



Policies

Policy A-001 Name and Purpose

1.0 Name

The organization shall be called The Northumberland Hills Hospital Auxiliary, hereinafter referred to as “the Auxiliary”.

2.0 Purpose

The purpose of the Auxiliary is two-fold: to assist the Northumberland Hills Hospital (NHH) in the delivery of effective, compassionate, patient- and family-centered care and to provide effective fundraising initiatives in an environment that promotes the dignity and well-being of all.

To achieve its stated purpose, the Auxiliary, supported by NHH’s Manager, Volunteers and other staff as appropriate, shall engage in the following activities:

- a. Educate the volunteer members in patient services, fundraising, volunteer responsibilities, health and safety, and public relations.
- b. Cooperate with the Board of Directors of the Northumberland Hills Hospital in the implementation of its policies.
- c. Recruit and train adult and youth volunteers to ensure the Auxiliary continues its role as a viable organization.
- d. Provide leadership to its members and ongoing communication with regular publications and workshops.
- e. Review and assess its structure, values and goals on a regular basis.

Policy A-002 Membership

1.01 Membership in the Auxiliary is open to all persons who are hospital volunteers and/or support the patient-facing and fundraising arms of the Auxiliary.

1.02 The membership shall be divided into the following categories:

Active

An active member is one who participates in at least one area of service whether in the hospital or in fundraising. An active member may vote at the Annual Meeting and Special General Meetings only.

Honorary Life

An honorary life membership is granted to all Past Presidents of the Auxiliary. An Honorary Life member may vote at the Annual Meeting and Special General Meetings only.

Student Membership

A student volunteer is currently 16 years or over and participates in a service area. Students are not eligible to vote at any Auxiliary meetings.

Policy A-003**Board of Directors**

1.01 The Auxiliary Board of Directors shall consist of five appointed officers, namely: the immediate Past President; the President; the Vice President; the Director of Finance; the Director of Business Services; and two Directors at Large (2).

1.02 Generally, Directors shall be elected for a term of two years and may be re-elected to the same office for two additional one-year terms, with exceptions as deemed appropriate by the Auxiliary Board of Directors. Generally, when a Director changes positions on the Board their term will be reset to the new term. An individual may reapply for Board service after an absence (of one year or more) pending Auxiliary Board of Directors approval.

1.03 The President is responsible for the overall supervision and administration of the affairs of the Auxiliary and will be supported in the fulfillment of this volunteer duty by NHH staff, namely the Manager, Volunteers and the NHH Senior Leadership representative responsible for Volunteers. The President ensures that all policies and actions approved by the general membership or by the Auxiliary Board are properly implemented. The President is responsible for providing leadership, motivation and guidance to the Auxiliary and its Board by example and direction. The President represents the Auxiliary on the NHH Board of Directors and is recognized as the contact person representing the Auxiliary. The President is a voting member of the Auxiliary Board of Directors but votes only in the event of a tie. The President is responsible for the preparation of the agenda for all Auxiliary meetings. As appropriate, the President will consult with the NHH Senior Leadership Representative to allow smooth communication and dialogue between NHH and the Auxiliary.

1.04 The Auxiliary Vice-President acts as the designate for the President as required and as directed. The Vice-President is responsible for the management of the Auxiliary's Policies (and any Procedures that may be documented) and also manages the Dixie Mikel Scholarship Process. The Vice President is responsible for reviewing and updating all Governance documents. The Vice-President is a voting member of the Auxiliary Board of Directors.

1.05 The Director of Finance is responsible for the Auxiliary's financial management. The Director of Finance is responsible for the Auxiliary's annual budget. The Director of Finance is responsible for providing leadership, motivation and guidance to the Auxiliary to ensure best financial practices are maintained. The Director of Finance is the Auxiliary Treasurer and serves as the Auxiliary representative on the NHH Foundation Board of Directors. The Director of Finance is a voting member of the Auxiliary Board of Directors.

1.06 The Director of Business Services is responsible for supporting the Auxiliary's fundraising initiatives including leadership, motivation and guidance to the Auxiliary's retail teams, and striking and leading *ad hoc* committees for the purpose of planning and operating special and profitable fundraising events. The Director of Business Services is a voting member of the Auxiliary Board of Directors.

1.07 The Directors at Large (1) and (2) are responsible for providing crucial input in the ongoing commitment to NHH while supporting proactive succession planning. They may also be appointed to a different Auxiliary Board Director position when/if a vacancy occurs. Duties will be assigned as needed by the Auxiliary Board according to the strengths, qualifications and experience of the individuals. Each Director at Large is a voting member of the Auxiliary Board of Directors.

1.08 The immediate Past President serves as an advisor to the President and the Auxiliary Board. The immediate Past President may also chair any committees as assigned by the President and acts as the Auxiliary Historian. The Past President is a voting member of the Auxiliary Board of Directors.

1.09 The appointed Recording Secretary shall attend and maintain an accurate record of all proceedings of the Auxiliary Board Meetings, General Meetings, Annual Meetings and Special Meetings, be the custodian of all records and perform such duties as may be requested by the Auxiliary Board or the President. The Recording Secretary is an ex-officio, non-voting member of the Auxiliary Board of Directors.

1.10 The Auxiliary Board, under the leadership of the President, shall take the initiative in recommending policies and procedures for consideration and subsequent action. Appropriate operational policies will be further supported and communicated to the Auxiliary Board by NHH through the NHH Senior Leadership representative responsible for Volunteers. The Auxiliary Board is also responsible for the implementation of all resolutions passed at General Meetings, Annual Meetings, and Special Meetings of the members and for the management of the affairs of the Auxiliary between meetings.

1.11 Motions of the Board shall be confirmed by a majority of votes cast thereon. The President shall have a vote only in the event of a tie.

Policy A-004 Board Committees

The following committees chaired by an elected member of the Auxiliary Board shall exist to facilitate the purpose of the Auxiliary: Governance, Nominating, and *ad hoc* Committees as necessary.

1.0 Governance Committee

It shall be the duty of this committee to address the following items:

1. To consider written resolutions from the Auxiliary Board or from Auxiliary members to be presented at the Annual Meeting received at least three weeks before the Annual Meeting. Notwithstanding, resolutions dealing with emergencies may be considered after that date.
2. To study and assemble all resolutions proposed for Special and/or General Meetings and, where necessary, to clarify and edit them in consultation with whomever proposed them; circulate them to the members at least three weeks before the Annual Meeting or Special General Meeting.
3. To review the Auxiliary Board Policies annually and to prepare and present to the Auxiliary Board such further amendments as may seem advisable.

2.0 Nominating Committee

It shall be the duty of the Nominating Committee:

1. To notify the Auxiliary members of the openings for Auxiliary Board Directors and the deadline for receipt of nominations.
2. To receive the nominations in writing three weeks prior to the Annual Meeting and to verify the eligibility of all persons nominated.
3. To obtain in writing the consent of all such nominees to stand for office.
4. To present the complete list of all nominees to the Annual Meeting for approval.
5. To assist the Auxiliary Board in filling any vacancy that may occur in the Auxiliary Board during the year.

3.0 *Ad hoc* Committees

Ad hoc Committees shall be established and dissolved by the Auxiliary Board.

Terms of Reference for *ad hoc* committees shall be outlined by the Auxiliary Board to define the functions, duties and responsibilities of the committee.

Such Terms of Reference shall be developed in consultation with the NHH Senior Leadership Representative and may be amended from time to time. The

Auxiliary Board will also name the Chair of *Ad hoc* committees and where applicable the Treasurer.

Each committee shall have the power to add members who need not be Directors when deemed necessary by the Auxiliary Board.

Policy A-005 Meetings

1.0 Annual Meeting

The Annual Meeting shall be held within six months of the conclusion of the preceding fiscal year (March 31) each year for the purpose of the election of officers, the presentation of annual financial reports and the transaction of such other business as may properly come before the meeting.

A quorum for Annual and Special meetings is 50% of the voting members present plus one.

The general membership is entitled to a vote at all Annual Meetings. Members shall vote only in person, not by proxy.

For all Annual Meetings at least three weeks' notice shall be given to the membership.

2.0 Board Meetings

Excluding the month of December, the Auxiliary Board shall meet at least six (6) times a year. Additional meetings may be called by the President. The Auxiliary Board shall also meet at the written request of at least two of its officers/directors. Auxiliary Board Meetings are open to all members, with the exception of a request for an *in-Camera* meeting.

A quorum of the Auxiliary Board shall be 50 percent of elected Board members plus one.

A Board meeting will be held one week prior to the Annual Meeting at which time the slate of officers will be finalized along with the financial reports and annual budget.

3.0 General Meetings

General Meetings shall be held at least 4 times a year, excluding the month of December.

The presence of the Auxiliary general membership at General Meetings is to ensure the support of members for the Auxiliary Board's current decisions. Fundraising Area Coordinators, Treasurers and Chairs of *ad hoc* Committees, the Manager of NHH Volunteers, the NHH Senior Leadership Representative,

and Coordinators of NHH Volunteer Service Areas shall be invited to attend General Meetings.

For all General Meetings at least two weeks' notice shall be given to the membership.

Each Auxiliary Board member shall submit a written report regarding their areas of responsibility to the President and the Recording Secretary, prior to each General Meeting. Updates will be provided on volunteer and NHH news from the Manager of NHH Volunteers and NHH Senior Leadership Representative for awareness and information sharing.

4.0 Special Meetings of the Members

In addition to the Annual Meeting, Special Meetings of the Members may be called by the President as deemed necessary.

On the written request of five members, a Special General Meeting shall be called by the President.

For all Special General Meetings at least two weeks' notice shall be given to the membership.

A quorum for Annual and Special meetings is 50% of the voting members present plus one.

5.0 Telephonic and Electronic Meetings

While in-person meetings should be the norm, there may be occasions when meeting via teleconference or electronic means or by a combination of in-person attendance and telephonic or electronic means is required. In both cases, the Auxiliary President will ensure that all attendees can participate effectively. Specifically,

Board Meetings: All persons entitled to attend telephonic or electronic Auxiliary Board meetings must be able to communicate with each other *simultaneously and instantaneously*.

Members' Meetings: All persons entitled to attend telephonic or electronic Annual, General or Special General Meetings as described above must be able to *reasonably participate*.

Policy A-006 Board Elections

The election of Directors of the Auxiliary Board shall take place at the Annual Meeting. Officers shall be appointed at the first Board Meeting after the Annual Meeting.

Only members of the Auxiliary may stand for election.

Appointed Coordinators and Treasurers shall be presented to the membership at the Annual Meeting.

In the event of vacancies occurring during the year the Auxiliary Board, with input from the Nominating Committee, will appoint a successor for a term expiring at the next Annual Meeting. No individual shall hold more than one position on the Auxiliary Board at any one time. Every effort should be made to fill all positions. If the appointee is subsequently elected as a Director of the Auxiliary Board, the time spent filling the vacancy shall not decrease the term specified in Policy A-003.

Policy A-007 Finances

The fiscal year of the Auxiliary shall be from April 1 to March 31.

A qualified, professional accounting firm shall be appointed at the Annual Meeting.

No Director or member of a committee shall receive any remuneration for duties performed on behalf of the Auxiliary, but these members may be reimbursed for reasonable expenses incurred while performing these duties.

All cheques issued by the Auxiliary require the signatures of two of the following Directors: President, Vice President and Director of Finance with the exception of cheques issued by The Little Treasure Shop and Petticoat Lane where the signatories are the respective coordinator (store manager) and the store treasurer.

The Auxiliary Board may approve the expenses of members in attendance at meetings and conferences.

In the event of the dissolution of the Auxiliary, all remaining assets after payment of liabilities shall be distributed to the Northumberland Hills Hospital.

Policy A-008 Rules of Order

Robert's Rules of Order (latest edition) shall govern the Auxiliary Board in all procedural matters not contained in the Policies.

Signature:  _____ **President**

Date: 07/24/26

REVIEWED/REVISED:

1989	1990	1991 March	1992 March
1993	1994	1998 October	2001 April
2002 April	2003 April	2003 November	2005 April

2006 May
2021 November
2024 July

2009 April
2022 January
2025 May

2016 August
2023 October
2026 July

2019 May
2024 March