



MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES



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*D*ISTRICT *P*RESIDENT'S
*G*UIDE

Information compiled March, 2015
By: Nancy Viele, President Elect 2014-2015

District President's Guide

This document entitled "District President's Guide" was never intended as an all-encompassing road map for you as District President. It was compiled in an attempt to provide an overview of the very basic jobs you will be performing during your term in office.

Also, this document was never intended to give the impression that what has been prepared for you represents rules and absolutes. It is merely to be interpreted as suggestions and as an aid while you are navigating your year as the leader of your district. I would advise you to adapt everything presented to your specific needs within your district.

Since it is a product of my personal experiences, any omissions are clearly my error.

Good luck in your year as District President. Hopefully, it will be very rewarding for you.

Nancy Viele, MAHA President Elect
2014-2015

DISTRICT PRESIDENT'S GUIDE

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Welcome

District Presidents,

You have chosen and been elected to the position of President of your district. Your position on the MAHA Board is one of utmost importance. You and your fellow district Presidents have been charged with the responsibility to keep your MAHA Board informed of what the members in your district need and want from the State Board.

All of our District Presidents are literally on the “front lines” where the action takes place. We depend on your insight into the needs and happenings in your district to keep the MAHA Board relevant and up to date.

As you read through the information contained in this handbook you will realize that it is not all encompassing and some items in the handbook may not apply to your district as all district presidents approach leadership in their individual areas differently. In developing this handbook I have attempted to address areas that are common to each district.

You are encouraged to read through the information and use it as a reference and guide. However, in performing your job as District President and a very important member of the MAHA Board, you are never alone. The entire Board is always ready and willing to assist you in any way that we can.

Nancy Mele

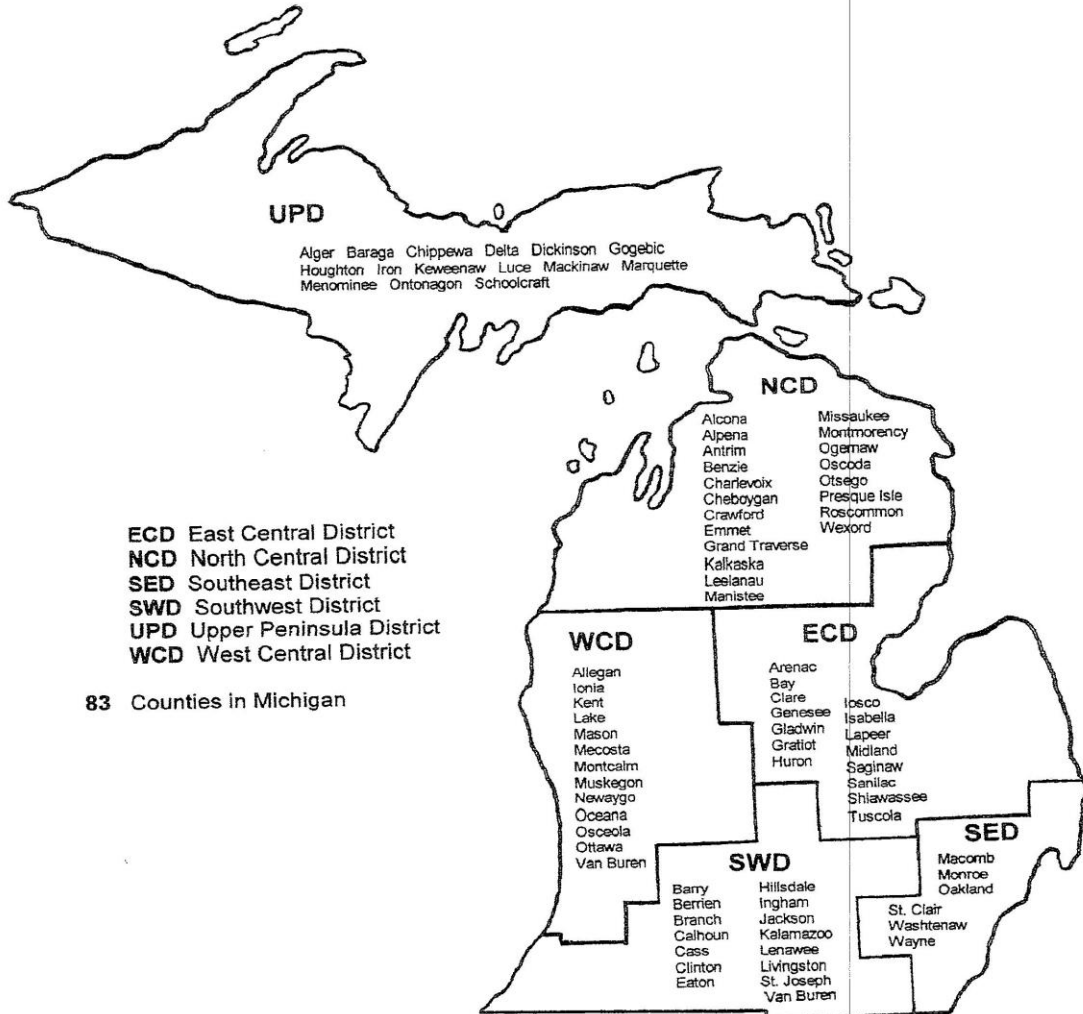
MAHA President Elect 2014 – 2015

DISTRICT PRESIDENT'S GUIDE

DISTRICT MAP Section 1

As you look at the MAHA District Map you will see that the state is divided into six districts. Each district is unique and brings its own personality to the mix.

MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES
DISTRICT MAP



- ECD** East Central District
- NCD** North Central District
- SED** Southeast District
- SWD** Southwest District
- UPD** Upper Peninsula District
- WCD** West Central District

83 Counties in Michigan

DISTRICT PRESIDENT'S GUIDE

JOB DESCRIPTIONS **Section 2**

- Each Board Member
- District President

POLICIES AND PROCEDURES FOR ALL BOARD MEMBERS

The Executive Committee shall consist of the President, President Elect, Vice President of Education, Secretary, Treasurer and Counselor of the Michigan Association of Healthcare Advocates. The Executive Committee shall conduct any interim business that arises between meetings of the MAHA Board. Action taken shall be reported at the following MAHA Board meeting.

The Board of Directors of the Michigan Association of Healthcare Advocates shall consist of the Executive Committee, other elected and appointed officers and the six (6) District Presidents.

EACH BOARD MEMBER

1. Demonstrates commitment to team goals.
2. Becomes familiar with the board manual.
3. Participates in board orientation sessions held as follows:
 - a. Incoming District Presidents – April Board Meeting; President Elect will conduct orientation.
 - b. Incoming board members attend MAHA April Board Meeting.
 - c. Board of Directors – July orientation in conjunction with the July Board Meeting.
4. Attends regular meetings of the board and meetings concerning the office.
 - a. Executive Committee: Annual meeting, Fall Conference, November, February and May Conference Calls, and all committee/board meetings or at the discretion of the President.
 - b. Board of Directors: Annual meeting, Fall Conference, July, September, January and April committee/board meetings unless otherwise scheduled by the President. Attendance at board meetings is obligatory of all board members. Absence from two (2) consecutive meetings without an excuse satisfactory to the President shall be considered a resignation. All board members of the MAHA should make every effort to meet the deadlines that are set by fellow board members.
5. Keeps a diary of actions to pass along to successor to help familiarize him/her with the duties of office. Also passes along the complete portfolio (or files) with notations of any procedural changes during the term of office no later than July board meeting.

6. Prepares an annual report by April MAHA Board Meeting. E-mails to President, President Elect, Vice President of Education and Secretary.
7. Reviews position description at the end of term and before leaving office. Submits any suggested changes in writing to the Bylaws and Policy Committee.
8. E-mails copies of all correspondence to the MAHA President, President Elect, Vice President of Education and any MAHA board member involved.
9. Supports and participates in all general activities of the board and together with all board members hosts all sponsored meetings of MAHA.
10. Forwards state and national issues to affected hospitals. Remains informed as to the recommendations of MHA and MAHA.
11. Clarifies the duties of the MAHA Board of Directors to district boards and local Auxiliaries/Volunteer groups and informs them of future MAHA programs.
12. Provides guidance to district and local Auxiliaries/Volunteer groups.
13. Submits all itemized bills or vouchers with receipts to the President for approval of payment no later than 30 days following the event or when the expense was incurred.
14. Does **NOT** make available any list of Auxiliary/Volunteer group presidents or Auxiliary/Volunteer group for use as a "mailing list" unless such action has been approved by the MAHA Board. Does **NOT** distribute promotional information to our state Auxiliaries/Volunteer groups from out-of-state Auxiliaries/Volunteer groups unless so directed by the MAHA Board.
15. Serves in no more than one MAHA Board position during a single term except for the position of Parliamentarian.
16. Arranges for own hotel reservations at meetings except in cases where master billing is the preferred practice.

