HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: RECRUITMENT AND RETENTION

DATE: November 1, 1996

POLICY: The Hannibal Regional Auxiliary shall actively recruit new members and work to retain all members.

PURPOSE: To assure that members are welcomed and made to feel a vital part of the Auxiliary.

ADMINISTRATIVE RESPONSIBILITY:
The President of the Auxiliary shall annually appoint a Chairperson(s) to serve for the calendar year. The Chairperson shall select Co-Chairperson(s) as necessary. The Chairperson shall report to the President of the Auxiliary and Director-Volunteer Services.

GENERAL STATEMENTS:

1. The Recruitment and Retention Chairperson shall be responsible for the following:
   - Calling together the committee to assist with Recruitment and Retention activities
   - Planning of recruitment activities
   - Assuring that all new members become fully educated in the structure, focus, and activities of the Hannibal Regional Auxiliary
   - Reporting all new members to the president and Director-Volunteer Services after orientation
   - Introducing new members at monthly luncheon
   - Submitting new volunteer members’ names to hour’s chairperson, membership treasurer, calling chairperson, vice president and president
   - Maintaining an accurate file system on new members and working closely with the Director-Volunteer Services on all phases of improvement or changes to the program
   - Contacting respective chairperson, after orientation, of areas indicated on application and give them phone number and name of new volunteer
   - Maintaining new member names on a calling list for luncheons, etc. for at least one year
   - Submitting newsletter items to the Director-Volunteer Services
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- Submitting signed and dated receipts to be reimbursed by the Auxiliary
- Submitting an annual report of the committee’s accomplishments for the year to the Director-Volunteer Services

2. The Recruitment and Retention Chairperson shall also initiate activities that will encourage participation of all members.

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.

[Signature]

President  
Hannibal Regional Auxiliary

Replaces:  
Reference: