

**HOSPITAL VOLUNTEERS OF KANSAS
JOB DESCRIPTIONS**

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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 HVK. The President shall appoint a Parliamentarian, Sunflower Editor/Historian, Legislative Chairperson, and Convention/Education Chairperson.”

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 Parliamentarian, a District Coordinator for each district, Sunflower Editor/Historian, Legislative Chairperson, Convention Chairpersons and any other special appointments or committees deemed necessary. The announcement should be made after the Installation at Convention and should state that those positions not currently filled will be announced later.
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.
7. As stated in the Bylaws, the HVK Board of Directors is composed of elected officers, District Coordinators, chairpersons 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/mailed to all Board Members after Convention to thank them for assuming the given position. The letter should include information of the newly appointed positions along with the dates and locations of both the Executive Committee Meetings and the Board of Directors Meeting. (Refer to the HVK 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. Instruct the Secretary to send all minutes to members.
4. No later than September 15th, write to Kansas Hospital Association thanking them for their previous provision of funding for the printing of the Sunflower and request their continued support for the year.
5. Discuss with the Sunflower Editor the format for the newsletter, the approximate dates it will be published; and the necessary deadline for articles.
6. Instruct the President-Elect, who serves as Director of the District Coordinators, to give each District Coordinator copies of the following:
 - Calendar of Reports for HVK
 - Form #1 – Election of Officers Report
 - Form #2 – Member Auxiliary Information for HVK
 - Form #3 – The Award of Excellence Application
7. Answer all correspondence promptly, remembering at all times that in your response you are speaking for the HVK Association.
8. Determine the time and place of Executive Committee Meetings and Board of Directors Meetings and prepare and mail or email “Notice of Meetings” and the meeting agenda at least ten (10) days prior to the scheduled meeting.
9. The pre-convention Board Meeting of incoming and outgoing members should be scheduled on the same days as KHA’s Convention. Board photos are usually scheduled just prior to this pre-convention Board Meeting. The general sessions of the HVK Convention begin the next morning and last one and one-half days.
10. Unless absolutely unavoidable, attend all Executive Committee Meetings and Board of Directors Meetings. Reimbursement is made in accordance with Administrative Policies and Procedures.
11. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
12. Approve all vouchers (except your own) before bills are paid being careful to stay within budgeted expenditures. The Executive Committee or Board of Directors should approve any expenditures 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 for approval.
13. Authorize all pending bills (except your own) by signing them and see that they reach the Treasurer in time to assure prompt payment.
 14. Remind the President-Elect to submit to the HVK Nominating Committee a list of recommended persons as possible appointees for District Coordinator and Board appointments so they may use this information as they seek candidates for the slate of offices.
 15. Write an article for each edition of the Sunflower.
 16. The President and President-Elect may be invited to attend the introductory KHA Allied Organizations Meeting and some KHA Board Meetings. You should prepare a written report on HVK activities for these meetings.
 17. The President has possession of the President's gavel and passes it on at the end of his/her term to the newly elected President.

TIMETABLE RELATING TO DISTRICT MEETINGS

OCTOBER:

1. 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 President/President-Elect.

NOVEMBER:

2. Soon after the first of the year, start planning and programming for the District Meetings.
3. 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), the HVK Board Nomination Form, the District Meeting Schedule, and any other information deemed necessary.
4. 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.

FEBRUARY – APRIL:

5. Attend the District Meetings. Awards of Excellence are given at District meetings on even years. Work closely with the President-Elect. Only the President and President-Elect are required to travel to all the District Meetings. Their mileage expenses will be reimbursed by HVK according to the established guidelines. The District Hostess pays for

the luncheon and/or hotels. They sometimes will take you out to dinner the night before the meeting.

6. 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.

CONVENTION (to be held on odd years)

7. In October (or whenever the location site has been established by KHA), begin planning the biennial HVK Convention with the Convention Chairpersons.
8. Assume responsibility for the HVK portion of the HVK/KHA Convention, its planning, programming and other details. Advise the appointed Convention Co-Chairperson and work closely with them. Adhere to policies established over the years by the joint convention of HVK/KHA. Proceed as current convention rules indicate unless the Board of Directors makes changes.
9. Ask the Past President to install the incoming officers at Convention. Whenever possible, ask them to use the President-Elect's theme and logo.
10. Verify that the Certificates for the Award of Excellence to be given out at the HVK/KHA Biennial luncheon at the conclusion of the Convention are signed and sorted by you.
11. As outgoing President, prior to Convention, appoint three Auxilians for the Reading Committee. Soon after Convention the 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.
12. The current President is to safeguard any excess HVK/HAK pins.

