

**ARKANSAS
ASSOCIATION
FOR
HEALTHCARE
ENGINEERING**



Education Through Association

*Officer
Executive Board
Committee*

Handbook

Contents

Foreword	3
Annual Activities List	4
Officers	
Immediate Past-President	7
President	8
Vice President	11
Secretary	13
Treasurer	15
Executive Board	17
Committees	
Membership	19
Program	21
Nomination & Election	27
Codes & Standards	29
A. W. “Doc” Zimmerly Award	31
Information Resources Committee	32
Yearbook	34
Scholarship	36
Curt Belin “Outstanding Engineer Award”	37
Small Hospitals (ADHOC)	39
Long Range Planning	41
Sustainability	
Bylaw Review Committee	

Foreword

The primary purpose and motto of the Arkansas Association for Healthcare Engineering is "Education Through Association." It is to that end this handbook is dedicated to the affectionate memory Curtis G. "Curt" Belin, a founding member, passionate leader and visionary, as well as an unflinching example for us all.

This information is intended to help officers, board members, and committee members understand the responsibilities and objectives of their respective positions. It also outlines or references the correct procedures to use in performing various duties, as well as providing somewhat of a schedule of annual Association activities.

Being an officer, board member, or committee member of the AAHE is a significant commitment. Consider that officers normally hold progressive office for four successive years, plus a year as Immediate Past-President/Parliamentarian. This tenure includes four quarterly board and business meetings each year, totaling 16 meetings in four years! Board and committee members share a similar situation because they, too, typically serve for several consecutive years. So, when any member becomes part of the leadership of our Association, she / he must be prepared to make the considerable time and effort commitment that is necessary. Thankfully our Association has enjoyed a long history of high standards of service from its leadership, which has made ours an organization that consistently meets the professional needs of its membership.

Members in these leadership positions can better understand how the Association functions by taking time to study this handbook and the associated bylaws - particularly the sections that apply to their respective areas of responsibility. The bylaws are referenced by article and section throughout this handbook, and this is where specific procedures for performing Association business can be found. Also keep in mind that the Arkansas Hospital Association maintains a history of AAHE board and business meeting minutes, should research about previous decisions, motions or actions be required.

Officers, board members, and committee chairpersons are strongly encouraged to mark deadlines on their calendar/planner, in order to ensure that Association work gets done on time. Don't make the common mistake of waiting until the last week to do some task, because more often than not a work-related problem will likely arise that will demand your undivided time and attention and Association duties may go undone. So, plan ahead and prepare early.

If any officer, board member, or chairperson is unable to attend any regularly scheduled meeting, she / he should make arrangements for someone else to perform their duties and give their report. In any case, it is unfair to simply call the President and put the responsibility on him or her, or worse yet, just not show up for the meeting.

One final note: Since the purpose of this handbook is to provide guidance and information to officers, board members, and committee chairpersons, it should be kept current. Updates are necessary because the Association evolves and the way it does business changes. This handbook should be periodically revised to reflect those changes. Revisions are relatively easy to make since the Arkansas Hospital Association office maintains a copy of this handbook.

AAHE Annual Activities List

(Caution: this is not a complete list and should be added to as needed! Refer to the bylaws and respective sections of this handbook for additional information, dates and times.)

Winter (Jan.-Mar)

- Board meeting
 - Scholarship applicant (s) are announced. Recommended scholarship recipients are presented to the Board.
- Educational program for each section
- Winter AAHE business meeting
 - Nominations and elections are the first order of new business, according to the bylaws
- New President-elect starts working immediately on his/her board and committee appointments in order to have them ready to present at his or her installation at the Annual Banquet
- New Vice-President-elect begins planning for locations and dates for the coming year's meetings
- Newly elected officers begin reading the bylaws and handbook that relate to their office and duties. They also begin thinking about the board appointments they will be making or recommending
- Newsletter will be published.

- Program chairperson mails annual exhibition booth applications to vendors on February 1st

- President submits ASHE Chapter Award Application and "Personal Recognition Award" information back to ASHE.

Spring (Apr.-Jun.)

- Board Meeting
- Educational program for each section
- Vendor product exhibition/show
- Annual AAHE business meeting
 - 1) Dates and locations of all meetings for the coming year are announced and published in the newsletter
 - 2) President-elect announces his / her executive board and committees for the year
 - 3) New Treasurer begins work on annual budget, which is due by new fiscal year and is presented in the Summer executive board and long range planning meeting
- Annual banquet and activities
 - 1) Install new officers
 - 2) Present A. W. "Doc" Zimmerly award, if any

- 3) Present Curt Belin Engineer of Year award, if any
 - 4) Scholarships are presented to recipients
 - 5) Dinner
 - 6) Entertainment
- Long Range Planning Meeting
 - 1) Annual budget from new Treasurer is presented to executive board for approval; revisions are then made as necessary (refer to past budgets)
 - 2) Review ASHE Chapter Award request.
 - 3) Vice President announces all meeting dates for the coming year to the board

Summer (Jul.-Sept.)

- Current President and Vice-President attend annual national ASHE conference
 - 1) President or his/her proxy presents oral report about our AAHE state chapter.
 - 2) President and Vice-President attend ASHE chapter leadership programs

Fall (Oct.-Dec.)

- Board Meeting
- Fall Conference
- Fall AAHE business meeting
 - 1) President calls for Award nominations at business meeting
 - 2) President calls for Curt Belin, Outstanding Engineer Award nominations at business meeting
 - 3) President reminds members of upcoming Winter officer nominations & elections
- Fall Newsletter

Immediate Past-President

Duties:

- The role of the Immediate Past-President is to act as official Parliamentarian at board and business meetings.
- He or she also plays an important role as advisor and historian for the new officers, but should only do this upon request.
- Letters of appreciation from Immediate Past-President are sent to Healthcare institution Administrators thanking them for the support and services of their staff members that served AAHE for the previous year
- Chair Bylaws and Handbook Review Committee

Helpful Hints:

The Immediate Past-President is often appointed as chairperson of the membership committee, although this is not always the case.