Revised

09-04-2014

DISTRICT PRESIDENT

1. Presides at all District Meetings, clearing all dates with the MAHA President in advance.
2. Serves on the Education Committee and the Council of District Presidents.
3. Attends orientation at the April MAHA board meeting prior to year as District President.
4. Provides a biography and picture to the Communication Director for use in *Highlights*.
5. Assists the Membership Director at registration for all MAHA sponsored meetings except Healthcare Advocacy Day.
6. Prepares a written board report prior to each MAHA Board and Committee meeting. Sends report electronically to the President, President Elect, Vice President of Education and Secretary.
7. Reports to the District the proceedings of the MAHA Board with any recommendations or directives indicating action by District for auxiliaries/volunteer groups.
8. Submits dates of District events to the President Elect as soon as they are set for publication on the Website and MAHA calendar.
9. Gives assistance and advice to any auxiliary/volunteer group within the geographical limits of his/her District. The auxiliary/volunteer group shall be affiliated with the MHA member institution.
10. Files the District bylaws with the Secretary and the MAHA President at the July Board meeting.
11. Allocates time on agendas of District meetings as requested by the MAHA President for remarks by the MAHA President, MAHA President Elect and/or that person's representative.
12. Invites MAHA Legislative Director to visit District once a year, preferably in the spring, to discuss legislative topics. Expenses to be paid by MAHA for visit by Legislative Director. May also invite MHA Legislative Affairs Director.
13. Notifies MAHA President when a potential loss from the District of an auxiliary/volunteer group is anticipated.

14. Encourages auxiliaries/volunteer groups to submit news to the District President for publication in the *Highlights*.
15. Submits recommendations to MAHA Conference Coordinator of possible sites with the District for future MAHA meetings.
16. Request and receives materials from District auxiliaries/volunteer groups for suggested speakers. Relays said information to the MAHA Vice President of Education.
17. Contacts the hospital for all District meetings to request that the District meeting forms be sent to the MAHA President Elect thus ensuring publication of such on the Website.
18. Acts as hosts/hostesses at the Fall MAHA Conference according to the following rotation:
 - a. Upper Peninsula District
 - b. West Central District
 - c. East Central District
 - d. North Central District
 - e. Southeast District
 - f. Southwest District
19. For health/emergency reasons District Presidents shall have the option to send as their representative either their President Elect or Counselor to a scheduled MAHA committee and board meeting. The representative would be afforded the same financial arrangements as their President; however, they would not be able to vote as they do not serve as members of the MAHA board. The representative would act as a communication link from the District and back to the District with information from the attended meeting. Communication with an approval from the MAHA President must occur prior to a meeting attended by a District President's representative. (See addendum #51)

Revised 09-04-2014

DISTRICT PRESIDENT'S GUIDE

ACRONYMS

Section 3

It can be very confusing when you first come to the MAHA Board because of all the acronyms that are used. The following listing may help.

ACRONYMS

Frequently one of the most frustrating things about joining an organization is becoming familiar with the various acronyms which are used. Listed below, with their definitions, are the majority of the acronyms with which you will come in contact:

- MAHA Michigan Association of Healthcare Advocates
- MHA Michigan Health & Hospital Association
- AHA American Hospital Association
- HAP Handbook for Auxiliary Presidents
(this document is currently being updated and revised)
- SAL State Auxiliary Leaders
(these individuals are the President, President Elect and Legislative Director on each state volunteer board)
- MHVRP Michigan Hospital Volunteer Resource Professional
(this is the new name for the Director of Volunteers in our member hospitals)
- DVS Director of Volunteer Services (see MHVRP)
- AHVRP Association of Health Volunteer Resource Professionals
(this is the combined meeting for the MHVRP group. In the past MAHA VP of Education attended their meeting to secure speakers for our conferences)
- SHVL Southeastern Healthcare Volunteer Leaders
(This is a conference comprised of the southeastern states and includes DVS group and auxiliary and volunteer attendees. Usually MAHA Board sends the incoming VP of Education and/or current VP of Education to secure speakers for our conferences.)