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. These should be put in or found in the Auxiliary Presidents book.
 - Calendar of Reports for Hospital Volunteers of Kansas
 - Service Awards Form
 - Form #1 – Membership Roster Information and Election Report
 - Form #2 – Member Auxiliary Information
 - Form #3 – 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 to KHA.
 - Copies of the President-Elect Report Form
 - HVK 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 Meeting. 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 or email each hosting Auxiliary President to remind those Presidents of the scheduled District Meeting dates. In the same letter or email, they should request the name, address, and phone number of the Auxiliary's Host or Hostess. The 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.
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), HVK 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. Give copies of this information to the District Coordinators, President, and Secretary, and keep a copy in the President-Elect's file.
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 or email 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 February 15 in order to

complete the statistical information for the five-year chart given at the state HVK Convention in September or District meetings in April.

22. Following District Meetings, create a Recap Report of the Evaluation Sheets.

PRESIDENT-ELECT GUIDELINES

SEPTEMBER – OCTOBER – NOVEMBER:

- Follow up with the District Coordinators on the Auxilian Election Report and Membership Roster Information (Form #1)
- Send or email a letter of congratulations to the Auxiliary Presidents and Hospital CEO's receiving the Award of Excellence. After consulting with the HVK President, include in your letter any instructions necessary to ensure a smooth, efficient presentation ceremony at convention on odd years.
- As incoming President, advise KHA of key officer changes for the coming year.
- Write or email 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 information you want to present to the Board Members for the next year.

JANUARY:

- 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.
- Refer to the KHA website for important dates and forms: <https://www.kha-net.org>, scroll down on the home page and click on Allied Organizations, then click on Hospitals Volunteers of Kansas.

FEBRUARY:

- Forms 2 and 3 due by February 15th
- Work with the District Coordinators to be sure you receive a list of those Auxiliaries receiving the Award of Excellence (Form 3).
- The President should keep you informed regarding the District Meeting schedule.
- Prepare your speech and program participation for the District Meeting.

MARCH:

- Write or email to each Host Auxiliary with the date for their District Meeting and ask for the name of the District Meeting Hostess.
- You will be staying in motels or private residences and driving across Kansas. HVK can pay for motels, food, and transportation as allowed in the Administrative Policies and procedures. The District Hostess pays for the luncheon, the hotels, 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 or email thank you notes thanking the hostess and Presidents, DVS's, and possibly administrators for everything they did to make the District meeting a success. 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. 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.
- Awards of Excellence awarded at District Meetings on even years, on odd years at convention.

APRIL:

- Prepare a report on the District Meeting (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, 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 Secretary at the Board Meeting. Give each District Coordinator all of the Evaluation Sheets for their respective District.

MAY – 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, Recording Secretary, and Convention Co-Chairman about the new people on your Board.
- 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.
- The President will ask the Past-President (or other person of their choice) to install the incoming officers at the Convention.
- Follow up with the District Coordinators on the Auxilian Election Report and Membership Roster Information (Form #1) due November 15th.

Revised September, 2023 (dr)

SECRETARY JOB DESCRIPTION

ARTICLE V. SECTION C of the Bylaws states: “The Secretary shall keep minutes of all meetings and be responsible for a report of such meetings. The Secretary shall be responsible for maintaining the membership roster and records and shall perform such other duties as may be required.

PROCEDURE

1. Keep a complete record of all meetings. 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 Secretary. A copy of the minutes will be mailed or emailed to all Board Members within two weeks after the Board Meeting.
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. 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. Record the total Convention Attendance. This information is also to be given to District Coordinators so they may verify Award of Excellence compliance.
5. Send a copy of the Convention minutes to the Reading Committee and the immediate Past President for them to approve. Once the minutes have been reviewed, send them out to all the auxiliaries that attended the convention. Have a printed copy available to put in the convention packets for the next year’s convention.
6. Set up and maintain the membership roster and records on the membership laptop. All files will be backed up on a USB drive which will be provided to your successor at the end of your term.
7. Maintain an inventory of blank address labels for use in preparing mailing labels as requested. Be prepared to produce mailing labels for the following:
 - Every Member Auxiliary and every Associate Member:
 - Four times a year for mailing the Sunflower Newsletter
 - Once a year for mailing the HVK Roster
 - Once every two years for mailing the Convention Registration packets
 - HVK officers may request labels for mailings.

8. Prepare the Roster and have it completed by the first of the year. Submit the final draft to the President and Treasurer for final approval before sending it to KHA to be printed.
9. Update the membership files using information provided by the HVK Treasurer.
10. Keep the HVK Roster and mailing label files current using information provided on Form 1 as they are turned in throughout the year.
11. Send any changes to the Sunflower Editor.
12. Attend Executive Committee Meetings and Board of Directors Meetings. Prepare and submit a written membership report at the Board Meeting, and at the end of the year. Reimbursement is made according to Administrative Policies and Procedures.
13. Participate in overall planning and decision-making.
14. Serve as a member of the By Laws Committee.
15. Turn over all records intact to your successor or to the incoming President at the end of the year.
16. Perform other duties as requested by the President.

Revised September, 2023 (dr)

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 HVK. 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 HVK members.”

PROCEDURE

1. Determine the appropriate dues amount for each Volunteer/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 August 15, to be mailed no later than September 30 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 November.
3. When Member Auxiliary dues are received, send a dues receipt and letter of appreciation indicating that the “Certificate as a Member in Good Standing” will be mailed out in January. The certificates will be prepared in January and signed by the HVK President and then mailed to the Treasurer. The Treasurer will then forward the certificates to the Member Volunteer/Auxiliary.
4. As the Associate Member dues are received, send each one a membership card, receipt, and a letter of appreciation.
5. Post all receipts and disbursements to accounting software.
6. Send to the Secretary a list of all Member Auxiliaries and Associate Members who have paid dues. Continue to keep the Secretary informed as additional dues come in.
7. Provide the President, President-Elect, and District Coordinators a written report at each scheduled Board Meeting listing those Member Volunteers/Auxiliaries and Associate Members who have paid their dues. By December 1 send a **second** statement to all Member Volunteers/Auxiliaries who have not paid their dues.
8. Notify the President of any **NEW** Member Volunteer/Auxiliary paying dues so a Membership Certificate can be created and sent to the Member Volunteer/Auxiliary.
9. Notify the President and appropriate District Coordinator of any correspondence received from a Member Volunteer/Auxiliary that indicates their decision to discontinue HVK membership.
10. Deposit all funds promptly in the bank account. Both the President, President-Elect and the Treasurer are authorized to sign checks but only one signature is required.

11. Do not disburse any funds without first receiving appropriate and complete documentation of the charge such as copies of invoices and credit card statements.
12. Pay bills from all invoices that have been signed and approved by the President. Vouchers are to be accompanied by supporting evidence of expenditure.
13. Personal expenses incurred by Board Members in conducting their HVK duties must be reported on a personal expense form and must be turned in at every scheduled meeting. Blank forms can be found on the HVK website. Board Members will 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.
14. Pay bills as received, especially in December, when ALL outstanding bills must be paid before the end of the year prior to closing the books for the year.
15. Monthly prepare a ledger of receipts and disbursements of funds by budgeted categories. Also prepare a ledger of receipts and disbursements received and paid by month. At the end of the year add the years receipts and disbursements to the ongoing yearly ledger.
16. Reconcile the checkbook and bank statements monthly, being sure all records agree and balance (i.e., deposit slips, returned checks, outstanding checks, etc.). Provide the Board Members with an itemized account of income and expenses.
17. Prepare quarterly reports before each Board Meeting. During convention years prepare a financial report through August 31st to be placed in the Convention packets.
18. 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 expense for that reimbursement period.
19. Immediately following the election of a new President, President-Elect, and/or Treasurer, notify the Bank and Credit Card Company (if a credit card is in use) of the change in officers so that the new signatures can be properly authorized.
20. Serve as a member of the Finance Committee.
21. Participate in overall planning and decision-making.
22. Attend Executive Committee Meetings and Board of Directors Meetings. Reimbursement is made according to Administrative Policies and Procedures.
23. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase
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.

26. Each year by April 15, electronically file the Kansas Not for Profit Corporation Annual Report and May 15 electronically file the 990 report. Consult KHA Liaison Amy Fluke for guidance and questions.

DISTRICT COORDINATORS JOB DESCRIPTION

ARTICLE VIII. SECTION B of the Bylaws states: “Each established district will have a District Coordinator.”

PROCEDURE

1. Establish close communications with HVK Member Auxiliaries in your District through letters, phone calls, social media, or 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 HVK Membership to non HVK Auxiliaries.
4. Encourage and assist in the formation of new Auxiliaries in hospitals where none currently exist whenever the opportunity arises.
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 Recording Secretary and keep one for your files.
7. Serve as a member of the HVK Board of Directors and as a liaison between the Board and Member Auxiliaries in your District.
8. Encourage and work to develop leadership potential in your District members. Identify and mentor Auxiliary members who can grow into future District Coordinators and other HVK Board positions.
9. Serve on the HVK Nominating Committee during the second year of your term as District Coordinator.
10. Keep copies of all reports and correspondence relating to your District in your files.
11. In the event an Assistant Coordinator is necessary, the responsibilities will be determined by the District Coordinator and the Board President.
12. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
13. As District Coordinator, you will be invited to attend meetings and other functions of the auxiliaries in your district since this is a requirement of the Award of Excellence. You are not required to accept all these invitations; however, it is highly encouraged to attend.
14. After receiving and reviewing the completed Award of Excellence forms from your Member Auxiliaries (due to you by February 15th), prepare a list of those Auxiliaries who have earned an award and indicate which award they are eligible to receive (Gold, Silver, or Bronze).

15. Keep your file current with copies of all significant correspondence, reports, information, etc. At the end of your term clear the files. Keep administrative items and information that may affect future activities and the last two years of other information. Bring your file to convention to pass on to your successor or to the incoming President.
16. Perform other duties as requested by the President.
17. Refer to KHA website for current documents: www.kha-net.org. (search Hospital Volunteers of Kansas) or scroll down and click on Alliances.

CALENDAR OF GUIDELINES

The position of District Coordinator is one of the most important positions on the Board because you represent the entire Board to all of your District's Member Auxiliaries/Volunteers. 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.

October

1. Write or email a "Letter of Introduction" to Auxiliaries/Volunteers in your District. Include with your letter copies of the following (should be found in the Auxiliary's/Volunteer's Presidents Book):
 - a. Calendar of Reports for HVK
 - b. Service Awards Form
 - c. Form #1 – The Election Report Form
 - d. Form #2 – Member Auxiliary Information for HVK
 - e. Form #3 – The Award of Excellence Application

Remind the Auxiliary Presidents that they are to complete Form #1, make three copies of it, and return one copy to you (as their District Coordinator), one to the HVK Secretary, and one to the President-Elect. They are to keep the original in their auxiliary files. Remind them to fill out the form according to officers of the upcoming year. Suggest that each Auxiliary President keep a 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 November 15th deadline.

2. Contact Auxiliaries who haven't returned Form #1 by November 15th and explain that the information is important for preparing the HVK Roster.
3. Inform the HVK Secretary of any roster changes in your District whenever they occur during the year.
4. Keep your HVK Membership Roster updated by using the information provided by the Secretary.

NOVEMBER

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, phone number, and email address of the Host Auxiliary's contact person if different than the Auxiliary President. Send the following to the Host Auxiliary:
 - a. Guidelines for Hosting District Meetings
 - b. Checklist for Hosting District Meetings
 - c. Sample Registration Form
 - d. Minutes of previous year's District Meeting

Guidelines, Checklist, and Registration form should be found in the Auxiliary/Volunteer Presidents Book. Follow up the above mailing with a meeting, phone call, email, or text message to verify the Host Auxiliary President received the information and understands it. Answer any question they may have.

January

6. Each convention year, on a rotating basis, one District acts as host for the State Convention. Find out from the President before the District Meeting if it is your District's turn to do this. Explain the various duties involved during the District Meeting. Have a sign-up sheet available and prominently displayed for volunteers to sign up during the meeting. When visiting auxiliaries after the District Meeting, it is also a good time to talk about the Convention and get more volunteers if needed. There is a sample form in the file to make a copy to use. If there isn't, the President should provide a form that helps organize people for various hosting responsibilities.
7. Work with the HVK President in preparing for the District Meeting. Inform each Host Auxiliary that they must have the Invitations AND the District Meeting Agenda **APPROVED** by the HVK President and President-Elect before the invitations are mailed out. The agenda may be mailed, emailed, or handed out at the meeting.
8. Make sure a specific reservations Deadline is on the Letter of Invitation. Reservations should be prepaid or the number attending guaranteed.
9. In preparation for District Meetings, remind the Host Auxiliary to send a letter of invitation to all Member Auxiliaries. Remind the Host Auxiliary to send out the invitations to Member Auxiliaries SIX weeks in advance of District Meeting.
10. Contact any non-member Auxiliaries, Hospital Administrators of Hospitals without Auxiliaries, and Directors of Volunteer Services in your District to inform them about HVK and encourage participation.

FEBRUARY

11. The District Coordinator will evaluate each Auxiliary's completed application (Forms 2 and 3 due by February 15th) for the Award of Excellence. Indicate whether that Auxiliary is eligible to receive an award.
12. Submit to the HVK 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, or Bronze). List them in order and by the name of their hospital as it should appear on the certificate. The President-elect submits the completed list of all six districts to the KHA liaison. The Award of Excellence is presented at District Meetings in April in a non-convention year. Remind your President to fill out their Service Awards list and send to the Sunflower Editor to be printed. You will sign and present at the District Meetings.
13. 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.
14. Check with the HVK President-Elect to be sure Evaluation Sheets will be available for District Meetings.

MARCH – APRIL

15. Approximately three (3) weeks prior to the District Meeting remind the districts of the 3-minute report that needs to be read at their meeting.
16. Check with the Host Auxiliary that they have a copy of the previous year's District minutes available for the meeting. Ask that they arrange for someone to read the minutes at the District Meeting and also for someone to take the minutes at the current year's District Meeting. A copy of the minutes are to be sent to the District Coordinator as soon as possible after the meeting and filed in the District Coordinator's file.
17. The District Coordinator, having worked closely with the Hosting Auxiliary, presides at the District Meeting.
18. Following the District Meeting, request a copy of the minutes and file them in the District Coordinator's file.
19. 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.

MAY – SEPTEMBER

20. If this is your District's year to be hosts at the State Convention, held on odd years in Wichita, check to verify that all hosting positions are filled and remind those who have volunteered. If they volunteered in April, they may have forgotten the specifics. Those positions needed are helping with Registration (all three days) and checking meal tickets (both breakfasts, lunch, banquet, and the Joint Luncheon). Also remind each President

about providing five gifts for door prizes of approximately \$10 retail value each. **Gifts should be bagged or wrapped before bringing them.**

21. Attend the Pre-Convention HVK Board Meeting and the HVK District Coordinator's Meeting.
22. Photos of current board and upcoming years board are usually taken at this time.
23. Attend the State Convention every odd numbered year.

Revised September, 2023 (dr)

MEMBER-AT-LARGE JOB DESCRIPTION

ARTICLE VI SECTION A of the By Laws states: “The Board of Directors shall consist...of two (2) at large members.”

PROCEDURE

1. The Members At Large shall attend all Board of Directors Meetings, Finance Meetings, District Coordinators Meetings, Nominating Committee Meetings, and attend all Convention Planning Meetings.
2. The Members At Large will work with the Convention Chairperson in the co-chair position. Convention Chair will assign certain jobs such as contacting vendors, working on break-out sessions, keeping the host district informed with the progress of the Convention, filling the Convention packets, etc. The chairperson will keep the Convention committee up to date according to the time line. The Members At Large will assist with the Convention Host duties as requested by the Convention Chairperson and Host District Coordinator.
3. The Members At Large will have voting rights on HVK Board issues
4. Members-at-large will serve a two-year term with the intent of accepting a board position if one is available, at the end of their term.

PAST PRESIDENT JOB DESCRIPTION

PROCEDURE

1. Consult with the President regarding any important action contemplated, and advise him/her about the protocol involved.
2. The Past President will chair the Nominating Committee.
3. Attend Executive Committee Meetings and Board of Directors Meetings.
Reimbursement is made according to Administrative Policies and Procedures.
4. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
5. Serve in designated areas of need such as programming or educational outreach, as directed by the President.
6. Purchase and send flowers, gifts or cards in HVK's name and act as Caretaker for this Courtesy Fund. Keep receipts and records. This money is designated for small gifts, flowers, and/or cards to express sympathy or appreciation to HVK members, their families and others, as appropriate.
7. Upon Board approval and request, order four (4) Past President's Pins from, Inc., Transcend Engagement, 15550 West 109th St., Lenexa, KS 66219. Send invoice to HVK Treasurer.
8. In the event of the absence of the President and President-Elect, the Past President shall be authorized to chair necessary meetings.
9. If asked, install the upcoming officers at the Convention, using the theme and logo of the new President whenever possible.
10. Turn over all records intact to your successor or the incoming President at the end of your term.
11. Perform other duties as requested by the President.

CONVENTION CHAIRPERSON(S) & TWO AT LARGE (CO-CHAIRS) JOB DESCRIPTION

ARTICLE V. SECTION A of the Bylaws States: “The President shall appoint Convention/Education Chairperson.”

1. Accept appointment by the HVK President to serve as Convention Chairperson and member of the HVK Board of Directors. You will most likely share this position with another Co-Chairperson.
2. Assume responsibility for planning and executing the HVK Biennial Convention held in September. Work under the direction of the HVK 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 Biennial Convention normally held in September.
5. Work closely with 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 planning activities, and provide a copy of it to your successors and the incoming president following the convention.
8. Attend all Board of Directors Meetings.
9. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase. Turn in all Convention expenses to the President no later than October 1st so they can be approved and paid before year-end. Reimbursement is made according to Administrative Policies and Procedures.
10. Perform other duties as requested by the President.

PROCEDURE

There are many tasks involved in putting together an event as complicated as the State HVK Convention. In fact, there are too many tasks for a single person to complete. Although the HVK 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.

HVK PRESIDENT AND CONVENTION CHAIRPERSONS WORK TOGETHER ON:

1. The dates and locations of the biennial convention are determined by KHA. Announcement of that information will be made at the Convention.
2. As soon as possible, the HVK President and Convention Chairpersons should make an on-site visit to the convention site 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 75 rooms)
 - Ask for complementary hotel rooms for the President, President-Elect, and the Convention co-chairs.
 - A room for the pre-convention HVK Board Meeting (Incoming and Outgoing Board Members – approximately 30 people)
 - A storage room during convention
 - An assembly area for general meetings (approximately 200 people)
 - A separate assembly area for breakfast, lunch, and banquet, if possible
 - A registration area
 - Four smaller rooms for workshops (approximately 50 people in each)
 - An area for vendors, if used
 - Any other special events requiring space, such as the Silent Auction
4. The President will schedule the pre-convention board meeting of incoming and outgoing members on the afternoon before the HVK Opening Session. Work with the President to facilitate this scheduling. Board photos are also usually scheduled just prior to this pre-convention board meeting.
5. The General Sessions of the HVK 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. Schedule workshop sessions in separate rooms or in partitioned areas of the General Assembly area to minimize distractions.
7. HVK reserves a block of rooms for convention attendees. HVK **DOES NOT** make room reservations of any auxiliaries 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 auxiliaries 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 HVK nor KHA handles hotel room reservations.

OCTOBER – NOVEMBER:

9. Be responsible for the programs for the HVK Convention, acting on recommendations from the HVK President. 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 HVK President's theme and logo, keep an eye out for what might possibly be needed for decorations at convention.
11. Convention hosts are assigned by a district rotation to be Convention Hostess. That District Coordinator assigns auxiliaries within the district to do the following:
 - Registration – first day from 12:00 pm to 6:00 pm (preferred)
 - Second day, 7:00 am – 9:00 am
 - Third day, 7:00 am – 9:00 am
 - Check meal tickets at breakfast, lunch, the banquet, the second breakfast, and the Joint Luncheon
 - Each auxiliary in the host district supplies 5-8 door prizes, depending on the number of auxiliaries in the district, for the convention.

JANUARY – MARCH:

12. Try to finalize selections and confirm the selection of convention speakers, vendors, and entertainment.
13. Write or email 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 or email the letter as soon as the commitment is obtained.

APRIL – MAY:

14. Together with the HVK 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 cost per meal prior to printing the convention mailings.

