

## **14.0 Introduction to the District**

### **14.1 PARTNERS OF WHA, INC. DISTRICTS**

The Partners of WHA, Inc. shall be divided into districts by the Board of Directors. Each district is governed by an executive committee consisting of a District Chair, District Chair-Elect, Secretary and Treasurer.

### **14.2 GUIDELINES FOR DISTRICT ORGANIZATIONS**

The Partners of WHA, Inc. members within a district shall elect at least three (3) officers. These officers shall be District Chair, District Chair-Elect, Secretary and Treasurer or Secretary / Treasurer.

The District Officers shall be elected and installed in their Districts for a two (2) year term at the spring District meeting prior to the state annual meeting. They shall take office at the time of election.

District officers shall not be eligible for re-election to the same office for a consecutive term.

### **14.3 JOB DESCRIPTIONS**

#### **14.3.1 DISTRICT CHAIR**

ELIGIBILITY: Must be a member of a MEMBER of Partners of WHA and have served in the leadership of that organization for at least a year at the time of election.

The district chair oversees the proceedings and activities of the district. Responsibilities include, but are not limited to:

1. Serve on the State Board of Directors as a voting member.
2. Attend all meeting of Partners of WHA, Inc. Board of Directors and the Annual Meeting. If unable to attend, the District Chair shall send the District Chair Elect if possible, or any other member of the District Board of Directors.
3. Present a written report of district activities at the spring and fall meeting of Partners of WHA, Inc. Board of Directors. Prepare copies for each member of the Board of Directors. If unable to attend the meetings in person, send copies to the State Secretary in advance of the meeting(s).
4. Pursue increasing membership to Partners within your district. Assist in the organization of new health care volunteer organizations within the district. Provide necessary materials and information available from Partners of WHA, Inc. Attend organizational meetings upon invitation. Supply encouragement to the prospective organization when needed, and follow through with personal attention. Advise the Executive Board of Directors of prospective member organizations.

5. Encourage education and growth of local organizations within the district.
6. Advise the State President of any difficulties with member organizations in a timely manner.
7. Write an introduction letter to Local Organization presidents and healthcare facilities leader(s) within the district.
8. Maintain a copy of all correspondence directed to or written by the district chair.
9. Maintain written communications with local presidents at least two (2) to four (4) times a year. Promptly answer inquiries or requests from local organizations.
10. Compile and maintain a directory list of all local presidents, presidents-elect, secretary/treasurer, community health education chair, public policy education chair, directors of volunteer services and hospital administrators. This list should include individual addresses, telephone numbers, and email addresses. Provide a copy for each member of the State Board of Directors at the spring and fall meetings. Email a copy to the webmaster for posting to the Partners of WHA website, and send an updated copy with each change of information within the district.
11. Maintain records of each local organization, including membership activities, officers, and names of members for future consideration as nominees for district office.
12. Visit each local organization within your district at least once during your two-year term of office.
13. Install local organizations officers when requested.
14. Plan one (1) leadership seminar, either in conjunction with or separate from the district meetings once during the two-year term.
15. Develop a rotation plan for local organizations within your district to host a spring or fall district meeting.
16. Plan in cooperation with host organization, two (2) district meetings a year and preside at the meetings.
17. Complete and forward to the State President of Partners of WHA, Inc. the spring meeting notification form no later than two (2) months prior to the date of the spring district meeting.
18. Submit to the State President a list of potential speakers for district and state meetings.
19. Complete and forward to the State President of Partners of WHA, Inc. by March 1<sup>st</sup> of each year, the District Chair Annual Report. The Form is posted on the Partners of WHA website.
20. Perform any other responsibilities and duties as requested by the State President or Executive Board of Directors.

### **14.3.2 DISTRICT CHAIR CHECKLIST**

- Jan. – Dec.** Make contact with all hospital CEO's and Directors of Volunteer Services in the district via introduction letter and follow-up with a phone call, to introduce yourself.

Leadership – Read the District Chair job description located in the Partners of WHA Leadership Handbook and as posted in the Resource Center of the Partners of WHA website. Funds from the state should be used for state convention expenses and operation of the district organization, and to attend a leadership conference in the district region.