DISTRICT PRESIDENT'S GUIDE

TIMELINE

Section 4

T IMELINE

APRIL (while you are still President Elect within your district)

- Attend the MAHA Committee Meetings and Board Meeting and orientation sessions. Information will be sent to you in March from the MAHA President Elect.
- MAHA Conference Coordinator will contact you prior to the meeting to gather information regarding any food allergies and roommate choices.
- You will receive a schedule of events and MAHA Board Meeting Agenda from the MAHA President prior to the meeting.
- During the orientation session you will receive a copy of your job description and a copy of the financial policy. You will be requested to review both before the July Retreat Meeting.

MAY (while you are still President Elect within your district)

- Begin to gather your President and President Elect email addresses within your district.
- Make an email group of the above email addresses. It may be advisable to make two email groups as there may be information which you wish to send to only your presidents
- Make an email group of the Directors of Volunteers within your district
- Make an email group of CEOs of your hospitals within your district
- May be advisable to identify hospitals within your district that are not members of your district so that you will an identifiable group to concentrate on adding to your membership list
- Work with your district president in planning the installation ceremony for your spring meeting

JUNE

- Attend the MAHA Conference and assist your district with registration. (NOTE: even though you have been installed as President of your district at your spring meeting, you will not officially assume your duties as they relate to MAHA Board until after the Annual Meeting and Educational Institute (Spring MAHA Meeting).
- Send emails to your district presidents and presidents elect introducing yourself and include your contact information.

- Send a June informational letter to your presidents and your presidents elect. An informational letter is sent monthly to your presidents and your presidents elect to establish a continuous line of communication.
- Send a hard copy letter to hospital CEOs introducing yourself. It would be advisable to include the MAHA brochure with this letter of introduction.
- Send emails to all your hospital DVSs and include a MAHA Brochure (via email). It would be advisable if you were to stress that you, as the President of the district as well as your district board take your responsibility to help educate and motivate the volunteers/Auxilians within their hospital very seriously and would appreciate the opportunity to assist the DVS in this endeavor. The idea is to work with the DVS.
- You will be notified by email from the Secretary the date for submission of your first Quarterly Board Report prior to the MAHA Retreat Meeting. Copies via email are sent to the Secretary, President, President Elect, and VP Education. These reports are usually due about two weeks before the actual committee and board meetings.
- Submit list of newly installed district officers to the MAHA President for inclusion on the MAHA Website.

JULY

- Write your monthly informational letter to your presidents and presidents elect.
- Complete your article for the *Highlights* by July 1 concerning a synopsis of all your member hospitals. Refer any questions concerning this assignment to the MAHA Communication Director.
- You will need to supply a photo (preferably by email attachment) to the Communications Director for use in the September *Highlights*.
- Attend the MAHA Retreat Meeting and Committee Meetings. The MAHA President will send you information immediately after the MAHA Spring Meeting regarding the Retreat and what you will need to bring to the meeting.
- You will receive email communication from the MAHA Conference Coordinator regarding your roommate choice, any known food or other allergies.
- You will receive a copy of the complete set of MAHA Bylaws and MAHA Policies and Procedures. It is advisable for you to acquaint yourself with the information so that you have an overall view.
- Attend District Presidents' Meeting chaired by MAHA President Elect.
- Attend all committees to which you have been assigned. All the meetings with the exception of the Executive Committee are open to all; however, only those who are members have a vote in the committees.
- Prepare a "Save the Date" document for your Fall District Conference and send to MAHA President Elect for inclusion on the MAHA Website.

AUGUST

- Write your monthly informational letter to your presidents and presidents elect.
- Send District Fall Conference program and registration information to MAHA President Elect for inclusion on the MAHA Website.

