

19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

CONVENTION TIMELINE

Do everything as early as possible.

Month 22 prior to convention.

1. Convention sites will rotate.
2. The President will sign the agreement with the convention center.
3. Finance should review all contracts.
4. President appoints Convention Chairperson.
5. President meets with Chairperson to discuss guidelines, expectations, and convention theme.
6. Convention chair shall be the designated contact with the convention center.

Month 21 prior to convention.

1. Convention Chair to work with Treasurer to prepare budget for approval at Spring Board meeting.
2. Convention Chair to visit the venue to begin planning.

Month 17 prior to convention.

1. Sets timelines for committee for completion of tasks.
2. Explore possibility for opening and closing speakers.

Month 16 prior to convention.

1. Chairperson appoints sub chairs to handle:
  - a. Decorations
  - b. Hospitality
  - c. Printing
  - d. Program/Workshops
  - e. Raffle
  - f. 50/50
  - g. Wine Raffle
  - h. Registration
  - i. Silent Auction
  - j. Vendors
  - k. Hospital Displays
  - l. CEO Panel (handled by PPE Chair)
2. Provide each sub chair with a tax exempt certificate to be used when purchasing items.

Month 15 prior to convention

1. Make plans to invite members at fall convention to the next year's convention.
2. Prepare and print any information necessary for convention distribution.

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Month 12 prior to convention.

1. Attend Convention.
2. On the last day of convention, the chairperson shall invite the membership to next year's convention.
3. Attend wrap-up session.

Month 11 prior to convention.

1. Send letters to potential sponsors and vendors.
2. Brainstorm a number of breakout sessions, keeping with the theme and president's direction.

Month 9 prior to convention.

1. Treasurer to apply for license for General raffle.
2. Complete list of breakout sessions. Finalize opening and closing speakers.
3. Order raffle tickets as soon as the license is obtained. Package tickets for distribution.

Month 8 prior to convention.

1. Chairman to attend Spring board meeting. Bring raffle tickets to District Chairs and Board members for distribution on Spring tour.
2. Announce theme for district baskets.

Month 7 prior to convention.

1. Firm up keynote speakers. Contract to be signed by the President.
2. Firm up breakout sessions. When confirmed send contracts.
3. Select entertainment and send contract.
4. Send copies of all contracts to the Treasurer.

Month 6 prior to convention.

1. Finalize menu for meals and breaks.
2. Send audio/video request sheets to speakers.

Month 5 prior to convention.

1. Booklet for registration prepared for printing.
2. Assemble all names and addresses for registration materials to be mailed.
  - a. All local presidents
  - b. Partners Board of Directors
  - c. Directors of Volunteer Services, members and non-members
  - d. Past-presidents of Partners of WHA, Inc.
  - e. Non-member hospitals in area of convention
  - f. CEO's of member hospitals

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Month 4 prior to convention.

1. Mail registration by July 1<sup>st</sup>.

Month 2 prior to convention

1. Program completed and ready for printing.
2. Confirm with conference center all audio/visual needs and table settings for meetings.
3. Treasurer to secure 50/50 license 6 weeks prior to convention.

Month 1 prior to convention.

1. Prepare:
  - a. Table tents for reserved tables
  - b. Door signs for breakout sessions, registration, others as needed
  - c. Review seating at head table with president
2. Confirm final counts for meals and rooms with hotel. Verify audio/visual needs.
3. Plan wrap up session and confirm attendance by this year's committee and next year's chairs.

Month 0 prior to convention.

1. Confirm meal counts (Check deadline with hotel).
2. Committee chairs to turn over information and equipment to incoming committee at wrap up.

Month 1 after the convention

1. Send thank you notes
2. Review convention bill and forward to treasurer and president
3. Summarize the evaluations and provide a report to the incoming convention chair and President
4. Prepare final report for president and incoming chair

Month 2 after the convention

1. Turn over all remaining convention materials to incoming convention chairperson no later than December 1<sup>st</sup>.

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## CONVENTION CHAIRPERSON

## JOB DESCRIPTION

The president appoints the convention chairperson and the co-chair (incoming chairperson). The chairperson serves on the board of directors as a nonvoting member. The chairperson for the convention appoints convention committee chairpersons, with approval of the president, and oversees the entire convention.

1. Registration
2. Printing
3. Program/Workshops
4. Raffle
5. 50/50
6. Wine Raffle
7. Silent Auction
8. Vendors
9. Hospital Displays
10. Decorations
11. Hospitality
12. Evaluations
13. CEO Panel (handled by PPE Chair)

The Convention Chairperson is responsible for the entire convention planning and execution in collaboration with the committee chairs. Tasks may be shifted among the job descriptions, but the overall chairperson is ultimately responsible for the final outcome.

1. The convention committee and president should arrange to meet with the convention site manager to tour the facility, assess space availability and formulate general plans and procedures.
2. Specific responsibilities of the convention chairperson are as follows but not limited to:
  - a. Assist convention co-chairperson in preparing convention budget for the following convention in conjunction with Partners of WHA, Inc. President, President-Elect, and Treasurer for presentation at the Spring Board Meeting.
  - b. Prepare articles for "Reaching Out" promoting the convention, per guideline of newsletter chairperson.
  - c. Submit updates to the webmaster for the web and facebook pages.
  - d. Provide the hotel meeting room layout to all committee members for planning purposes, i.e. workshops, hospitality, etc.
  - e. Provide each committee member a copy of the tax exempt certificate.
  - f. Send a letter of request for sponsorship and in-kind donations to all CEO's with a copy to the local president and DVS. A copy of the master letter should be sent to the Partners of WHA President and Treasurer.
    - i. When a donation is received, send check to treasurer.
    - ii. Send thank you letter to donating hospital.

