



GUIDELINES FOR NORTH CENTRAL DISTRICT MEETINGS

- I. Standard Agenda
 - A. Call to Order – NCD President by 10:00 A.M.
 - B. Auxiliary Prayer (led by member of hosting auxiliary, volunteer group or guild).
 - C. Welcome (usually by CEO of hosting hospital).
 - D. Introductions – NCD President.
 - E. Business Meeting – NCD President.
 - F. Legislative Representatives – September meeting
 - G. MAHA President and President Elect – September and May meetings.
 - H. Speaker of Workshop – topics should relate to volunteering or healthcare. Both the topic and the speaker should be approved by the NCD President three (3) to six (6) months prior to the meeting date. (See suggested topics sheet provided by the NCD President.) Spring meeting is to include the installation of officers.
 - I. Invocation (usually by host's DVS or auxiliary, volunteer or guild member).
 - J. Lunch.
 - K. Closing Remarks – NCD President.
 - L. Adjournment – (not later than 2:00 P.M. recommended).
- II. Dates for district meetings are cleared with the MAHA calendar annually by June. Auxiliaries will be notified by the NCD President of the date of the upcoming meeting a minimum of six months in advance. (“save the date”)
- III. The Spring Meeting/Installation shall be held in May and the Fall Meeting in September per the by-laws, to work with the President’s schedule.
- IV. It is the responsibility of the hosting auxiliary, volunteer group or guild to secure a suitable facility of their choice (attendance averages 30-50 people).
- V. Eight (8) weeks prior to the meeting date the hosting auxiliary, volunteer group or guild will provide the NCD President with a preliminary draft of the program for approval – including time allotments. The host auxiliary will coordinate the meeting agenda with the NCD President.
- VI. It is the responsibility of the NCD President to provide names and addresses of NCD Board Members, District Presidents, MAHA Executive Board and representatives to the hosting auxiliary, volunteer group or guild.

At least six (6) weeks prior to the meeting the host auxiliary, volunteer group or guild will mail an invitation (including a registration form and a map) to the following:

- One (1) to each North Central District Board Member.
- One (1) to the President of each auxiliary/volunteer group or guild in the district.
- One (1) to each District President (5 excluding North Central District).
- One (1) to the MHA Liaison to MAHA
- One (1) to each of the following MAHA Executive Board Members:
 - President
 - President Elect
 - Communications Director
 - Public Relations Chairman
 - Legislative Advocacy Director for September meeting only
- Forwards a copy of the program and registration for all general meetings to the webmaster.

VII. Invitation to District meeting includes:

- A. Name, address and contact phone number of the hosting auxiliary/volunteer group or guild.
- B. Location, date and time of the meeting.
- C. Cost – registration, coffee, luncheon and District \$4.00 registration fee.
- D. Planned program agenda, speaker/topic or workshop topics.
- E. Dates of deadlines for registrations and cancellations.
- F. Other helpful information may include a map to the meeting location and names, addresses, phone numbers, etc., of lodging facilities.

VIII. A separate page for registration to be returned to the host auxiliary/volunteer group or guild includes:

- A. Name of the hosting auxiliary, volunteer group or guild (your letterhead may be used).
- B. Name, address and telephone number of person receiving registration forms.
- C. “Please make checks payable to (name of host auxiliary/volunteer group or guild).
- D. Space for names of responding auxiliary, volunteer group or guild and person submitting the form.
- E. Ample space for names of auxiliaries, volunteers or guild members registering to attend.

IX. The hosting auxiliary/volunteer group or guild will provide and pay for the specified flowers for the May meeting installation ceremony. Expenses incurred for programs, special decorations, etc., are to be paid by the hosting Auxiliary/Volunteer Group or Guild for district meetings.

- X. The NCD and the host auxiliary/volunteer group or guild may sell chance tickets at each general meeting
- XI. The day of the meeting:
- A. Recommended meeting start time is 10:00 A.M. (9:00 A.M. registration).
Recommended adjournment time is 2:00 P.M.
 - B. Coffee/tea is recommended during registration.
 - C. Nametags denoting table assignment should be provided for attendees.
 - D. Evaluation forms, on colored paper, shall be provided for each attendee.
 - E. Prior to the close of the meeting, the host auxiliary/volunteer group or guild will pay the NCD Treasurer \$4.00 for each person registered in advance, regardless of “no shows.”