MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES

POLICIES AND PROCEDURES

Revised and Current as of October 19, 2018
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### COMMITTEE ASSIGNMENTS

| Executive Committee (Unchanged) | President – Chair  
|                              | President-Elect  
|                              | VP-Education  
|                              | Secretary  
|                              | Treasurer  
|                              | Counselor  
|                              | Six members  
| **Advisory Committee** (Counselor committees) | Counselor-Chair  
| **List of committee responsibilities for Counselor:** | President  
| Goals and objectives Committee | President-Elect  
| Nomination Committee | Secretary  
| By-Laws Committee | *Three District Presidents  
| Council of Past Presidents | (Appointed by President)  
| Executive Board | Seven members  
| **Finance and Budget Committee** (previously known as Financial Review Committee, Finance & Budget Committee and Resource Committee) | Treasurer-Chair  
| | *Counselor  
| | President  
| | President-Elect  
| | VP-Education  
| | Five members  
| **District Presidents Committee** | President-Elect – Chair  
| *Board members may request participation in meeting | ECD President  
| | NCD President  
| | SED President  
| | SWD President  
| | WCD President  
| | UPD President  
| | Seven members  
| **Conference Communication Committee** | *VP-Education – Chair  
| * Three Districts Presidents (Appointed by President) | *Membership Director  
| President and President-elect *ex-officio | *Conference Coordinator  
| | * Treasurer  
| | *Three District Presidents  
| | * Public Relations Advocate  
| | Eight members  

#### Expectations for Committee/Board Meetings:

**Preparation & Responsibility**- The Committee Chair will be responsible to send out the agenda and/or pertinent information at least one week prior to any MAHA Board meeting. Committee members are expected to come prepared. It is the responsibility of each member to print and bring all information and be ready to make motions, answer questions, etc.

If your position is combined within another committee it “REMAINS” your responsibility to write and orally present your individual committee report at the Board Meeting. The Committee Chairs are only responsible for their individual committee report (per current practice). District Presidents do not have a committee report.

**District Presidents serving on Committees**: No one District President will necessarily serve on the same committee each year. The Executive Committee as a whole, or in part, shall make that determination. The President will assign District Presidents to the committee.

The President and President-Elect remain Ex-Officio on all committees and will attend meetings of their choice.
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 (MAHA). 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 officers and the six (6) District Presidents.

EACH BOARD MEMBER

1. Demonstrates commitment to team goals.
2. Becomes familiar with the board orientation manual, available in April.
3. Participates in board orientation sessions held as follows:
   a. Incoming board members attend MAHA April Board Meeting.
   b. Incoming District Presidents – attend April Board Meeting and orientation at the July Board Meeting; President-Elect will conduct orientation.
   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. Board of Directors: Annual meeting, July, January and April committee/board meetings unless otherwise scheduled by the President.
   b. 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.
   c. All board members of the MAHA should make every effort to meet the deadlines that are set by fellow board members.
5. Follow timeline of activities associated with board position (Located in orientation manual).
6. Prepares an Annual committee report by April MAHA Board Meeting.
   a. Board members report is a summary of their activities throughout the year.
   b. District President report is a summary of District activities throughout the year
   c. 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. All outgoing correspondence is e-mailed to the MAHA President, President-Elect, Vice-President of Education prior to sending to recipient.
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/Guilds/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.
15. Serves in no more than one MAHA Board position during a single term except for the position of Parliamentarian or interim position.
16. Arranges for own hotel reservations at meetings except in cases where master billing is the preferred practice.

**PARLIAMENTARIAN**
1. Appointed by the MAHA President for the entire year or for each meeting.
2. Reviews and becomes familiar with currently accepted rules of Parliamentary Procedure.
PRESIDENT

1. Serves for one (1) year as the chief executive officer of the Michigan Association of Healthcare Advocates.
2. Presides at all meetings of the MAHA Board, the Executive Committee, the Annual Meeting other MAHA sponsored meetings.
3. Serves as chair of the Executive Committee and member of the Advisory Committee, Finance, Audit and Budget Committee, and as “Ex-officio” member of ALL other committees.
4. Appoints three (3) District Presidents (with recommendation of President-elect) to the Advisory Committee and the Conference/Communication Committees
5. Composes and sends correspondence to all new Board members congratulating and welcoming them to their new position before the April Board meeting.
6. Works with the committees to plan and execute all MAHA sponsored meetings approved by the board.
7. Arranges for invocators and flag ceremony as needed.
8. Visits each of the districts in the fall and spring and is responsible for bringing an educational message and shall also be available for counseling. Discusses Health Pac and collects donations during the spring swing-around.
9. Composes a cover article for each issue of Highlights, (proofreads the Highlights, programs, fliers and any other board publication. Communicates corrections to appropriate person within 48 hours.
10. Reviews minutes of each Board and Executive Committee meeting with the President-Elect and VP Education and sends corrections to Secretary prior to mailing to each board member.
11. Approves all vouchers before payment. Is authorized to sign checks. Provides reimbursement for the Annual Meeting within ten days of event.
12. President has a discretionary fund for emergency expenses.
13. Submits request, based on the potential activities of the MAHA board, to MHA Financial Officer periodically for monetary support.
14. Sits on the Board of Trustees of MHA and is a member of the Legislative committee. Prepares a written report of MAHA activities for each MHA board meeting, submitting same to MHA Board Secretary.
15. Provides a list of newly installed MAHA Board Members to MHA President and representative to MAHA following installation.
16. Serves as a member of any MHA committee upon request.
17. Attends (or designates a member of the Board to attend) meetings of other organizations in associated health and hospital fields, with approval of executive board.
18. Attends the American Hospital Association (AHA) meeting of State Auxiliary Leaders (SAL), with approval of the Executive Board.
19. Donates $150 to the Michigan Food Bank, in lieu of gifts in appreciation of members of the MHA staff.
20. Approves a yearly review of financial books on recommendation from the Finance and Budget Committee ($100 allotment for review of books).
21. The MAHA President has the discretionary power to allocate up to $75 on a quarterly basis without prior MAHA Board approval.
22. Sends letters of invitation to MHA President and MHA Chairperson (installing officer) to attend Annual Meeting and Installation of Officers.
23. E-mails thank you notes, etc. as appropriate.
24. Arranges for purchase and presents a President’s pin to incoming President at Annual Meeting.
25. Submits a year-end report to the Counselor and President-elect information necessary to update the MAHA historical record of progress within 30 days of conclusion of term (this report shall be included in the Annual report and posted on the MAHA website).
26. Submits all Presidential vouchers to the Counselor for approval.
27. Purchases appreciation gifts for current board members, not to exceed a total cost of $500.
28. Attends the Council of Past Presidents meeting at the Annual Meeting and Educational Institute as guest.
29. Signs all contracts along with the President-Elect.
30. Sends written invitations to hospital officers (as determined by the incoming President) for the Banquet and Installation of Officers at the Annual Meeting and Educational Institute.
PRESIDENT-ELECT