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- iii. Include names of all underwriters, sponsors, and in-kind donors in the program booklet.
- g. Preparation and arrangements for printing and mailing of registration booklet and program.
- h. In conjunction with the program chairperson, make all arrangements for audio/video equipment needs for the entire convention:
  - i. General session
  - ii. Workshops
  - iii. Luncheons, banquets, meetings or entertainment, if needed.
  - iv. Two screens are needed for general sessions
- i. Prepare and oversee proper signage throughout the convention area and make certain they are properly placed during convention:
  - i. Directional signage (use from previous year if applicable)
  - ii. Registration area
  - iii. Silent auction
  - iv. Hospital display
  - v. Vendor display
  - vi. Workshops and other meetings
- j. Guest tickets for insertion into registration packets. (these may be inserted in name tags)
  - i. Tuesday's guest banquet tickets
  - ii. Wednesday's banquet tickets
  - iii. Workshops with limited numbers
- k. Arrange for any corsages or fresh flowers that might be required
  - i. Dozen roses for out-going president.
  - ii. Flowers for special guests
- l. Arrange for Banner (Partners of WHA, Inc. Annual Convention and (theme) behind the general staging area in the general session room.
- m. Send letter of invitation to past presidents (information available on web site). Address and list corrections are to be given to webmaster.
- n. Provide evaluation sheets for the registration packets, to be filled out and collected at the close of convention.
- o. Confirm seating arrangements with Partners of WHA, Inc. president. It is customary for the president to be seated in the center, the guest speaker to the right of the president. The president-elect is seated on the left of the president and other dignitaries and member of the board of directors will be seated at the head table at the discretion of the president.
- p. Make Place cards for:
  - i. Head table for all general sessions
  - ii. Tuesday's banquet
  - iii. Wednesday's luncheon.
  - iv. CEO Panel
  - v. Speakers
- q. Make announcements regarding the program or scheduling changes as well as directions for returning name badges, evaluation sheets and other materials at the end of the convention.
- r. The convention chairperson shall make a preliminary compilation of the evaluation sheets for post-convention meeting with the Partners of WHA, Inc., President, President Elect, and incoming convention chair. (It may be helpful to have a few people compile the results during the event.)

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- s. Along with the program chairperson send "Thank You" notes to all presenters and committee chairs.
- t. The convention chairperson shall review the convention center's bill for accuracy and forward it to the Partners of WHA, Inc. treasurer for payment.
- u. Prepare a final report of all convention activities including the evaluation results for the President and Incoming Convention Chair.
- v. All income and expenses should be documented for the treasurer. All receipts shall be turned in for reimbursement by December 1.
- w. Convention records shall be transferred to the incoming chairperson no later than December 1st. Older records will be transferred at convention wrap up meeting.

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## CONVENTION CO-CHAIRPERSON

## Job Description

The co-chairperson of the convention is appointed by the president. The co-chairperson shall work closely with the convention chairperson and assume the responsibility of convention chairperson the following year.

Specific Responsibilities of the Co-Chair are as follows but not limited to:

1. Prepare the convention budget for their year with the assistance of the current convention chairperson, the treasurer, president and president-elect.
2. Secure Keynote speakers for the opening and closing sessions (for the following year's convention)
3. For the Co-Chair year convention, select menu and determine the price (within the price range indicated in the budget). The price should include the gratuity and enough extra to cover the costs of complimentary meals.
  - a. Complimentary meals for:
    - i. Tuesday's banquet WAVE Award guests (8)
    - ii. Wednesday's lunch
      1. Best of the Best and guests (2)
      2. WHA guests, (number to be provided by the president)
      3. CEO guests (up to 4)
  - b. Partners of WHA, Inc., Board of Directors guests (requested by the President)
  - c. Wrap up meeting convention chairs and next year's chairs
  - d. Guest speakers (number provided by Program Chair)

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CONVENTION REGISTRATION AND PROGRAM LAYOUT AND PRINTING

Job Description

The Registration Chairperson is responsible to receive and record all registrations.

1. The Registration Chairperson revises the Registration Form to fit the options offered.
2. The Registration Chairperson shall keep a record of all registrations received.
3. Lists of displays and silent auction items promised shall be forwarded to the appropriate chairperson periodically.
4. All registration checks shall be recorded and forwarded to the treasurer within two weeks of receipt with a list of registrants covered.
5. The Registration Chairperson assigns attendees to workshop choices.

Specific Responsibilities of Layout and Printing Chairperson are as follows but not limited to:

1. Cover design should reflect the "Theme" of the convention.
2. All information for the registration should be assembled and ready for printing no later than June 15th.
  - a. President's letter
  - b. Hotel information and directions to hotel.
  - c. Keynote speakers
  - d. Workshops
  - e. Silent auction Items
  - f. Reminder of 50/50
  - g. Registration Form
3. Have convention committee review draft of registration.
4. Arrange for printing of registration form. Note: Print an extra 100.
5. Arrange for mailing, Locate addresses either from WHA or
  - a. For local hospitals from the Partners of WHA, Inc. Treasurer
  - b. For Board of Directors from Secretary
  - c. For DVS's from President of WADV's
  - d. All past Presidents –list attached, Check WHA for up to date name and address (Find on web-site)
6. Program should be completed and printed by September 15th or sooner. Print 100 extra programs. It should include
  - a. Include in program (Print 100 extra programs.)
    1. Letter from President
    2. Convention Committee
    3. Board member reports
    4. Sponsors, underwriters, in-kind supports, etc.
    5. Vendors
    6. Entire program, times and rooms each event will be held
    7. Silent Auction items?
    8. Where the following year's convention will be held.



