past Presidents, Directors of Volunteer Services, Gift Shop Chairman, and anyone else we want to receive information.

POSITION GUIDELINES - VAHAV DISTRICT CHAIRMAN

ELECTION:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS DISTRICT CHAIRMAN:

1. Represent the district at all Board meetings and inform the Board of all matters of interest within the district. Act as liaison between the Board and the district and encourage contact and support. (In accordance with the Standing Rules, the incoming District Chairmen will be invited to attend the summer Board meeting.)
2. Provide a written report to the Board at all Board meetings (3 copies: President, Recording Secretary and retain a copy for district files).
3. Keep the President, President Elect (District Liaison) and Communications Chairman informed of names and addresses of all Auxiliary Presidents and submit a statistical report of the district as requested.
4. Represent the district at the Annual Conference.
5. Plan and preside over the District's Presidents' Meeting at the Annual Conference, if scheduled.
6. Collate the annual surveys from member organizations within the district and promptly submit the results to the President.
7. Serve on the Nominating Committee of the Association.
8. Maintain a current list of the officers of member organizations within the district and inform the Communications Chairman of all changes.

POSITION GUIDELINES - VAHAV DISTRICT CHAIRMAN
RESPONSIBILITIES TO THE DISTRICT:

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

Revised: August 2004

POSITION GUIDELINES - VAHAV EMBLEMS CHAIRMAN

APPOINTMENT:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS EMBLEMS CHAIRMAN:

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

Bookkeeping:

Sales are recorded in triplicate in the order book:

- White – Ordering Party
- Yellow – VAHAV Treasurer
- Pink – Remains in the book

POSITION GUIDELINES - VAHAV EMBLEMS CHAIRMAN

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

POSITION GUIDELINES -VAHAV GIFT SHOP CHAIRMAN

(Revised May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS GIFT SHOP CHAIRMAN:

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

POSITION GUIDELINES - VAHAV HISTORIAN / SCRAPBOOK CHAIRMAN

APPOINTMENT:

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

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS HISTORIAN:

1. Write the official history of the events and accomplishments of the President's administration for inclusion in the President's Board Notebook and VAHAV archives.
2. Write a descriptive review of the events and accomplishments of the President's administration for inclusion in the scrapbook to be presented to the President at the completion of her/his term.
3. Maintain copies of the Association Bylaws, Standing Rules and District Standing Rules for historical and reference purposes.

RESPONSIBILITIES AS SCRAPBOOK CHAIRMAN:

1. Collect materials and photographs throughout the year to be included in the President's Scrapbook.
2. Produce a scrapbook detailing activities and events of the President's administration to be presented to her/him no later than the January Board meeting following the completion of her/his term of office to include: a descriptive history of the year, relevant issues of the "Connection" and "Gift Shop Talk," appropriate brochures, samples of decorations and photographs from the Annual Conference and meetings of member organizations which the President attended, and similar materials of interest from other like events and Board meetings.
3. Assure the current scrapbook is prominently displayed during the Annual Conference.

Revised: August 2004

POSITION GUIDELINES - VAHAV LEGISLATIVE CHAIRMAN

(Revised May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS LEGISLATIVE CHAIRMAN:

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

POSITION GUIDELINES - VAHAV MEMBERSHIP CHAIRMAN

(May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS MEMBERSHIP CHAIRMAN:

1. Maintain 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. Coordinate the preparation of a "How to Join VAHAV" packet with necessary materials and assist an organization during the membership application.
4. Provide all relevant VAHAV materials to newly joined organizations after payment of dues has been established. (VAHAV materials are free to joining organizations.)
5. Advise a member auxiliary or organization which wishes to withdraw from VAHAV.
6. Advise organizations on materials relating to dissolution, as requested.
7. Keep abreast of all membership issues and keep Board informed of these issues.
8. Be familiar with materials in the VAHAV Resource Library and contribute appropriate materials to the library.

Revised: August 2004

APPOINTMENT:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

1. Attend all Board meetings and be responsible for all obligations which accrue from Board membership as stated in the Bylaws as well as in Standing Rules, Section III.
2. Attend Annual Conference and assist as needed.
3. Attend the District Retreat and Presidents Council in his/her home district. Be willing to attend all five (5) District Retreats and Presidents Councils.
4. Receive budgeted funds to support responsibilities as a Board member and as Newsletter Editor / Publicity Chairman.

RESPONSIBILITIES AS NEWSLETTER EDITOR:

1. Produce to “print ready” stage, the VAHAV “Connection”, a quarterly publication of the Association.
2. Collect articles, newsletters and press releases from the Association President, Board Members and member organizations for publication in the VAHAV “Connection.”
3. Edit and summarize the collected articles in preparation for publication. A balance of news from the Districts is desirable to the degree possible.
4. Prepare the “Connection” for publication four times a year: January, April, July and October. A “print ready” copy shall be submitted to the designated representative by the 15th of the month preceding publication. Printing and mailing are provided by VHHA.
5. Follow the following guidelines in the production of the “Connection”:
 - a. Allow sufficient room for the Masthead on the first page (no change anticipated).
 - b. The volume number increases each year; issues are numbered 1 through 4.
 - c. All pages, except the first page, should 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 (Standing Rules).
 - g. A calendar of upcoming events should be included in each issue.
 - h. The Communications Chairman is responsible for keeping an accurate mailing list.

RESPONSIBILITIES AS PUBLICITY CHAIRMAN:

POSITION GUIDELINES - VAHAV NEWSLETTER EDITOR / PUBLICITY CHAIRMAN

1. Frequently remind and encourage member organizations to submit articles to local newspapers and to the media and 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.

Revised: August 2004

POSITION GUIDELINES - VAHAV NOMINATING COMMITTEE AND CHAIRMAN

COMPOSITION:

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

CALENDAR OF ELECTION OF OFFICERS (Bylaws Article V, Sections 1 and 2):

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

RESPONSIBILITIES AS CHAIRMAN OF THE NOMINATING COMMITTEE:

1. Continually encourage committee members to maintain close contact with member organizations for the purpose of identifying leaders and potential leaders.
2. Inform the Board, District Chairmen and member organizations of projected open offices.
3. Contact potential candidates requesting consent to present their names for consideration and obtain resumes which highlight qualifications and service.
4. Call committee meetings, as necessary, to review resumes of potential candidates. In accordance with Bylaws Article VIII, Section 3. Advisory assistance from past District Chairmen may be requested. Minutes shall be recorded and held until after the election. If a committee member is absent, the minutes shall be mailed promptly to the absent member.
5. Present a proposed slate at the summer Board meeting for review and approval.

POSITION GUIDELINES - VAHAV NOMINATING COMMITTEE AND CHAIRMAN

6. Notify chosen nominees to signify, in writing, prior to the Annual Conference, her/his willingness to have her/his name placed on the slate.
7. Send a courtesy letter to nominees who were not selected.
8. Present the slate to the membership at the Annual Conference. Nominations from the floor, closure of nominations and voting eligibility shall be in accordance with Bylaws Article IV, Section 2 and Article VIII, Section 3.

RESPONSIBILITIES AS A MEMBER OF THE NOMINATING COMMITTEE:

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

Revised: August 2004

POSITION GUIDELINES -VAHAV PARLIAMENTARIAN/BYLAWS
(Revised August 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS PARLIAMENTARIAN:

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

RESPONSIBILITIES AS CHAIRMAN OF THE BYLAWS COMMITTEE:

1. Be familiar with the Mission Statement, Bylaws, Standing Rules and Position Guidelines of the Association and assist the President in assuring that actions taken by the Association and by the Board are in accordance with these documents.
2. Chair the Bylaws Committee, the members of which shall be chosen by the President in consultation with the chairman, and preside over committee meetings.

POSITION GUIDELINES -VAHAV PARLIAMENTARIAN/BYLAWS

(Revised August 2010)

3. Review the Bylaws, in consultation with the Bylaws Committee, at least every 4th year and recommend changes to the Board of Directors as required by the Bylaws Article X, Section 1.
4. Assure proposed changes to the Bylaws are mailed to member organizations, Board members and A.I.M. subscribers as required by the Bylaws, Article X, Section 1. Inform members that "Simplified Parliamentary Procedures" based on Robert's Rules are available on-line. A hard copy may be requested by a member organization.
5. Assure the approved Bylaws are mailed promptly to member organizations for inclusion in their Leadership Manuals as required by Bylaws Article X, Section 2.
6. In odd-numbered years, and in consultation with the committee, review the Standing Rules and recommend changes to the Board for discussion and approval. Assure such changes are published and distributed for insertion in the notebooks of Board members.
7. Contribute articles for the "Connection", as appropriate.