- Provide information to the MAHA President information concerning hotels in the area where your fall district meeting will be held. The MAHA President and MAHA President Elect as well as the MHA Advocacy director will be attending the meeting.
- Send invitation to the MAHA President and President Elect for your fall district meeting.

SEPTEMBER

- Write monthly informational letter to your presidents and presidents elect.
- Begin to solicit host and hostesses for the Fall Conference if your district has been designated as the Fall Conference host. The designation is alphabetically beginning with ECD, NCD, SED, SWD, UPD and WCD. MAHA President Elect will supply you with the duties which are expected of you for this Fall Conference
- Attend your district Fall Meeting. Arrangements within the districts vary concerning the involvement of the District Board in planning these meetings. It is always advisable to be in frequent contact with the host volunteer/auxilian/guild group to lend support and advice as requested.
- Attend MAHA Committee and Board Meeting. MAHA President will send out a schedule of events prior to the meeting. The MAHA Conference Coordinator will communicate with you via email regarding your attendance at the meeting.
- Complete second MAHA Board Report and send via email attachment to MAHA Secretary, MAHA President, MAHA President Elect and MAHA VP Education. The MAHA Secretary will send you an email advising you of the deadline for submission of this report.
- Remind your district membership at your fall meeting regarding items for district “give away” baskets for your district.

OCTOBER

- Write monthly informational letter to your presidents and presidents elect.
- Attend the MAHA Fall Conference at which you and your President Elect will register your members at the conference
- Complete your assigned duties at the Fall Conference as assigned by the MAHA President Elect. Duties may include: introduction of speakers, door monitors, collecting speaker surveys, etc.
- Make arrangements for delivery of your district “give away” basket(s) at the MAHA Fall Conference. *****

NOVEMBER

- Write monthly informational letter to your presidents and presidents elect.
- Your district membership director will receive the request for your district’s Hours and Dollars Report which will be due in January. It is your responsibility to assist your membership director however, he/she may request.
- Begin to plan with your district president elect to visit the individual organizations within your district.

- With your board determine what action to initiate for hospitals within your district who are not members of your district. Begin to devise an action plan.

DECEMBER

Write monthly informational letter to your presidents and presidents elect.

- Complete your third quarterly MAHA Board Report. The MAHA Secretary will contact you with the deadline date. Report is to be emailed to the secretary, president, president elect and VP education.
- Conference Coordinator will email you concerning your roommate choice.

JANUARY

- Write monthly informational letter to your presidents and presidents elect.
- Attend MAHA Committee and Board Meeting.
- If your district has a Leadership Meeting in March, prepare a “Save the Date” document and send to President Elect for inclusion on the MAHA website.
- Complete third MAHA Board Report and send via email attachment to MAHA Secretary, MAHA President, MAHA President Elect and MAHA VP Education.

FEBRUARY

- Write monthly informational letter to your presidents and presidents elect.
- Send your Leadership Meeting program and registration information to MAHA President Elect for inclusion on the MAHA Website.
- Continue with visits to your member organizations.

MARCH

- Write monthly informational letter to your presidents and presidents elect.
- Prepare and send “Save the Date” for your district spring meeting to the MAHA President Elect for inclusion on the MAHA website.
- Communicate with your host hospital concerning final plans for the Spring Meeting.
- Continue with site visits to your member hospitals.

APRIL

- Write monthly informational letter to your presidents and presidents elect.
- Attend MAHA Committee and Board Meeting.
- Complete fourth Board Report and send via email attachment to MAHA Secretary, MAHA President, MAHA President Elect and MAHA VP Education
- Complete your Annual Report and send via email attachment to MAHA Secretary, MAHA President, MAHA President Elect and MAHA VP Education

- Prepare your Diary and send via email to the MAHA President Elect
- Send program and meeting registration information regarding your Spring Meeting to the MAHA President Elect for inclusion on the MAHA website
- Provide information to the MAHA President concerning hotels in the area where your spring district meeting will be held. Send an invitation to the MAHA President and President Elect to attend your Spring Meeting.
- Provide MAHA President with the installation program you desire as well as the names of your members who will be installed.
- Discuss orientation procedures for the MAHA April Meeting with your district President Elect. The MAHA President Elect will be sending an invitation to your president elect advising him/her of the meeting. It is important to verify with your president elect will be present at the meeting.