You are now the current grandparent of the Association and are fresh from the war zone. Although you are most likely weary and are ready to sit back, just listen and rest, you actually have another very important opportunity of service. Now is your time to suggest and implement new things that are needed, now that you have more time yourself; especially those types of things you wish you had known or that would have made your job easier as you moved through the various offices. You can now help those who follow in your footsteps by making even more of this kind of information, training, or procedures available to them. Do it while it is fresh on your mind. Leave a legacy.

Also offer your support and guidance, and make your experience available to the current President, officers and board. But be sure to turn loose of the reins; you had your turn, now let the new kids on the block have their fun.

The Association thanks you very much for your service. Hopefully you have grown personally and professionally from this experience as much as the organization has surely benefited from your service.

Office of the President

Duties:

- The role of President is generally two-fold in that she/he is both a presiding officer and an administrator.
- The President carries the major responsibility for the success, effectiveness, and reputation of the Association. A thorough understanding of the bylaws, objectives, and traditions of the Association. Assist and advise the other officers, board members, and chairs in the performance of their duties.
- Makes two board appointments at the beginning of their term (Annual meeting), as well as appointing any other committee chairpersons as described in the Bylaws.
- Appoints any special Ad Hoc committees needed to fulfill special Association objectives during the year.
- Conduct official meetings including executive board, regular business, and other special-call meetings. Robert's Rules of Order shall be followed at all meetings.
- Agendas should be prepared in advance for all board and business meetings.
- The President shall:
 - Ensure that only actual board members vote at executive board meetings and not visitors or observers, and, in the same respect, that only voting members vote at business meetings.
 - Open all Association quarterly programs and introduce the program chairperson or welcoming dignitaries.
 - Represent the Association by way of written correspondence or official interaction with outside entities or organizations, as needed.
- In accordance with Association bylaws, all expenditures of Association funds must first be approved by the executive board, so motions from the floor of a business meeting involving funds shall not be accepted. The President must refer all motions from the floor of a business meeting involving funds to the next executive board meeting.
- The Arkansas Association for Healthcare Engineering President (and Vice-President) attends the American Society for Healthcare Engineering (ASHE) annual meeting at AAHE's expense. President (or proxy) and Vice-President must attend ASHE national meeting leadership programs.
- The AAHE President should promote and encourage membership in the American Society for Healthcare Engineering (ASHE).

Helpful Hints:

Review the "Annual Activities List" carefully and frequently so you will not forget to put some important item on an appropriate board or business meeting agenda. Also, please add to the activities list as needed, for the future officers' benefit.

Contact board members and committee chairpersons between quarterly meetings to ensure that their duties and assignments are being completed in a timely manner.

After your election at the Winter meeting you must begin to think about your choices for board and committee assignments, remember there are "talkers" and there are "doers." Talkers always seem to have a lot of suggestions about what should be done by the Association and other members - but they never quite have time to put any of their ideas or suggestions into action, themselves. So, do yourself a favor, load your board and committees with as many "doers" as you can find. The bottom line is that all of these appointments are very important to the Association's success and accomplishment during your year as President. An active, productive executive board and assembly of committees will make all the difference in the world - so choose carefully and choose wisely!

Keep in mind that the bylaws limit any member to a maximum of five (5) consecutive years of service in any one position on the executive board, not counting time as an officer. After only one year of absence, the member may once again serve in a board position for five more years. The purpose here, of course, is to ensure the rotation and sharing of responsibility and opportunity. As you have now personally experienced, serving the Association in a leadership position is a great professional-growth opportunity, and should be shared among as many members as possible.

In addition, if the same person has been chairperson of any given committee since you were Treasurer, it may very well be time for a change. The Association has a large contingent of voting members that are eligible and qualified for these voluntary positions. Many of them are ready, willing, and able to serve, with a little encouragement from you. Take the time and trouble to recruit new members for service. This will also often result in fresh enthusiasm, because members that have served in one position for very long have probably exhausted most of his / her ideas, and a new committee chairperson or board member may bring new inspiration.

Office of the Vice-President

Duties:

- The Vice-President serves as chairperson of the Program Committee. This is a major responsibility and requires a significant commitment from him/her, as well as from the other program committee members. Refer to the Program Committee section of this handbook for additional and specific details about these extensive responsibilities.
- The Vice-President is a member of the executive board.
- The Vice-President has one board appointment.
- The Vice-President serves as an aide to the President, and presides at meetings when the President is absent. The Vice-President also represents the President at other times, upon request from the President. The Vice-President performs other specific duties prescribed in the bylaws.
- In order to prepare for the forthcoming duties as President, the Vice-President should must also become familiar with the Association bylaws, handbook, and the basic principles of Robert's Rules of Order.
- The Arkansas Association for Healthcare Engineering President (and Vice-President) attends the American Society for Healthcare Engineering (ASHE) annual meeting at AAHE's expense. President (or proxy) and Vice-President must attend ASHE national meeting leadership programs.

Helpful Hints:

Following your year as Vice-President, you will be installed as President at the annual banquet. You may want to have some type of brief acceptance speech, short outline of goals for next year, or other brief comments prepared ahead of time, but this is completely at your discretion.

Refer to all the tasks involved in programs and the annual meeting, as listed in the Program Committee section of this handbook.

Refer to the annual activities list provided in this handbook.