1. Has served as a member of the Board of MAHA for at least two (2) years prior to nomination.
2. Chairs the Council of the District Presidents.
3. Serves as a member of the Executive Board Committee, Advisory Committee, Finance and Budget Committee, and, “Ex-officio” on all other committees.
4. Assumes the duties of the President in the event of absence or disability. Assumes the office of President should that office be permanently vacated.
5. Reviews and becomes familiar with the history and objectives of the organization to prepare for the presidency. Automatically assumes the office of President after one (1) year.
6. Contacts the District Presidents following election and installation, emphasizing the purpose of MAHA and the relationship of the district to the state organization.
7. Maintains a good channel of communication with the District Presidents, encourages the exchange of information and ideas between districts and helps plan District Workshops if requested.
8. Visits each district twice a year with the MAHA President.
9. Reviews minutes of each Board and Executive Committee meeting with the President and Vice President of Education and submits suggested changes/additions/deletions to the Secretary prior to the minutes being mailed to each board member.
10. Assigns host/hostesses and moderators for the Annual Meeting. The rotation schedule of host district is alphabetically. (ECD, NCD, SED, SWD, UPD, WCD),
11. Recommends to the President appropriate committees for appointment of District Presidents (keeping in mind that the host district at the next Annual meeting should serve on the Conference/Communication Committee)
12. Sends thank you notes, etc. (via e-mail), as appropriate.
13. Prepares and revises a calendar of events of National, State, District, MHA Board of Trustee and MHA Legislative committee activities and emails same to all MAHA Board Members as necessary and posts it on the MAHA website.
14. Invites District President-Elects and all newly appointed board members to the April Board Meeting and provides the board orientation manual of duties. Prepares and organizes orientation handbook for the MAHA April meeting.
15. Proofreads Highlights, fliers, programs and any other board publications. Communicates corrections to appropriate person within 48 hours.
17. Reviews and forwards appropriate materials to the Webmaster for publication on the MAHA website and is the administrator of the Michigan Association of Healthcare Advocates Facebook page.
18. Provides seating arrangements for special guests at the banquet and installation at the MAHA Annual Meeting as necessary.
19. Signs all contracts along with the President.
20. Submits a report following review three (3) times a year during the Board of Directors’ Meetings (July, January and April).

**FINANCIAL REVIEW COMMITTEE**

1. The President-Elect shall be the chairperson of the Financial Review Committee. The President and Vice-President of Education shall complete the committee.

2. The Committee will hire an independent individual with financial background to examine the Treasurer’s Books at the end of the Treasurer’s term of office. The individual shall not be a board member or related to a board member (a stipend of one hundred dollars ($100) is allocated for financial review)

3. The Committee shall present a review three (3) times a year of the Treasurer's Books: July, January and April.

**COUNCIL OF DISTRICT PRESIDENTS COMMITTEE**

1. Consists of the six (6) District Presidents and is chaired by the President-Elect

2. Maintains a good channel of communication encouraging exchanges of information and ideas among District Presidents. channel of communication encouraging exchanges of information and ideas
VICE-PRESIDENT OF EDUCATION

1. Has served as a member of the MAHA board at least within one of the last two years.

2. Serves as chair of the Conference Communication Committee and as a member of the Executive committee and Finance & Budget committee.

3. Prepares the Conference Communication Committee agenda and writes the Education Committee report for the MAHA Board meeting.

4. Establishes all MAHA educational programs. Keeps in mind *Highlights* deadlines for formulating educational programs. Writes preview articles about the educational conference for *Highlights*. Submits copy to Public Relations Advocate by stated deadline.

5. Sends Treasurer copies of all contracts regarding financial arrangements after signatures of the Speaker, VP of Education and President have been secured.

6. Invites a representative from the MHA Policy and Advocacy Department to attend the Annual Meeting.

7. Provides input to Conference Coordinator regarding registration fee for MAHA Conference.

8. Obtains information regarding hotel accommodations, meals attending and determines AV equipment requirements for speakers and channels this information to Conference Coordinator. Obtains and prepares biographical information providing a copy to Public Relations Advocate for inclusion in the Highlights and Conference Booklet. Provides information to speaker moderator at the Annual Conference.

9. Prepar**es** Certificates of Recognition for speakers/presenters and purchases a token gift of appreciation, if funds permit.

10. Invites a representative from the MHA Policy and Advocacy Department to attend the Annual Conference.

11. Refers speakers to the MAHA website to obtain pertinent information including *Highlights*.

12. Presents an orientation of conference speakers to conference attendees at the Annual Meeting.

13. Provides letter and MAHA voucher form to speakers indicating reimbursable expenses with copies to Treasurer. Approves payment of all bills submitted by speakers and sends third (3rd) party vouchers to President for signature (as soon as possible).

14. The Conference Communication Committee designs posters/signage and sends to Public Relations Advocate of each poster/signage required.

