



## PROCEDURE OF OFFICE DEPARTMENT OF HOSPITAL OFFICER

The Hospital Officer of the Department of Ohio shall serve as Chairman of the Hospital Program. The VAVS and OVH Representatives will report to the Hospital Officer.

### Following the election in June:

- At the Post SEC following the Department Convention which you are elected Hospital Officer, you shall be prepared to announce your theme, project and your Chairman's award (if you choose to have one). The cost of the award is not a budgeted item, and it must be stated that the award will be paid for by you.
- You shall bring a typed sheet with your name, address, phone number(s), email address, theme, project and Chairman's award listed for the President, Parliamentarian and Secretary.

### Duties of Office

- The Department Hospital Officer should read and become familiar with all sections of the Hospital Officer's Procedure of Office, Ohio AMVETS Ladies Auxiliary Guidebook, National AMVETS Ladies Auxiliary Manual, National Constitution and By-Laws, and the Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules.
- At Fall Conference, Mid-Winter Conference and Department Convention you are to make a Motion asking for the VAVS and OVH Representatives to receive the Department funds allocated for their facilities.

At Fall Conference each Representative receives One Thousand Three Hundred Dollars (\$1,300.00): One Thousand (\$1,000.00) which is allocated from Department, plus an additional Three Hundred Dollars (\$300.00) for their Christmas Party, if funds are available.

At Mid-Winter Conference each Representative receives One Thousand Three Hundred Dollars (\$1,300.00): One Thousand (\$1,000.00) which is allocated from Department, plus an additional Three Hundred Dollars (\$300.00) for Because We Care Day, if funds are available.

At Department Convention each Representative receives One Thousand Dollars (\$1,000.00) which is allocated from Department, if funds are available.

- Department Hospital funds are to be spent for activities at a VA Facility and OVH only. Funds can never be used for volunteer mileage or any other personal expenses.
- At Fall Conference, should you be required or you choose to prepare folders for Local Auxiliaries, below are the items which need to be included:
  - Letter from you listing your theme, project, Chairman's Award
  - Local Hospital Officers' responsibilities and ways to help them with their programs
  - Any other information you feel pertinent to the Hospital Program
  - Blank copies of Service Reports (Local Auxiliary and Youth forms)
  - List of all Department of Ohio and National Hospital Awards
  - List of names, addresses, phone numbers and email addresses of the VAVS and OVH Representative
  - List of names, address and phone numbers of all VA Medical Centers in Ohio.
- All VAVS Representatives and Deputies must be certified by the AMVETS Ladies Auxiliary National VAVS Representative. They are all certified for an indefinite term of office. It is the responsibility of the Department Hospital Officer to see that all certifications are up to date and forwarded to the National VAVS Representative. (*Copy attached*).
- The Department President sets deadlines for Fall Conference, Mid-Winter Conference and Department Convention Book Reports. There are also deadlines set for three (3) Bulletins which are sent to Local Auxiliaries throughout the year. You are required to have a Report for the Conferences and Convention books and a letter for each of the Bulletins. The President determines these deadlines. All of your Conferences/Convention Reports, as well as your letters for the Bulletins, must be first sent to the President, First Vice President and Parliamentarian for review and comment. Once the President approves your report, she will forward it to the Department Secretary.
- The Department Hospital Officer is required to submit either via email or regular mail two (2) Statistical Reports and NEC Recap Forms to the NEC Woman: the first in November and the second in May. (This information will be obtained and tallied from the Mid-Year and Annual Hospital Service Reports and Youth Reports from Local Auxiliaries). The NEC Woman will establish the exact deadlines for reports to be sent to her.
- The Final Statistical Reports for Auxiliaries and Youth, along with a listing of the names of all youth by Auxiliary and in alphabetical order, are to be sent to the Department Secretary to be included with your Hospital Officer's Report for the Convention Book.
- The names of the VAVS and OVH Representatives are put in a hat and one name is drawn at Fall Conference each year to determine who will represent the Department of Ohio at the National Advisory Council (NAC) Meeting that is held in the spring of each year. A

second name is drawn as an alternate in the event the first person drawn is unable to attend. The Department Hospital Officer is eligible for this drawing.

Department of Ohio pays for air fare or mileage (whichever is less) and One Thousand Dollars (\$1,000.00) for expenses. As soon as the person attending is made aware of the date of the NAC, she needs to submit a voucher for the One Thousand Dollars (\$1,000.00) and either the cost of her flight (a copy of receipt attached) or the amount of mileage if she is driving.

When the NAC Meeting is to be held in Ohio, usually the VAVS and OVH Representatives are allowed to go. You will meet with the Treasurer and President to discuss the availability of funds to send the Representatives to that NAC Meeting. If funds are available, you will then meet with the Representatives to discuss how many rooms Department will pay for and what expenses will be covered.

- You are to maintain a complete file of all materials pertaining to your office and must update all files and be prepared to forward them to your successor at the expiration of your term of office. This will include copies of correspondence, Department and National mailings, copies of all Service Reports submitted by Auxiliaries and copies of the Statistical Reports and NEC Recap Forms sent to the NEC Woman. This file should include paperwork from your year as well as the previous two (2) years.
- As the Department Hospital Officer, you are required to pass on to the incoming Department Hospital Officer an updated Procedure of Office, if changes are needed. Before State Convention it should be sent to the President, First Vice President, and Parliamentarian for approval.
- All Department Officers are expected to attend the following events:
  - Fall Conference:
    - Training Session held for Auxiliary
  - Mid-Winter Conference:
    - Legislative Breakfast
    - Training Session held for Auxiliary
    - Joint Testimonial Dinner
  - June Convention:
    - Memorial Service
    - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
    - Training Session held for Auxiliary
    - Honors & Awards Banquet
- Local Auxiliaries may only report on services performed for Veterans in any medical facility or medically staffed nursing home. These facilities include:
  - a. VA Medical Centers
  - b. VA Contracted Nursing Homes
  - c. VA Out-Patient Clinics
  - f. Local Hospitals
  - g. State Hospitals
  - h. Psychiatric Hospitals

- d. Local Nursing Homes (must be medically staffed)
  - e. Ohio Veterans Homes at Sandusky and Georgetown
- In September of each year all VAVS Representatives are required to meet with the Chief of Center for Development and Civic Engagement (hereinafter "CDCE") at their Facility to complete their *Annual Joint Review* (AJR). It is your responsibility to remind the Representatives to complete their Annual Joint Review. Ask each Representative to forward a copy of their AJR to you for your files.
  - If a VAVS Representative or OVH Representative has served for Ten (10) years or more and no longer wishes to be a Representative she can be listed as an Honorary Representative. You are to complete the proper form and forward it to the National VAVS Representative.

*Items Required by the VAVS Representatives at each Conference and Convention*

The information below should be given to and discussed with VAVS and OVH Representatives prior to Fall Conference so that they are aware of what is required of them. The Representatives should also receive a current VAVS and OVH Representative Procedure of Office. (Copy attached).

- VAVS and OVH Representatives are required to prepare reports for Fall and Mid-Winter Conferences and Department Convention Books. These reports should state their activities and must also include a breakdown of finances (expenditures & deposits). Reports must be sent to the President, First Vice President, and Parliamentarian. Once approved by the President she will advise the Department Secretary that the report is correct and can be included in the Conferences/Convention Book. A copy of all reports should also to be sent to the Department Hospital Officer. Dates when these reports are due will be determined by the President.
- VAVS and OVH Representatives are to complete a VAVS Financial Report Form at Fall and Mid-Winter Conferences and Department Convention. This form includes a listing of dates monies were spent, a description of what monies were spent for, where monies were spent, the amount of monies spent, and balances. There are also questions to be answered about events they have held, whether the Representative and Deputies have attended Quarterly Meetings and listing of any upcoming events. They must also have copies of their receipts, bank statements and check book.

It is the responsibility of VAVS and OVH Representatives to give copies of their financial information to the Department Hospital Officer at the VAVS Meeting held on Friday at Fall and Mid-Winter Conferences and Department Convention.

The above guidelines must be followed in order to receive *Per Diem* and VAVS Department allowances. Once the Hospital Officer has received the documentation and determines that the requirements are met by the VAVS and OVH Representatives, she will notify the Department Treasurer so checks can be issued.

- Any monies donated to a VAVS and OVH Representatives from a Local Auxiliary or private donor *are not* included in their VAVS balance; however, it must be shown on their report, but is subtracted from the monies received from Department.
- VAVS and OVH Representatives are to prepare a Floor Report where they report anything that has happened at their Facility after their Report for Conferences/Convention Books were sent to Department. A copy of your Floor Report is to be given to the President, First Vice President and Parliamentarian and Department Secretary at the Friday Officers' Meeting.
- If a VAVS or OVH Representative is unable to attend a Conference or Convention she may send one of her Deputies to represent her. The Deputy will then receive *per diem*. The Representative must notify the President, Parliamentarian and Hospital Officer within an appropriate time frame.
- VAVS Representatives are the contact person with CDCE. The Representative is the one who sets up all events in their facility with CDCE. The Deputies are not the ones who schedule events, they are there to assist you. The OVH Representative is to contact the person at OVH who is in charge of planning events.
- Events in the VA Medical Centers are to only be scheduled through CDCE, not through the Unit where they intend to have an event.
- Thank You notes should be sent to Auxiliaries or any outside donors for monies or items donated to their Facility.

### *Department Hospital Awards*

- As the Department Hospital Officer, you must be familiar with all Awards available to the Local Auxiliaries. You will verify with the Department Secretary that those Auxiliaries sending both Service Reports and/or applying for Department Awards have paid their Combo Donations, which must be paid to be eligible for awards. *NOTE: An Auxiliary can apply and qualify for National Awards without meeting the AMVETS Ladies Auxiliary Department of Ohio requirement for Combo Donations.*
- The Department Hospital Officer is responsible for correcting and recording Service Reports submitted by the Local Auxiliary Hospital Officers twice a year: First Report is due postmarked/mailed by November 1<sup>st</sup> and an Annual Report postmarked/mailed by May 1<sup>st</sup>.
- If a Local Report is incorrect, it is your responsibility to contact the Local Hospital Officer and explain to her what was not correct. You should retype that report and then send a cover letter to the Local Hospital Officer explaining the changes you made and why they were made. Include a copy of the original and corrected Service Report Form so the Local Officer can see what she did incorrectly.

- Local Auxiliaries must have submitted both their Mid-Year and Annual Service Reports by the established deadlines to be eligible for Department Awards.
- The deadline for all Award Applications and Final Service Reports to be received by the Department Hospital Officer is May 1<sup>st</sup> of each year.
- The Department Honors and Awards Chairperson will establish the date by which Department Officers must have their list of award winners to her.
- The Department Hospital Officer is responsible for choosing the top three (3) outstanding Hospital Reports for each of the three (3) Department Hospital Awards listed on the next page unless advised otherwise by the Greenest. This means the top three (3) reports for each of the three (3) Department Awards since each Award is completely different. Each award is self-explanatory. (THERE IS NO OVER 150 AND UNDER 150 JUDGING FOR HOSPITAL) You will forward copies of those Reports to the Greenest Gavalier for judging by the Gavaliers. The date when these Reports are due to the Greenest will be at her discretion and she will advise the Service Officers of that date.
- The two (2) PDP Awards are judged by the PDP sponsoring the awards and are judged from the reports sent to the Greenest.
- For each Department of Ohio Award there is a plaque which is given to the winner and a Certificate given to the second-place winner. You must give the names of your winners to the Department Honors & Awards Chairperson by a deadline which she establishes. She orders the plaques.
- You prepare a Certificate (which you will receive from the Honors & Awards Chairperson) for each youth listed on the Youth Service Reports. These Certificates are given to the Auxiliary where the youth performed their work for distribution. These are handed out at the same time as your Auxiliary Awards.

*Department of Ohio Awards:*

- *Department Award for the Auxiliary Doing Outstanding Work at a VA Medical Center.* (No application necessary.)
- *Department Award for the Auxiliary Doing an Outstanding Hospital Program.* (No application necessary.)
- *Department Award for the Auxiliary Doing Outstanding Work in a Non-VA Nursing Home or Local Hospital (Veterans Only.)* (No application necessary.)
- *PDP Marlene Klinefelter Hospital Award.* This award is presented to a Local Auxiliary that displays the most outstanding work in a VA-Contracted Nursing Home (includes Ohio Veterans Home). (No Application required. This award is judged from the Service Reports sent to the Greenest.)
- *PDP Kay Gibbons Award.* This is awarded to a Local Auxiliary for the Most Hours serving a Non-VA Medical Facility (Community Nursing Home or Hospital). (No Application Required. This award is judged from the Service Reports sent to the Greenest.)

*National Awards:*

- *PDP Mary Barrow Award* - Presented to the Department Performing the Most Outstanding Work in Hospital Service
- *PDP Brenda Kilgore Award* - Presented to the Local Auxiliary Doing the Most Outstanding Work in Hospital Service
- *PDP Barbara Guth Nursing Home Award* - Presented to the Local Auxiliary Volunteering in a Nursing Home.

*Revised by F. Ganda - 06/2024*