

Hospital Auxiliaries of Kansas

Job Descriptions

As reviewed and revised July 2010

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PRESIDENT JOB DESCRIPTION

Article V. Section A of Bylaws states: “The President shall be the chief executive officer of the Association and shall preside at all meetings of the Executive Committee, Board of Directors, and general membership; shall be an ex-officio member of all committees, except the Nominating Committee; shall serve as liaison with the KHA to insure cooperation between KHA and HAK. President of HAK shall render a written report to the membership of the year’s activities at the close of the fiscal year. The President shall appoint a Parliamentarian, Counselor, and a District Coordinator for each district, Historian, Sunflower Auxilian Editor, Legislative Chairman and Convention Chairman.”

PREPARATION FOR OFFICE

You should set about planning your administration immediately upon acceptance of the nomination to the office. Some of your major tasks include the following:

1. Appoint and announce a Historian, Counselor, Sunflower Auxilian Editor, Parliamentarian, Legislative Chairman, Convention Co-Chairman, and any other special appointments or committees deemed necessary and supply them with job descriptions for their particular position. The announcement should be made after the Installation at the Convention and should state that those not currently selected will be announced later. It is highly recommended that the President appoint an HAK Past-President as Counselor.
2. Prepare an acceptance speech to be given immediately after Installation of Officers at Convention.
3. Establish goals and objectives for the year including un-reached objectives of the previous year, as well as ongoing objectives previously established.
4. Remind the Treasurer that the budget should be submitted for approval at the first Executive Board Meeting.
5. Become familiar with all job descriptions and have a thorough knowledge of the structure, Bylaws, Policies and Procedures of the Association. Make changes as necessary with the consent of the Executive Committee (except Bylaws).
6. Advise KHA of officer changes for the coming year. AHA (American Hospital Association) only needs to be informed of changes related to President and President-Elect.
7. As stated in the Bylaws, the HAK Board of Directors is composed of elected officers, District Coordinators, chairmen of standing committees and any special appointments made by the President. Board size should be adequate for planning but as small as possible for economy and efficiency.

PROCEDURE

1. Prepare a letter to be mailed to all Board Members as soon as possible after Convention to thank them for assuming the given position. If possible, hand out the tentative Roster (first seven pages) at the Board Meeting prior to Convention. The Roster should include the newly appointed Chairman and Committees along with the dates and locations of both the Executive Committee Meetings and the Board of Directors Meetings. (Refer to the HAK Bylaws for the composition of the Executive Committee and the Board of Directors.)
2. Prepare the Purpose, Goals and Objectives for your term of office, to be presented at the First Board Meeting.
3. On or before January 1, submit a rough draft of the Board Roster to the Corresponding Secretary so she can prepare copies to be presented to each Board member at the first Board Meeting.
4. In November, remind the Corresponding Secretary to send out the Auxiliary Election Report/Membership Roster (Form #1) to all Member Auxiliaries so the new Roster will have current information.
5. Instruct the Recording Secretary to send all written reports to members absent from scheduled Executive Committee Meetings and the Board of Directors Meetings.
6. No later than November 15, write to Kansas Hospital Association thanking them for their previous provision of funds for the printing of the *Sunflower Auxilian* and request their continued support for the year.
7. Discuss with the *Sunflower Auxilian* Editor the format for the newsletter, the approximate dates it will be published; and the necessary deadline for articles. Prepare a list of the people or organizations you want included on the newsletter mailing list and see that the Corresponding Secretary receives this information.
8. Consider the training of the President-Elect a priority task. Keep her/him currently informed on every subject and provide copies of everything for her/his file.
9. Instruct the President-Elect, who serves as Director of the District Coordinators, to give each District Coordinator copies of the following:
 - Sample “Letter of Introduction” for the District Coordinator
 - Calendar of Reports for Hospital Auxiliaries of Kansas
 - Form #2-- Member Auxiliary Information for HAK
 - Form #3--“Working Copy” of the Award of Excellence

The District Coordinators are to make copies of these forms and send to each Member Auxiliary President in their District by January 5. The President-Elect will maintain a file of extra Forms for the Coordinators.

10. If additional special appointments or committees are created, write job descriptions for each and submit them to the Executive Committee for approval. Provide copies of the approved Job Descriptions to each Board Member.
11. When no Chairman has been appointed to a committee, the President shall act as Chairman for that Committee until the vacancy has been filled.
12. Try to attend the California Association of Hospitals and Health Systems (CAHHS) Conference in February. If possible, attend the State Auxiliary Leaders (SAL) Meeting or ASDVS Conference in collaboration with AHA Auxiliaries/Volunteers.
13. Answer all correspondence promptly, remembering at all times that in your response you are speaking for the HAK Association.
14. Consult with the Counselor regarding important actions contemplated and ask her/his advice as to the protocol involved. The Executive Committee makes final decisions on new policies and programs.
15. Determine the time and place of Executive Committee Meetings and Board of Directors Meetings and prepare and mail “Notice of Meetings” and the meeting agenda at least ten days prior to the scheduled meeting.
16. Unless absolutely unavoidable, attend all Executive Committee Meetings and Board of Directors Meetings. Reimbursement is made in accordance with Administrative Policies and Procedures.
17. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase. In accordance with recommendations made by the outside auditors, ask the President Elect to review and approve all reimbursement requests before they are sent to the treasurer for payment.
18. Approve all vouchers (except your own – see #17 above) before bills are paid being careful to stay within budgeted expenditures. The Executive Committee or Board of Directors should approve any expenditure not provided for in the budget prior to paying for it. Should it become necessary due to changes in expected income or expenditures, a revised budget may be submitted in the middle of the year for approval. Review the budget quarterly to determine if revision is needed.
19. Authorize all pending bills (except your own – see #17 above) by signing them and see that they reach the Treasurer in time to assure prompt payment.
20. Appoint a Committee of three active Auxiliary Members (not currently serving on the HAK Board) to audit the Treasurer’s books at the end of the fiscal year. Make every effort to select committee members from the same geographic area in order to minimize travel.
21. Ascertain at all times that HAK goals are compatible with those depicted in the KHA/HAK resolutions dated 11/10/76 and in other areas determined by mutual consent.

22. Remind the President-Elect to submit to the HAK Nominating Committee a list of recommended persons as possible appointees for District Coordinator and Board appointments. The Nominating Committee has final approval of these appointments.
23. Assume responsibility for the establishment of guidelines to obtain the organizational goals and communicate them to the Planning-Educational-Programming (PEP) Committee.
24. Write an article for each edition of the *Sunflower Auxilian*.
25. Attend KHA Board Meetings as the HAK/KHA Liaison. Present a written or verbal report at KHA Board Meetings. You will also be invited to attend the KHA Retreat in June, usually held in Colorado Springs, Colorado.
26. You will be invited to attend the KHA Allied Organizations Meeting. The President-Elect may also be invited to attend.
27. You will be invited to attend the KHA Convention Planning session. The President-Elect and Convention Co-Chairman may also be invited to attend.
28. The President has possession of the official seal of HAK. This seal is used on the Certificate of Membership and the Award of Excellence certificates. The seal and the Certificates of Membership are in the President's supplies. The Award of Excellence certificates are prepared by KHA.
29. The President has possession of the President's gavel and passes it on at the end of her/his term to the newly elected President.

TIMETABLE RELATING TO DISTRICT MEETINGS:

JANUARY:

30. Advise the President-Elect that District Coordinators need to write to each hosting Auxiliary President reminding them of the scheduled District Meeting dates and request the name, address and phone number of the Auxiliary's Host or Hostess. The Corresponding Secretary also needs this information for the Membership Roster.
31. Write to each District's hosting Auxiliary President to thank them for hosting the upcoming District Meeting. Also tell them who their District Coordinator is and offer your own help, if needed.
32. Be sure the District Coordinators have given the Host Auxiliary a copy of the "Guidelines for Hosting District Meetings" along with the "Checklist for Hosting District Meetings."

JANUARY - MARCH:

33. Soon after the first of the year, start planning and programming for the District Meetings.

34. The President and President-Elect shall consult with one another as to who will make the copies that are put into the President's Packets for District Meetings. The following should be included: the Award of Excellence (Form #3), HAK Resource Library Information, the HAK Board Nomination Form, the District Meeting Schedule, and any other information deemed necessary.
35. Remind the President-Elect to arrange for the dates and locations of the following year's District Meetings because this information needs to be announced at the current year's District Meetings.

APRIL - MAY:

36. Attend the District Meetings. Work closely with the President-Elect. Be responsible for the Educational Program(s), for charting the route and making transportation and lodging arrangements for the HAK Officers and District Coordinators attending their respective District Meetings. Only the President and President-Elect are required to travel to all the District Meetings. Their expenses will be reimbursed by HAK according to the established guidelines.
37. After District Meetings, write thank you notes to all who were immediately involved with hosting the event. This may include DVS's, CEO's, Presidents, Hosts, and District Coordinators.
38. Save all invitations, photos, and other memorabilia from all the District Meetings and give them to the HAK Historian. You may ask the President-Elect to do this for you.

CONVENTION:

Also, see the timetable of Convention tasks in the Co-Chairs Job Description.

39. As soon as possible after the first of the year (or whenever the location site has been established by KHA), begin planning the Annual HAK Convention with the Convention Chairmen.
40. Make arrangements with the Hotel (and your home Auxiliary) for the President's Reception. Make decisions relating to the menu, cost, and who will pay for what. Suggested menu items include punch, fruit, cheese, and crackers.
41. Assume responsibility for the HAK portion of the HAK/KHA Annual Convention, its planning, programming and other details. Advise the appointed Convention Co-Chairmen and work closely with them. Adhere to policies established over the years by the joint convention of HAK/KHA. Proceed as current convention rules indicate unless the Board of Directors makes changes.
42. Ask the Counselor (or other person of your choice) to install the incoming officers at Convention. Whenever possible, ask them to use the President-Elect's theme and logo.

43. Prepare the Certificates for the Award of Excellence to be given out at the HAK/KHA Annual Luncheon at the conclusion of the Convention. The President-Elect will supply the list of Hospital Auxiliaries receiving an Award.
44. As outgoing President, prior to Convention, appoint three members for the Reading Committee. Soon after Convention the Recording Secretary will send them copies of the Minutes of the just completed Convention, which they will read and correct as necessary. Select the three Auxilians prior to Convention so they know they will be serving on this Committee. On odd numbered Convention years, select members from odd numbered Districts (1, 3 & 5). On even numbered Convention years, select from even numbered Districts (2, 4 & 6).

PRESIDENT-ELECT JOB DESCRIPTION

Article V. Section B of Bylaws states: “The President-Elect shall assist the President at any time requested. In the absence or disability of the President, the President-Elect shall assume all duties and responsibilities of the office of President.”

PROCEDURE

1. Serve as Director of the District Coordinators and assume responsibility for their training.
2. Familiarize yourself with the President-Elect’s job description and responsibilities of office. Also study and be familiar with the job descriptions and responsibilities of all other officers and committees and have a thorough knowledge of the structure of the organization and its Bylaws and Policies and Procedures.
3. Participate in over-all planning and decision making throughout the year.
4. Determine that there is an adequate supply of the following forms to distribute to the District Coordinators:
 - Sample of “Letter of Introduction” for the District Coordinator
 - Calendar of Reports for HAK
 - Form #2—Member Auxiliary Information
 - Form #3—“Working Copy” of the Award of Excellence

Also determine that there is an adequate supply of the following forms, which the President-Elect is responsible for preparing:

- The Award of Excellence list of recipients, which is to be turned in to the President. (Verify that KHA has an adequate supply of the Award of Excellence Certificates and understands they are to prepare them.)
 - Copies of the President-Elect Report Form
 - The HAK President-Elect Recap Form
5. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
 6. As President-Elect, you may be invited to attend the KHA Allied Organizations Meeting along with the President.
 7. As President-Elect, you may be invited to attend the KHA Convention Planning Session along with the President and Convention Co-Chairman.
 8. Attend Executive Committee Meetings and Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.

9. Turn over all records intact to the incoming President-Elect.
10. In accordance with recommendations made by the outside auditors, review and approve (by signature) the President's expense reimbursement requests.
11. Perform other duties as requested by the President.

DISTRICT MEETING:

12. Be sure each District Coordinator has given the Host Auxiliary a copy of the "Guidelines for Hosting District Meetings" and the "Checklist for Hosting District Meetings" by the first of the year at the latest.
13. In early January, remind the District Coordinators to write each hosting Auxiliary President to remind those Presidents of the scheduled District Meeting dates. In the same letter, they should request the name, address and phone number of the Auxiliary's Host or Hostess. The Corresponding Secretary needs this information for the Membership Roster.
14. Attend the District Meetings, work closely with the District Coordinator and the President and help plan and participate in the educational program(s) of the meetings. The President will arrange for the charting of the route, transportation and lodging arrangements for the President and President-Elect.
15. Consult with the President about who will make the copies that are put into the President's Packets for District Meetings. Items to be included are: Award of Excellence (Form #3), HAK Resource Library Information, HAK Board Nomination Form, District Meeting Schedule, and any other information deemed necessary.
16. Remind District Coordinators to make sure the District Hostess Auxiliary has a copy of last year's minutes to be read at the District Meeting.
17. Consult with the Hostess about the number of expected registrations for each District Meeting and be responsible for having an ample supply of Evaluation Sheets. Each attendee will be asked to complete an evaluation form.
18. Serve as reporter of each District Meeting; take attendance (number of Member Auxiliaries represented, number of Auxilians attending from each Member Auxiliary, guests, etc.) and record the time, place and date of each meeting. In addition, keep a record of which Auxiliaries brought their scrapbook. Give copies of this information to the District Coordinators, President, and Recording Secretary, and keep a copy in the President-Elect's box.
19. As President-Elect, announce at the District Meetings the dates and places for the following year's District Meetings.

20. After District Meetings, write thank you notes to all who were immediately involved with hosting the meetings. This may include DVS's, CEO's, Presidents, Hosts, and District Coordinators.
21. Upon receipt of the Member Auxiliary Information (Form #2), create a Recap Report by District listing which Auxiliaries have turned theirs in and which have not. Follow up on those not yet returned in an effort to obtain 100% return by August 1 in order to complete the statistical information for the five year chart given at the State HAK Convention in November.
22. Following District Meetings, create a Recap Report of the Evaluation Sheets.

PRESIDENT-ELECT GUIDELINES

NOVEMBER:

- As incoming President-Elect, prior to Convention, contact the KHA office for the dates of Convention in two years. Secure a commitment or a contract with a Hotel for your Convention in two years.

JANUARY:

- Ask the Corresponding Secretary to prepare mailing labels for all of the Auxiliary Presidents, sorted by District. Give each District Coordinator the mailing labels for all of the Member Auxiliaries in her/his District.
- Chair the District Coordinator's meeting the afternoon before the Quarterly Board Meetings.
- Work closely with the new District Coordinators.
- Start preparing the District Coordinators for the District Meetings.
- Follow up with the District Coordinators on the Auxilian Election Report (Form #1)

FEBRUARY:

- Attend the CAHHS (California Association of Hospitals and Health Systems) Conference. The President will check with you and will make all reservations. HAK will pay for hotel accommodations, registration, transportation and a maximum of \$25.00 per day for food.

MARCH:

- The President should keep you informed regarding the District Meeting schedule.
- You may attend the SAL (State Auxiliary Leader) or the ASDVS Conference in collaboration with the AHS Auxilians/Volunteers meeting. The President will check with you and will make all reservations. HAK will pay for hotel, registration, transportation and a maximum of \$25 per day for food.
- Working with the President, determine what Educational Information should be presented at the District Meetings. Prepare your speech and program participation.

APRIL:

- Plan the **DATES** for the District Meetings for the coming year. When planning, consider your driving time and the meeting locations.
- Write to each Host Auxiliary with the date for their District Meeting and ask for the name of the District Meeting Hostess.
- The President should have informed you about lodging and transportation to the upcoming District Meetings.
- You will be staying in motels and driving across Kansas. HAK pays for motels, food and transportation as allowed in the Administrative Policies and Procedures. The District Hostess usually pays for the luncheon and sometimes they will take you to dinner the night before the meeting.
- After one District Meeting, you will travel to the next District Meeting. The usual schedule is three District Meetings a week for two weeks.
- Write thank you notes thanking the hostess and Presidents, DVS's, and possibly administrators for everything they did to make the District meeting a success. Thank you notes can be written after you get home. It is also prudent to send thank you notes to the District Coordinators expressing your appreciation for all the hard work they did to make the District Meeting successful.
- It is your responsibility to take the attendance at the District Meetings and keep notes on the meeting. You will also collect the Member Auxiliary Information Form #2, Scrapbook information, and the Auxiliary Presidents' three-minute reports. Check with the District Coordinator to make sure you both received the required information necessary to complete your reports. You will provide the evaluation forms and collect them at the end of the meetings.

MAY:

- Prepare a report on the District Meetings (refer to the previous year's report). There are forms available that will help you prepare this report. Information to be reported includes: a list of the Member Auxiliaries attending, how many Auxilians per Auxiliary, scrapbook information, guests (how many and who they were), Administrators, etc. and highlights of the meeting. Prepare the Recap Report summarizing the content of all the evaluation sheets.
- After you have completed the Evaluation Report, give a copy to the District Coordinators, the President, and the Recording Secretary at Board Meeting and make a copy for each District Host Auxiliary. Give each District Coordinator all of the Evaluation Sheets for their respective District.

JUNE—JULY—AUGUST:

- Work with the Nominating Chairman to fill your Board appointments for the next year. You may consult with the Nominating Committee about filling District Coordinator positions. The Nominating committee is responsible for making these appointments.
- Make Committee Chairman appointments for your Board.
- Continue to keep the new incoming President-Elect informed and involved.
- Inform the President, Corresponding Secretary, and Convention Co-Chairman about the new people on your Board.

- Work with your District Coordinators to make certain you receive the Auxiliary Membership Information Form #2 by August 1.
- Using the Membership Information Form #2, make a five-year statistical chart showing year, membership, volunteer hours, funds and equipment donated, and money donated for scholarships. Present the chart to the Board at the September Board meeting. This chart will also be used as a hand out at the Convention. Give a copy of the chart to the President and to the Convention Co-Chairman so he/she can give the chart to KHA for printing.

SEPTEMBER—OCTOBER—NOVEMBER:

- Work with the District Coordinators to be sure you receive a list of those Auxiliaries receiving the Award of Excellence.
- Send a letter of congratulations to the Auxiliary Presidents and Hospital CEO's receiving the Award of Excellence. After consulting with the HAK President, include in your letter any instructions necessary to ensure a smooth, efficient presentation ceremony.
- Such instructions could include the order of presentation, suggestions as to who should come forward to accept the certificate (usually the Auxiliary President and one hospital representative) and a request that their photographer be in position as they come forward in order to save time.
- As incoming President, advise KHA of key officer changes for the coming year. Notify AHA only of changes relating to the President and President-Elect.
- Write a thank you note to the new Board Members for accepting their positions and invite them to the Convention and to the joint Board Meeting and other activities.
- Write your acceptance speech.
- Prepare orientation packets for the District Coordinators and all of your Board Members meeting at the Convention. The packet should include job descriptions and the first seven (7) pages of the new Roster.
- Prepare information you want to present to the Board Members for the next year.
- KHA will make a poster from the five-year statistical chart to be used at the Convention. You will need to remind the Convention Co-Chairman to have an easel or tripod available for displaying this poster at the General Meeting.
- The President will ask the Counselor (or other person of their choice) to install the incoming officers at the Convention. Tell that person about your theme and logo and how you would like them to be used in the installation ceremony.
- At the Convention, introduce your Board Members and announce the dates of the District Meetings and hosting auxiliaries. Announce important dates such as Volunteer Week, Hospital Week and the dates and location for your Convention.

VICE-PRESIDENT JOB DESCRIPTION

Article V. Section C of the Bylaws States: “The Vice-President shall promote the availability and the use of the “Linking Pins Library” and assume other duties and responsibilities as directed by the President or the Executive Committee. In the event of the absence of the President and President-Elect, the Vice-President shall be authorized to chair necessary meetings.”

PROCEDURE

1. Chair the Planning-Educational-Programming (PEP) Committee.
2. Participate in overall planning and decision-making.
3. Attend Executive Committee and Board of Director Meetings. Reimbursement is made according to Administrative Policies and Procedures.
4. In the event that no District Coordinator is found for a particular District, the Vice-President will serve as District Coordinator for that District until a Coordinator is found or the term of office of the Vice-President is completed.
5. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
6. Maintain the HAK Resource Library (formerly known as “Linking Pins Library”), adding and deleting materials as needed, checking out requested materials and following up on overdue checkouts.
7. You may be asked to travel with the President and President-Elect to the Spring District Meetings with the “HAK Resource Library.” And when asked, you should take part in the educational programs of the meetings. Reimbursements are made according to Administrative Policies and Procedures.
8. Prepare and submit a written annual report to the President at the conclusion of the year on the provided form.
9. Turn over all records intact to your successor or to the incoming President at the end of the year.
10. Perform other duties as requested by the President.

RECORDING SECRETARY JOB DESCRIPTION

Article V. Section D of the Bylaws States: “The Recording Secretary shall keep minutes of all meetings, be responsible for a report of such meetings and shall perform such other duties as may be required.”

PROCEDURE

1. Keep a complete record of all meetings, showing all motions in **bold type**. The minutes of the meeting shall contain the date, time, place of the meeting, the names of all members present, and shall be addressed to actions taken at the meeting. Documents and/or reports pertinent to each meeting are to be filed with the Recording Secretary. Mail a copy of the minutes to the President for proofreading as soon after each meeting as possible. All other Board Members will receive their copy at or before regularly scheduled Board Meetings.
2. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
3. Attend Executive Committee Meetings and Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
4. Participate in overall planning and decision-making.
5. Serve as a member of the Bylaws Committee.
6. On both days of Convention, read the Roll Call of Member Auxiliaries from the membership list. Keep a record of each Member Auxiliary’s information including how many are in attendance and if they brought their scrapbook. Record the total Convention attendance. This information is also to be given to District Coordinators so they may verify Award of Excellence compliance.
7. Send a copy of the Convention minutes to the immediate Past President for her/him to review. After making any necessary corrections, send the minutes to each of the three members of the appointed Reading Committee. After the Reading Committee returns the approved minutes to the Recording Secretary, ask the immediate Past President (who presided at the Convention) to again review the minutes. Once the immediate Past President approves them, immediately give a copy of the corrected and approved minutes and copies of the three signed approval forms (from members of the Reading Committee) to the President.
8. Prepare and submit a written annual report to the President at the conclusion of the year on the provided form.
9. Turn over all records intact to your successor or to the incoming President at the end of the year.
10. Perform other duties as requested by the President.

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CORRESPONDING SECRETARY JOB DESCRIPTION

Article V. Section E of the Bylaws States: “The Corresponding Secretary shall attend to the correspondence of the Association; shall be responsible for the membership roster; and shall perform such other duties as may be required.”

PROCEDURE

1. Send out letters and other correspondence as directed by the President.
2. Read all correspondence, as requested, at the Executive Committee Meetings and Board of Directors Meetings.
3. Upon receipt of information from the President, prepare a Board Roster to be given to all Board Members for review at the January Board Meeting.
4. Set up and maintain the files on electronic storage devices such as compact disks or DVDs and provide the final version of those electronic files to your successor at the end of your term so that they may be used by the incoming Corresponding Secretary to set up her files.
5. Maintain an inventory of blank address labels for use in preparing mailing labels as requested. Be prepared to produce mailing labels for defined sub groups of the total file. For conservation of resources, print only those labels requested. For example, mailing labels will be requested for:
 - Every Member Auxiliary **and** every Associate Member:
 - four times a year for mailing the *Sunflower Auxilian*
 - once a year for mailing the HAK Roster
 - once a year for mailing the Convention Registration Packets.
 - Every Member Auxiliary President:
 - For example, the Election Report – Form #1 – is mailed only to member auxiliary Presidents but to no one else.
 - In addition, HAK officers may request printed address labels for special mailings:
 - District Coordinators may request mailing labels for just the Member Auxiliaries in their District.
6. Provide HAK envelopes and letterhead stationery whenever anyone on the HAK Board requests them. Bring a supply to all Board Meetings. Order envelopes and letterhead stationery through KHA.
7. Prepare a cover letter and one copy of the HAK Election Report Form #1 for each Member Auxiliary. Place the names and return address of the District Coordinator, President Elect, and the Corresponding Secretary at the bottom of Form #1. Note that because each District has a different Coordinator, you will need to prepare a different version of Form #1 for each of the six districts. Mail these to all Member Auxiliaries by November 25. Use the current year’s Roster address for each Member Auxiliary. Instruct each Member Auxiliary to complete Form #1, make four copies of it, file the original in

their auxiliary files, and return the three copies to the appropriate people by January 15. Clearly explain that one copy of Form #1 is to be returned to the Corresponding Secretary, one copy is to be returned to their District Coordinator, and one copy is to be sent to the HAK President Elect. Point out that the mailing addresses for each of these persons are provided at the bottom of Form #1. Stress that the Form 1 copies are to be mailed by January 15th even if their election is not until later in the year. If Form #1 has not been received by the January 15 deadline, contact that Auxiliary's District Coordinator and request that she/he contact the Auxiliary and obtain the information.

8. Prepare the Roster and have it completed as soon after the first of the year as possible. Submit the final draft of the Roster to the President (or someone designated by the President) for final approval before sending it to KHA to be printed. The latest deadline is March 1.
9. Update the membership files using information provided by the HAK Treasurer (copies of forms showing who has paid dues.) Contact KHA to acquire the most current KHA Roster (titled *Kansas Hospitals and Medical Care Facilities*) for use as a reference. These are printed quarterly by KHA.
10. Keep the HAK Roster and mailing label files current using information provided on Form #1 as they are turned in throughout the year. Not all Auxiliaries use the same fiscal year or reporting period for their officers.
11. Prepare an updated list of officer changes (as reported on the Election Report, Form #1) as they are reported to you during the year. Prepare a list of all changes affecting the Roster and give it to each HAK Board Member at Board Meetings. When many changes have occurred, send them to the Sunflower Auxilian Editor for inclusion in the next Auxilian.
12. Request reimbursement for the purchase of supplies (i.e. address labels, postage, etc.) needed to perform duties by completing the appropriate form and attaching proof of purchase. Keep a list of the supplies required to perform your duties and record details such as where they are usually purchased, cost, date, and amount ordered.
13. Keep a list of the supplies required to perform your duties.
14. Attend Executive Committee Meetings and Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
15. Serve as a member of Bylaws Committee.
16. Participate in overall planning and help make decisions.
17. Prepare and submit a written annual report to the President at the conclusion of the year on the provided form.
18. Turn over all records intact to your successor or to the incoming President at the end of the year.
19. Perform other duties as requested by the President.

TREASURER JOB DESCRIPTION

Article V. Section F of the Bylaws States: “The Treasurer shall receive all funds of the Association and shall deposit such funds in the bank in the name of HAK. The Treasurer shall pay, upon receipt of vouchers duly signed by the President, such bills as are established by the budget and keep an itemized account of all receipts and disbursements. The Treasurer shall prepare dues statements for all HAK members after October 15, to be mailed no later than November 15 of each year.”

PROCEDURE

1. Determine the appropriate dues amount for each Auxiliary. Dues are based on hospital size as measured by the number of **licensed** beds. This information may be obtained from the KHA Hospital Roster issued in September of each year.
2. Prepare statements of dues after October 15, to be mailed no later than November 15 (November 1 is recommended) each year to Presidents of Member Auxiliaries based on the dues structure. Send dues statements to Associate Members at the same time. Follow up on unpaid dues by February 1 of the following year.
3. When Member Auxiliary dues are received, send a dues receipt, a year sticker and a note of appreciation. As the \$10 Associate Member dues are received, send each one a membership card and a note of appreciation.
4. Send to the Corresponding Secretary a list of all Member Auxiliaries and Associate Members who have paid dues. Continue to keep the Corresponding Secretary informed as additional dues come in.
5. Provide the President, President-Elect and District Coordinators a written report at each scheduled Board Meeting listing those Member Auxiliaries and Associate Members who have not yet paid their dues. By February 1 send a **second** statement to all Member Auxiliaries who haven't paid their dues.
6. Notify the President of any **NEW** Member Auxiliaries paying dues so the President can send a Membership Certificate and year sticker to each new Member Auxiliary.
7. Notify the President and appropriate District Coordinator of any correspondence received from a Member Auxiliary that indicates their decision to discontinue HAK membership.
8. Deposit all funds promptly in the bank account. Both the President and the Treasurer are authorized to sign checks but only one signature is required.
9. Do not disburse any funds without first receiving appropriate and complete documentation of the charge such as copies of invoices and credit card statements.

10. Pay bills from all invoices that have been duly signed and approved by the President. Vouchers are to be accompanied by supporting evidence of expenditure.
11. Personal expenses incurred by Board Members in carrying out their HAK duties must be reported on a personal expense form and must be turned in at every scheduled meeting. Blank forms should be supplied to Board Members in ample time for them to complete the forms and present them to the Treasurer at the beginning of any scheduled meeting. Evidence supporting the expenditure **MUST BE ATTACHED** to the form. The President must approve all expense forms. Board Members will be reimbursed for expenses according to the Administrative Policies and Procedures.
12. Pay bills monthly, especially in December, when ALL outstanding bills must be paid before the end of the year prior to closing the books for the year.
13. Keep a ledger of receipts and disbursements by funds by budgeted categories.
14. Reconcile the checkbook and bank statements monthly, being sure all records are in agreement and balance (i.e. deposit slips, returned checks, outstanding checks, etc.). When requested, provide the President with an itemized account of income and expenses.
15. Prepare quarterly reports before each Board Meeting. Prepare a financial report through September 30th to be placed in the Convention packets.
16. Provide a written year-to-date Financial Report to all members at each Executive Committee Meeting and Board of Directors meeting as well as an itemized expense sheet indicating the breakdown of every member's reimbursed expenses for that particular reimbursement period.
17. Immediately following the election of a new President and/or Treasurer, notify the Bonding Company of the change and provide them with all required information. Also notify the Bank and Credit Card Company of the change in officers so that the new signatures can be properly authorized.
18. The President and President-Elect are the only individuals authorized to use the HAK Credit Card and they may use it only as expressly allowed in the HAK Administrative Policies and Procedures.
19. Serve as a member of the Finance Committee.
20. Participate in overall planning and decision-making.
21. Attend Executive Committee Meetings and Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
22. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase

HOSPITAL AUXILIARIES OF KANSAS – Job Descriptions

23. Prepare and submit a written annual report to the President at the conclusion of the year on the provided form.
24. Turn over all records intact to your successor or to the President at the end of the calendar year after the books have been audited.
25. Perform other duties as requested by the President.

DISTRICT COORDINATOR JOB DESCRIPTION

Article VIII. Section B of the Bylaws States: “A District Coordinator for each established district shall be secured by the Nominating Committee in consultation with the President-Elect. An Assistant District Coordinator may be appointed in any of the established Districts, should the need arise.”

PROCEDURE

1. Establish close communications with HAK Member Auxiliaries in your District through letters, phone calls, and on-site visits, providing assistance and programming at local meetings when feasible.
2. Encourage all Member Auxiliaries to work towards attaining the Award of Excellence.
3. Promote HAK Membership to non-HAK Auxiliaries.
4. Encourage and assist in the formation of new Auxiliaries in hospitals where none currently exist. For example, write to all Administrators of the Hospitals in your District that either do not have an Auxiliary or whose Auxiliary is not an HAK member, introduce yourself and ask if you can be of service to them in becoming members of HAK or helping to organize an Auxiliary.
5. Attend Board of Directors Meetings. Reimbursement is made according to Administration Policies and Procedures.
6. Report on your activities and the events in your District at every Board Meeting. Give copies of your report to the President, President-Elect, and Recording Secretary, and keep one for your files.
7. Serve as a member of the HAK Board of Directors and as a liaison between the Board and Member Auxiliaries in your District. Actively recruit prospective Board members and work to develop leadership potential in your District members. Identify and mentor Auxiliary members who can grow into future District Coordinators.
8. Keep copies of all reports and correspondence relating to your District in your files.
9. When a District also has an Assistant District Coordinator, the District Coordinator should work closely with the Assistant Coordinator and keep him/her informed of all happenings within HAK and the District. The District Coordinator is responsible for helping train the Assistant Coordinator and should see that the Assistant attends at least two (2) HAK Board Meetings per year.
10. Serve on the HAK Nominating Committee during the second year of your term as District Coordinator.

11. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
12. As District Coordinator, you will be invited to attend meetings and other functions of the auxiliaries in your district because this is a requirement of the Award of Excellence. You are not required to accept all of these invitations and you are asked to use discretion in selecting those invitations you accept. Your expenses relating to attendance at purely social activities will not be reimbursed.
13. After receiving and reviewing the completed Award of Excellence forms from your Member Auxiliaries (due to you by August 31), prepare a list of those Auxiliaries who have earned an award and indicate which award they are eligible to receive (bronze, silver, or gold). Some of the items on the Award of Excellence forms (such as bringing their scrapbook to either the District or State meeting) can be verified by referring to reports provided to you by the Recording Secretary and President Elect.
14. Prepare and submit a written annual report to the President at the conclusion of the year on the provided form.
15. Keep your file box current with copies of all significant correspondence, reports, information, etc. At the end of your term, bring your file box to Convention to pass on to your successor. If a successor has not yet been named, give the files to the incoming President.
16. Perform other duties as requested by the President.

CALENDAR GUIDELINES

The position of District Coordinator is one of the most important positions on the Board because you represent the entire Board to all your District's Member Auxiliaries. Many of your duties are time sensitive. To assist you in knowing what needs to be done and when, the following timetable has been developed.

DECEMBER–JANUARY:

1. Write a "Letter of Introduction" to Auxiliaries in your District. Include with your letter copies of the following:
 - Calendar of Reports for Hospital Auxiliaries of Kansas
 - Form #2—Member Auxiliary Information for HAK
 - Form #3—"Working Copy" of the Award of Excellence

Also explain in your letter that the Corresponding Secretary has already sent two copies of Form #1—The Election Report Form — to them. Remind the Auxiliary Presidents that they are to complete Form #1, make two copies of it, return one copy to you (as their District Coordinator), return the other copy to the HAK Corresponding Secretary, and keep the original in their auxiliary files. Suggest that the Auxiliary President keep the

one blank copy in their files for use in the event they have a change in officers later in the year. Remind the Auxiliary President of the deadline for returning both copies of Form #1.

2. Write a letter to Auxiliaries who haven't returned Form #1 by January 15th and explain that the information is important for preparing the HAK Roster.
3. Inform the HAK Corresponding Secretary of any Roster changes in your District whenever they occur during the year.
4. Keep your HAK Membership Roster up-to-date by using information provided by the Corresponding Secretary.
5. Contact the President of the Auxiliary in your District that is hosting the District Meeting and remind them of the scheduled District Meeting date. Request the name, address and phone number of the Host Auxiliary's contact person if different than the Auxiliary President. Send the following to the Host Auxiliary:
 - Guidelines for Hosting District Meetings
 - Checklist for Hosting District Meetings
 - Sample Registration Form

Follow up the above mailing with a meeting, phone call, or email message to verify the Host Auxiliary President received the information and understands it.

6. Work with the HAK President in preparing for the District Meeting. Prepare a District Meeting Agenda in cooperation with the Hosting Auxiliary and the HAK President. Inform each Host Auxiliary that they must have the Invitations AND the District Meeting Agenda **APPROVED** by the HAK President and President-Elect before the invitations are mailed out. (The agendas will be handed out at the District Meeting.)

FEBRUARY–MARCH:

7. In preparation for District Meetings, remind the Host Auxiliary to send a letter of invitation to all Member Auxiliaries, non-member Auxiliaries, Hospital Administrators of Hospitals without Auxiliaries, and Directors of Volunteer Services in your District. Remind the Host Auxiliary to send out the invitations to Member Auxiliaries SIX weeks in advance of District Meeting.
8. Contact all Auxiliaries in your District and encourage their attendance at the District Meeting. Encourage each Auxiliary to promptly RSVP to the Host Auxiliary's invitation.
9. Make sure a specific reservation deadline is on the letter of Invitation. Reservations should be prepaid or the number attending guaranteed.
10. Check with the HAK President-Elect to be sure Evaluation Sheets will be available for District Meetings.

APRIL – MAY:

11. Approximately three (3) weeks prior to the District Meeting:
 - Mail out an extra copy of Form #2 – Member Auxiliary Information – to each Auxiliary President in your District and ask them to bring the completed Form #2 to the District Meeting.
 - Include a reminder for the President to bring two (2) copies of the three (3) minute report they will present at the District Meeting.
 - Reemphasize that the 3-minute report needs to be on only **one** topic.
 - Explain that if Form #2 and the 3-minute reports cannot be delivered and presented at the meeting, they must be mailed to the HAK President-Elect and District Coordinator by May 31.
 - Provide those names and addresses in your letter.
12. The District Coordinator, having worked closely with the Hosting Auxiliary, presides at the District Meeting.
13. Supply the Host Auxiliary with a copy of the previous year's District Meeting minutes and ask that they arrange for someone to read the minutes at the District Meeting. Also arrange for someone to take the minutes at the current year's District Meeting. Have the minutes sent to you as soon as possible after the District Meeting.
14. Following the District Meeting, provide both the HAK President and President-Elect with copies of the minutes from your District Meeting. Also file a copy of these minutes in the District Coordinator's file.
15. After the District Meeting, write thank you notes to all who were immediately involved with hosting the event. This may include DVS's, CEO's, Presidents and key people within the Host Auxiliary.

JULY – AUGUST:

16. Send a letter of reminder to each Member Auxiliary President telling her/him that the Award of Excellence application must be completed by August 31st. Encourage the President to send them in by August 15th.

SEPTEMBER:

17. The District Coordinator will evaluate each Auxiliary's completed application for the Award of Excellence. The number of completed requirements on the application will indicate whether that Auxiliary is eligible to receive an award and if so, which award they will receive: bronze, silver, or gold.
18. No later than September 15th, submit to the HAK President-Elect a list of those Auxiliaries in your District that qualify for the Award of Excellence. Indicate the level of Award each has achieved (Gold, Silver, Bronze).

OCTOBER:

19. Each year, one District is assigned to act as host for the State Convention. When it is your District's turn to host the State Convention, assign Member Auxiliaries to help with registration and to take meal tickets. Also ask each Auxiliary in your District to provide three to four gifts for door prizes of approximately \$10 retail value each.

NOVEMBER:

20. Attend the pre-Convention HAK District Coordinator's Meeting and the HAK Board Meeting.

**CONVENTION CHAIRPERSON(S)
JOB DESCRIPTION**

Article V. Section A of the Bylaws States: “The President shall appoint... Convention Chairperson.”

1. Accept appointment by the HAK President to serve as Convention Chairperson and member of the HAK Board of Directors. You will most likely share this position with another Co-Chairperson. Reimbursement for expenses is made according to Administrative Policies and Procedures.
2. Assume responsibility for planning and executing the HAK Convention held in November in conjunction with the Kansas Hospital Association Convention. Work under the direction of the HAK President who will apprise the Chairpersons as to which areas of responsibility will be assumed by the President and/or others and which areas are solely the responsibility of the Chairperson(s).
3. Maintain a close working relationship and excellent communications system with the President to ensure a successful Convention. Close attention must be given to the minutest details for a smooth operation.
4. The Kansas Hospital Association determines the date and location of the Convention and it is normally held in November.
5. Work closely with the Kansas Hospital Association’s (KHA’s) Convention Staff in all phases of convention planning. You may be invited to attend KHA’s Convention Planning Session.
6. Attend the preceding year’s Convention and use it as a learning experience.
7. Keep a log of all activities of planning and provide a copy of it to your successors.
8. Turn in all Convention expenses to the President no later than December 1 so they can be approved and paid before year-end.
9. Attend Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
10. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
11. Prepare and submit a written annual report to the President at the conclusion of the year on the provided form.
12. Turn over all records intact to your successor or to the incoming President at the end of the year
13. Perform other duties as requested by the President.

PROCEDURE

There are many tasks involved in putting together an event as complicated as the State HAK Convention. In fact, there are too many tasks for a single person to complete. Although the HAK President is responsible for making the final decisions relating to all aspects of the planning and conduct of the Convention, she/he depends on the support and assistance of the Convention Chairpersons and delegates a variety of duties and activities to them. This document lists and discusses some of the major tasks to be accomplished by the President through the assistance of the convention chairpersons.

HAK PRESIDENT AND CONVENTION CHAIRPERSONS WORK TOGETHER ON:

1. The dates and locations of the forthcoming year's convention are determined by KHA. Announcement of that information will be made at the Convention.
2. When the new President-Elect is determined, he/she should secure a site as soon as possible for her/his Convention (2-3 years in advance). If possible, the HAK President and Convention Chairpersons should make an on-site visit to become familiar with the physical layout and determine areas best suited to meet program needs.
3. Make provisions or reservations for the following:
 - A block of hotel rooms for attendees (approximately 100 rooms)
 - Ask for complementary hotel rooms for the President, President-Elect, and the Convention Co-chairs.
 - A Room for the pre-Convention HAK Board Meeting (Incoming and Outgoing Board Members – approximately 30 people)
 - A storage room during Convention
 - An assembly area for General Meetings (approximately 250 people)
 - A separate assembly area for breakfast, lunch and Banquet, if possible
 - A registration area
 - A scrapbook Display area
 - One, two or three smaller rooms for workshops (approximately 50 people in each)
 - An area for Vendors, if used
 - An area for President's Reception
 - Any other special events requiring space
4. The pre-Convention Board Meeting of incoming and outgoing members should be scheduled on the same day as KHA's Vendor Exhibit and Opening Session. Schedule the Board Meeting so that members may also attend the KHA Opening Session and KHA Vendor Exhibits if they choose.
5. The General Sessions of the HAK Convention begin the next morning and last one and one-half days.
6. Workshops are popular and should be provided for all attendees, if possible. Try to schedule workshop sessions in separate rooms or in partitioned areas of the General Assembly area to minimize distractions.

7. HAK reserves a block of rooms for Convention attendees. HAK **DOES NOT** make room reservations of any Auxilians attending but does provide (in the Convention Packet) information to Auxiliary Presidents such as the hotel phone number and address, price, deadlines, etc. to assist Auxilians in making their own reservations. The need for rooms can be anticipated and unneeded rooms can be released after an agreed upon hold date with the hotel.
8. KHA handles all Convention and meal reservations and collects money in advance and at the Convention. Neither HAK nor KHA handles hotel room reservations.

JANUARY:

9. Be responsible for the programs for the HAK Convention, acting on recommendations from the HAK President, the PEP Committee, and the Executive Committee. As soon as possible, begin talking about and securing speakers for the Convention, entertainment for the banquet, and vendors, if they are to be invited.
10. Depending on the HAK President's theme and logo, keep an eye out for what might possibly be needed for decorations at Convention.
11. The HAK President appoints a District to be Convention Hostess. That District Coordinator assigns Auxiliaries within the District to do the following:
 - Registration – first day from 10:00 am to 8:30 pm (preferred)
 - second day 7:30 am – 9:00 am
 - third day, 7:30 am – 9:00 am
 - Take meal tickets at breakfast, lunch, the Banquet, the second breakfast, and the Joint Luncheon
 - Each Auxiliary in the host District supplies 3 or 4 door prizes for Convention.

MARCH – MAY:

12. Try to finalize selections and confirm the selection of Convention speakers, vendors, and entertainment.
13. Write a letter of confirmation to all Convention program participants advising them of the date and time of their appearance. If confirmation is received later than March, write the letter as soon as the commitment is obtained.

JUNE – JULY:

14. Together with the HAK President, plan the Convention menus and secure price commitments from the hotel for breakfast, lunch, the Banquet and the final morning breakfast. KHA will need to have the costs per meal prior to printing the Convention mailings. If asked, assist KHA in planning the menu for the HAK/KHA Joint Luncheon.

AUGUST:

15. Prepare the Convention **Mailing Packet** and deliver it to KHA for printing by mid-August. It is to be ready for mailing in early September. It will be mailed to all Member Auxiliaries, Board Members, Directors of Volunteers, Associate Members, and selected KHA staff. In Consultation with the President, select the paper color to be used for each of these items.

Items to be included in the mailed Convention packet:

- HAK Agenda
 - Hotel Registration Form
 - List of other hotels in area
 - Information on Scrapbook Judging
 - Map of City (Wichita, Topeka or Overland Park)
 - HAK President's Letter to Auxiliary Presidents
 - KHA supplies – HAK/KHA Registration Form
 - Envelopes for mailing the Convention Packets
 - Information on KHA speakers, if available
 - The HAK Corresponding Secretary supplies all HAK mailing labels for Convention Packets
16. The HAK President or Convention Co-Chairs make arrangements with KHA to put together the Convention Mailing Packets. Sometimes, HAK Board Members can help with this at a Board Meeting.

SEPTEMBER:

17. Check with each scheduled speaker about any special equipment or visual aids they need for their presentation. Make arrangements with the Hotel for all necessary Audio-Visual equipment so they can have it in place whenever and wherever it is needed on both days. For example, make provisions for at least the following:

- Lapel microphone for use by all speakers
- Podium with microphone
- A floor microphone
- PowerPoint projection equipment
- Large screen for PowerPoint presentations
- Extension cords, if needed
- An easel for displaying the 5-year statistical chart

18. Check on decorations needed for Convention.

19. Double-check with the hotel regarding complimentary rooms for the President, President-Elect, and Convention Co-Chairs.

OCTOBER:

20. The HAK President may select the person to give the Invocation at the Opening Session of Convention, at lunch, and at the Banquet. The HAK President may also have a preference for the Minister/Chaplain who will give Invocation at the HAK/KHA Joint Luncheon. Find out who the President would like to have perform these duties and if she/he will be asking them. If the President has no preference, make arrangements for these duties to be performed and inform the President of your selections.
21. Send each speaker a copy of the Convention agenda with a letter confirming the time and location of their presentation. Ask if they can join us for lunch as our guest. If they can, arrange for an HAK Board Member to accompany them and act as their host.
22. Select three people to judge the scrapbooks. Provide them with criteria and let them know the deadline for their decision.
23. Prepare the **Convention Packets** that will be handed to Convention attendees when they register. Use the same color scheme for each item that was selected for the Convention Mailing Packets. Make any necessary changes to the Agenda at this time. Note that many items in the Convention Mailing Packet will also be included in the Convention Attendee's Packet. Items to be included in the Convention **Attendee's Packet** are:
 - HAK Agenda
 - Map of City (Wichita, Topeka or Overland Park)
 - 5-year Statistical Chart (KHA also enlarges one to poster size)
 - A Thank You to (list of Host Auxiliaries)
 - Slate of Officers Letter from the Nominating Committee
 - Evaluation Sheet
 - Auxiliary Prayer
 - Convention Rules
 - Welcome letter by HAK President
 - Treasurer's Report

In addition, items provided by KHA for the Attendee's Packets include:

- Envelopes for Convention Packets
 - Name Tags and badges
 - Labels for Convention Packet Attendees envelopes
 - Delegate and Alternate ribbons for the name badges
 - Tickets – first morning breakfast
 - – Noon luncheon
 - – Banquet
 - – Second morning breakfast
 - – HAK/KHA Joint Luncheon
24. Check with the Host District Coordinator about how many door prizes have been collected and if they have sufficient workers to help with Registration and taking tickets. Decide on a simple scheme for awarding the door prizes.

25. If vendors will be present during the Convention, find out how many tables they need for their display. Also write each vendor a letter of confirmation about Convention date, time, and location. Enclose an agenda and a list of area hotels, if needed.
26. Try to save mileage by having someone who lives close to Topeka put the Convention Attendee Packets together. When the Convention is in Wichita, make arrangements for the HAK Convention Packets to get from Topeka to Wichita. KHA may do this.
27. Check to find out if the HAK President has secured “Guest Meal Tickets” for the speakers. These are requested on a separate Registration Form noting they are for guest speakers.
28. At the HAK/KHA Joint Luncheon, the HAK President may choose those she/he wishes to be seated at the head table (10 people). This should include any speakers, speaker’s spouse, the KHA Board Chairman and spouse, the KHA President and spouse. You may request a second table for HAK Past Presidents and a third table for the HAK President’s home Auxiliary. Make arrangements to have these tables reserved and clearly identified.

NOVEMBER:

29. The Co-Chair or the HAK President will get the final registration count from KHA and report it to the Hotel for meal purposes.
30. Go over any final details with the HAK President prior to Convention.

CONVENTION:

31. See that all Convention Attendee Packets are in alphabetical order and ready for distribution at the Registration Table.
32. Be available to assist guest speakers when they arrive for their presentation.
33. Be available throughout the Convention to provide any assistance needed by the HAK President, Board Members, or Convention attendees.
34. Collect the Evaluation Sheets at the end of the Convention and give them to the HAK President.
35. Following completion of the Convention, make sure all items have been collected at the Hotel and returned to their rightful owner, if necessary.
36. Relax and contemplate a job well done!

COUNSELOR JOB DESCRIPTION

Article V. Section A of the Bylaws States: “The President shall appoint....Counselor.”

PROCEDURE

1. Consult with the President regarding any important action contemplated and advise her about the protocol involved.
2. Attend Executive Committee Meetings and Board of Directors Meetings.
Reimbursement is made according to Administrative Policies and Procedures.
3. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
4. Serve in designated areas of need such as programming or educational outreach, as directed by the President.
5. Maintain the HAK Board of Directors Courtesy Fund in the amount of approximately \$50. This money is designated for small gifts, flowers, and/or cards to express sympathy or appreciation to HAK members, their families, and others, as appropriate.
This Fund will be accrued and dispersed in the following manner:
 - a. Each Board Member will be assessed \$1 when not wearing their name badge at official HAK meetings.
 - b. When the Fund is depleted to \$20, ask each Board Member to contribute additional money to augment and maintain the Fund.
 - c. Individual disbursement to Board Members or members of their family should be in the \$15 to \$20 range.
 - d. Consult with the President prior to making all significant or non-recurring disbursements. Notify the President of all such gifts made in the name of HAK.
6. Act as caretaker for this Courtesy Fund. Purchase and send flowers, gifts or cards in HAK’s name and keep receipts and records
7. Upon Board approval and request, order four (4) Past President’s Pins from: Green Company, Inc., 15550 West 109th St, Lenexa KS 66219. Send invoice to HAK Treasurer. Safeguard the pins.
8. Contact the Auxiliaries of the HAK President and President-Elect to determine if they plan to present corsages to those officers at the time of the HAK/KHA Convention. If they do not plan to provide corsages, the Counselor will be responsible for purchasing and presenting appropriate corsages.

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9. If asked, install the incoming officers at Convention, using the theme and logo of the new President whenever possible.
10. Prepare and submit a written annual report to the President at the conclusion of the year on the form provided.
11. Turn over all records intact to your successor or the incoming President at the end of the year.
12. Perform other duties as requested by the President.

HISTORIAN JOB DESCRIPTION

Article V. Section A of the Bylaws States: “The President shall appoint...Historian.”

PROCEDURE

1. Be responsible for keeping a scrapbook and a continuing history of all publicity pertaining to HAK.
2. Write articles for the *Sunflower Auxilian* and prepare handouts for District Meetings and Convention Packets encouraging Member Auxiliaries to send in photos, news articles and other items of general interest.
3. Accept all publicity from Member Auxiliaries for the current year and place all articles of general interest in the HAK scrapbook.
4. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
5. Prepare and submit a written annual report to the President at the conclusion of the year on the provided form.
6. Turn over all records intact to your successor or to the incoming President at the end of the year.
7. Perform other duties as requested by the President.
8. Attend Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
9. Ongoing items for the scrapbook:
 - Take pictures of Board Meetings, Convention, etc.
 - Add appropriate pictures and items throughout the year (District Meetings, newspaper articles, etc.)
 - At the beginning of each year add President’s picture, goals, objectives, etc.
 - Add annual highlights of outgoing President
 - Add current “5-year Statistical Chart”
 - Add current years HAK Board Roster (retaining Rosters only for 5 years)
 - Add outgoing President’s name to the list of HAK Past Presidents Roster, revise when indicated
 - HAK Convention History, including photos, agendas, programs and other packet information

PARLIAMENTARIAN JOB DESCRIPTION

Article V. Section A of the Bylaws States: “The President shall appoint...Parliamentarian.”

PROCEDURES

1. Bring a copy of the Bylaws, Administrative Policies and Procedures and a copy of *Robert’s Rules of Order, Revised*, to all meetings.
2. Encourage all members to study and practice parliamentary procedures.
3. Advise elected and appointed officers so that all meetings are conducted according to *Roberts Rules of Order, Revised*.
4. When attending scheduled meetings, sit near the President in order to be readily available to provide assistance relating to parliamentary procedure.
5. Determine that a quorum is present for all business sessions. (A quorum shall consist of a majority of the members of both the Executive Committee and the Board of Directors.)
6. Attend Executive Committee Meetings and Board of Directors Meetings.
Reimbursement is made according to Administrative Policies and Procedures.
7. Be familiar with the HAK Bylaws and all of the HAK Job Descriptions. Assist HAK Board Members in understanding and complying with the Bylaws.
8. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
9. Preside as Chairman of the Bylaws Committee.
10. Prepare and submit a written annual report to the President at the conclusion of the year on the appropriate form.
11. Turn over all records intact to your successor or to the incoming President at the end of the year.
12. Perform other duties as requested by the President.

SUNFLOWER AUXILIAN EDITOR JOB DESCRIPTION

Article V. Section A of the Bylaws States: “The President shall appoint...*Sunflower Auxilian* Editor...”

PROCEDURE

1. Compose and edit the *Sunflower Auxilian* in accordance with directions from the President (usually four times a year).
2. Remind persons designated to submit articles in the *Sunflower Auxilian* as to the deadline for a particular issue.
3. Keep a file of all *Sunflower Auxilian* issues. Request five (5) extra issues be printed and returned to the *Sunflower Auxilian* Editor.
4. Should space not allow all articles to be published in any one issue, request, with the approval of the President, to hold articles for another issue or to condense long articles. Notify the authors if either is done.
5. Remind the Corresponding Secretary to supply up-to-date mailing labels so copies of the newsletter can go out to all eligible persons.
6. Arrange for supplies, postage and printing of the *Sunflower Auxilian*. Make every attempt to stay within the amount of the budgeted funds. If this is impossible, advise the President in sufficient time so a decision can be made on how to handle the shortage. Submit bills to Treasurer for payment.
7. Attend Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
8. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
9. Prepare and submit a written annual report to the President at the conclusion of the year on the form provided.
10. Turn over all records intact to your successor or the incoming President at the end of the year.
11. Perform other duties as requested by the President.

NOMINATING COMMITTEE JOB DESCRIPTION

Article IV, Section E 1 & 2 of Bylaws States: Nominations – Elections

1. “There shall be a Nomination Committee of seven (7) members to prepare a slate of officer candidates for the ensuing year to be elected at the annual meeting. The Nominating Committee shall consist of the immediate Past President of HAK, who shall serve as Chairman of the Committee, and second year District Coordinators. The Executive Committee shall appoint the remaining members of the Nominating Committee from the Board of Directors and, if the immediate Past President is unable to serve, shall appoint the Chairman. The Nominating Committee shall select one nominee for each office and, in consultation with the President-Elect, appoint the District Coordinators.

2. The slate of officer candidates shall be mailed to the membership forty-five (45) days in advance of the annual election. Nominations may be made from the floor with the prior written consent of the nominee, provided a voting delegate makes the nomination.”

PROCEDURE

1. Meet as necessary to prepare a slate of officer candidates.
2. Secure each candidate’s permission to have his/her name placed in nomination.
3. Research HAK membership for future organization leadership throughout the year.
4. Furnish a written Job Description to all prospective officers.
5. Place all potential names before the entire committee for final decision.
6. Present a slate of nominated officers at the Executive Committee Meeting and/or to the HAK Board Meeting prior to notifying the membership. Membership must be notified forty-five (45) days in advance of election.
7. Perform other duties as requested by the President.

**PLANNING—EDUCATIONAL—PROGRAMMING COMMITTEE
(PEP)
JOB DESCRIPTION**

Article IX Section E of Bylaws States: “The PEP Committee shall consist of the Vice-President, Counselor, Convention Chairman, Co-Convention Chairman, HAK/KHA Convention Liaison, Legislative Chairman, President and President-Elect. They shall be responsible for planning of special events, overall program and education.”

PROCEDURE

1. The HAK Vice-President chairs this committee.
2. Maintain a planning guide for the organization.
3. Research and prepare educational programs for the organization and members.
4. Research and maintain a library of tools in all leadership areas and maintain the HAK Resource Library as requested by the Executive Committee.

LEGISLATIVE CHAIRMAN JOB DESCRIPTION

Article V. Section A of the Bylaws States: “The President shall appoint....Legislative Chairman.”

PROCEDURE

1. Keep Member Auxiliary Legislative Chairmen informed about State and Federal Legislative issues affecting the health care industry, the current status of particular issues, and the potential effect of these issues on the industry. Mail an information letter to all Auxiliary Legislative Chairmen or their presidents and/or submit periodic articles to the *Sunflower Auxilian*.
2. Encourage Member Auxiliaries to have a Legislative Chairman.
3. Provide practical suggestions to Member Auxiliaries about ways they can influence their legislators and congressman. Be certain that Auxiliary members understand they are to take no political advocacy action as a group without a specific request from KHA and approval of their own Hospital Administration.
4. Inform Member Auxiliaries of these important guidelines for Hospital Auxilian legislative action:
 - a. Have approval of your Hospital Administration
 - b. Work with the system
 - c. Have a bipartisan approach
 - d. Work for legislation through an organized approach
 - e. Keep informed on the issues
 - f. Know who your Legislators are and how to contact them
 - g. Know the identification number of the specific bill and use it in written communications
 - h. Identify yourself as a member of the Auxiliary of your hospital
 - i. After the vote, write to your Legislators to thank them for their support
5. Work with the President to schedule and plan events such as Legislative Day and legislative presentations at District Meetings and Convention.
6. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
7. Prepare and submit a written annual report to the President at the conclusion of the year on the form provided.
8. Turn over all records intact to your successor or the incoming President at the end of the year.
9. Attend Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
10. Perform other duties as requested by the President.

**AUDIT COMMITTEE
JOB DESCRIPTION**

Article IX Section B. of Bylaws States: “The Audit Committee shall consist of three active auxiliary members (not currently serving on the HAK Board of Directors) appointed by the President, to audit the Treasurer’s books at the end of the fiscal year.”

PROCEDURE

1. Examine the HAK Treasurer’s books as to accuracy of deposits and expenditures.
2. Submit a letter of findings, signed by those who audited the books and make copies for the President, Treasurer and one for the files at KHA office.
3. Return all audited materials to the HAK Treasurer so that they may be filed.

FINANCE COMMITTEE JOB DESCRIPTION

Article IX Section D of Bylaws States: “The Finance Committee shall consist of the President and the Treasurer. They shall be responsible for preparing the annual budget for approval by the Board of Directors at the first meeting in January of each year. The fiscal year of HAK shall be January 1 through December 31.”

PROCEDURE

1. The President is chairman of the Finance Committee.
2. Have a thorough knowledge of the HAK budget. Be familiar with all income sources and expected expenditures.
3. Be ready to reevaluate the budget quarterly, should the need arise.
4. Make recommendations to the HAK Board on financial matters of the organization.
5. Assist the Treasurer with financial matters whenever requested.
6. Perform other duties as requested by the President.

EXECUTIVE COMMITTEE JOB DESCRIPTION

Article VII Section A. Bylaws States: “The President, President-Elect, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and Counselor shall comprise the Executive Committee of HAK.”

Article VII Section B. States: “The Executive Committee shall meet at the call of the President and shall be empowered to act between the meetings of the Board of Directors. A majority of the members of the Executive Committee shall constitute a quorum.”

PROCEDURE

1. Receive and deliberate all recommendations for Special Appointments and Committees.
2. Act to fill vacancies in elected offices.
3. Review and approve all job descriptions.