15. Create and sends speaker evaluation forms for the Annual Conference to the Public Relations Advocate for printing.

16. Summarizes speaker evaluations and comments after MAHA sponsored conferences for future meetings and presents results to MAHA Board.

17. E-mail thank you notes when appropriate.

18. Works with the Treasurer and President-Elect, President and Counselor to review the books three (3) times a year during Board of Directors’ meetings: July, January and April.

19. Reviews minutes of each Board and Executive Committee meeting with the MAHA President and President Elect and communicates changes to the MAHA Secretary.
SECRETARY

1. Serves as a member of the Executive Committee and the Advisory Committee.
2. Writes correspondence as the President directs and reads at the Board meetings any correspondence so designated by the President.
3. Records all business at board and executive committee meetings; presents a copy of the minutes of any business meeting to the President, President-Elect and Vice-President of Education for review within ten (10) days following the meeting dates after all board reports have been received.
4. Emails as soon as possible a copy of the board and executive committee meeting minutes to each board member, to the MHA liaison to MAHA after the review of the draft minutes has been completed by the President, President-Elect and Vice-President of Education.
5. All motions to be maintained as an electronic file listing.
6. Prepares the Annual Report for publication by September 1st that consists of the following:
   • Title page with the MAHA Mission Statement
   • President’s Report of their year
   • The Financial Summary for the year (income and expenditures)
   • MAHA District Map
   • Hospitals by District
   • Annual Hours and Dollar Report
   • MAHA Board of Directors with current pictures and job description
   • Chairman’s summary of committee activities for the year for each MAHA Committee
   • Summary of the District President’s year in their District
7. Tracks all changes made in Policy at any board meeting.
8. Requests board members to review their job descriptions at the end of term and prior to leaving office.
9. Sends suitable cards to those board members who have been ill or have had an illness or death within their immediate families. Sends birthday cards to board members.
10. Acts as custodian of the electronic permanent file. The Secretary will keep in the Secretary’s Board Manual copies of the minutes of the current year and those of the previous two (2) years. Minutes of all other years will be kept on file/thumb drive.
11. Notifies chairperson of Nominations Committee when additional nominations are received in accordance with Article XI, Sections 7 of MAHA Bylaws (page 8). Sends names of additional nominees and their written consent to the Nominations Committee Chairperson.
12. Keeps a file of all Districts’ Bylaws on thumb drive.
**TREASURER**

1. Chairs the Finance and Budget Committee and serves as a member of the Executive and the Conference Communication Committees.

2. Handles all monies and maintains a record of all financial receipts and disbursements including opening a new bank account as required.

3. Provides the Annual Meeting minutes documenting newly elected officers for current fiscal year concurrent with MHA fiscal year. Facilitates necessary changes in authorized signatures for check signing to assist incoming Treasurer unless a new account is to be opened.

4. Authorized check signers shall be Treasurer and President.

5. Pays bills promptly only after voucher is approved and signed by the President.

6. All “regularly” received bills are addressed to the Treasurer (i.e. Insurance):
   a. Upon receipt Treasurer retains the original bill and forwards a copy to the appropriate individual for review and attachment of a 3rd party voucher
   b. Following review, forwards bill and 3rd party voucher to the President for signature
   c. Signed voucher and bill are returned to Treasurer for prompt payment

7. Keeps vouchers and invoices on file for three (3) years, canceled checks for seven (7) years and electronic spreadsheet indefinitely.

8. Works with the Vice-President of Education regarding payment of all speaker fees and expenses to be approved by Executive Committee and/or full board prior to the conference.

9. Advises the President of any request for payment, of items in excess of the amount stated in the budget approved by the board.

10. Prepares and submits monthly financial statements to MHA Financial Officer and MAHA Executive Committee which includes a comparison of previous year balance. Copies are distributed at meetings and included in minutes.

11. Prepares annual report covering the fiscal year.

12. Submits the books for review to President-Elect, Vice-President of Education and President three (3) times a year in conjunction with the Board of Directors meetings: July, January and April.

13. Works with the President, President-Elect to prepare a monetary allotment request from MHA as necessary. Provides documentation for justification of request.

14. Chairs the Finance and Budget Committee meeting in January to complete a proposed budget for the coming fiscal year for approval at the April board meeting and shall take effect on July 1st, the start of the fiscal year. The budget shall reflect the anticipated balance, plus the expected MHA contribution. Distributes copies of approved budget to the entire MAHA Board.

15. Makes disbursements, as authorized upon adoption of the budget, up to the total amount shown approved in the budget, upon the order of the President, subject to current policy.
FINANCE AND BUDGET COMMITTEE GUIDELINES

1. Treasurer chairs the Finance and Budget Committee

2. The Treasurer will call the Finance and Budget Committee, as well as the new incoming President-Elect the new incoming VP of Education and new incoming Treasurer, to meet prior to the April Board meeting to complete a proposed budget for the coming fiscal year.

3. The budget shall be submitted for approval at the April Board Meeting and shall take effect on July 1st the start of the fiscal year.

4. The budget shall cover the following expenses:
   a. MAHA Board expenses:
      i. Executive and board meetings
      ii. Operating supplies, postage, etc.
      iii. Committee meetings
      v. SHVL Annual meeting
      vi. Spring and Fall swing around
      v. Miscellaneous
   b. Projects:
      i. Production of Highlights
      ii. MAHA education programs
      iii. Other publications
   c. Meetings:
      i. MAHA sponsored meetings
      ii. AHA sponsored meetings
      iii. Other approved meetings

MAHA FINANCIAL POLICY

1. Mileage
   a. If a personal car is used for MAHA travel a reimbursement according to IRS guidelines is paid.
   b. Mileage paid for each board member shall not exceed the amount as is calculated from the board members primary Michigan residence.
   c. If a car is rented, MAHA will pay for the rental and gasoline used, or mileage, whichever amount is smaller.
   d. Members traveling a minimum of one hundred fifty miles (150) one way shall have the option of arriving one (1) day early and shall receive in addition to mileage expenses, lodging, bridge tolls and meals.
   e. If commercial carrier (plane, taxi, etc.) is used, the actual cost is reimbursed not to exceed round trip mileage from primary Michigan residence. All air travel must receive prior approval.
2. Lodging  
   a. Conference Coordinator will assign two (2) persons per room for all committee meetings at the Lansing Quality Suites. If the Board Member elects to room alone, reimbursement will be at 50% of the negotiated room rate defined as the rate secured by the Conference Coordinator.  
   b. Board members will make individual lodging arrangements for MAHA sponsored events, (unless Master Billing is used) reimbursement is based on ½ of the approved hotel rate plus taxes.  
   c. The President is allowed a single room at no extra cost for all meetings and conferences. As funds permit, a single room is approved for out-of-state conferences, Board meeting, and District swing around for the President and President-Elect.

3. Meals  
   a. Meals shall be reimbursed at the rate of ten dollars ($10.00) per breakfast, ten dollars ($10.00) per lunch, and twenty-five dollars ($25.00) per dinner (including tax and tip). Receipts, including tax and gratuity (excluding alcoholic beverages) must be attached to vouchers for payment.  
   b. Meals for out-of-state conferences shall be reimbursed at the actual cost of meal. Receipts must be attached to vouchers for payment (excluding alcoholic beverages).  
   c. Executive Board may exercise flexibility regarding reimbursements for meal expenses incurred at National Meetings.  
   d. The President can authorize meal expenses, in excess of MAHA guidelines by initializing the expense on the voucher.

4. When it is necessary for a member to stay overnight to accommodate meeting needs and/or extenuating circumstances exists such as inclement weather, the actual cost of the individual member’s lodging is reimbursed with the authorization of the President.

5. Board and Executive Committee Meetings:  
   a. Local Board members attending an evening meeting have the option of lodging, dinner (if applicable) and breakfast based on MAHA guidelines.  
   b. Adjustments may be made at the discretion of the Executive Committee or, in an emergency, by the President.

6. Other meetings: It is recommended that whenever possible, meetings be called in conjunction with an Executive Committee or Board meeting or Conference. Mileage, lodging and meals shall be paid with the authorization of the President.

7. District and Auxiliary/Volunteer Meetings:  
   a. Expenses shall be paid for the President and President-Elect to visit each district twice a year.  
   b. An appearance requested by an auxiliary/volunteer of MAHA through its District shall be at the expense of the MAHA.  
   c. MAHA Board members who participate in a District or auxiliary/volunteer meeting at the request of MAHA shall be reimbursed for expenses. Any assistance of MAHA Board members requested by an auxiliary/volunteer shall be at the expense of the MAHA.
8. **Annual Meeting and Educational Institute:**
   a. A reasonable registration fee shall be set. Exempted from the registration fee are Past MAHA Presidents, incoming Board Members, newly elected District Presidents, MHA Representative(s), speakers/presenters, invited guests only attending the banquet/installation and all MAHA Board Members.
   b. The expense of a reception honoring the newly installed President shall be paid.
   c. Expenses shall be paid for persons nominated for elected office if they are not currently serving on the Board.
   d. Expenses for incoming District President will be paid by the District, with the exception, of the MAHA Conference Registration.
   e. The Speakers will be reimbursed for their necessary expenses if not already specified as covered in their Speaker’s Letter of Agreement.
   f. One month prior to registration deadline, the President shall approve necessary overnights for the evening prior to the meeting.
   g. Reimbursement shall be made from board vouchers within ten (10) days of the meeting.
   h. Counselor purchases and presents a gift of appreciation to the retiring MAHA President at a cost not to exceed $500 at the President’s discretion.
   i. Gifts for outgoing President to give to her current board members not to exceed $500.

9. **American Hospital Association:**
   a. All necessary expenses shall be paid for the President to attend the AHA Fall meeting of State Auxiliary Leaders (SAL).
   b. All necessary expenses shall be paid for the incoming VP of Education to attend National/Regional conference with the approval of the Executive Committee as funds permit.

10. **Memorial Fund:**
   a. A fifty-dollar ($50.00) gift shall be given in memory of any currant MAHA Board Member and be sent to the hospital auxiliary/volunteer group with whom that person was affiliated.
   b. A fifty-dollar ($50.00) gift shall be given in memory of any Past MAHA Past President and shall be given to the hospital auxiliary/volunteer group with which that person was affiliated.
   c. A fifty-dollar ($50.00) gift of flowers or a donation (Designated by the family) upon the death of a Board Member’s immediate family.

11. **Vouchers:**
   a. All itemized bills or vouchers with receipts attached must be submitted to the President for approval of payment no later than 30 days of when the expenses were incurred or at the next regularly scheduled Board meeting. The Treasurer shall pay all approved bills within thirty (30) days.
   b. A voucher must be completed to receive reimbursement for MAHA expenses. The MAHA president must approve each completed voucher except for her/his own
voucher and the Counselor’s voucher. The President’s voucher will be approved by
the Counselor, and the Counselor’s voucher will be approved by the
President-Elect

c. MAHA Board members will need to complete an “Expense Voucher” for
reimbursement of their own MAHA expenditures and a “3rd Party Payment Request
to Outside Party” voucher for payment to another party for various goods and
services (i.e. printer, hotel, speaker, etc.).

d. When a board member has incurred advanced, approved out-of-pocket expenses on
behalf of MAHA and is requesting a personal reimbursement, the following
procedure should be used to complete the voucher. Itemized receipts **MUST** be
included for reimbursement of meals. See MAHA Financial Policy for the specific
dollar limits per meal.

e. Un-itemized **Credit card receipts will not be accepted.**

f. Board Members attending out-of-state conferences reimbursement for airplane tickets
and hotel registration paid for in advance by the Board Member may be submitted for
reimbursement after incurred, but before the actual conference date supported by the
required voucher and receipts. Meals for out-of-state meetings shall be reimbursed at
the actual amount with receipts attached.