JUNE:

15. Prepare the Convention **Mailing Packet** and deliver it to KHA for printing by June 15th. It is to be ready for mailing in early July. 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:

- HVK Agenda
 - Hotel Registration Form
 - HVK President's Letter to Auxiliary Presidents
 - HVK Convention Menu
 - HVK Convention Speakers
 - HVK Slate of Officers
 - Information concerning fundraisers and special drawings
 - Advanced payment of auxiliary dues and associate dues
 - KHA supplies – HVK/KHA Registration Form
 - Envelopes for mailing the Convention Packets
 - The HVK Secretary supplies all HVK mailing labels for Convention Packets
16. The HVK President or Convention Co-Chairs make arrangements with KHA to put together the Convention Mailing Packets.

JULY:

17. Check with each scheduled speaker about any special equipment or visual aids they need for the presentation. Make arrangements with the hotel for all necessary audio-visual equipment requested so it is in place whenever and wherever 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
 - Easels
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.

AUGUST:

20. The HVK President may select the person to give the invocation at the opening session of Convention, at lunch, and at the banquet. The HVK President may also have a preference for the Minister/Chaplain who will give invocation at the HVK/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 HVK Board Member to accompany them and act as their host.
22. 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 Attendees Packet** are:
 - HVK Agenda
 - HVK Convention Speakers
 - HVK Slate of Officers
 - Information concerning fundraisers and special drawings
 - Advanced payment of auxiliary dues and associate dues
 - 5-year Statistical Chart
 - A Thank You to (list of Host Auxiliaries)
 - Evaluation Sheet
 - Auxiliary Prayer
 - Convention Rules
 - Welcome Letter by HVK President
 - Treasurer's Report

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

- Envelopes for Convention Packets
- Name Tags and badges with list of meals paid for on back of name tag
- Labels for Convention Packet Attendees Envelopes
- Delegate and Alternate ribbons for the name badges

Check with Wichita Visitors Bureau for items for the goodie bag. Also, check with local businesses to see if they would like to contribute items for the bag.

23. 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 checking tags. Door prizes will be divided between the two convention days.
24. 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 the convention date, time, and location. Enclose an agenda and hotel information, if needed.
25. Make arrangements for the HVK Convention Packets to get from Topeka to the convention site. Also check with KHA concerning transportation from the HVK Convention to the KHA/HVK Joint Luncheon.

26. Check to find out if the HVK President has secured "Guest Meal Tickets" for the speakers. These are requested on a separate registration form noting they are for guest speakers.
27. At the HVK/KHA Joint Luncheon, the HVK 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 Chairperson and spouse, the KHA President and spouse. You may request a second table for HVK Past Presidents, and a third table for the HVK President's home auxiliary. Make arrangements to have these tables reserved and clearly identified.

SEPTEMBER:

28. The Convention Chairperson or the HVK President will get the final registration count from KHA and report it to the hotel for meal purposes.
29. Go over any final details with HVK President prior to convention.

CONVENTION:

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

PARLIAMENTARIAN JOB DESCRIPTION

ARTICLE V. SECTION A of the Bylaws states: “The President shall appoint...a 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. Advise elected and appointed officers so that all meetings are conducted according to *Robert’s Rules of Order, Revised*.
3. When attending scheduled meetings, sit near the President in order to be readily available to provide assistance relating to parliamentary procedure.
4. 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.)
5. Attend Executive Committee Meetings and Board of Directors Meetings.
Reimbursement is made according to Administrative Policies and Procedures.
6. Be familiar with the HVK Bylaws and all of the HVK Job Descriptions. Assist HVK Board Members in understanding and complying with the Bylaws.
7. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase.
8. Preside as Chairman of the Bylaws Committee.
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.

SUNFLOWER EDITOR /HISTORIAN JOB DESCRIPTION

ARTICLE V SECTION A of the By-Laws states: “The President shall appoint.....a Sunflower Editor/Historian.”

