

18.0 PARTNERS OF WISCONSIN HOSPITAL ASSOCIATION VOLUNTEER AWARDS

18.1 Best of the Best Administrative Award

The “Best of the Best Administrative Award” honors on-site administrators/chief executive officers/presidents/executive directors/1st vice presidents/chief financial officers of Wisconsin hospitals/medical centers who demonstrate a cooperative, supportive, enthusiastic, and well-defined relationship with their volunteer organizations. Past recipients may be viewed on the www.partnersofwha.org

18.1.1 Best of the Best Nomination Rationale

1. How is the volunteer organization’s position defined within the organizational structure of the hospital?

RATIONALE: The committee feels that this is an important question. It will show how important the organization is to the whole of the hospital, particularly if bylaws are present to include the organization. It is to be hoped that this will also show the committee whether the volunteer organization has some autonomy or is controlled by the hospital.

2. Give examples of how your administrator promotes the volunteer organization with the hospital and the community.

RATIONALE: This will provide the committee with information regarding the public relations avenues that are used. Are there newsletters, radio and/or television announcements or public speaking engagements?

3. Give examples of how your administrator communicates and shares information regarding potential new services and activities which you could become involved.

RATIONALE: This will provide the committee with the needed information on how well the administrator communicates with the volunteer organization. What communication mechanisms are in place? Does the administrator communicate personally, is there a liaison, does he/she attend meetings or meet with the organization president on a regular basis?

4. How has your administrator been a resource in facilitating new avenues of opportunity for the volunteer organization in this changing health environment?

RATIONALE: The operative words here are “changing health care environment.” Is the administrator looking to the volunteer organization in these changing times?

5. Cite examples of how your administrator personally participates in meetings and special events of the volunteer organization.

RATIONALE: This will show the committee how supportive the administrator is of the volunteer organization.

6. How does your administrator promote and encourage volunteers to participate in and assume leadership roles in the Partners of WHA, Inc. sponsored events, hospital and community events?

RATIONALE: This will show support, but also show his/her acceptance of volunteers in leadership roles.

18.1.2 Eligibility

The on-site administrator/chief executive officer/president/executive director 1st president/chief financial officer who meets all the following criteria:

1. Employed by the hospital /medical center at the time of the award presentation whose volunteer group has membership in Partners of WHA, Inc.
2. Has been in present position for not less than 24 months, as of set date.
3. Participates in an exemplary relationship with the volunteer organization.

18.1.3 Rules and Procedures

(Nominee will be disqualified if these rules are not followed)

1. Read the nomination rules carefully!
2. Previous award recipients are not eligible for nomination.
3. Discuss the nomination with your membership.
4. Receive permission to submit the nominee's name.
5. The chosen nominee must attend the Partners of WHA, Inc. Convention.
6. Do not identify your nominee's name or hospital name when answering questions 1-6.
7. Complete the nomination form (no other supplementary/additional material will be accepted).
8. Nominations must be typed.
9. It is recommended that you use a minimum font size 11.
10. Have your organization president sign the form.
11. Make a photocopy of the original for your records.
12. Mail one (1) copy of the nomination form and three (3) copies of your complete nomination rationale to. Best of the Best Chairperson.

18.1.4 Best of the Best Administrative Award

ENTRIES MUST BE POST MARKED ON OR BEFORE SET DATE

18.1.5 Selection Process

1. All nominations will be forwarded to a selection committee composed of one in-state retired hospital administrator or prior honoree of the award, the committee chairperson, and at least three members-at-large.
2. The nominees will be judged on the answers provided for the six application questions.

3. All nominees' names and their organization will remain anonymous to the selection committee.
4. The selection of the judges will be final.

18.1.6 Notification of Winner

The award-winning administrator and volunteer organization will be notified by telephone and letter by established date.

18.1.7 Award Presentation

An engraved plaque will be presented to the winner during the Partners of WHA, Inc. Annual Convention. WHA develops and prints a brochure highlighting the winner.

The best of the best chair coordinates distribution at convention.
All information on submitted nomination forms will remain confidential.

18.2.1 THE “WAVE AWARD”

The Wisconsin Awards for Volunteer Excellent (WAVE) program was established by Partners of WHA, Inc. to recognize outstanding contributions of organized volunteer programs.

The WAVE Awards may be given for programs in any of the following categories:

1. Community service programs
2. In-service programs
3. Fundraising programs
4. Community outreach and/or collaboration

Previous winners may be found on the Partners of WHA web site.

Job Description W.A.V.E. Chair (Volunteer Award for Volunteer Excellence)

The Chair shall be appointed by the President of Partners of WHA, Inc. and serve for one year.

The remaining four Members of the WAVE Committee shall be appointed by the President of Partners of WHA, Inc., unless at the discretion of the President, responsibility is delegated to the WAVE Chair. Standing member of the committee shall be the WHA Liaison to Partners from WHA, Inc.

18.2.2 WAVE PROCEDURES

October

1. Outgoing Chair shall transfer all information to incoming WAVE Chair following the presentation at Partners of WHA, Inc. Fall Convention.
2. Outgoing Chair shall complete a report for the President and the in-coming chair. Outgoing Chair shall write a final report for “Reaching Out” following convention.

December

1. Review application with committee for possible changes, coordinate with liaison at WHA.

January

1. All revisions should be complete and returned to WHA for printing.
2. Prepared article for “Reaching Out”.

March

1. Attend spring board meeting. Have report prepared for the board. Prepare copies of your letter and application for District Chairs to be distributed at the spring board meeting.

2. Applications are mailed by WHA to all the local chapter presidents following the spring board meeting.

June

1. June deadline for applications, exact date to be set annually; application must be post marked by set date. Once an application has been received, it shall not be changed or returned. Fax and e-mail not accepted.

July

1. Tele-conference with committee: Each member to review applications independently, committee to tally scores and select winners in each of the four categories
2. Write letter to winners with copy to CEO, President of Partners group, President of Partners of WHA, Inc. and the District Chair. In addition, status letters to all applicants.
3. Letter to convention chair with the name of the hospitals that won. Request cost of dinner, location, dates, etc. so that you can notify winners.
4. Order plaques.

August-October

1. Winners instructed to provide WAVE Chair with names of two (2) individuals that will represent the organization, attend the Tuesday evening banquet and accept the award. Partners will provide two (2) banquet tickets. WAVE Chair is to provide the names to the convention chair.

18.3 PARTNERS CONVENTION

1. Winners will be seated together.
2. Presentation of the Award by the WAVE Chairperson.
3. An easel to be provided for each group to display their program. Winners will be asked to present up to 5-minute overview of their programs. (Chair to notify winners of time frame.)
4. WHA develops and prints the brochure highlighting the four WAVE award winners; WAVE chair coordination distribution at convention.

18.4 PARTNERS OF WHA, INC.

Information about Partners of WHA can be found at the following website address:

www.partnersofwha.org