g. Any surplus in the treasury at the end of the fiscal year shall be carried forward for
payment of any previously approved business of the MAHA. (Accrued accounting)

h. An honorarium not to exceed $500.00 may be paid to participating speakers at
MAHA sponsored meetings if they make no charge for their services.

i. Speakers will be reimbursed for a standard single room if alone and one half (1/2) of
a standard double room if they bring a spouse or associate. Also, the contract fee
amount, travel expenses (airline, taxi or rent-a-car) and appropriate meals for
themselves are covered.

j. The MAHA Board authorizes a fee of $100.00 to be paid to an auditor/reviewer (Not
affiliated with MAHA and has no immediate connection with any MAHA member or
his/her family) when a review is required in the MAHA Bylaws.

k. The MAHA President has the discretionary power to allocate up to $75 on a quarterly
basis without prior MAHA Board approval.
COUNSELOR

1. Acts in an advisory capacity to the President and the board as the immediate Past-President.
2. Chairs the Advisory Committee including the Nominations Committee, the Goals and Objectives, the Council of Past MAHA Presidents and Bylaws. Serves as a member of the Executive, and Finance & Budget Committees.
3. Oversees special projects as needed for MAHA during the year.
4. Purchases a gift of appreciation for the retiring President at the Annual Meeting cost not to exceed $500.
5. Presents the gift to the President at the Board Appreciation Meeting.
6. Invites current MAHA President to attend the Council of Past-Presidents Meeting at the Annual meeting and Education Institute.
7. Sends letters, no less than eight (8) weeks prior to the Annual meeting to all Past MAHA Presidents inviting them to attend the meeting of the Council of Past-Presidents and Banquet.
8. Makes arrangement for the Council meeting site.
9. Submits updates for emails and other MAHA Past-Presidents’ contact information to the Membership Director.
10. Orders and distributes name badge pins for new MAHA Board members at the July Committee and Board Meetings.
11. Recommends two (2) members to the Committee on Nominations (from districts not already represented on the committee) for Board approval.

NOMINATIONS COMMITTEE

1. The Counselor receives a biography of current MAHA Board Members interested in same or new position and shall duplicate it for each member of the Nominations Committee. Biographies of previous board members shall be made available to the committee members from the counselor upon request.
2. The Counselor submits correspondence to the MAHA general membership requesting interest in serving on the MAHA Board for the following year with referral to the MAHA website for the Board application form.
3. Nominations Committee convenes in early fall, for the purpose of preparing the slate of officers (well in advance of the January Executive Committee Meeting).
4. The Committee may also request input from District Presidents and Past-Presidents as to potential candidates for nomination.
5. Calls to perspective nominees should be made while the committee is in session.
6. The Committee shall send individual letters with enclosed copy of the job descriptions to each nominee along with confirmation Letter of Acceptance.
7. The nominee is requested to sign the acceptance letter and return it to the counselor. Acceptance must be obtained from each nominee before presentation of slate to the MAHA Board in January. All acceptance letters are to be placed in nominating file.
8. By letter, the Nominations Committee acknowledges receipt of acceptance from the nominees and informs them of the April MAHA Board Meeting attendance, June election and installation at the Annual Meeting, the July orientation date and advises them of the financial policy concerning their attendance at the same.

9. When the slate is completed, the Counselor shall send a written report to members of the committee.

10. The Counselor shall submit a slate of candidates for the elective offices at the MAHA Executive Committee Board Meeting in January.

11. Slate is submitted to MHA prior to its publication in the MAHA April Highlights.

12. A copy shall be sent to the Public Relations Advocacy Director by the stated deadline for publication in the April Highlights along with the Call to the Annual Meeting.

13. The Counselor presents the slate to membership for vote at the Annual Meeting in June.

**COUNCIL OF PAST MAHA PRESIDENTS COMMITTEE**

1. Chaired by the Counselor. Council consists of past MAHA Presidents and the current MAHA President and President-Elect as ex officio members.

2. The report of the Council of Past-President’s meeting is to be submitted to the MAHA Board following the meeting.

3. Meets at MAHA Annual Meeting or at other times as needed with approval of the Executive Committee. Entire registration fees are waived.

4. Offers ongoing support for the goals and objectives of MAHA.
CONFERENCE COORDINATOR

1. Serves as a member of the Conference Communication Committee.
2. Submits a written report of information of the outcome as presented or received during the Conference Communication Committee meetings in July, January and April and/or any special meeting called.
3. Coordinates all physical arrangements for MAHA sponsored meetings.
4. Makes hotel reservations for overnight board committee meetings and hotel meeting rooms as needed. Clarifies food and other allergies of each board member prior to Board and Committee meetings.
5. Keeps a list of possible Michigan sites for future use by searching for information on possible locations utilizing web-sites.
6. Arranges for preview of potential conference sites with one (1) other Board member with approval of President prior to requesting board decision.
7. Recommends location and accommodations for the next Annual Meeting to the Conference Communication Committee for review and action.
8. Sends a letter to the approved site to request confirmation of accommodations, dates and rates as well as other pertinent information.
9. Visits the chosen hotel site no later than three (3) months prior to the event to finalize arrangements, preferably with the new Conference Coordinator when appropriate, with President’s approval.
10. Procures room reservation forms to be included with flier according to stated deadline and sends to the Membership Director.
11. Forwards a copy of the Annual Meeting site evaluation form to the Public Relations Advocacy Director for printing.
12. Confers and corresponds directly with hotel personnel:
   a. Selects conference menus and presents recommendations to Conference Communication Committee for review and action.
   b. Arranges for equipment needs of presenters, prior to each session, confirms that equipment is in place and operational.
   c. Arranges for directional and other necessary posters and signage as advised by the Vice President of Education.
   d. Arranges for registration tables and necessary equipment for MAHA Board.
   e. Verifies room and meal reservations for speakers as advised by the Vice-President of Education.
   f. Verifies hotel reservations for complimentary rooms. Complimentary rooms should be occupied by two (2) board members in two bedded rooms with approval of MAHA President.
   g. Provides hotel with an attendee list of MAHA Board members and speakers.
h. Verifies final meal count of all attendees with hotel and membership chairperson for verification of contract numbers.

i. Arranges for a photograph of the incoming elected officers at the Annual Meeting.

13. Approves accuracy of billable items and forwards invoice for all physical arrangements to MAHA President for payment approval.

14. Email thank you notes, within one (1) week following meeting.

15. Reviews site evaluation forms for presentation of results to the MAHA Board in July and sends copy of facility evaluation results to facility site contact.

16. Sends letter of introduction before leaving office to hotel personnel with whom new Conference Coordinator will be working.
MEMBERSHIP DIRECTOR

1. Serves on the Conference Communication Committee
2. Presents an oral and written report covering Membership Director activities for presentation at the MAHA January, April and July board meetings.
3. Is responsible for contacting each District Membership Chair with an outline of job duties and responsibilities.
4. Sends out electronic invitations for conferences.
5. Prepares and submits for printing, emailing to the President-Elect for submission to the website all fliers, registration forms, programs, and invitations for all MAHA sponsored meetings, working with the Vice-President of Education, President-Elect and the Conference Coordinator.
6. Acts as the registrar, assisted by the District Presidents, for all MAHA sponsored conferences and makes name tags for all attendees, speakers and Board Members.
7. Makes available a receipt of registration fee and prepaid meals for any auxiliary/volunteer group so requesting.
8. Identifies voting delegates at the Annual meeting.
9. Keeps an up-to-date master list of auxiliaries/volunteer groups and their hospital/health care facilities which must be members of MHA.
10. Reports changes and/or additions in membership list to the MAHA Board.
11. Provides the MAHA distribution list by July to MHA and the current MAHA board members.
12. Prepares updated distribution lists for current year
   a. MAHA Board of Directors
   b. MAHA Committee members and appointees
   c. District Boards
   d. Auxiliary/Volunteer-Presidents, Presidents Elect, or Vice Presidents, Gift Shop Chairperson, Newsletter Chairperson, Legislative
   e. Director of Volunteer Services or person to whom auxiliary/volunteers report (paid hospital personnel only)
   f. MHA Representative to MAHA
   g. Others as deemed appropriate
13. Submits copies of membership list to MAHA Board upon request.
14. Provides coping/printing services as necessary for MAHA Board conferences.
15. Emails all District Presidents and all district membership chairs the membership letter, excel form and deadlines for the Hours and Dollars Report.
   a. Emails this information the beginning of October for distribution to the local auxiliary/volunteer membership directors. See “Membership Guidelines” for specific information gathered for the Hours and Dollars Report.
   b. Contacts the District Membership Chairpersons in early April to request data for the New Officers Report, listing all officers for each auxiliary/volunteer group (See specific requested materials in the “Guidelines for Membership”).
16. Enters data in computer for distribution of MAHA membership directory. Sends all updates to MHA and MAHA Board.
17. Provides a copy of Annual Membership Report to Public Relations Advocate for publication in April *Highlights*. Prepares the Hours and Dollars Historical Comparison chart for a five-year period and submits to the Public Relations Advocate for inclusion in the April *Highlights*.

**GUIDELINES FOR MEMBERSHIP HOURS AND DOLLARS REPORT**

The following guidelines shall be sent to the auxiliaries/volunteer groups as an aid in preparing their Hours and Dollars Reports.

The following information is requested of the District and Local Membership Directors for the Hours and Dollars Report:

1. Number of hospitals
2. Number of beds
3. Number of volunteers
4. Total number of volunteer hours
5. Volunteers on District Board
6. Total number of District Board hours
7. Volunteers on MAHA State Board
8. Total number of MAHA State Board hours
9. Total number of AHA hours
10. Number of auxiliary/volunteer group presidents on hospital boards
11. Number of presidents with voting privileges on hospital boards
12. Number of auxiliary/volunteer group presidents on Foundation boards
13. Number of presidents with voting privileges on Foundation boards
14. Monies donated to hospital
15. Other monies donated

**Clarification for above categories:**

1. Auxiliaries/Volunteers – this total should include active, associate, life and honorary auxiliary members and all other volunteers.
2. Hours of service to your hospital – the MAHA asks for the count of service hours because it is one of the few concrete measurements available to describe the effectiveness of the auxilians and volunteer effort. This is of value in public relations, demonstrating community participation and acting as an indication of the voluntary nature of our institutions. Since each facility has its own guidelines for recording service hours, there are no hard and fast rules to be followed by everyone, but we do urge honest and actual records.
3. The Hours and Dollars Report requested by MAHA is a twelve-month (12) report due January 12. (Any 12-month period within the last year that you choose such as May to May- June to June- Dec to Dec etc)
4. Hours should be reported as they are categorized. They should not be interchanged, nor should they be recorded in more than one category.
5. Any volunteer hour recorded to any other organization should not be recorded in this report.
6. Hours reported in no way affect your facility, the auxiliary and volunteers or you financially. They are only an effective measure of the auxiliary/volunteer effort.
7. Portal to portal hours (travel time) should be recorded for District and State meetings.
8. No portal to portal hours (travel time) should be recorded for local auxiliary/volunteer meeting or projects.
9. The report should be, a reflection of the total number of auxiliary/volunteer hours given to your facility plus those given while carrying out the duties of MAHA District and State Board members.
10. Hours are recorded to show the impact of auxiliary/volunteers on the whole hospital/facility picture. True recognition is the individual’s own sense of service. This should be fostered, rather than overwhelmed by the overuse of personal awards.
11. Total number of volunteers – please report separately the members of your organization and non-members reporting to no other organization.
12. Volunteer hours – include all volunteer hours rendered to your hospital or facility (in service, fund raising, education, youth, etc.). If possible, please separate the auxiliary and non-auxiliary volunteer hours.
13. It is suggested that individuals attending an entire Annual Meeting record thirty (30) hours per conference which would include travel time.

NEW OFFICERS REPORT

The following information will be requested of local auxiliary/volunteer presidents to provide data for the New Officers Report by the deadline June 1st.

1. Incoming District Boards (all elected offices and appointed chairpersons), including name, address, zip code, home phone number, cell phone number and email address.
2. Names of hospitals with names of their incoming auxiliary/volunteer Presidents, President-Elects (Vice-President), Gift Shop Chairperson, Newsletter Chairperson and Legislative Chairperson. Recording Secretary or Treasurer may be substituted for Gift Shop or Newsletter Chairperson. Include addresses, home phone number, cell phone numbers, email address and terms of office and expiration dates.
3. Name and hospital addresses of staff person to whom the auxiliary/volunteer reports.

CHECKLIST FOR MAHA SPONSORED MEETINGS

The following included on fliers, calls to meeting, etc.:
1. Michigan Association of Healthcare Advocates
2. Occasion
3. Location (building, name, street address, city, state, zip code)
4. Date (day, month, year)
5. The time of day to convene and adjourn
6. Deadlines
7. Prepaid registrations and registration of meal requests
8. Identifies specific meals for attendees
9. No refunds after deadline, but substitutes permitted
10. Cost of registration
11. Cost of meals
12. Cost of housing – room reservations to be made directly to hotel, using enclosed form
13. District and hospital affiliation on registration form
12. Explanation of term “voting delegate” on registration form and request the delegate’s name,
   (each MAHA auxiliary/volunteer group is entitled to one voting delegate who may be either the
   President or another person appointed to represent the auxiliary/volunteer group.
13. Request that checks be made payable to MAHA and mailed with registration form to MAHA
   Membership Director, including Director’s full address

   **GENERAL INFORMATION**
   "MAHA registration Policy”: There will be no refunds after the deadline date, but substitutions will be permitted.
PUBLIC RELATIONS ADVOCATE

2. Submits a written report covering Communication and Legislative activities at the MAHA July, January and April Board meetings.
3. Prepares conference booklet with input from Conference Coordinator, and Vice-President of Education.

COMMUNICATION RESPONSIBILITIES

1. Edits and produces two issues of HIGHLIGHTS and other issues as directed by the President.
2. Maintains an updated biographical file on current MAHA board members and obtains pictures for use in Highlights including photographs of MAHA Board Members.
3. Studies ways and means of acquainting the general membership and public with the functions and services of MAHA.
4. Prepares and submits for printing MAHA Conference Booklet working with the VP of Education, President-elect and Conference Coordinator.
5. Arranges for publicity for all activities of MAHA and coordinates publicity throughout the state including printing of posters/signage.
6. Arranges for additional proof materials to be sent to President, President Elect and Vice President of Education.
7. Coordinates the following:
   i. Electronic distribution of all issues of Highlights
   ii. Publications for all MAHA sponsored meetings, when feasible
   iii. Works with Membership Director on design and distribution of “Save the Date cards”
8. Sends media release following the Annual Meeting to the appropriate hospital Directors of Volunteer Services announcing newly installed Board Members, suggesting that they contact their local newspapers. Sends copy to Public Relations Department at hospitals and to board members.
9. Supplies an electronic copy of each issue of Highlights to the Membership Director for distribution to the general membership and to the President Elect for the website.
11. Keeps an electronic copy of all programs, folders and their contents, media releases, photos and other pertinent information from all MAHA sponsored activities.
12. Submits a press release to newspapers of the conference city.

POLICY GUIDELINES FOR HIGHLIGHTS

1. Each issue to carry “Calendar of Events” and President’s article.
2. Each issue shall include a capsule of district news and reports – synopsis of action and future programs.
3. Order of precedence in using other material submitted for *Highlights* shall be:
   a. MAHA announcements, publicity, reports and pertinent articles with approval of the President.
   b. MHA announcements, publicity and reports.
   c. AHA announcements, publicity and reports.

4. Vice President of Education submits the Annual Meeting Calendar Agenda, speaker photo and biographies for the Spring *Highlights*. Letter reflecting on the June Annual meeting and speaker evaluations for the Fall *Highlights*.

5. Conference Coordinator provides Annual Meeting update for the Spring *Highlights*.

6. Biographies and pictures of the MAHA board members as submitted by Public Relations Advocate for Fall *Highlights*.

7. The Spring issue shall carry the report of the Nominations Committee, any proposed changes in the Bylaws and the Official Call to the Annual Meeting.

8. The MAHA master email list shall be utilized for all mailings. The address of the Membership Director shall be used as the return address.

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**LEGISLATIVE ADVOCATE RESPONSIBILITIES**

1. Submits Legislative article for each issue of *Highlights*.
2. Participates in related task forces as requested by the MHA.
3. Implements requests of the MHA for resolution, letters and public relations programs supporting or opposing current legislation affecting health care systems. Directs all state or district actions without alterations or amendment to the District Presidents.
4. Receives information pertinent to national and state hospital legislation. Channels this information to the District President.
5. Requests current legislative materials from MHA at the beginning of term of office.
6. Furnishes the Michigan Legislative Directory to all MAHA Board Members and District Legislative Chairs.
7. Sends copies of MHA request for Legislative Alerts to the District Presidents.
8. Sends monthly legislative updates to all District Legislative Representatives and/or District President and all MAHA Board Members.
9. Participates during registration at the Annual Meeting with an information table for attendees. Includes information from MHA and any pertinent legislative materials from AHA.
DISTRICT PRESIDENT