Complete and return copies of Change of Information form to the State President, Webmaster and Local Presidents as necessary.

**Jan.-Mar.** Send out Spring district newsletter.

District Chair to complete and file the Spring District Meeting Notice and file with the State President no later than two (2) months prior to the meeting date.

District Chair to complete and file the District Chair Report with the State President no later than March 1<sup>st</sup> of each year.

District Treasurer to complete and file the District Treasurer Report with the State Treasurer no later than March 1<sup>st</sup> of each year.

District Community Health Education Chair (CHE) and District Public Policy Education Chair (PPE) to complete and file respective reports with the State CHE or PPE no later than March 1<sup>st</sup> of each year.

Attend Advocacy Day in Madison in March or April of each year. Encourage attendance from the local organizations.

**April** Follow up with the Spring District Meeting host hospital to insure plans are going well and to assist in planning as necessary.

After installation as District Chair at Spring District Meeting, write an introduction letter and send to each of the local hospital CEO's and Directors of Volunteer Services within the district. Instill enthusiasm for hospital volunteer work and for attendance at district and state meetings. Maintain a copy of this letter in your file. Update the District Officers list to reflect newly installed district officers.

**June** Honor Points Form to be completed by District Chair or District Chair-Elect and filed with the State President-Elect no later than June 1<sup>st</sup> of each year.

Schedule a leadership meeting for district and local officers. Refer to Article 14.3.2 January – December.

- July-Aug.** Write an article for the district newsletter inviting members to the Annual Meeting and Convention. Include in the article:
- a. Local organizations to bring a display board telling the story of activities and fund-raising programs.
  - b. Local organizations need to bring an item for the silent auction
  - c. Encourage early registration and to make hotel reservations as early as possible.

District Officers register upon receipt of the convention registration brochure. Partners will pay for the District Chair's registration and double occupancy hotel room. Extra cost of single occupancy hotel room to be responsibility of the District Chair.

Assign a committee to prepare the District basket and bring to the Annual Meeting and Convention for raffle.

- September** Assist local organization in final preparations for fall district meeting held sometime between September and November of each year.

- October** Plan to attend the Annual Meeting and Convention as well as the Board of Directors meetings held prior to the start of Convention. Prepare a District activities report and provide enough copies for each member of the Board of Directors.

### 14.3.3 DISTRICT CHAIR-ELECT

ELIGIBILITY: Must be a member of a MEMBER of Partners of WHA and have served in the leadership of that organization for at least a year at the time of election.

The district chair-elect serves as an active member of the district board and assists the District Chair in duties as requested.

Responsibilities include, but are not limited to:

1. Attend district meetings and district board meetings. Participate in discussions and research information as requested.
2. Fill in for District Chair as necessary. May accompany him / her to local meetings.
3. Attend the annual convention whenever possible.
4. Prepare articles for district newsletter.
5. Prepare and maintain list of district presidents, president-elect, PPE's, CHE's, secretary treasurer, volunteer directors and hospital administrators for district

- and Partners of WHA. The list should include name, address, phone number and email address.
6. Prepare and submit the honor point form to the President-Elect no later than June 1<sup>st</sup> of each year.

**PARTNERS OF WHA, INC. HONOR POINT REQUIREMENTS**

To qualify for Honor Points, local organizations must be a dues paying member in good standing, with all dues being current.

Annual local reports completed and mailed by du date*	10 points
Delegates to the Partners Annual Meeting and State Convention.	5 points each Max. 10 points
Two Delegates to the Spring District (Regional) Meeting	6 points
Two Delegates to the Fall District Meeting	6 points
Have or implement a scholarship program in the health career field	4 points
Produce and distribute a minimum of three (3) district newsletters per year	4 points
Have a display at the Partners Annual Meeting and State Convention	2 points
Donate an item for the Silent Auction at the Partners Annual Meeting and State Convention	2 points
Attend WHA Advocacy Day in Madison	4 points
Submit an application for the WAVE Award	2 points
Submit an application for the Best of the Best Administrator Award	2 points
Have a designated Public Policy Education (PPE) Chair	2 points
Have a designated Community Health Education (CHE) Chair	2 points
Total Possible Points =	56 points

**Minimum points needed to earn the Honor Points Award are 40 points.**

\*Send three copies of Local Presidents Report, Local PPE Report and Local CHE Report to the District Chair by January 31<sup>st</sup> of each year. The District Chair will forward the reports to the State President-Elect.

The District Chair-Elect is responsible for keeping a record of the district’s local organizations and their activities. Information from the annual presidents’ report will be used to complete the honor point form which will be forward to the State President-Elect no later than June 1<sup>st</sup> of each year. The President-Elect will verify dues payment for each qualifying organization in the district with the State Treasurer. Honor point recognition will be given at the annual State Convention.

#### **14.3.4 SECRETARY / TREASURER**

**ELIGIBILITY:** Must be a member of a MEMBER of Partners of WHA and have served in the leadership of that organization for at least a year at the time of election.

The secretary / treasurer shall take the minutes of all district board meetings and district meetings and be responsible for all correspondence and monies of the district

Responsibilities include, bur are not limited to:

1. Assist the District Chair in recording all pertinent information on local organizations in the district.
2. Assist the District Chair in supplying to the State Officers all forms and records as required.
3. Prepare, with the chair and chair-elect, a budget for approval by the district members. Provide the State Treasurer with a copy of the budget.
4. Pay all bills upon approval of the District Chair and manage the district funds.
5. Submit to the State Treasurer an annual financial statement no later than March 1<sup>st</sup> of each year.
6. Maintain a record of all financial records and correspondence.
7. Annually, have a financial review of district records completed by the treasurer's local hospital's finance department. Keep a copy of this report on file.

#### **14.3.5 IMMEDIATE PAST DISTRICT CHAIR**

**ELIGIBILITY:** Having just completed a two (2) year term as District Chair.

The Immediate Past District Chair serves as an advisor to the district board as a non-voting member.

Responsibilities include, but are not limited to:

1. Serve as chair of the nominating committee. The committee is composed of three (3) local presidents within the district. Local organizations should serve on this committee on a rotational basis. The committee will present a slate of officers representing different organizations within the district to the district members at the fall meeting before the spring election.
2. Provide assistance and guidance to the District Chair as requested.

#### **14.3.6 COMMUNITY HEALTH EDUCATION CHAIR (CHE)**

**The district chair appoints the Community Health Education chair who may serve a total of two (2) year terms. They serve as a non-voting member of the district board. Responsibilities of the CHE chair are as follows but not limited to:**

1. Coordinate the Community Health Education (CHE) program at the district level.
2. Motivate members on CHE issues through communication with the local CHE Chairs.
3. Report orally on community health and education activities at spring and fall district meetings unless done by State CHE Chair.
4. Motivate members to take action on CHE projects and programs.
5. Communicate a minimum of twice a year with each local CHE Chair.
6. Provide a written article regarding state CHE program for each district newsletter.
7. Collect local CHE reports and compile the district report. Send a copy to the state CHE Chair and the District Chair by March 1st of each year.
8. Maintain a complete record of the name, address, telephone number and e-mail address for each local CHE and forward information to the State CHE Chair and the District Chair on March 1st and October 1st of each year. Update as Necessary.
9. Notify promptly, the State CHE Chair and the District Chair of any changes in local CHE's information.
10. Communicate with new CHE Chair as soon as possible and transfer pertinent information including the leadership handbook to the new CHE.

#### **14.3.7 DISTRICT PUBLIC POLICY EDUCATION CHAIR (PPE)**

**The district chair appoints the District Public Policy Education chair (PPE) who may serve a total of two (2) year terms. They serve as a non-voting member of the district board. Responsibilities of the PPE Chair are, but not limited to:**

1. Coordinate the PPE program at the district level.
2. Motivate members on PPE issues through communications with the local PPE Chairs when notified by Partners of WHA, Inc. regarding upcoming legislation.
3. Promote membership in HEAT (WHA's Hospital Education & Advocacy Team.)
4. Promote WHA's Advocacy Day in Madison and encourage members to attend.
5. Communicate a minimum of twice a year with each local PPE chair.
6. Provide a written article for each district newsletter regarding current legislation.
7. Report, orally, on legislative activities at spring and fall district meetings, unless done by State PPE Chair.
8. Collect local PPE reports and compile the district report. Send to State PPE Chair and District Chair by March 1st.
9. Maintain a complete record of the name, address, telephone number and e-mail address for each local PPE and forward information to the State PPE Chair and the District Chair on March 1st and October 1st of each year. Update as necessary.