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7. Use a copy of our tax exempt certificate for all purchases.
8. Turn in all receipts, along with a completed expense form, to the treasurer for reimbursement
9. Provide the convention chair with a final report. Place a copy of the report in the registration manual.  
Note any changes you have made or that would improve the registration process.
10. Attend the wrap-up session.

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## CONVENTION DECORATION CHAIRPERSON

## Job Description

The decoration chairperson is appointed by the convention chair and works closely with the convention committee. Specific responsibilities of the decorations chair include, but are not limited to:

1. The decoration chairperson appoints a committee to cover all of the decorations needs.
2. Decorations should reflect the Convention Theme.
3. Work within the amount budgeted and approved for decorations by the convention chair and the board. If additional funds are desired, coordinate with the convention chair and president to request an in-kind donation to cover decorations. Any such donation should be quantified for the treasurer. There may be supplies you can borrow from the hotel.
4. The Partners tax-exempt certificate should be used with all purchases. All receipts should be submitted whether reimbursement is requested or not.
5. Decoration is needed for the head table in the general session and the dining room.
6. A centerpiece is needed for each table. Decorations should not disrupt conversation at the table.
  - a. Registration usually runs around 350. Round tables seat 8-10
  - b. Chairperson should provide number of tables to be used and size
  - c. Get a final count of registration from chairperson as the date of convention nears.
7. Centerpieces and Decorations may be included as raffle prizes or may be offered for sale. The Decorations Chair should communicate with the Treasurer and/or Raffle chair regarding the disposition of the items.
8. Provide the convention chair with a final report. Place a copy of the report in the decoration chair's book. Note any changes that were made or that you feel would improve the decoration process.
9. Attend wrap-up meeting.

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## CONVENTION HOSPITALITY CHAIRPERSON

## Job Description

The hospitality chairperson is appointed by the convention chair with the president's approval and works closely with the convention committee. The hospitality chairperson appoints a committee to cover all hospitality needs. Specific responsibilities of the hospitality chair are as follows but not limited to:

1. The hospitality chairperson should work with the Convention Chair and the Convention Committee to determine when and where volunteers will be needed. Other areas may need help at some times.
2. The hospitality chairperson may recruit workers from organizations in the area where the convention is being held.
3. Hospitality volunteers should wear or carry something that reflects the theme of the convention to identify them as a Hospitality Volunteer. They should have a map of the convention site and be prepared to assist anyone who requires directions.
4. Any purchases should be made using the Partners of WHA tax exempt certificate. All expenses should be reported to the Partners of WHA Treasurer with receipts whether reimbursement is requested or not.
5. On the first day of convention, the hospitality committee should meet at the convention center by 9:00 AM to review their assignments and the floor plan of the convention area.
6. Beginning with registration on the first two days of the convention, volunteers should be available to direct people to the following areas:
  - a. Conference Registration
  - b. Hotel Registration
  - c. Hospital Displays
  - d. Silent Auction
  - e. Vendor Area
  - f. Provide assistance to speakers and presenters to find necessary locations
  - g. General Session Room
  - h. Two people outside the general session room to assist people who arrive late or need help during the session.
4. During all sessions someone should be available to greet speakers and assist persons in the public spaces.
5. Before and during workshop sessions volunteers should direct attendees to:
  - a. bathrooms
  - b. break area rooms
  - c. workshops
  - d. one person outside general sessions for bathroom direction
6. Work with the Workshop Chair to assure that someone is available at each workshop to
  - a. Verify registration for this workshop. Workshop rooms are assigned based on registration numbers. It is important to verify that those who are registered are able to attend that workshop. ALL transfers must be done by the Registration Chair.
  - b. Distribute evaluations or other handouts
  - c. Introduce the speaker
7. Work with PPE to have someone available to greet the members of the CEO Panel on Wednesday morning.

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8. Attend wrap-up meeting. Turn in Hospitality Chair binder at the meeting.
9. Provide the convention chair with a final report. Send a copy to the following year's convention chair to place a copy in the hospitality manual for the following chair. Be sure to note any changes that you feel will help improve the attendees' experience.

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## CONVENTION WORKSHOP CHAIRPERSON

## Job Description

The workshop chairperson, working with the convention chair and the Partners of WHA, Inc. President shall plan programs that will be productive, educational and timely for the greatest number of Partners' members.

Specific Workshop Chairperson's Responsibilities are as follows but not limited to:

1. The workshop chairperson shall arrange for all workshop sessions with direction from the President, Convention Chairperson and co-chairperson and prepare a tentative program schedule for their review.
2. A budget will be prepared by the chair with guidance from the president for program expenses.
3. Obtain a signed contract from each speaker/presenter, spelling out the date, time, place and any fees for which Partners of WHA, Inc. will be responsible. A copy of all signed agreements must be forwarded to the Treasurer and the convention chair for their records.
4. All workshop information should be confirmed by June 1st and should be written for the registration booklet in a manner to encourage participation.
5. Notify convention chair and registration chair of final workshop schedule along with a description so that information regarding each session is included in the registration packet.
6. Follow up with guest speakers on their audio/visual needs. Encourage them to bring their own LCD projectors and laptop computers (It is very expensive to rent this equipment). When the information for audio/video requests is completed, send the Convention Chairperson a detailed list of needs. Confirm needs with all presenters prior to convention.
7. Meeting room assignments should be made as early as possible according to the estimated audience and the individual requirement of each session. Meeting room assignments are done in conjunction with the convention chair and registration chair.
8. An evaluation form must be completed for each workshop.
9. Have enough copies made for each person attending a workshop.
10. Once room assignments have been made the program chair will communicate with the presenters supplying them with a registration packet or program, the room number or name they are assigned to and the anticipated number attending their session. Reconfirm their audio/visual needs.
11. Send list of checks needed for the workshop speakers to the convention chair for review. The chair will forward the list to the Treasurer.
12. Arrange for a facilitator for each session. Provide each facilitator with instructions, a bio of the speaker for introduction, evaluations to hand out, and a check for the presenter, if needed.
13. Workshop chair will have door signs made for each workshop. Ask the convention chair to check with the hotel. They often will handle the door signs.
14. Provide the convention chair with a final report. Place a copy of the report in the program manual. Note any changes you have made or that you feel would improve the program experience.
15. Obtain a copy of the tax-exempt certificate from the chairperson before making convention purchases.
16. Turn in all receipts, along with a completed expense form, to the treasurer for reimbursement
17. Attend the wrap-up session.