MAY

- Write monthly informational letter to your presidents and presidents elect.
- Attend district Spring Meeting.
- Plan with your President Elect a smooth leadership transition for your district.

JUNE

- Write your final monthly informational letter to your presidents and presidents elect. Include a short message concerning the incoming district president.
- Attend MAHA Spring Conference and with your president elect to register your district members. Complete your assigned duties at the Spring Conference as assigned by the MAHA President Elect. Duties may include: introduction of speakers, door monitors, collecting speaker surveys, etc.

DISTRICT PRESIDENT'S GUIDE

REPORTS

Section 5

Quarterly reports are required from you for each MAHA committee and board meeting. Therefore, you will be preparing reports for the meetings in July, September, January and April.

The Annual report and your diary will be required in April prior to the April Committee and Board meetings.

I have included copies of my four quarterly reports and annual report when I was District President, not because they are perfect by any means but because they were the easiest for me to include. I did not include a copy of anyone's diary since you will receive a diary from your predecessor and you can write your diary in any format that you desire.

Each MAHA president and board will determine the format to use. We have used the narrative format for several years. The reports are to be written in third person, past tense. A quick check for your document is to verify that you have never used "I", "am", "will" "do" or any other action verb. Rather your report should contain she, he, Mrs.



JULY, 2010 - East Central District (ECD) President Nancy Viele

Nancy attended the Council of District Presidents meeting and the MAHA Board meeting in April. She mailed welcome letters to new and returning presidents within the East Central District. She also sent thank you notes to all outgoing Legislative Representatives.

Ms. Viele met with the planning committee at McLaren Regional Medical Center to finalize plans for the Fall Meeting. She sent invitations to the five district presidents, and the President and President elect and the MHA Legislative Representative for the Fall Meeting.

She composed and sent letters to all ECD Auxiliary President to keep them informed of the happenings of the district.

She attended the MAHA Retreat and Board meetings in Lansing. She installed Auxiliary officers at Hurley Medical Center and at Scheurer Hospital. She assisted the MAHA Communications Director in proofing the ECD articles for *Highlights*. She assisted at registration for the MAHA Annual Meeting.

First Quarterly Board Report



September, 2010 - East Central District (ECD) President Nancy Viele

Since the previous report Ms. Viele sent out a July, August and September Letter to the ECD Auxiliary Presidents as well as an additional explanation letter concerning the new tribal tax exempt form to be used for the Fall MAHA Conference.

She met with the auxiliary representatives who will be hosting the ECD Fall Conference to review that program as proposed. She met with the Horizon Center to make arrangements for the meeting setting and the menu. Nancy prepared the Leadership Packet, which will be distributed to all ECD Presidents at the Fall Meeting.

Nancy initiated arrangements for three auxiliaries to visit other ECD hospital gift shops for networking purposes.

She installed the officers at McLaren Regional Medical Center Auxiliary.

Nancy conducted the July ECD Board Meeting where the ECD Goals and Objectives were reviewed and revised. She participated in the review and recommended revisions for the current ECD Bylaws. She mailed copies of the proposed bylaws to the ECD Auxiliary Presidents 30 days prior to the Fall Meeting for their review so that voting on the revisions may take place. She answered individual questions concerning the bylaw revisions. Nancy sent several get well cards to individuals in the district and followed up with telephone calls.

Second Quarterly Board Report



January, 2011 - East Central District (ECD) President Nancy Viele

Nancy attended the September MAHA Committee Meetings and MAHA Board Meeting and provided her Board Report. She sent out an October, November and December Letter to the ECD Auxiliary Presidents.

Ms. Viele installed the officers at McKenzie Memorial Medical Center Auxiliary in Sandusky. She assisted the McKenzie Auxiliary President prepare a budget for their organization by providing forms and explanation as to the steps to prepare a budget.

Nancy presided over the September ECD Meeting where the ECD proposed Bylaw changes were discussed. She chaired the September ECD Board Meeting where the ECD Goals and Objectives were reviewed and revised. Following the ECD Fall Meeting, she mailed copies of the accepted bylaw changes to the ECD Auxiliary Presidents. Following the ECD Fall Meeting she sent thank you letters to the speakers and the McLaren staff who hosted the meeting. Nancy corresponded and spoke with representatives at the Horizon to communicate ECD's enjoyment in the facility change (Horizon Center to the Temple Theater).