10. Notify promptly, the State PPE Chair, WHA and the District Chair of any changes of local PPE's information.
11. Communicate with new PPE chair as soon as possible and transfer pertinent information including leadership handbook to the new PPE Chair.

#### **14.4 PROCEDURES FOR DISTRICT MEETINGS**

Each member organization is expected to host the district meetings. It is recommended that the host organization be determined by a rotation system or alphabetically.

##### **14.4.1 RESPONSIBILITIES OF THE DISTRICT**

1. Chairperson sets the date of the fall district meeting in conjunction with the host organization.
2. Coordinate with the host organization the collection of registration payments and payment to the facility and speakers.
3. Agenda and Program - It is the district chairperson's responsibility to set the agenda for the district meeting.
4. Spring Meeting
  - a. Reserve the morning for the district business meeting and presentations by the state officers and chairmen.
  - b. Allow at least one hour for state officers presentations.
  - c. Do not schedule more than one speaker for this meeting.

##### **14.4.2 RESPONSIBILITIES OF THE HOST ORGANIZATION**

1. Select meeting site and with approval of district chair, plan the program; arrange for speakers.
2. Remember to utilize state officers and chairs. Arrange for the facility, equipment rental, and decorations.
3. Provide all program information along with reservation form and directions and/or map to the meeting facility to local presidents and state and district officers and chairs six weeks prior to the meeting.
4. Require local organizations to prepay the registration fee, assuring fewer "no shows". Set a reservation deadline and establish a policy of no refunds after that date.
5. Provide speaker's lectern, adequate lighting, microphone, and head table with skirting to the floor, water and glasses, place cards, printed programs, personnel for registration, equipment and supplies pertinent to the meeting and an American flag. Nametags for officers shall be color coded red for state, green for district and blue for local.
6. Provide folder with notepaper, pen or pencil, nametag and copy of the agenda and/or program for each registrant.
7. Provide table space near registration for reports and other handout materials.
8. Door prizes should be kept to a minimum, suggestion: table decorations.



9. In the absence of the district chair and chair-elect, the host president shall conduct the district meeting.
10. Refer to Leadership Handbook for section on Protocol and Parliamentary Procedure and Sample Registration information.

### **14.4.3 SAMPLE AGENDA FOR DISTRICT MEETINGS**

Call to Order

Meditation or Prayer

Pledge of Allegiance

Introduction and Greetings

District Business

- Minutes from the Previous Meeting (include in folder)

- Treasurer's Report (include in folder)

- Oral Reports from local Organizations (optional)

- Elections and installation of officers at alternate spring meetings

- Election of nominating committee at alternate spring meetings

- Presentation of slate of officers at fall meetings following election of nominating committee

Reports/Remarks from Partners of WHA, Inc. Officers and Chairmen  
(spring meetings)

Program/Speaker (at fall meetings). May be before or after luncheon  
break

Announcements

Adjournment

### 14.8 SAMPLE REGISTRATION FORM FOR DISTRICT MEETING

2006 Fall Southeastern District Meeting  
September 30, 2006

Anytown Country Club  
2890 Evergreen Drive  
Anytown, WI  
Hospital

Name \_\_\_\_\_

Name (Voting Delegate) \_\_\_\_\_ Office \_\_\_\_\_

Name (Voting Delegate) \_\_\_\_\_  
Office \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Cost (Registration and Luncheon) \$15.00 Make check payable to St. Joseph's Hospital Auxiliary. A map is included for your convenience.

**Deadline September 26, 2006**

**Mail checks and registration form to:**

Mrs. Jane Doe  
2550 North Main Street  
Anytown, WI 54206  
Telephone: 608-225-8974  
Email: (for questions), if available