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## CONVENTION RAFFLE CHAIRPERSON

## Job Description

The convention chair along with the President appoints the raffle chairperson.

Specific Responsibilities of Raffle Chairperson are as follows but not limited to:

1. Arrange for all raffle prizes.
  - a. Request themed baskets from all 7 districts.
  - b. \$200 from the Partners of WHA, Inc. Treasury.
  - c. Ask the convention center for a complimentary weekend.
2. In January, request the Partners of WHA, Inc. Treasurer to order raffle license
3. Obtain a copy of the tax-exempt certificate for all purchases.
4. Once you have the license number order the raffle tickets. Order 7,800 tickets in books of 6.
5. Prepare envelopes for distribution at Spring Board Meeting. Each Partners group should receive 20 books and Board Members should receive 5 books of tickets.
  - a. Enclose instructions for raffle sales. Include restrictions on mailing tickets and stubs in BOLD print. Request that stubs, unsold tickets and money be returned at the convention.
  - b. Use a 6 ½ x 9-½ envelope with label affixed. Enclose the raffle tickets in the envelope.
  - c. Prepare three sets of labels, two with the district name, name of Partners group and city, one with raffle chairperson's name and address. Place the district or person's name and address on the outside of the envelope. Partners information should be in the upper left hand corner.
6. Tickets may not be sent to sellers or returned by US Postal Mail. They may only be returned by UPS, Fed-Ex or in person.
7. Promote the raffle items, throughout the selling period using the Facebook page, website, and displays at convention.
8. Arrange for a drum to place raffle tickets in during convention.
9. At convention, money collected is counted, and placed in an envelope and given to the treasurer.
10. Arrange for raffle tickets to be sold throughout the convention until time of the drawing.
11. Make tent signs and place them by each raffle item, stating item name and donor.
12. Make vouchers for cash prizes and certificates and distribute after the raffle.
13. Raffle chairperson will draw for raffle prizes following the Thursday meeting agenda.
14. Provide the convention chair with a final report. Place a copy in the raffle manual. Note any changes you have made or that you feel would improve the raffle process.
15. Turn in all receipts, along with a completed expense form, to the treasurer for reimbursement.
16. Attend the wrap-up session.

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## CONVENTION 50/50 RAFFLE CHAIRPERSON

## Job Description

The convention chair, with president's approval appoints the 50/50 raffle chair.

Specific Responsibilities of 50/50 Raffle Chairperson are as follows but not limited to:

1. Six weeks before the convention, remind Partners of WHA, Inc. Treasurer to order 50/50 license.
2. Obtain a copy of the tax exempt certificate to use for purchases.
3. Order or purchase at least 3 rolls of 2 part tickets. (They can be purchased at most office supply stores)
4. Pre tear rolls in groups of six (6) tickets for sale for \$5.00 or one ticket for \$1 dollar.
5. Sellers of the 50/50 raffle tickets should work in groups of two, one to take the money and 1 to distribute the tickets.
6. Have at least 4 teams selling raffle tickets and a team at the registration table during breaks.
7. Have something to ID the 50/50 ticket sellers that is related to the convention theme.
8. Two pocket aprons are handy for ticket and money. Money should never be placed in a clothing pocket.
9. Seat ticket sellers around the room so everyone has the opportunity to purchase tickets.
10. All monies shall be counted by two individuals.
11. Drawings should be in increments of \$100 or so. If \$800 is collected, have 4 \$100 drawings. EXACTLY ½ of the money collected must be awarded. If you have questions, contact the Treasurer.
12. After each drawing, an envelope labeled 50/50 with the Partners ½ shall be given to the Treasurer including the name(s) of the winners and the amount paid out.
13. Provide the convention chair with a final report. Place a copy in the 50/50 manual. Note any changes you have made or that you feel would improve the 50/50 experience or those that would increase sales.
14. Turn in all receipts, along with a completed expense form, to the treasurer for reimbursement. Sales tax is not eligible for reimbursement.
15. Attend wrap-up session.

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CONVENTION VENDOR CHAIRPERSON

Job Description

The convention chair, with the president's approval appoints the Vendor Chairperson.

Specific Responsibilities of the Vendor Chairperson are as follows but not limited to:

1. Contact Vendors either by telephone or mail.
2. Send a "Vendor Agreement" to potential participant
3. Prepare a table layout for vendors at convention (Chair has final layout responsibilities for the entire convention)
4. Provide a copy of vendor layout for chair.
5. Inform Chairperson of number of tables needed
6. Obtain final layout from convention chair.
7. Prepare a list of all helpers along with times volunteering
8. Provide all workers with a copy of the vendor layout.
9. Request a raffle or silent auction item from each vendor.
10. Provide signage to identify all vendors.
11. Obtain a tax-exempt form for any necessary purchases.
12. Turn in all receipts, along with a completed expense form, to the treasurer for reimbursement.
13. Along with chairperson, write thank you letters to all vendors; provide them with the dates of the next convention and the contact information for next year's vendor chair.
14. Provide the convention chairperson with a final report. Place a copy in the vendor manual. Note any changes you have made or that you feel would improve the vendor experience.
15. Attend wrap-up session.



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## CONVENTION ORGANIZATION DISPLAY CHAIRPERSON

## Job Description

The display chairperson is appointed by the convention chair with the president's approval and participates in all convention planning meetings.

Specific responsibilities of the display chairperson are as follows but not limited to:

1. Obtain from the Registration Chairperson a list of the organizations that have registered to have a display.
2. Maintain a record of all organizations with displays
3. Assign a space to each organization providing a display
4. Identify each organization with a table tent or sign indicating their table( Use convention theme when designing signs)
5. Provide a master list of table numbers that identify which organizations are assigned. Provide that list to all individuals helping with displays
6. Notify the convention chairperson of the number of tables you will need. A display space is 3'X 3', with no electrical outlet.
7. Obtain a minimum of 2 volunteers to staff each shift on Tuesday to check in and help organizations set up display. Make sure they have a master list.
8. Determine set up time and take down time with the convention chair. (Usually set up is required prior to 5 on Tuesday and take down time after 5 pm on Wednesday. Inform organizations providing displays of time requirements.)
9. Send out a confirmation to each group who is bringing a display. Use e-mail addresses are provided.
10. Plan for additional space for anyone who brings a organization display but failed to note that on his or her convention registration.
11. Obtain a copy of our tax-exempt certificate before making any purchases. Sales tax will not be reimbursed.
12. Turn all receipts, along with a completed expense form to the treasurer for reimbursement.
13. Provide the convention chair with a final report. Make sure a copy of this report is placed in the convention display book. Make a note of changes that were made or that you feel would improve the displays.
14. Attend the wrap up session.

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## CONVENTION SILENT AUCTION CHAIRPERSON

## Job Description

The silent auction chairperson is appointed by the convention chairperson with the president's approval and participates in all convention planning meetings.

Specific responsibilities of the Silent Auction Chairperson are as follows but not limited to:

1. Obtain a copy of organizations that will bring a silent auction item from the Registration Chairperson. This should include; the name of the hospital, the contact person and e-mail address along with a description of the item and its estimated value.
2. Obtain a tax exempt certificate to use for any purchases. Sales tax will not be reimbursed.
3. Order carbonless 2-ply Bid Sheets and Silent Auction Payment forms from your local printer. Have enough printed for each organization with enough extra forms for those who bring a silent auction item and did not indicate they would do so on the registration form. Example of these forms are found in your workbook.
4. Determine a minimum bid raise in even dollars. Discuss the process with the convention chair.
5. Obtain 2 volunteers to work each shift on the first day of convention. Set up shifts that cover all necessary time. One worker is needed from opening until closing for Wednesday. You will need approximately 4 volunteers to work after the silent auction is closed. (Check with Chairperson for closing time as it can vary from year to year) Volunteers should be present any time the silent auction is open.
6. Prepare, using the convention theme, a table tent identifying the donor of each item. Avery 5305 cards work best. Remember to use the tax-exempt certificate when purchasing items.
7. Circle the winning bid on the bid sheet to prevent changes being made after the close of the auction.
8. Determine time for pick up of all winning bid items. (along with Chair).
9. Obtain enough workers (3-4) to help with the pickup of silent auction items and collect the money. Contact the Treasurer to verify acceptable forms of payment.
10. Make a Master Board to Display winners of each item. Suggested headings would be Donated Item, Donated By, Won By. Have tape or an easel to display the poster. (Easels are available from the Chairperson).
11. Count all money; give to Treasurer along with a copy of the Payment Sheet. Two individuals should count the money, place it in an envelope and mark Silent Auction on the outside of the envelope along with the amount enclosed and give it to the treasurer. Keep a record of all monies forwarded to the treasurer.
12. Turn all receipts for materials purchased, along with a completed expense form to the treasurer for reimbursement.
13. Provide the convention chair with a final report. Place a copy in the silent auction manual. Note any changes you have made or those that you feel would improve the silent auction.
14. Attend wrap up session.
15. Turn over Silent Auction Manual to the Convention Chair. Make sure you have updated the manual, and placed a final report in the Manual before turning it in.

19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION  
BYLAWS TEMPLATE

Sample

BYLAWS OF \_\_\_\_\_

Adopted as revised by the general membership on \_\_\_\_\_

ARTICLE I. NAME

This not for profit organization is incorporated under the laws of the state of Wisconsin as  
“\_\_\_\_\_”. hereinafter referred to as “\_\_\_\_\_”.

ARTICLE 11. PURPOSE OF INCORPORATION

Section 1. The purposes for which \_\_\_\_\_ is organized are:

- a. to ensure quality volunteer services.
- b. to promote quality health care for all the people of Wisconsin through service to our health care facilities.
- c. To assist our local healthcare facilities financially through fundraising

Section 2. This organization shall operate without profit and shall be nonpolitical and nonsectarian.

Section 3. The organization’s activities shall be limited to those which would allow it to qualify and continue to qualify as an exempt corporation under Section 501 (c) (4) of the Internal Revenue Code of 1954 and the organization shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 4. The \_\_\_\_\_ shall be authorized to engage in any other activity permitted by the Articles of Incorporation. Any of the policies stated in the Bylaws shall be subject to limitations expressed in the Articles of Incorporation, and any provisions in the Bylaws shall be construed as being consistent with the Articles of Incorporation, and if such construction is not possible, they shall be considered ineffective.

ARTICLE 111. MEMBERSHIP

Section 1

- a. Application for membership shall be made to the President or Secretary in writing on forms provided, and the applicant shall become a member on approval of the Executive Committee (and payment of dues).

ARTICLE IV. STATEMENT OF AFFILIATION

The \_\_\_\_\_ shall be affiliated with the Wisconsin Hospital Association, Inc. \_\_\_\_\_ will cooperate with other organizations, as deemed necessary, to accomplish its purposes.

ARTICLE V. DUES

19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

Section 1. The annual dues shall be set by the Executive Committee and approved by the Board of Directors

ARTICLE VI. FUNDS

Membership fees or other funds which may be generated by activity of the \_\_\_\_\_ will be used only for the objects and purposes specified in the Bylaws or Articles. Officers of \_\_\_\_\_ may name financial institutions as depositories for such accounts. Regular books of account will be kept by the Treasurer, and the officers are authorized to employ such services as may be necessary to keep the books of \_\_\_\_\_ and prepare necessary tax returns, yearly independent review and other required documentation as a result of \_\_\_\_\_ activity.

ARTICLE VII. ANNUAL MEETING

Section 1. The Annual meeting of the \_\_\_\_\_ shall be held in the fall unless otherwise directed by the Board of Directors. The time and place shall be determined by the President.

Section 2. Quorum. Upon proper notification of any \_\_\_\_\_ meeting, a majority of registered delegates shall constitute a quorum.

ARTICLE VIII. OFFICERS

Section 1. Officers of \_\_\_\_\_ shall be the President, President-Elect, Secretary, and Treasurer. Officers shall be responsible for duties as designated in job descriptions.

Section 2. Terms of office commence \_\_\_\_\_, following election at the \_\_\_\_\_ annual meeting, for \_\_\_\_\_ years or until successors are elected. Officers shall serve no more than two (2) consecutive terms in the same office.

Section 3. No officer shall be elected to office without having served on Board of Directors for at least one year.

Section 4. A vacancy occurring in an elective office shall be filled by the Board of Directors. The members appointed to fill the vacancy shall serve in that capacity until the next regular election. This appointment shall be considered a full term. The appointee is eligible for only one additional two (2) year term in that office at the next regular election.

ARTICLE IX. DUTIES OF OFFICERS

Officers shall be responsible for duties as designated in job descriptions.

ARTICLE X. COMMITTEES

Section 1. There shall be an Executive Committee, Standing Committees, and Special Committees.

## 19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

Section 2. The Executive Committee shall consist of the officers of \_\_\_\_\_. Meetings of the Executive Committee shall be called by the President to transact business of the \_\_\_\_\_, which may arise between regular meetings of the Board of Directors.

Section 3. The Standing Committees shall be concerned with the on-going projects and programs of the \_\_\_\_\_. The Standing Committees shall be:

a. A Bylaws Committee to be composed of not more than seven members including the President, the President-Elect, who shall serve as chairperson, the Immediate Past President (one year term), the Parliamentarian (if appointed at the discretion of the President), and the Secretary. In addition the President may appoint additional Partner/member. (10/05) The Bylaws Committee shall present amendments to the Board of Directors for their approval; and thereafter shall recommend to the general membership for adoption. Proposed amendments may be sent to the Bylaws Chairperson in writing by any member to be considered for presentation to the general membership.

b. A Finance Committee, to be chaired by the Treasurer, shall be composed of the President, the President-Elect, and the secretary. In addition, the President shall appoint a member from the Board of Directors.

The Finance Committee shall be responsible for the financial operation of the organization, including the annual budget and the reimbursement schedule.

c. A Membership Committee to be composed of the President and President-Elect. The Membership Committee shall suggest and implement ideas for increasing membership in \_\_\_\_\_, help recruit new members, and encourage retention and recruitment of volunteers.

d. A Strategic Planning Committee shall be composed of the President, President-Elect, Treasurer, the Community Health Education Chair and the Public Policy Chair. The remaining members are to be appointed by the President and/or Strategic Planning Committee Chair, not to exceed a total of ten (10) members.

The Strategic Planning Committee shall study and evaluate organizational functions, future objectives, and projected resources as they relate to the purposes of Partners and shall make recommendations to the Board of Directors.

Section 4. The Chairpersons of the Standing Committees, if not designated above, shall be appointed by the President and shall perform those duties assigned to them by the Executive Committee. They shall serve on the Board of Directors as voting members.

Section 5. The President, with the approval of the Executive Committee, shall appoint Chairpersons of Special Committees to handle duties of a temporary nature. They shall serve as contributing members of the Board of Directors without voting privilege

## ARTICLE XI. BOARD OF DIRECTORS

The \_\_\_\_\_ Board of Directors is the essential link between member's and the District Board of the Partners of Wisconsin Hospital Association.

Section 1. The Board of Directors shall consist of the President, President- Elect, Secretary, Treasurer, the District Chairpersons and Partners Standing Committee Chairpersons. The immediate Past President shall

#### 19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

serve in an ex-officio (non-voting) capacity for a term of two (2) years. The Board of Directors referred to in the Articles of Incorporation on file in this matter will relate to the directors elected pursuant to this paragraph.

Section 2. The President of the Wisconsin Hospital Association and/or a designated representative may meet with the Board of Directors in an advisory capacity.

Section 3. The Board of Directors shall have charge of the funds of the \_\_\_\_\_ and shall have the power and authority to act in accordance with the Bylaws.

Section 4. The Board of Directors shall meet in the spring and prior to the \_\_\_\_\_'s Annual Meeting in the fall. Time and place shall be determined by the Executive Committee.

Section 5. Special meetings of the Board of Directors may be called by the President and/or five (5) members of the Board, providing members are notified ten (10) days prior to such meeting.

Section 6. A majority of members of the Board of Directors shall constitute a quorum.

Section 7. The President may appoint a Parliamentary Advisor.

#### ARTICLE XII. NOMINATING COMMITTEE

Section 1. The \_\_\_\_\_ Past President, serving as chair, shall propose a slate of nominees to serve on the Nominating Committee.

Section 2. A three (3) member Nominating Committee. The President Elect shall serve as an ex officio member.

Section 3. Nominations may be made from the floor.

Section 4. The Nominating Committee shall select a slate of qualified nominees for the offices of President, President-Elect, Secretary, and Treasurer.

#### ARTICLE XIII. ELECTIONS OF OFFICERS

Section 1. Officers shall be elected biennially at the General Meeting by a majority of voting delegates present at the business meeting.

Section 2. Nominations may be made from the floor. When there is only one nominee for office, voting may be by motion from the floor. If there is more than one nominee for office, voting shall be by ballot.

Section 3. Members of the current Board of Directors and all past presidents shall have voting privileges.

#### ARTICLE XIV. EXPENSES

19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

Expenses incurred by the Board of Directors in fulfilling their duties shall be reimbursed according to current \_\_\_\_\_ policies.

ARTICLE XV. AMENDMENTS

These bylaws may be amended or revised at any annual meeting called for that purpose, providing a written notice of such amendment has been sent to each member with the call of the meeting. An amendment may be adopted and it shall become effective upon receiving the affirmative vote of two-thirds of the delegates present and voting.

ARTICLE XVI. INDEMNIFICATION

The \_\_\_\_\_ agree to indemnify, defend, and hold harmless any of the officer or directors of the \_\_\_\_\_ from any liability, which may result from their participating in any capacity.

ARTICLE XVII. DISSOLUTION

In the event of dissolution of the \_\_\_\_\_, any assets remaining after making or making provision for the payment of all liabilities of the \_\_\_\_\_ shall be disposed of exclusively for the purpose of the \_\_\_\_\_ in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall, that the time qualify as an exempt organization under Section 501 © of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the proceedings of the \_\_\_\_\_, Inc. in all cases to which they are not inconsistent with these Bylaws and any special rules of order that the \_\_\_\_\_, may adopt.

ARTICLE XIX. APPROVAL AND ADOPTION OF BYLAWS

Section 1. These Bylaws shall be effective immediately upon affirmative vote of two-thirds of the delegates present and voting at a General Meeting of Partners.

Section 2. A copy of current Bylaws shall be on file with Partners of WHA

## 19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

**INSTALLATION OF LOCAL OFFICERS**PRESIDENT/CO-PRESIDENTS

(name(s)) \_\_\_\_\_, it is your obligation as president/co-presidents to conduct the business of the organization according to its Bylaws and policies, using the guidelines provided by the Partners of WHA, Inc., Leadership Manual.

As president/co-presidents you serve as (a) liaison(s) between the volunteer organization and the hospital administration. You will be responsible for maintaining all records of the organization, sending reports as requested by the district and state, representing (org. name) \_\_\_\_\_ at district and state meetings and encouraging leadership within your organization.

So it is that you, (name(s)) \_\_\_\_\_, as President/Co-presidents will be the representative(s) of (org. name) \_\_\_\_\_ during your term of office.

Do you, (name(s)) \_\_\_\_\_, agree to accept these responsibilities and perform them to the best of your ability? If so, answer, "I do."

(Wait for response, then present red flower(s), saying):

I am happy to present to you this/these red flower(s) as a symbol of leadership in your organization and our confidence in you to perform your duties.

VICE PRESIDENT/PRESIDENT-ELECT

As Vice President/President-Elect, you, (name) \_\_\_\_\_ will act in place of the president when necessary. If the president is not able to complete his/her term of office, you will automatically become the president, unless the bylaws provide otherwise. You will assist the president in assigned tasks and whenever possible attend meetings and leadership training.

Do you (name) \_\_\_\_\_ agree to accept these responsibilities and perform them to the best of your ability? If so, answer, "I do."

(Wait for response, then present pink flower, saying):

I am happy to present you with this pink flower as a symbol of your position of support and our confidence in you to perform your duties.

SECRETARY

As secretary, (name) \_\_\_\_\_, you are responsible for the minutes of the meetings of the board, executive committee and general membership. Minutes should be written promptly after each meeting and kept for permanent records. Minutes should be distributed to each board member and available to any member of the organization.

Do you, (name) \_\_\_\_\_, agree to accept these responsibilities and perform them to the best of your ability? If so, answer, "I do."

(Wait for response, then present blue flower, saying):

Because accuracy in keeping the records of the meetings and handling of correspondence is an integral part of your Partners organization's life, I give you this blue flower, which represents clarity and conciseness of expression and our confidence in you to perform your duties.



## 19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

TREASURER

As treasurer, (name) \_\_\_\_\_, you are the custodian of the organization's funds. It is your responsibility to pay all bills as authorized. You will prepare a budget for approval by the board and/or the general membership at an annual meeting. You will prepare and present a monthly statement, an annual report and any other reports as requested by the board of directors of (org. name) \_\_\_\_\_.

Do you, (name) \_\_\_\_\_, agree to accept these responsibilities and perform them to the best of your ability? If so, answer, "I do."

(Wait for response, then present green flower, saying):

Because the reason for our existence is to serve our health care facilities, whether that is in service or money, I present you this green flower as a symbol of our confidence in you to perform your duties.

(Addressing the new officers):

As (district officer title) \_\_\_\_\_, my hope is that your tenures of office may prove to be a rewarding experience.

(Addressing the membership):

Members of (org. name) \_\_\_\_\_, I present to you the new officers you have chosen. It is your duty to loyally support their efforts and to help them achieve the purposes and aims of (org. name) \_\_\_\_\_ OR your organization.

I now declare these officers duly installed and extend to them and to (org. name) \_\_\_\_\_ my best wishes for a successful year/term.

Alternative:

SECRETARY/TREASURER

As secretary/treasurer, (name) \_\_\_\_\_, you are responsible for the minutes of the meetings of the board, executive committee, and general membership. Minutes should be written promptly after each meeting and kept for permanent records. Minutes should be distributed to each board member and available to any member of the organization.

In addition, you are the custodian of the organization's funds. It is your responsibility to pay all bills as authorized. You will prepare a budget for approval by the board and/or the general membership at an annual meeting. You will prepare and present a monthly statement, an annual report and any other reports as requested by the board of directors of (org. name) \_\_\_\_\_.

Do you, (name) \_\_\_\_\_, agree to accept these responsibilities and perform them to the best of your ability? If so, answer, "I do."

(Wait for response, then present a blue flower, saying):

Because accuracy in keeping the records of the meetings and handling of correspondence is an integral part of your Partners organization's life, and the reason for our organization's existence is to serve our health care facilities, whether that is in service or money, I give you this blue flower, which represents clarity and conciseness of expression and our confidence in you to perform your duties.

19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

INSTALLATION OF DISTRICT OFFICERS

CHAIR/CO-CHAIR

It is your obligation as Chair/Co-Chair to conduct the business of the organization according to its Bylaws and Policies, using the guidelines provided by the Partners of the WHA, Inc. Leadership Manual.

As District Chair/Co-Chair you serve as a liaison between the volunteer organizations and the Partners of WHA State Board. You will be responsible to maintain all records of the district and send reports as requested by the state organization as well as encourage leadership within your district.

So it is that you as District Chair/Co-Chair(name) \_\_\_\_\_ will be the representative of \_\_\_\_\_ District during your term in office.

Do you(name) \_\_\_\_\_ agree to accept these responsibilities and perform to the best of your ability?

I am happy to present you this RED flower as a symbol of leadership in your organization and our confidence in you to perform your duties.

CHAIR-ELECT

As Chair-elect(name) \_\_\_\_\_ you will act in place of the Chair/Co-Chair when necessary. If the Chair/Co-Chair is not able to complete his/her term in office, you will automatically become Chair/Co-Chair unless bylaws provide otherwise. You will assist the Chair/Co-Chair assigned task and whenever possible attend meetings and leadership training.

Do you(name) \_\_\_\_\_ agree to accept these responsibilities and perform them to the best of your ability?

I am happy to present(name) \_\_\_\_\_ with this PINK flower as a symbol of your position of support and our confidence in you to perform your duties.

SECRETARY

As secretary(name) \_\_\_\_\_ you are responsible for the minutes of the district meetings and executive committee. Minutes should be written promptly after each meeting and kept on file as permanent record. Minutes should be distributed to each board member and available to any member of the district within the organization.

Do you(name) \_\_\_\_\_ agree to accept these responsibilities and perform them to the best of your ability?

Because accuracy in keeping the records of the meetings and handling of correspondence is an integral part of the Partner's life, I give you this BLUE flower which represents clarity and conciseness of expression and our confidence in you to perform your duties.

TREASURER

As treasurer(name) \_\_\_\_\_ you are the custodian of the district funds. It is your responsibility to pay all bills as authorized. You will prepare a budget for approval by the district board and/or the general membership at a district meeting. You will prepare and present a biannual statement, annual report and any other report as requested by the \_\_\_\_\_ District executive committee.

Do you(name) \_\_\_\_\_ agree to accept these responsibilities and perform them to the best of your ability?

19. PARTNERS OF WHA, INC. CONVENTION TIMELINE, BY-LAWS TEMPLATE, INSTALLATION

Because of the reason for our existence is to serve our health care facilities, whether that is in service or money. I present you this GREEN flower as a symbol of our confidence in you to perform your duties.

As President of Partners of WHA my hope is that your tenues of office may prove to be a rewarding experience.

Members of \_\_\_\_\_ District I present to you the new officers you have chosen. It is your duty to loyally support their efforts and to help them achieve the purposes and aims of the \_\_\_\_\_ District as an integral part of Partners of WHA.

I now declare these officers duly installed and extend to them and to the \_\_\_\_\_ District my best wishes for a successful term.

OPTION 2 SECRETARY/TREASURER

As Secretary/Treasurer \_\_\_\_\_ you are responsible for the minutes of the district meetings and executive committee. Minutes should be written promptly after each meeting and kept on file as permanent record. Minutes should be distributed to each board member and available to any member of the district within the organization. You will also be the custodian of the district funds. You will be responsible to pay all bills as authorized. You will prepare a budget for thee approval by the district board and/or the general membership at a district meeting. You will prepare and present a biannual statement, annual report and other report as required by the \_\_\_\_\_ District executive committee.

Do you \_\_\_\_\_ agree to accept these responsibilities and perform them to the best of your ability?

Because of the reason for our existence is to serve our health care facilities, whether that is in service or money. I present you with this BLUE flower as secretary and GREEN flower as treasurer as a symbol of our confidence in you to perform your duties.