Nancy e-mailed and called ECD Auxiliary Presidents regarding Chris Ainsle's request for projects to be highlighted at the Fall MAHA Conference. She communicated responses to Chris Ainsle. Nancy communicated with Sharon Flewelling regarding future speakers for MAHA conferences. For the MAHA Fall Conference Nancy prepared four baskets from ECD to be given as door prizes and transported 89 pounds of food for the Harvest Gathering event. She registered ECD attendees at the conference, introduced two speakers and assumed door duty as assigned and assisted in preparing vendor bags. She sent congratulation letters to those ECD Presidents who had projects highlighted at the MAHA Fall Meeting. Nancy reminded ECD Auxiliary Presidents by e-mail and personal telephone calls about completing their articles for Highlights. She participated in editing certain ECD articles for Highlights for the Highlights editor.

Nancy met informally with the hosts for the ECD Spring ECD Meeting and made arrangements for the entire ECD Board to meet with the Spring hosts at the host's facility in March, 2011.

Nancy received the information from MAHA Membership Director concerning the Hours and Dollars Report and forwarded same to the ECD Auxiliary Presidents. She has begun receiving the data and tabulating the information for the MAHA Membership Director. Nancy has set a personal goal to meet with each volunteer president in his/her facility to discuss how they, in their positions, can impact both ECD and MAHA. Hopefully, discussions "on their own turf" will help identify future ECD and MAHA leaders. To date, three meetings have occurred. She attended the UPD meeting in September, 2010.



April, 2011 - East Central District (ECD) President Nancy Viele

Nancy attended the January, 2011 MAHA Committee Meetings and MAHA Board Meeting and provided her Board Report. She sent out the January, February, March and April Auxiliary President letters with an additional letter in January and February concerning issues presented at the MAHA meeting to the ECD Presidents and additional letters to the ECD President Elects.

She installed the officers at Bay Regional Medical Center Auxiliary in Bay City.

Nancy presided over the March ECD Meeting and Spring ECD Planning Meeting in Marlette. Nancy communicated with Sharon Flewelling regarding future speakers for MAHA conferences. She reported changes for the ECD Membership booklet to the MAHA Membership Director. Nancy reminded ECD Auxiliary Presidents by e-mail and personal telephone calls about completing their articles for Highlights. She participated in editing certain ECD articles for Highlights for the Highlights editor. Nancy received the information from MAHA Membership Director concerning the Hours and Dollars Report and forwarded same to the ECD Auxiliary Presidents, tabulating their results and forwarding same to MAHA Membership Director.

She met with Sally Vajda, workshop moderator for the Spring Conference, to discuss outline for the workshop objectives. She met with Horizon Center to finalize arrangements for the Spring Meeting and arranged a block of rooms at the Radisson for individuals staying in Saginaw prior to the ECD Meeting. She mailed out invitations to the ECD Spring Conference to the five designated groups.

Nancy sent recruitment letters for ECD membership to three auxiliaries—Deckerville, Standish and Mt. Pleasant.

She discussed with ECD President Elect the probability of distributing the duties of the ECD Membership VP to the other members of the ECD Board. Nancy has met with 17 of the 21 ECD Presidents in their respective hospitals to discuss issues including advocacy/ legislative information distribution, their perception of their relationship with the MAHA and ECD Board and challenges they are facing and where they see their organization in ten years

Fourth Quarterly Board Report



EAST CENTRAL DISTRICT – ANNUAL REPORT (Nancy Viele, District President)

During the past year Ms. Viele presided over two district meetings and four ECD Board Meetings. She chaired the meetings and prepared agendas for all meetings. Ms. Viele compiled the district legislative and leadership education material and distributed same to the incoming hospital auxiliary presidents. Nancy contributed to the discussion within the district to revise the ECD Policies and Procedures.

During the year, Nancy forwarded fifteen informational letters to the hospital auxiliary presidents, keeping them up to date with the MAHA activities. She visited made seventeen hospital site visits during the year and participated in eight installations with the East Central District. She attended four MAHA Board Meetings and participated in all committees as assigned.