Office of the Secretary

Duties:

- The Secretary is the official keeper of records for the Association. She / he must record and publish minutes of all executive board and regular business meetings.
- The Secretary is a member of the executive board.
- Minutes should be prepared following each meeting and sent to the Arkansas Hospital Association.
- The Secretary reports the minutes of previous respective meetings at each quarterly executive board and business meeting.
- Minutes are a brief and official record of a meeting and must include at least the following information:
 1. The name of the Association.
 2. Type of meeting (executive board, regular business, special, etc.)
 3. Date, time, and place.
 4. Names of those present at board meetings.
 5. Name of presiding officer and recording secretary.
 6. Proceedings:
 - a. Presentation, amendments (if necessary), and approval of previous minutes. Includes recording names of members making motions and seconding motions, and if motion carried (passed).
 - b. Unfinished business.
 - c. New business.
 7. Date of next meeting.
 8. Hour of adjournment.
- Minutes should present all the crucial points of a meeting, and the recorder must ensure that none of these are missed. The substance of the minutes should be presented in a direct manner, and the significant points (motions passed) of a meeting should stand out so they can be easily located. The object is to relate what was discussed, what was decided, and what was left undecided, as clearly as possible.
- In preparing minutes the Secretary must keep the exact wording of motions and resolutions and the names of both the member making the motion and the person making the second, as well as whether it passed or not. For example, simple and brief minutes entry of a motion that was carried (passed) banning smoking during board meetings, made by Bill McCully and seconded by Mike Long:
Motion: Smoking will not be permitted during executive board meetings. (McCully/Long) Carried.

- The annual board-approved budget should be included in the minutes as a part of the Association's permanent record.
- If the Secretary is unable to attend any meeting, she / he must make arrangements to have someone else record the minutes in his / her absence. Recording the minutes is an important function, and is the permanent business record of our Association.

Helpful Hints:

A tape recorder will help you keep up with proceedings of meetings.

Minutes must be neatly typed and included in Association history.

Office of the Treasurer

Duties:

- The Treasurer is the authorized custodian of funds of the Association. She / he ensures the receipt and disbursement of moneys as prescribed in the bylaws and as authorized by the executive board.
- The Arkansas Hospital Association financial officer actually performs these tasks for our Association, and although she / he receives this account statement information from them, the Treasurer is still responsible for ensuring its accuracy, and thus the Treasurer shall ensure that an accurate and detailed account kept of all moneys received and paid out.
- The Treasurer attends all board and regular business meetings and presents the treasury report. Copies of these reports shall be made available to each member at all board meetings. Several copies should also be provided at regular business meetings for any interested voting members. These financial reports are prepared and provided to the Treasurer each quarter by the AHA office. Typically there are three separate reports:
 - 1) general operating funds
 - 2) a certificate of deposit statement
 - 3) the scholarship fund balance
- The Treasurer shall prepare an annual Association balanced budget for presentation to the executive board at the Long Range Planning meeting. This is the very first task of a new Treasurer, and should be performed after his/her installation. She/He should study a previous budget and work with the Vice-President to assist him/her in preparing the new proposed balanced budget.
- The Treasurer shall approve payments of expenditures as authorized by the executive board and the bylaws.
- The Treasurer shall oversee the transfer of moneys between accounts, as directed by the executive board.

Helpful Hints:

It helps to use a previous budget and make revisions, rather than to prepare a completely new proposed budget. More often than not, revisions will be necessary after the executive board reviews the proposed budget before they will approve it. Do not be offended - the board looks very closely at all proposed budgets!

When giving treasury reports, only the highlights and major balances need to be reported; detailed questions, if any, can answered upon request. Printed treasury report copies should be made available upon request to any voting member.

Executive Board Members

Executive Board/Officers

Immediate Past-President
President
Vice-President
Secretary
Treasurer

Along with

President's Appointment
President's Appointment
Vice-President's Appointment
Executive Board's Appointment
Executive Board's Appointment (Codes & Standards Chairperson)
President's Newsletter Editor (Information & Resources Chairperson)
All other Committee Chair Persons

ASHE Region VII Representative (ex officio, if not AAHE member)
AAHE members that are currently an officer of ASHE

Will make up the Board of the AAHE

Duties:

- The board transacts all business for the Association, except that business required by the bylaws to be carried out by specified vote of the floor or voting membership of the Association. The board also makes policy decisions, except as otherwise specified by the bylaws. The board approves or disapproves reports, resolutions, or actions of officers and committees.
- The board approves the AAHE annual budget and authorizes all other non-budget expenditures of Association funds. All motions from the floor of a general business meeting involving expenditure of funds must only be treated as proposals for consideration in a subsequent board meeting.
- The board has two board appointments at the beginning of the officer's year, with one of the two positions being designated as the chairperson of the Codes and Standards Committee. Refer to the Codes & Standards committee section of this handbook for additional details.
- The board reviews and recommends to the floor of voting members all proposed amendments to the bylaws.
- The board establishes rules and procedures for both the board and the Association.

- Ideally, each section of our Association should be represented on the board, whenever practical. These respective section representatives should present a report on the activities of their section at board meetings.
- The AAHE Executive Board/Officers shall serve as the Trustees to the scholarship trust committee. Refer to the scholarship bylaws for more information.

Helpful Hints:

Board appointments should be rotated among voting Association members as much as is practical. There is a tendency for the new President to retain the same old comfortable board, but new board members will very often provide new ideas and educational concepts for the benefit of our membership.

Membership Committee

Duties:

- The chairperson will be appointed by the President.
- The chairperson presents a quarterly report of new proposed members and activities at each Board and Business meeting.
- All membership applications to AAHE must be properly submitted to this committee in writing. The committee shall determine eligibility and appropriate grade of membership. The chair of the committee then presents all eligible membership applications to the Board for approval.
- If approved by the board, the applicants are presented by the chair for a floor vote during the business meeting.
- After membership applications are voted upon and processed, the committee chair shall notify applicants of their acceptance (or rejection) and of their grade of membership.
- The committee chair shall ensure that all names of new members and associate members are published in the newsletter each quarter.
- The membership committee shall ensure that updated membership rosters are published and issued to the membership at least annually.
- The membership committee should actively pursue methods of increasing Association membership each year. The committee should initiate at least one annual membership drive of some type.
- Committee members should distribute Association membership brochures and other Association information to potential members. These brochures should also be available at the registration table at all quarterly and annual meetings.
- The membership committee should also help promote attendance at Association quarterly programs and annual meeting & banquet.
- This committee shall hold meetings in person, by phone, or by mail as necessary to fulfill their required responsibilities to the Association.

Helpful Hints:

AAHE membership brochures/applications are available from AHA for hand outs, distribution, or mailing.

