HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: LUNCHEONS AND PROGRAMS
REPLACES: PROGRAMS FOR AUXILIARY LUNCHEONS AND HOSPITALITY

DATE: September 1, 1996

POLICY: The Hannibal Regional Auxiliary shall host general Auxiliary luncheon meetings and have programs at each meeting. An awards luncheon will also be provided by the healthcare system annually.

PURPOSE: To provide guidelines for programs that will entertain, educate, and/or inform the membership and make meal arrangements.

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

GENERAL STATEMENTS:

1. The Chairperson shall annually reserve a banquet facility for luncheons, make meal arrangements, schedule interesting, informative and/or entertaining hospital or auxiliary related programs and assist with hosting and greeting Auxiliary members attending the luncheons.

2. The Chairperson shall also be responsible for the following:
   - Notifying the Director of any audio-visual arrangements for program.
   - Introducing the speaker/program at the luncheons.
   - Providing the Corresponding Secretary with name and address of speaker to facilitate prompt thanking of the speaker.
   - Coordinating door prizes with the Director – Volunteer Services.
   - Submitting a newsletter item to the Director for the Auxiliary newsletter.

3. Lunches for program presenter(s) shall be provided complementary by the Auxiliary.

4. All programs presented at the luncheons shall be at no cost to the Auxiliary.
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: