

**EAST CENTRAL DISTRICT
POLICIES AND PROCEDURES**

BOARD OF DIRECTORS

The Board of Directors shall:

1. Maintain an up-to-date copy of the Board Manual and the Bylaws noting all amendments and/or changes thereto.
2. Attend regular and special meetings of the Board of Directors and meetings concerning your specific office.
3. Board reports to be prepared by President, President-Elect, VP Membership, VP Historian/Public Relations and Counselor for each regular Board Meeting to maintain a correct and comprehensive record of the organization's activities and proceedings. Report to be e-mailed to the Secretary prior to the ECD Board Meetings. A complete copy of the board reports will be distributed to all board members with the minutes by the Secretary in a timely manner following the meeting. A hard copy of all board reports is to be maintained in the Board Manual.
4. Support and participate in all sponsored meetings of the East Central District.
5. Give guidance to district and local auxiliaries/volunteers.
6. Send copies of all official correspondence to the president and ECD Board members on committees mentioned in the correspondence.
7. Attend all Board meetings. Notify President in advance of meeting if unable to attend. If any officer finds it impossible to attend board meetings regularly or perform the duties as outline herein, it shall be the officer's responsibility to send a letter of resignation to the ECD President.
8. Shall pass the Board Manual and other pertinent materials to successors at the ECD Annual Meeting, or by June 30.
9. Propose corrections to this manual and submit to the ECD President prior to a regular or special board meeting. Majority vote shall constitute a change to this manual. This manual shall be reprinted by the Secretary only upon authorization of the Board. Any changes will require the President's and Secretary's signature and date.
10. The Board shall:
 - (a) Approve the appointment of any special committees.
 - (b) Determine registration fees for all ECD meetings.

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- (c) Approve financial institution for deposit of funds and expenditures.
- (d) Approve the budget.
- (e) Perform such other duties as outlined in Article VIII of the ECD bylaws.
- (f) Meet with hosting volunteer/auxiliary group to plan and approve speaker(s) and other details outlined in the *Responsibilities for Hosting ECD Meetings*.

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FINANCIAL POLICY

1. Board members and program participants traveling to all ECD meetings shall receive the same reimbursement as is being paid by MAHA.
2. Board members' registration fees will be waived for the two ECD functions, the Fall Meeting and the Annual Spring meeting.
3. Expenses for MAHA travel, lodging, meals and registrations shall be paid as follows:
 - (a) **MAHA Fall Conference:**
Lodging, based on two people sharing a room, meals and mileage and registration will be paid by ECD for the President-Elect. MAHA pays all expenses for the ECD President.
 - (b) **MAHA Annual Meeting:**
ECD pays lodging, based on two people sharing a room, meals and mileage for the incoming President.
 - (c) **Advocacy Day:**
ECD pays registration and mileage for the President-Elect.
4. The President shall be reimbursed by MAHA for all official travel and luncheons when attending meetings on behalf of ECD once the ECD Budget for the President has been exhausted, based on current financial policy and budget restrictions.
5. With the approval of the ECD Board, workshop chairmen or speakers will be provided with reimbursement for the meeting they are attending.
6. All of the Financial Policy is subject to review annually by the Board of Directors.
7. All ECD Board Members must receive prior approval from the ECD President for all expenditures which are not delineated in the above financial policy. The ECD President shall receive prior approval from the Counselor.

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PRESIDENT

The President of East Central District of the Michigan Association of Healthcare Advocates is a member of the State Board of Directors of the Michigan Association of Healthcare Advocates.

The President Shall:

1. Serve as Chief Executive Officer and official representative of East Central District.
2. Preside at all meetings of ECD.
3. Hold a minimum of four board meetings per year. A board meeting shall be held immediately following the Annual Meeting and the Fall Meeting.
4. Give advice and assistance to any established auxiliary/volunteer or to anyone requesting help in forming a new auxiliary/volunteer within this geographical district.
5. Report all recommendations issued by MAHA and the ECD Board to member auxiliaries/volunteers.
6. Visit member auxiliaries/volunteers when possible.
7. Submit three copies of revised or amended ECD Bylaws to MAHA.
8. Keep the President-Elect informed of all business pertaining to ECD including office correspondence.
9. Sign all vouchers for disbursements and co-sign bank authorization card with the treasurer and checks in the absence of the treasurer.
10. Approve all mailings (letters, flyers, newsletters, etc.) prior to being sent on behalf of ECD.
11. Study the ECD Bylaws, ECD Policy Manual and Parliamentary Procedure.
12. Study MAHA Bylaws and Board Manual.
13. Appoint two ECD members at large to approve the minutes of the general meetings.
14. Be responsible for obtaining and presenting the President's Pin to the incoming President at the ECD Annual Meeting.

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15. Invite MAHA President to ECD Meetings and for installation of officers.
16. Compile the annual report and mail to member auxiliary/volunteer presidents and ECD Board at the end of fiscal year.
17. Choose Installation Ceremony.
18. Call meeting 2 months before Spring and Fall Meeting. Work closely with hosting hospital volunteer/auxiliary organization in planning Spring and Fall District Meetings; speakers, program booklets (meeting agenda and program format). Program booklets must be approved by the President before printing.
19. Arrange with facility where Spring and Fall meetings are held; (choose room(s), visual equipment, menu and financial arrangements).

AS A MEMBER OF THE STATE MAHA BOARD:

1. Attend all meetings of MAHA and prepare a report of district activities.
2. Notify the MAHA President if unable to attend the monthly meeting of the State Board of MAHA and send one copy of the district report.
3. Be a member of the Education Committee and Resource Committee and attend the initial planning session of the Fall Conference Committee.
4. Prepare an annual ECD Report for the Annual Meeting of MAHA, keeping one copy for the ECD file.
5. Submit district dates to the President-Elect of MAHA by May for incorporating in the state calendar.
6. Invite incoming ECD President to the April MAHA Board Meeting.

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PRESIDENT-ELECT

The President-Elect Shall:

1. Become familiar with the duties of the president and prepare for the presidency.
2. Assist the President as requested and the ECD Board in planning the district meetings.
3. Study the ECD Bylaws and parliamentary procedure.
4. Be responsible for two issues of the “Chronicle” (ECD Newsletter), published in fall and spring. Copies shall be distributed at both ECD meetings.
5. Copy of Chronicle will be sent to MAHA via e-mail to be posted on the MAHA Web Site.
6. Work in close harmony with the president at all times.
7. Maintain an up-to-date file of member auxiliary/volunteer legislative chairmen and be available for consultation on current health care legislation
8. Implement Michigan Health and Hospital Association request for resolutions, letters and public relations programs supporting or opposing current areas of legislation affecting health care facilities.
9. Be a member of MAHA Legislative committee and attend meetings when requested. A substitute should be sent if is unable to attend. A written report shall be submitted at ECD Board Meetings.
10. Shall act in concert with the Vice-President Historian and Public Relations and be responsible for securing the host auxiliary/volunteer group for the ECD Fall and Annual Meetings occurring during the term of office following the term being served. The dates for meetings must be approved by MAHA President and President Elect a year in advance.

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VICE-PRESIDENT HISTORIAN AND PUBLIC RELATIONS

The Vice-President Historian and Public Relations Shall:

1. Compile a written history of ECD for the current year which shall be included in a scrapbook with publicity and copies of programs of ECD meetings.
2. Send copies of publicity to the MAHA Historian.
3. Serve as a member of the Nominating Committee.
4. Be responsible in concert with the ECD President Elect for securing the host auxiliary/volunteer for the ECD Fall and Annual Meetings occurring during the term of office following the term being served. Dates for meetings must be approved by MAHA President and President-Elect a year in advance.

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VICE-PRESIDENT MEMBERSHIP

The Vice-President Membership Shall:

1. Serve directly under Vice-President Membership of MAHA and be a member of the MAHA Membership Committee.
2. In accordance with the request received from the Membership Director of MAHA, the appropriate lists will be sent in June. These lists should include complete name, address, city, zip code, telephone number, e-mail address and expiration date of term of office.
3. Supply each ECD Board Member and Auxiliary/Volunteer President with a copy of the above lists.
4. Keep all information current.
5. Receive in November from Vice-President Membership of MAHA material to be mailed to each member auxiliary/volunteer president in ECD for the MAHA Annual Report.
6. Serve as Co-Registrar for Spring and Fall ECD Meetings.
 - (a) Develop and mail registration material which will include program information, map to meeting site, costs, and registration forms to be returned to Treasurer.
 - (b) Shall be responsible for typing name badges for ECD Fall and Annual ECD Meetings.
 - (c) Mailing list will include copies to hospital auxiliary / volunteer group Presidents in ECD District, Presidents-Elect, DVS and Past ECD Presidents.
7. Serve as a member of the Nominating Committee.

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SECRETARY

The Secretary Shall:

1. Keep a record of attendance and record action taken listing all motions at all Board and/or special meetings of ECD.
2. Send a copy of the minutes to President for approval.
3. Mail/e-mail a copy of the minutes, including reports, to each Board Member within two weeks following the board meeting and prior approval of the President.
4. Be responsible for correspondence at the President's request.
5. Read all official correspondence received, or that which is designated by the President at each meeting.
6. Take roll call at each district meeting of ECD.
7. Keep a file of member auxiliary/volunteer bylaws and policy and procedures.
8. Receive all amendments to the ECD Bylaws and may submit amendments. (Bylaw amendments must be approved by the Board and published prior to the meeting when the vote is to be taken.).
9. Maintain extra copies of this manual and be responsible for the printing of same when authorized by the Board.
10. Maintain a permanent bylaws book noting all amendments thereto along with date adopted.

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TREASURER

The Treasurer Shall:

1. Open or maintain bank account at a FDIC banking institution. Have proper authorization cards signed by current president and treasurer.
2. Keep a record of all financial receipts and disbursements.
3. Give a written financial report at each meeting with copies for all Board Members.
4. Give interim financial report at the Annual Meeting.
5. Prepare a budget to be submitted to the Board for their action at the board meeting.
6. Send dues notice to all member auxiliary/volunteer presidents by August 1. Dues are payable by November 1. Membership will be forfeited if dues are not paid by February 1.
7. Write checks upon receipt of a voucher signed by the President.
8. Close books and submit for audit by June 30, with a year-to-date financial statement.
9. Present a written financial report at all ECD Meetings.
10. Serve as Co-Registrar for Spring and Fall ECD Meetings.
 - (a) Will receive registration forms and monies for meetings and will prepare an accounting to be given to ECD President.
 - (b) Will provide names and associated hospitals of registered attendees to Vice-President Membership for the printing of nametags.

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IMMEDIATE PAST PRESIDENT – COUNSELOR

The Immediate Past President Shall:

1. Serve as Counselor and act in an advisory capacity to the President and the Board.
2. Serve as Chairman of the Nominating Committee. Perform duties as outlined in the bylaws.

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NOMINATING COMMITTEE CHAIRMAN

The Nominating Committee Chairman Shall:

1. Send a letter to all auxiliary/volunteer presidents requesting names of qualified people to serve on the ECD Board.
 - (a) President-Elect must have served one year on ECD Board prior to being nominated, if possible. If no person is available with prior Board experience, nominating committee may look to the membership in the East Central District.
 - (b) The President-Elect and President must not be from the same hospital auxiliary/volunteer organization.
3. Maintain the leadership file.
4. Meet with the committee in January to prepare a slate of candidates.
5. Obtain written acceptance of nominations for the file.
6. Present the slate of nominees at the March Board Meeting and at the Annual Meeting.

(President's Signature) (Date)

(Secretary's Signature) (Date)