POSITION GUIDELINES -VAHAV RESOURCE CHAIRMAN

(Revised May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS EDUCATION/RESOURCE CHAIRMAN:

1. Maintain a file of pertinent VAHAV educational programs, pamphlets and services and recommend materials to the Board for inclusion in VAHAV Board Manual or Leadership Manual.
2. Maintain and promote the VAHAV Resource Library, a special service of VAHAV, the purpose of which is to loan to members in good standing and member organizations, without charge, materials and publications on all aspects of volunteering. (Return postage and insurance are the obligations of the requesting member or organization.)
3. Assist the President in planning Board orientation and training sessions for Board members, as requested.
4. Assist in planning and executing educational workshops proposed for the Annual Conference, as requested, by the Vice President/Conference Chairman or the President.
5. Assist District Chairmen, as requested, by securing educational materials for District Retreats and suggesting possible speakers or contacts for educational workshops.
6. Assist in planning educational programs for member auxiliaries or organizations, as requested.
7. Obtain pertinent and worthwhile articles, magazines, books, presentation tapes and other such resources for inclusion in the library.

POSITION GUIDELINES -VAHAV RESOURCE CHAIRMAN

(Revised May 2010)

8. Regularly review materials held in the library and remove those which are outdated, with assistance from appropriate Board members, if needed.
9. Annually update and distribute to the Board and to member organizations a list of the holdings of the library.
10. Maintain an accurate record of requests for materials, returns and items out on loan. (A maximum of four (4) items per request, to be returned within thirty (30) days.)
11. Prepare a brief synopsis of new material in the library and information on how to borrow materials for publication in the “Connection.”.

POSITION GUIDELINES - VAHAV SPONSORSHIP CHAIRMAN

(Revised May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER :

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

RESPONSIBILITES AS SPONSOR CHAIR:

1. Contact member organizations and other possible contributors for support of Annual Conference through sponsorship donations.
2. Inform VAHAV Board member 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 Sponsors Chair. This file will be passed to the next person to hold this position.
8. For each Executive meeting, prepare three copies (3) of a written report reporting activities included for job description.

POSITION GUIDELINES - VAHAV THRIFT SHOP CHAIRMAN

APPOINTMENT:

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

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS THRIFT SHOP CHAIRMAN:

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

Revised: August 2004

POSITION GUIDELINES - VAHAV VENDOR CHAIRMAN

(Revised May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS VENDOR CHAIRMAN:

1. Actively assist in planning the Vendors' Fair at the Annual Conference and develop
 - a. marketing materials to entice vendors to sponsor special events at Annual Conference and solicit potential vendors.
2. After consultation with the Conference Chairman, propose the vendors' fee to the Board for approval; set the deadline date for submission; and collect and promptly submit these fees to the Treasurer. These fees shall be included in the income of the Annual Conference.
3. 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 to be sent throughout the summer months as new vendor names are provided.
4. When appropriate: Send reminder postcards regarding deadline date for "Early Bird" special (if applicable).
5. 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.
6. Provide welcome letter, badge(s) and light breakfast for vendors.
7. Produce a "Vendor Booklet" and have it available for all Annual Conference participants and vendors.

POSITION GUIDELINES - VAHAV VENDOR CHAIRMAN

(Revised May 2010)

8. 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.
9. Collect prizes from vendors to be distributed following breakfast on the closing day of Annual Conference.
10. Send letters of appreciation to all vendors who participate in the Vendors' Fair.
11. Assist the President in the identification and selection of new Vendor Chairman.
12. Provide assistance to new Vendor Chairman in understanding the responsibilities of this position.

POSITION GUIDELINES - VAHAV WEBSITE CHAIRMAN

(Revised May 2010)

APPOINTMENT:

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

RESPONSIBILITIES AS A VAHAV BOARD MEMBER:

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

RESPONSIBILITIES AS WEBSITE CHAIRMAN:

1. Provide the technical ability to establish, update and maintain the VAHAV Web Page.
2. Suggest and propose an Internet provider to the Board. (This should be based on the yearly cost charged by the provider, the size of the Web Page storage needs, and local line access for the State of Virginia. This should be a fairly permanent decision as a change in providers may mean a change in the Web site address. Our current provider is Host Monster.
3. Possess knowledge of Internet languages such as HTML, PHP and JAVASCRIPT. (All of these are used in the current Web pages at the simplest level.) A complicated structure limits the pool of potential Website Chairmen; thus, it is in the best interest of the Board to keep it simple. The division line is how attractive the Web pages are and how easy it is for users to traverse the pages.
4. Translate VAHAV information into an Internet language and keep the Website updated
5. Maintain the Annual Survey Questionnaire on the Web page. When the surveys are completed send a copy to the president, communications chairman, and district chairmen
6. Place the newsletters (*Connection*) on the website.
7. Keep the Leadership and Board Manuals up to date with the latest information and maintain them on the website for all to access.

The End of Position Guidelines