

**KANSAS ASSOCIATION FOR HEALTHCARE VOLUNTEER RESOURCE PROFESSIONALS**  
**Policies and Procedures**

- A. Policies and Procedures shall be established to clarify or expedite the work of the Association, except that no policy or procedure shall conflict with Association Bylaws. Bylaws and Policies/Procedures shall be reviewed yearly and can be amended only as provided for in the Bylaws.
- B. Orientation materials for all new members and newly elected Board of Directors members shall include KAHVRP Bylaws, Policies and Procedures, Board and Association membership directories, and minutes of the past year's Board and Association meetings. These materials shall be distributed by the President-Elect upon notification of new members by the Treasurer.
- C. In addition to duties stated in the KAHVRP Bylaws, the Board of Directors approves all expenditures for non-budgeted items, sets annual objectives for the Association, and evaluates requests by other groups to participate in KAHVRP sponsored programs.
- D. Any member unable to attend a Board meeting must notify the President in advance of the meeting date and arrange for any required report to be available for Board deliberation.
- E. Board decisions may be made by telephone, e-mail or mail polling of all members if/as the need for such is determined by the President.
- F. Each Board Member is responsible for organizing and presenting Orientation/other Board materials and officer records/materials to his/her successor in that office.
- G. KAHVRP may pay up to a designated amount determined on proposed budget to the General Conference Registration Fee for the President to attend the national AHVRP convention. If the President is unable to attend, another Board member, designated by the Executive Committee, may use the funds to attend the AHVRP conference. A report of, and resource materials from, such meeting will be presented to the membership via newsletter, e-mail or at the KAHVRP Annual Membership meeting.
- H. The President is responsible for arrangements for the Annual Meeting and shall coordinate as necessary with the Kansas Hospital Association and the Hospital Auxiliaries of Kansas. Arrangements for other Board/Member meetings or conference calls are also made by the President.
- I. The President-Elect will work closely with the Treasurer to review/amend membership recruitment materials and application; send membership lists annually to all members and to the AHVRP Committee on Affiliations; promptly notify the President and Secretary of changes in membership; and assign a Board Member to serve as mentor to any new Association member.
- J. The Treasurer shall send member application/dues statements to current members and any known prospective members, in October and again in December to delinquent members, send copies of completed and returned membership forms to the President-Elect, and present a proposed budget to the Board at its first meeting following the Annual meeting.

- K. The Immediate Past President shall install new officers, appropriately recognized retiring officers and/or members, and serve as parliamentarian at all Executive Committee, Board, and Membership meetings.
- L. Although KAHVRP is a self-governing association, it shall encourage mutually rewarding relationships with other organizations that share common concerns and goals, such as AHA, AHVRP, KHA, HAK, and other such volunteer leadership and/or health care related groups.
- M. Effective for the 2007 year and until changed by the membership, annual dues for active and associate members are set at \$30.00.
- N. All financial records and reports are kept for safe and ready access by the Treasurer for a period of seven (7) years. Retired financial records, minutes and other historical documents shall be kept at a location established by the Board and made known to the membership.
- O. Member Profile Information shall be collected as determined and directed by the Board with the President-Elect in charge of holding such member records.

Revised 1997  
Revised 11/2004  
Revised 11/2005  
Revised 11/2007  
Revised 11/2013  
Revised 09/2015