PROCEDURE

1. Compose and edit the Sunflower Newsletter four times a year. Deadlines are February 15th, May 15th, August 15th and November 15th of each year.
2. Remind district coordinators to communicate newsletter deadlines to volunteer presidents in their district for each issue.
3. Keep a file of all Sunflower Newsletter issues. Request three (3) extra issues be printed and returned to the Sunflower Newsletter editor.
4. The November edition of the newsletter shall have a picture of the board of directors, names, position on the board and where they are from.
5. Remind the secretary to supply up-to-date mailing labels to KHA so copies of the newsletter can go out to all eligible persons.
6. Attend board of director’s meetings. Reimbursement is made according to Administrative Policies and Procedures. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchase. Submit bills to the treasurer for payment.
7. Receive and print the Service Awards from District Coordinators. Have HVK President and District Coordinators sign the awards.
8. Turn over all records intact to your successor or the incoming President at the end of the term.
9. Perform other duties as requested by the President.

AUDIT COMMITTEE JOB DESCRIPTION

Hospital Volunteers of Kansas Administrative Policies and Procedures #13 states: “The Treasurer will have the books audited annually by two (2) members chosen by the Treasurer and approved by the President. After the Audit report is presented to the Board of Directors, the report shall be filed in the KHA file.

PROCEDURE

1. Examine the HVK 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 the KHA office.
3. Return all audited materials to the HVK Treasurer so that they may be filed.

CONVENTION AND EDUCATION COMMITTEE JOB DESCRIPTION

ARTICLE IX SECTION D of the Bylaws states: “The Convention/Education Committee consists of the Past President, Convention Chairpersons and HVK/KHA Convention Liaison, Legislative Chairperson, President, and President-Elect, and two (2) at large members and any other persons appointed by the President. They shall be responsible for planning of special events, overall program, and education.”

PROCEDURE

1. The HVK Convention Chairperson chairs this committee.
2. Maintain a planning guide for the organization.
3. Research and prepare educational programs for the organization and members.

**EXECUTIVE COMMITTEE
JOB DESCRIPTION**

ARTICLE VII SECTION A of the Bylaws states: The President, President-Elect, Past President, Secretary, Treasurer, Parliamentarian, and two (2) at large members shall comprise the Executive Committee of HVK.

ARTICLE VII SECTION B of the Bylaws 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. All members of the Executive Committee shall have voting rights at board meeting functions.

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.

FINANCE COMMITTEE JOB DESCRIPTION

ARTICLE IX. SECTION C of the Bylaws states: The Finance Committee shall consist of the President, President-Elect, Treasurer, and the two (2) at large members. They shall be responsible for preparing the annual budget for approval by the Board of Directors at the first board meeting of each year. The calendar year of HVK shall be January 1 through December 31 (as requested by KHA).

PROCEDURE

1. The President is chairman of the Finance Committee.
2. Have a thorough knowledge of the HVK budget. Be familiar with all income sources and expected expenditures.
3. Be ready to evaluate the budget quarterly, should the need arise.
4. Make recommendations to the HVK 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.

LEGISLATIVE CHAIRPERSON JOB DESCRIPTION

ARTICLE V SECTION A of the Bylaws states:” The President shall appoint Legislative Chairman.”

PROCEDURE

1. Contact KHA legislative representative for current legislative updates. Check news outlets for any legislation concerning health issues pertaining to our hospitals.
2. Present a legislative report at each board meeting; submit a written copy to the Secretary and President-Elect.
3. Work with the President and Convention Chairperson, if help is needed, to secure a legislative speaker for the biennial convention. Work with District Coordinators, if help is needed, to secure legislative speakers for the District Meetings.
4. Request reimbursement for the purchase of incidental supplies needed to perform duties by completing the appropriate form and attaching proof of purchases.
5. Turn over all records intact to your successor or the incoming President at the end of your term.
6. Attend all board meetings. Reimbursement is made according to the Administrative Policies and Procedures.
7. Perform other duties as requested by the President.

NOMINATING COMMITTEE JOB DESCRIPTION

ARTICLE IV SECTION E 1 & 2 of the Bylaws states:

1. The Nominating Committee shall consist of at least five (5) members who shall include the immediate Past-President of HVK and the currently serving second-and third-year District Coordinators. The Executive Committee shall appoint the remaining members of the Nominating Committee, as needed, from the Board of Directors and, if the immediate Past President is unable to serve, shall appoint the Chairperson. The Nominating Committee shall select one nominee for each office. If for any reason, the slate of officers has a vacancy that is not filled before the State Convention business meeting, the election will proceed.

2. The slate of officer candidates shall be distributed by mail or electronically at least three (3) weeks in advance of the biennial 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 HVK 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 HVK Board Meetings 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.