1. Presides at all District Meetings, clearing all dates with the MAHA President in advance.
2. Serves on the Council of District Presidents and other committees as appointed by the President.
3. Attends orientation at the April MAHA board meeting prior to year as District President.
4. Provides position responsibilities and picture to the Public Relations Advocate for use in *Highlights* as requested.
5. Assists the Membership Director at registration for all MAHA sponsored meetings.
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 when updated.
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. Notifies MAHA President when a potential loss from the District of an auxiliary/volunteer group is anticipated.
13. Encourages auxiliaries/guilds and volunteer groups to submit news to the District President for publication in the *Highlights*.
14. Submits recommendations to MAHA Conference Coordinator of possible sites within the District for future MAHA meetings.
15. Request and receives materials from District auxiliaries/volunteer groups for suggested speakers. Relays said information to the MAHA Vice President of Education.
16. 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.
17. Acts as hosts/hostesses at the Annual MAHA Conference according to the following rotation:
   a. ECD East Central District
   b. NCD North Central District
   c. SED Southeast District
   d. SWD Southwest District
   e. UPD Upper Peninsula District
   f. WCD West Central District
18. 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.
CONFLICT OF INTEREST POLICY
MICHIGAN ASSOCIATION OF HEALTHCARE ADVOCATES

PURPOSE

The purpose of this Conflict of Interest Policy (this “Policy”) is to protect the interest of the Michigan Association of Healthcare Advocates (the “Corporation”) in the event it contemplates entering into a transaction or arrangement that might benefit the private interest of an Interested Person (as defined in this Policy) and might result in a possible excess benefit transaction. This Policy is intended to supplement, but not replace the Michigan Nonprofit Corporation Act, as amended, and any other applicable federal or state law governing conflicts of interest.

1. Definitions
   A. “Board” means the Board of Directors of the Corporation.
   B. “Committee” means a committee of the Board.
   C. “Compensation” means direct and indirect remuneration as well as gifts or favors of any kind.
   D. “Entity” means any corporation, partnership, limited liability company, trust, association or other legal entity.
   E. “Financial Interest” means an Interested Person or Immediate Family of an Interested Person having, directly or indirectly: (i) an ownership interest in any Entity with which the Corporation has a transaction or arrangement; (ii) a compensation arrangement with the Corporation or with any Entity or individual with which the Corporation has a transaction or arrangement; or (iii) an ownership interest in, or compensation arrangement with any Entity or individual with which the Corporation is negotiating a transaction or arrangement. Financial Interest does not include: (i) current or pending ownership interest in any Entity that when aggregated by the Interested Person and members the Immediate Family amounts to less than $100,000 and represents less than 35% of the voting power, profits interest or beneficial interest; or (ii) an ownership interest such as mutual funds that are managed by an independent third party.
   F. “Immediate Family” means a spouse, ancestors, children, grandchildren, great grandchildren, spouses of children, grandchildren and great grandchildren.
   G. “Interested Person” means an individual who is a: (i) director; (ii) officer; (iii) employee (with ability to influence decisions); or (iv) member of the Immediate Family (as defined in this Policy) of the foregoing who has a Financial Interest (as defined in this Policy).

2. Procedures
   A. In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence and nature of his or her Financial Interest to the Board or Committee considering the proposed transaction or arrangement or to an appropriate supervisor. B. To determine whether a conflict of interest exists:
      • The Board or the Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
After exercising due diligence, the Board or Committee shall determine whether there are any alternatives the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from an individual or Entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the Board or Committee shall determine by a majority vote of the disinterested members of the Board or Committee whether the transaction or arrangement is in the Corporation’s best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

B. It is the responsibility of Board or Committee to record the minutes of the meeting the proposed transaction or arrangement involving a potential conflict of interest and the use of the procedures and criteria of this Policy. The minutes should include the names of persons who disclose Financial Interests, whether the Board or Committee determines there was a conflict of interest and the names of all present, details of discussions, alternatives and votes taken.

C. The Board, shall, in its consideration of any potential conflict, recognize that professional services, including lobbying, legal, accounting and scientific services are unique and do not require the lowest price but rather shall be awarded on the basis of expertise and ability. The Board shall recognize that certain Board members may provide unique and beneficial services to the Corporation and such services shall not be deemed a conflict of interest provided that providing such services does not violate Federal or State law or violate any funding restrictions on the funds used to pay for such series.

3. Annual Statements: Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement by August 1 of each year which affirms such person:
   - Has received a copy of the conflicts of interest policy;
   - Has read and understands the policy;
   - Has agreed to comply with the policy; and
   - Understands that in order to maintain its federal tax exemption, the Corporation must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

4. Periodic Reviews: To ensure Corporation operates in a manner that does not jeopardize its tax-exempt status, annual reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
   - Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining; and
   - Whether partnerships, joint ventures, and arrangements with management organizations conform to Corporation’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further Corporation’s purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

5. Use of Outside Experts: When conducting the periodic reviews as provided for in Article V, Corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

(Adopted April 6, 2017)
Date:

To: Michigan Association of Healthcare Advocates Board of Directors

I attest that I have read the MAHA Conflict of Interest Policy and agree to comply with this policy. I also agree that if I become aware of a situation that may create a conflict as defined by the Policy, I will bring it to the Board’s attention immediately.

_______________________________ (Name)

_______________________________ (Title)

_______________________________ (Signature)

_______________________________ (Date)
CONFIDENTIALITY AGREEMENT

I, __________________________________________ understand that in the performance of my duties as a member of the Michigan Association of Healthcare Advocates (MAHA) Board of Directors, I may become aware of confidential information related to healthcare professionals or organizations and information concerning the business operations of the Board and all its proceedings.

I understand that the confidentiality of such information is governed by the laws of the State of Michigan. I will maintain the confidentiality of such information, including any documentation, and will not discuss it with, nor furnish it to anyone other than those who are specifically authorized to have such information.

I understand and acknowledge that a breach of confidentiality will result in my dismissal from the MAHA Board of Directors, and further, could subject me to legal action brought by individuals or entities protected under applicable law. By my signature below, I certify that I understand the requirement of confidentiality regarding such information, and agree to abide by the statutes, guidelines and principles protecting the confidentiality of this information.

_______________________________
(Signature)

_______________________________
(Date)