An annual membership promotion of some type, with possibly a mail out, is always a good idea. Mailings tend to be reasonably effective, but additional announcements, appeals, and promotion will definitely increase the return of applications. An occasion promotion in the newsletter is also sometimes effective.

Another idea is to encourage long-time members to get other worthy members of their own staff involved in the many educational opportunities that AAHE has to offer. AAHE has been good to each of us and involving our own staff is a chance to share the positive experience.

One important thing to remember is that our Association should always make a special effort to reach the engineering and maintenance supervisors of small hospitals. Sometimes this is done through the hospital administrators, and at other times contact is made through our small hospitals educational programs. Use any ideas and methods you can in order to reach this special and often isolated group.

Our Arkansas Hospital Association coordinator maintains the AAHE membership roster and processes all membership applications.

Program Committee

Duties:

This important committee plans and conducts all Association quarterly and annual educational programs, as well as the annual trade show, banquet, and other activities.

The Vice-President is ex officio chair of the program committee, in accordance with Association bylaws. The remaining committee members are appointed or selected by the chairperson.

Including the chair, one committee member shall be appointed to represent each of the Association's three (3) sections, so that all sections are represented for their respective educational tracks. Each section representative on the committee is responsible for their section's programs, although program format and topics shall be coordinated with the program chairperson.

This committee always has a great deal of work to do. They must hold meetings as needed in person, by phone, or mail in order to get the job done on time. This committee must keep in close contact throughout the year to carefully plan and coordinate all of these various programs and activities. Chairing the program committee is clearly the toughest job in our Association -- but take heart, it only last for one year.

The program chair shall keep the President informed, as well as present a quarterly report of program plans and activities at each executive board and business meeting.

The purpose of this committee is to develop and implement educational programs to meet the needs of the Association membership. These educational programs are not necessarily limited to our quarterly meeting formats or dates. They might also include conference calls, printed information and materials, video training tapes, periodic newsletter articles, and any other creative and innovative training methods within Association capabilities and financial means. (Of course, any expenditure of funds beyond the annually-approved budget must be approved by the executive board.)

Occasionally, this committee should solicit ideas and suggested needs for educational programs from the general membership. This would include, but not be limited to; mailing written surveys to the general membership every few years to see what programs are needed or might be requested. Making requests for training ideas and needs at quarterly business meetings is also another possible method to gain ideas and direction.

The committee should also provide, collect, and assess "program evaluations" at quarterly and annual programs on occasion, in order to help determine if the programs being presented are meeting the needs and interests of Association members.

Quarterly Meetings & Educational Programs

The program chair must ensure that all program information is ready for publication at least seven (7) weeks in advance of each program date, because the program bulletin is produced and mailed six (6) weeks in advance by our AHA coordinator. Committee members can refer to a previous program schedule for information about style and content.

Quarterly newsletter information and articles should be provided by each section representative, whether they actually provide the information or have another section member contribute the information.

Membership brochures and AAHE applications should always be available at the registration desk of all meetings.

The program chair must also provide a scheduled time and place for the Executive Board meeting each quarter. The board meeting is typically held the Thursday afternoon or evening before the Friday regular meeting.

To open the program, all sections will meet in the same room and hear welcoming remarks from an official of the hosting healthcare institution. Since the annual meeting is not held in one of our member healthcare institutions, other dignitaries are called upon to welcome our members. After the opening remarks, the program chair will briefly outline the schedule of events for the day, as well as announce the various meeting room locations. She / he will also announce the break times, and point out the location of restrooms and other relevant details. Next, the program chair will announce the names and thank the sponsors of the breaks and lunch. Finally, the group is dismissed to their respective program meeting rooms. Educational speaker introductions will be done in the respective meeting rooms.

Lunch and breaks are provided at all quarterly meetings. These are often sponsored by an associate member, and signs with the sponsor's name should be displayed during the break or lunch that they have provided.

Program evaluation forms should be occasionally handed out at meetings in order to evaluate the effectiveness of the presentations. These evaluations and surveys will sometimes be conducted in conjunction with other efforts of the education committee. Evaluation forms are also a helpful way to get additional program requests, suggestions and ideas.

Other Meeting & Program Considerations

The Executive Board provides money in the annual to in order for the program committee to be able to bring in quality speakers. This money is sufficient to cover significant travel, lodging, and speaker expenses, and the intent is to provided national-quality programs and speakers at our State level quarterly and annual meetings.

Every program committee member naturally feels a certain amount of anxiety when she / he realizes that they must come up with a year's worth of quality programs for the Association, but actually good program ideas and speakers can be found everywhere.

For example, many of our own members are an excellent program resource, and probably should be used at least once each year. Then, there are numerous outside experts and authorities available for presentations, and our Association budget allows for paying the travel and lodging expenses for them. These speakers can include authorities from the various regulating agencies such as Joint Commission, university professors, and even members of ASHE. In fact, current national ASHE

seminar topics are a good source of ideas for our own local programs for those members who are not able to travel to the national meetings.

Sometimes our own associate members, various service companies, and other vendors can provide educational programs, but only if they are very generic in nature. The major problem with this type of program is that it can easily turn in to one big advertisement or promotion for the company or service conducting the session, and this is absolutely unacceptable. So be very careful when opting for this type of program.

Keep in mind that not all programs need be technical in nature. Other subjects such as productivity, motivation, quality, employee management, and stress management are all examples of good educational programs. Current Codes and Standards issues and activity are always another good source of programs. The committee should use its imagination in providing for the many and varied educational needs of our members.

The committee should probably get to their planning process and make decisions early in the year to develop a working outline and list of programs to present.

Program handouts are always a good idea. Encourage your speakers to provide members with something to take home.

Afternoon programs are usually not well attended because of needed travel time, so informal “round table” discussions on current topics of concern are sometimes held for those who can stay longer.

Annual Meeting & Banquet

The April annual meeting is always held in conjunction with a banquet, in accordance with Association bylaws. The program committee develops a proposal and budget for the annual meeting and banquet that is presented to the executive board for approval. All registration fees are also set and approved by the board at this time. Typically the Association only tries to break even on our three quarterly meetings each year, but the annual trade exhibition is where our year's operating funds are typically generated.

The program committee members will want to look at past budgets and expenses to get a feel for what this meeting and banquet will cost. It can easily cost from \$7,500 up to \$12,500, so it is without doubt, serious business. When it's all said and done, the Association hopefully makes a couple of thousand dollars from the annual meeting in order to support our other budgeted programs for the year.

When the committee chair makes the arrangements for our annual meeting and banquet with the meeting-site hotel or resort representative, our AHA coordinator should review all proposed meeting and/or banquet contracts before they are signed.

Annual programs also include lunch and breaks, just as quarterly programs. Breaks, and sometimes lunch, are often sponsored by one of our associate members and signs with the sponsor's name should be prominently displayed.

Quality educational programs for each section are also a big part of the annual meeting. The very best program ideas are often reserved for this particular meeting time because of the typically larger attendance.

A spouses' program or area tour is provided at the annual meeting. This event is often sponsored by an associate member, but if not the AAHE budget for this feature is usually around \$200 to \$400.

Product Exhibition/Show Considerations

The product show, with its many vendor exhibition booths, is a big feature of the annual meeting. The following are some ideas and procedures to help with this part of our annual program:

- Applications for these display booths should be mailed to the vendors no later than February 1st of each year, in order to provide sufficient response time.
- The mailing must establish firm deadlines for application returns.
- A returned application and "check-in-hand" to AAHE gets a confirmed reservation for the vendor -- strictly on a first come, first served basis. We have experienced last minute no-shows on many occasions and the revenue from that booth is lost unless it has been prepaid.
- The mailing information must clearly establish what the booth fee includes, and does not include, in terms of how many vendor or associate admissions, lunches, etc., that the vendor is entitled to with his / her booth fee. Make it perfectly clear that other lunches, fees, etc. are at extra cost to the vendor.
- Signs should be made by AAHE that displays each exhibitor's company name prominently at their booth.
- Mailed information should indicate actual booth dimensions (usually 10 feet X 10 feet).
- Indicate on the application whether or not any tables, table cloths, or chairs are included in the fee, or if these are only available at extra cost.
- The vendors should be specifically informed to bring anything else that they will need, such as extension cords, etc.
- The mailing must clearly define allowable booth setup and breakdown times, in order to avoid interfering with educational programs or the banquet.
- Keep in mind that some larger booths, such as corner booths, are offered at a premium price because of the extra display space available and high visibility.
- The program committee must make a drawing of the exhibitor booth layout and number the booths for assignment.
- Before the February mailing of applications to the vendors, the number of booths must be appropriately allocated to facilities, clinical, telecommunications, safety, and radiology. The program committee member from each section can help determine how many booths that section will need. The respective committee member and section will then be responsible for filling their allocated number of booths.
- Competitor vendors must never be placed too close to each other.
- Exhibitors should be encouraged to bring any handouts, giveaways, and/or samples they may have.
- The program committee must set 2 or 3 definite exhibition times for Association members to attend and view the displays, in order to give the vendors adequate exposure of their goods and services displayed.

- Whenever possible, get sponsors to provide door prizes to be given away during official exhibition times. The door prizes should be given away by random drawing and winners must be present to win; this encourages attendance to the exhibitions.
- Signs should be made by AAHE with the sponsor's name, for all major door prizes that are displayed for the drawings.
- During the morning announcements, at exhibition times, and during the meeting itself, let the exhibitors and sponsors know how very much their support is appreciated by our Association. It is important that they be recognized and thanked.
- The bottom line for the program committee is to make absolutely certain that the exhibitors get their money's worth of viewing traffic and exposure. In return our members should be treated to quality exhibitions of the latest products, and technical information. That way it works for everybody.

A soon after an annual meeting, the program chair should always send sincere thank you letters to each and every exhibition vendor for their generous support of our Association. This revenue is what pays the bills for our fine Association educational programming.

Banquet Menu Ideas & Suggestions

The program committee must also select the menu for the annual banquet. Here are a few thoughts and ideas gained from experience:

- History has shown that our members would almost always prefer some sort of steak for dinner.
- A few members on special diets will require chicken, so special arrangements will need to be made for these few folks.
- Fancy desserts also seem to be a crowd-pleaser, so the committee should select these thoughtfully.
- Other decisions must be made about whether or not to have flowers or centerpieces for each table.
- The after-dinner entertainment or guest speaker is also a very important selection made by the committee. Always review this with the executive board, beforehand.

Banquet Agenda

The banquet agenda has its own complement of decisions and considerations:

- At the beginning of the banquet, the head table of officers and spouses are introduced by the program chair. The guest speaker is also introduced at this time.
- After dinner, the A. W. "Doc" Zimmerly award is presented at the banquet, by the award committee chair.
- The scholarship recipients are announced and the checks distributed at this time, by the scholarship committee chair.
- And the Curt Belin "Young Engineer of the Year" award is presented at this time, by the award committee chair.
- The incoming officer installation service is next. Any distinguished member of the Association may be asked to perform these installations.

- After installation of the new officers, the outgoing President may want to say a few words of thanks and recognition to his board and committee members. She / he should probably have a brief message prepared ahead of time. The program committee should remind the outgoing President about this.
- The program chair then presents the other customary gifts, recognition, and expressions of appreciation to the AHA coordinator and any others, as appropriate.
- Eat
- Entertainment

Helpful Hints:

Refer to the "Annual Activities" list in this handbook for an approximate schedule of Association events.

Thank you letters are sent by the past program chairperson and committee members to all associate members and vendors that participated in the product exhibition show

Each program committee member should provide a newsletter article each quarter about their respective section, or maybe have another section member provide the information. Topics might include:

- 1) a summary of the educational program for members who were unable to attend;*
- 2) promotion and information about the next program;*
- 3) a technical article or other section-related information;*
- 4) general business and/or management articles;*
- 5) human interest or historical stories about members or facilities.*

Basically, any information of specific or general interest to our membership is acceptable and encouraged.

"Thank You" letters to both speakers and sponsors of programs are always a very good idea. These sincere expressions of gratitude are much appreciated and long remembered.

The newspapers, radio stations, and TV stations should be contacted for news coverage any time a nationally recognized speaker is part of a program.

Refer to the Vice-President section of this handbook for additional information about the program chairperson's responsibilities and duties.

Nomination & Election Committee

Duties:

The nomination & election committee shall be composed of three principal members; one selected by the president, one selected by the vice-president, and one selected by the executive board. Refer to Article 8.3 for further details and procedures.

The chairperson presents a report of activities at executive and business meetings, as directed by the President.

All nominations will be in accordance with the bylaws. All nominations must be from the grade of "Member." Refer to Article 5 of the bylaws for definition of "Member" grade. Associate members are not eligible to be an Association officer.

This committee shall remind the President at the Fall meeting to call for names of members to be considered for nomination and election at the Winter meeting.

The committee shall then prepare a proposed slate of officer candidates from the nominations. The nominations shall be for President, Vice-President, Secretary, and Treasurer for election at the Winter meeting.

The nomination & election shall also call for and accept additional nominations from the floor at the Winter business meeting, just prior to the election. This is the first order of new business at the Winter business meeting.

The nomination & election committee is to supervise all elections of officers, "Fellow" members, and all balloting as required by Association bylaws.

The committee shall supervise the election of officers at the Winter business meeting.

The committee shall supervise the election of all "Fellows", as needed and according to the procedures in bylaws. See Article 5. This may or may not happen at any given meeting, but a maximum of only once per year, and sometimes not in all years.

The committee supervises all balloting required by the Association bylaws. This includes special elections and other business that requires a membership vote. One balloting exception is that bylaws amendments are mailed to the membership for voting by the Secretary; this is in specific accordance with the Association bylaws.

The election committee shall hold meetings in person, by phone, by mail and at regular business meetings as necessary to fulfill required responsibilities to the Association.

This committee will hold meetings in person, by phone, or by mail as necessary to fulfill required responsibilities to the Association.

Helpful Hints:

Mark your appointment calendar now, so nominations will not sneak up on you in January.

Refer to the Association bylaw articles for proper procedures.

Resumes and letters of recommendation to the nominating committee about proposed candidates are always a good idea.

Codes & Standards Committee

Duties:

In accordance with Association bylaws, the chair of the Codes & Standards committee is appointed by the executive board, and is also an ex officio executive board position. The chair then appoints the remaining committee members.

The Codes & Standards committee is made up of at least three, but not more than five members. If practical, this committee should have at least one member from 1) facilities, 2) biomedical/clinical, and 3) one from the safety section. When this is not possible, the best mix available from these areas of responsibility should be appointed; this will help ensure equitable representation.

Codes & Standards is one of the most important committees of our Association. This committee keeps the membership informed about codes, rules, and regulations that affect healthcare institutions from the National Fire Protection Association, the Joint Commission for Accreditation of Healthcare Organizations, State of Arkansas codes, regulations & laws, as well as other regulatory agencies. The committee also keeps abreast of current environmental, health, or safety issues and regulations, in order to keep our members appropriately updated.

This committee shall study the development of Codes & Standards activities at all levels. The chair will report to both the executive board and general membership, at each respective quarterly and annual meeting, any activity that warrants being brought to the attention of the Association.

Because of the importance of this committee and its critical responsibility to the Association, the committee should publish a newsletter article each quarter. The committee members themselves would not necessarily have to write every article, but could call upon other Association members to provide pertinent information for publication.

This committee should also provide at least one educational program per year, at a regular quarterly meeting.

Because it is one of the most vital committees, Codes & Standards shall hold meetings in person, by phone, or by mail as necessary to fulfill its required responsibilities to the Association. In any case, this committee should meet no less than once each quarter, and more often as pertinent issues warrant.

One other note; the chair of the Codes & Standards committee is also a board member, and thus can not hold that office for more than 5 consecutive years, in accordance with Association bylaws.

Helpful Hints:

This committee should plan to hold regular meetings because of the critical nature of its business.

When important issues are to be decided in national organizations such as the National Fire Protection Association or the Joint Commission for Accreditation of Healthcare Organizations, AAHE members attending these meetings should provide a summary or report to the membership at the next Association quarterly meeting.

The Association has, on occasion, underwritten expenses in order for the chair of this committee to attend national meetings when issues important to healthcare institutions are involved.

A. W. "Doc" Zimmerly Award Committee

Duties:

An A. W. "Doc" Zimmerly Award committee is appointed only when eligible written nominations are submitted to the President by December 31st of any calendar year.

A call for nominations for this award should be made by the President at the October business meeting. The December 31st deadline should be announced at that time.

When appointed, the committee is composed of two current executive board members and three voting members at large. All members are appointed by the President. Some or all of the committee members should be past recipients of this award whenever practical.

Any voting member of distinction who has demonstrated exceptional leadership qualities and has made an outstanding contribution to the Association is eligible for nomination to receive the A. W. "Doc" Zimmerly award. Nominations must be submitted in writing by December 31st. The nomination must include a complete resume and qualifications. Refer to the bylaws for further information.

Current officers are not eligible for this award during their tenure. On the other hand, any officer, including the President, may make nominations for this award.

The committee selects a recipient from the nominations at the Winter meeting. The selection is kept confidential and the Doc Zimmerly award plaque is presented by the President to the recipient at the Annual banquet.

In accordance with bylaws, a maximum of only one award recipient may be selected in any given calendar year.

After this committee is appointed, they must hold meetings in person, by phone, or by mail as necessary to fulfill their responsibilities to the Association.

Helpful Hints:

This is a very prestigious award and represents one of the highest complements that our Association can give to a member. Nominations and selections should reflect this honor.

It is neither required, nor encouraged that this award be given every year.

Information Resources & Newsletter Committee

Duties:

The Information Resources & Newsletter committee consists of 3 to 5 members, appointed by the President, with one designated as newsletter editor and chairperson. The other committee members should consist of a representative from each of the Association sections so that equal coverage can be provided.

The newsletter editor is an ex officio position on the executive board. Because the newsletter editor is a board member, she / he can not hold that office for more than 5 consecutive years, in accordance with Association bylaws.

The editor presents a report of activities at each executive board and business meeting.

This committee publishes a newsletter for the Association membership each quarter. The newsletter is mailed by AHA with the quarterly meeting registration and announcements, which is approximately six weeks before each meeting.

Each committee member should provide a newsletter article every quarter concerning their respective section, or maybe have another section member provide the information. Topics might include, but are not limited to:

- 1) a summary of the educational program for members who were unable to attend;
- 2) promotion and information about the next program;
- 3) a technical article or other section-related information;
- 4) general business and/or management articles;
- 5) human interest or historical stories about members or facilities.

Basically, any information of specific or general interest to our membership is acceptable and encouraged.

The committee also publishes and distributes other information to the membership as directed by the President or executive board.

The President is responsible for writing a "President's Message" article for the Association newsletter each quarter. This article can be about any topic of the President's choice. The article is due to the newsletter editor within 5 weeks after each meeting. The newsletter is published and mailed with the Association program announcements before each quarterly meeting, so the newsletter has to be completed by then.

The purpose of having one committee member from facilities, clinical/biomedical, and safety is so that each committee member can write a technical article (or arrange to have one written by a member of their own section) for inclusion in each quarterly newsletter. These technical articles have proven to be very valuable and informative for our Association members.

The newsletter might also consider providing a short summary of the quarterly educational programs. In this way, members that were unable to attend can benefit from the program, too. This responsibility can be assigned to anyone willing to do it for each respective section.

The editor and chair of this committee has the responsibility to ensure that newsletter deadlines are met each quarter. She / he may have to spend a little time on the phone reminding folks of the deadline date.

The editor and/or his committee members should get commitments, or have the President make assignments, among all board members to write at least one newsletter article each year.

The Arkansas State Health Department has also offered to be a periodic contributor to the newsletter.

This committee should hold meetings in person, by phone, or by mail as necessary to fulfill its responsibilities to the Association.

Helpful Hints:

The newsletter is one of the most useful and effective educational tools that we have. It is generally underutilized by members and has a great deal more potential than we have seen. It is also an opportunity for members to grow personally and professionally by writing an occasional article. The trick is to get more and more members writing.

Not all of the articles have to be technical in nature. The newsletter should contain member and institution profiles or histories, as well as other human interest articles. Actually, there is probably no limit to the type of articles that would be of interest to our Association!

The editor should call and remind officers and committee members to get articles in to him or her in plenty of time. Newsletter articles should be completed and submitted within 4 or 5 weeks of the last quarterly meeting. The program is mailed 6 weeks after the last meeting, which is also 6 weeks before the next quarterly meeting. This deadline sneaks up on most people, until they get familiar with this time frame.

Yearbook Committee

Duties:

The yearbook committee is composed of three to five members, all appointed by the President, with one being designated as editor.

The editor presents a report of activities at each executive and business meeting.

The yearbook committee is charged with gathering information in order to publish and provide the membership with a yearbook of the Association's activities of the previous year.

Yearbooks will be completed and distributed to members at the annual meeting in April.

Items that should be included (but not limited to) in the yearbook are pictures of the respective year's officers, meeting programs, a current membership roster, special awards and recognition's earned by the Association, etc. The yearbook committee should refer to previous editions for examples of content.

Items included in the yearbook are not limited to only what has been done in the past. A creative committee might come up with all sorts of good ideas. Although, anything too far off the beaten path should probably be approved by the executive board before it is included.

Officers should provide, to the yearbook editor, a new picture of themselves each year, as they progress through AAHE offices. But the committee chairperson should note - officers normally have to be hounded mercilessly for these current pictures!

Pictures of Association activities should be used in the yearbook. The committee should also encourage other members to take pictures during the year for inclusion in the yearbook.

This committee shall hold meetings in person, by phone, or by mail as necessary to fulfill their required responsibilities to the Association.

Helpful Hints:

Yearbook printing has often been done cost-free by a member healthcare institution. If that proves to be impractical, other sponsors might be solicited to cover these costs.

The pages of the yearbook should be printed on both sides for efficient use of paper and binding materials.

Traditionally, the color or format of the yearbook cover changes each year to distinguish between editions.

Scholarship Committee

Duties:

This is typically a three-person committee, all appointed by the President, one as chairperson.

The chair presents a report of activities at each executive and business meeting.

The purpose of the Scholarship committee is to call for and accept nominations of students to receive the annual Arch Gilchrist, Curt Belin and Past President scholarship grant(s). The recipient(s) are then selected by the committee from the nominations submitted, in accordance with Scholarship Grant bylaws. The chair of this committee will announce the name(s) of the recipient(s) at the Winter business meeting. The chair will also present the recipients with the scholarship check(s) at the Annual Banquet. The names of the scholarship recipients should also be published in the Association newsletter.

The committee should hold meetings, in person, by phone, or mail, as necessary to fulfill their responsibilities to the Association.

Helpful Hints:

The committee should probably arrange for a JCAHO seminar to be held every few years. These state (local) seminars are cost effective and have proven very beneficial to Association members. This should be discussed with the Arkansas Hospital Association since they often sponsor, plan, and promote Joint Commission Seminars, too.

Scholarship committee works on finding sponsors for the golf tournament and prepares letters to send out and tournament form

This committee might consider producing a video training tape and making it available to member healthcare institutions, and possibly all non-member small healthcare institutions. This experiment just might prove to be a viable and progressive training method.

All committee members should be familiar with the scholarship grant bylaws when making scholarship selections. The type of applicants, number of recipients provided for per year, and amounts of scholarships that can be awarded are all outlined in the scholarship bylaws.

Be sure to check the bylaws for the correct dates and then mark your calendar in order to remember 1) when scholarship nominations should be called for (Summer), 2) when scholarships selections are actually made (Winter), and 3) when scholarships are announced and presented to the recipient(s) (Annual banquet). The committee chair should also remind the President ahead of time to include these items on his / her meeting agenda for the appropriate board and business meeting dates.

Curtis G. “Curt” Belin Young Engineer of the Year Committee

Duties:

A Curtis G. “Curt” Belin Young Engineer of the Year Award committee is appointed only after eligible written nominations have been submitted to the President by December 31st of any calendar year.

A call for nominations for this award should be made by the President at the Fall business meeting. The December 31st deadline should also be announced at that time.

When appointed, the committee is composed of two current executive board members and three voting members at large. All are appointed by the President. Some or all of the committee members should be past recipients of the award whenever practical.

Any voting member of distinction under forty (40) by the date of presentation who meets the qualifications listed in article 4 and 5 is eligible for nomination to receive the award. Refer to the bylaws for further information.

Nominations must be submitted in writing by December 31st, and must include a complete resume and qualifications.

Current officers are not eligible for this award during their tenure, but any officer, including the President, may make nominations for this award.

The committee selects a recipient from the nominations at the Winter quarterly meeting. The selection is kept confidential and the award plaque is presented by the President to the recipient at the Annual banquet.

In accordance with bylaws, a maximum of only one award recipient may be selected in any given calendar year.

Once this committee is appointed, they must hold meetings in person, by phone, or by mail as necessary to fulfill their responsibilities to the Association.

Helpful Hints:

This is a very special and personal award and represents one of the highest recognitions our Association can give to a member. Nominations and selections should always carefully reflect this honor and tradition.

It is neither required, nor encouraged that this award be given every year.

Small Hospitals Committee

Duties:

The Small Hospitals committee consists of from three to five members, with the chair appointed by the President. Committee members serve two-year appointments that are staggered so that terms expire on alternate years, so that all members do not rotate off the committee in the same year and there is continuity in the programs.

The chair presents a report of activities at each quarterly executive and business meetings.

Our Association has clearly and repeatedly pledged its commitment and support to the small hospitals of Arkansas. For the purposes of this committee, small hospitals are defined as those with 100 beds or less.

This committee shall plan and present three to four educational programs per year concerning healthcare engineering and maintenance. These programs shall be held in various regions or quadrants of the state, and shall be designed specifically to meet the needs of rural or small hospital engineers and maintenance supervisors. Small hospital administrators and managers should also be encouraged to attend these seminars.

Potential participants for the seminars should be contacted and recruited through mailings and personal telephone contacts by committee members.

In accordance with the Association's board-approved budget, small hospital programs are complementary to participants, and include lunch and all seminar materials at no cost. In addition, expenses of program speakers, such as fuel, meals, and lodging, are paid by the Association.

Helpful Hints:

Keep these programs basic. Many of the small hospital engineers and maintenance personnel struggle just to keep their institutions up and running. They need practical tips and ideas that will quickly and easily save them both time and money. Participants should also be invited to visit and tour our own Association hospitals, for additional ideas and insights.

This committee is Ad Hoc by design. The founders, Curt Belin and Bill McCully, hope the committee can eventually work itself out of a job in the years to come, as it reaches every small hospital in the state and gets them involved in our regular quarterly meetings. The program has been very successful thus far, and from 6 to 7 persons up to 10 or 12 have attended each time. The feedback has been positive, and respondents have indicated the value and need for this program.

Moreover, several participants have joined the Association and are now attending our meetings regularly. Encourage (but don't push) these engineering and maintenance people to join, but understand that many of them simply can't get away from work for a whole day, and others just do not have the money available. One way to enable them to join us

is by convincing their administrators of the training value and subsequent return on investment that our Association programs provide.

Every Association member is invited (and encouraged) to serve on this committee, or maybe be a one-time program instructor at some point. A member can present his own ideas or material to teach, or topics can be suggested for them by the committee members. Testimony indicates that Association members who have volunteered to be a part of this program have had very good personal growth experiences. It's a really good deal - they win and you win.

Keep in mind that State Health Department facilities engineers had indicated their willingness to participate in these programs, too.

The committee might think about producing and distributing video training tapes aimed to meet the needs of the small hospitals.

Safety and codes & standards are good topics to draw on for these programs. The Codes and Standards committee might be a good source of instructors or educational material.

It's probably a good idea to have evaluation & suggestion forms at each program. The collection and assessment of these responses help ensure that the programs are meeting the actual needs of the attendees.

Long Range Planning Committee

Duties:

This committee is composed of the executive board. The chairperson should be an AAHE President, whenever practical, because of his or her experience regarding the Association. Other past-Presidents, former board members, or past committee chairs should be utilized whenever possible.

The committee is charged with developing long range plans, programs of all types, and defining goals, in keeping with the Association's objectives and purpose. Committee members should refer to the bylaws for more information about our stated objectives and purpose. The committee's efforts may also be related to specific needs such as future educational program planning, revisions that may be needed in the bylaws, or other special projects which would assist the Association or its officers and executive board in carrying out their responsibilities.

Specifically, this committee shall ascertain the current and future needs of Association members, by whatever means or methods necessary. Then, from that information, the committee shall develop plans, make recommendations, and suggest procedures for the Association to use in meeting those needs. As this committee conducts its business it should always be mindful our motto "Education Through Association."

This committee shall hold one meeting in person but may also need to correspond via phone or e-mail as necessary to fulfill their responsibilities to the Association.

Helpful Hints:

The whole purpose of this committee is to review our past programs and educational performance to ensure that we are meeting the needs of our members. Within this review process, plans and guidance can be suggested to the officers and executive board that will keep us focused, effective, and loyal to our purpose of education and the sharing of professional information.

Remember that great accomplishments require great thinkers. As a committee member, be bold and innovative. Dream about what can be - open your mind and envision this Association as being the very best that it possibly can be, each and every year. Or better yet, try to help make each year better than the last!

In addition to your own ideas and visions, look to ASHE and other professional organizations and imitate — on a state level — every successful program and idea that you see. These national organizations are often on the forefront of the issues that affect our members and are a good source of ideas.