

Hospital Auxiliary Volunteer Self-Assessment Questionnaire Continued

AUXILIARY BYLAWS

YES NO

Does the mission statement in your bylaws support the overall mission of:
Your hospital?

Your hospital system:

Do your bylaws recognize the auxiliary's accountability to your institution?

Do your bylaws define:

A. Structure of officers, board members and membership?

B. The length of terms of office?

C. The number of successive terms that officers may serve?

D. The duties, responsibility and authority of officers?

E. A membership policy?

F. The authority to create and terminate standing and ad hoc committees?

G. Establishment of operating policies and procedures?

Do you keep your membership informed of auxiliary and hospital activities?

If so, how? Newsletter Letters Other

Do you evaluate your objectives to see if they have been met?

Do you evaluate the effectiveness of your program annually?

Do you have:

Short Range goals with procedures in place for meeting them?

Short Range goals with procedures in place for meeting them?

Do you prepare an Annual Report?

Do you have an established procedure for distribution of the Annual Report?

To: Membership

Medical Staff and Employees

Administration

Partners District Chairperson

Governing Board

FINANCIAL MANAGEMENT

Do you have a Finance Committee?

Do you maintain two budgets, i.e.,

1. Operating Budget, based on dues, donor restricted funds and fees?

2. Financial Contributions Budget, based on net earnings from income producing activities?