HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: CALLING COMMITTEE

DATE: FEBRUARY 18, 1997

POLICY: The Hannibal Regional Auxiliary shall establish a Calling Committee

PURPOSE: To notify the membership of general luncheon meetings and other events as needed

ADMINISTRATIVE RESPONSIBILITY:
The President of the Auxiliary shall annually appoint a Program Coordinator to serve for the calendar year. The coordinator shall report to the luncheon chairman and Director-Volunteer Services.

GENERAL STATEMENTS:

1. Members of the Calling Committee are responsible for contacting members in person, by phone or via email and notify the coordinator by 7:00pm on the Tuesday preceding the luncheon.

2. Coordinator shall be responsible for:
   
   • Recording hours of callers and reporting them to the Hours Coordinator by December 31st of each year.
   
   • Recruiting sufficient number of volunteers to serve on the committee.
   
   • Notifying committee members when to call membership and coaching callers on what to say and what to do in case party is not reached.
   
   • Notifying Director-Volunteer Services by 7:00pm on Tuesday preceding luncheon the total number and names of reservations.
• Callers will receive five minutes per name per month for hours.

2. The coordinator must be available to receive total number and names for reservations from committee callers and assist treasurer at check-in table at general luncheon meetings.

CONFIDENTIALITY POLICY OF HANNIBAL REGIONAL HOSPITAL:

All matters pertaining to patients and patient care are strictly confidential. Said matters are discussed with appropriate health team members only when necessary to facilitate professional physical, social, emotional, or spiritual care of the patient. Non-adherence to this policy will result in immediate termination.

President
Hannibal Regional Auxiliary

Replaces:
Reference: