

INDIANA SOCIETY FOR SOCIAL WORK ADMINISTRATORS
IN HEALTH CARE

POLICY AND PROCEDURE MANUAL

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WRITTEN: September 1, 1993

REVISED: February, 2000

POLICIES

Revised Date: 2/17/00

Policy No: 93-1

THE CHAPTER PRESIDENT'S MEETING

The Indiana Society for Social Work Leadership in Health Care supports the Annual Society for Social Work Leadership in Health Care Meeting for the Chapter Presidents.

The Chapter will pay for the transportation and lodging of the Chapter President to attend the meeting as well as the president-elect of the Indiana Chapter when deemed financially possible by Board approval.

POLICIES

FINANCES

Revised Date: 2/17/00

Policy No: 93-2

- A.
 - 1. The dues of the Indiana Chapter of the Society for Social Work Leadership in Health Care are \$30.00 per year. Twenty is used by the Chapter and ten forwarded to the Indiana Hospital and Health Association (IHHA).
 - a. Dues for students will be one-half the regular membership dues
 - 2. The dues of the Society are due January 1 of each year.

After the first of the new year, delinquent dues notices shall be mailed in accordance with the bylaws of ISSWLHC.

B. Request for Reimbursement Form

Board members and committee chairs and members may be reimbursed for expenses using the proper form. Travel to and from meetings and lunch the day of the board meeting is reimbursable. Gas cost shall be reimbursed for gas used. Other expenses incurred in the duties of the office or committee may similarly be reimbursed. Please attach a receipt.

POLICIES

MAILING LIST

Revised Date: 2/17/00

Policy No: 93-3

The mailing list of the Indiana Chapter of Social Work Leadership in Health Care shall be available for members to use for informational mailings.

The mailing list can be purchased for \$25.00 by individuals or groups who will benefit financially by its use in promotional types of activities.

At the president's discretion the mailing list charge may be waived.

Mailing list shall include business addresses only.

POLICIES

ANNUAL SOCIETY FOR SOCIAL WORK LEADERSHIP IN HEALTH CARE MEETING

Revised Date: 2/17/00

Policy No. 93-4

The Indiana Chapter of Social Work Leadership in Health Care shall encourage the participation of the Chapter President in the annual meeting of the Society for Social Work Leadership in Health Care by paying the registration fee for that meeting.

The Board of Directors will support this activity as long as the Chapter is financially able.

POLICIES

SPECIAL COMMITTEES

Revised date: 2/17/00

Policy No: 93-5

Special Committees may be appointed by the officers, with the approval of the Board of Directors to serve AD Hoc as identified in the Bylaws (Article Vi, Section 2-H). These committees will be reviewed by the Board at the beginning of each Administrative year as to the appropriateness and necessity. The committee Chairpersons will be invited to attend the ISSWLHC Board Meetings. If unable to attend the Board Meeting, the Chairperson should submit a written report to the Chapter President for distribution at the meeting.

POLICIES

MEMBERSHIP

Revised Date: 2/17/00

Policy No: 93-6

Upon approval by the chairperson of the Membership Committee, new members shall be notified by the Chairperson of the Membership Committee of their acceptance into the Society.

Their name shall be added by the Membership Chairperson to the roster of the Indiana Hospital and Health Association mailing list so as to begin member benefits immediately.

POLICIES

PERMANENT FILES

Revised Date: 10/09/01

Policy No: 93-7

The Secretary of the Society shall be responsible to collect all records from officers and Committee Chairs to be filed permanently in the archives.

POLICIES

VENDOR SOLICITATION

Revised Date: 2/17/00

Policy No: 93-8

The Education Chairperson or designee/committee member shall coordinate any Vendor Solicitation for programs.

POLICIES

SUPPORT FOR NATIONAL CAMPAIGNS

Revised Date: 2/17/00

Policy No: 93-9

The Society for Social Work Leadership in Health Care will support up to a maximum of \$200 annually to help support the efforts of chapter members who are seeking SSWLHC National office.

Disbursements from this budget category must be approved by the ISSWLHC Board, when the Society can financially afford to do so.

POLICIES

ATTENDANCE AT BOARD MEETING

Revised Date: 2/17/00

Policy No: 93-10

All elected Board members are expected to attend meetings of the Board of Directors of the Indiana Chapter.

Chairpersons of Standing Committees are invited to attend as ex-officio members, or to submit their reports in writing to the Chapter President.

Chairpersons of Task Forces and special committees are encouraged and expected to submit written reports to the Chapter President for distribution at meetings of the Board. These chairpersons are invited to give these reports in writing to the Chapter President.

Chairpersons of Task Forces and special committees are encouraged and expected to submit written reports to the Chapter President for distribution at meetings of the Board. These chairpersons are invited to give these reports in person, as their needs and schedules permit.

*Tabled at the Board meeting 7/14/93
Referred to Bylaws Committee.