Ms. Viele participated in all duties as assigned to her in conjunction with the Spring and Fall MAHA Conferences. She hosted an open-house reception at the Grand Hotel.

District President Annual Report

DISTRICT PRESIDENT'S GUIDE

HIGHLIGHTS RESPONSIBILITIES **Section 6**

- Checklist – Due July 1 for September *Highlights* edition
- Checklist – Due November for January *Highlights* edition
- Checklist – Due February 1 for April *Highlights* edition

MAHA CHECKLIST FOR SEPTEMBER HIGHLIGHTS(JULY 1st DEADLINE)

WHAT

WHO

President's Message	___ MAHA President
Calendar of Events	___ President Elect
Listing of Officers & Board Members 2015-2016	___ Communications
Board pictures	___ Board members ___ Communications
District Presidents' Pictures	___ District Presidents ___ Communications
Annual Meeting & Educational Institute recap	___ President Elect
MAHA Fall Conference Preview	___ VP Education
Fall Conference Speakers & Bios with pictures	___ VP Education
Legislative Update	___ Legislative Director
Around the State Articles Synopsis	___ District Presidents
Highlights Deadlines	___ Communications
MAHA District Presidents (share newsletter)	___ Communications
Thanks for Contributions	___ Communications
Back page with photo – Harvest Gathering	___ MHA



MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES

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MAHA CHECKLIST FOR JANUARY HIGHLIGHTS (November 1st DEADLINE)

WHAT

WHO

President’s Message with picture	___ MAHA President
Overview of the Previous Fall Conference	___ VP of Education
“In This Issue”	___ Communications Dir.
Calendar of Events	___ President Elect
Vendor Recap	___ Vendor Coord.
List of Vendors	___ Vendor Coord.
Fall Conference Pictures (vendor area)	___ Communications Dir.
Health Pac Report	___ MHA (Stacey Dowdy)
Health Care Advocacy Day	___ MHA (Stacey Dowdy)
Legislative Report	___ Legislative Dir.
Mark Your Calendar for Annual Meeting	___ Communications Dir.
MAHA Around the State article synopsis	___ District Presidents
Reminder to all Auxiliary Officers (List of district membership people)	___ Communications Dir.
(MAHA Highlights Deadlines for future issues)	___ Communications Dir.
Editor’s Note: “Thank you and reminder to send next Report”	___ Communications Dir.
Best Wishes for wonderful and prosperous New Year (back page)	___ Communications Dir.
MAHA logo and Membership Director address	___ Communications Dir.
Other items as determined by MAHA Board	___ Communications Dir.
Advertisers – from Fall Conference	___ Vendor Coordinator

MAHA CHECKLIST FOR APRIL HIGHLIGHTS (February 1st DEADLINE)

WHAT

WHO

Call to Meeting	___ MAHA President
President's Message	___ MAHA President
Calendar of Events	___ President Elect
Report of MAHA Committee on Nominations	___ Counselor
Listing of Nominating Committee Members	___ Counselor
Proposed Bylaw Changes (if any) Chair	___ Bylaws Committee
Preview Annual Meeting & Educational Institute Conf.	___ VP Education
Agenda for Annual Meeting & Educational Institute Conf.	___ VP Education
Speakers' Bios with pictures & preview of presentations	___ VP Education
Grand Hotel Information	___ Conference Coord.
Legislative Update	___ Legislative Dir.
MAHA Around the State article synopsis	___ District Presidents
Reminder to all Auxiliary Officers (List of district membership people) (MAHA Highlights Deadlines for future issues)	___ Communications Dir. ___ Communications Dir.
<i>Highlights</i> Deadlines	___ Communications Dir.
Thank for Contributions	___ Communications Dir.
MAHA Annual Membership Report	___ Membership Director
Back page with photo – should reflect theme of Fall Meeting	___ Communications Dir

DISTRICT PRESIDENT'S GUIDE

ADDITIONAL REPORTS

Section 7

- Hours and Dollars Report
- Auxiliary/Volunteer/Guild Officer Listing

Even though both of these reports are sent to your district membership director by the MAHA Membership Director, it remains your responsibility to assist when necessary to ensure that the information is collected and sent back to the MAHA Membership Director.