

CAHF CHAPTER TOOLKIT

Chapter Responsibilities/Activities

While chapters are separately incorporated, organized and operated, CAHF works closely with chapter leadership to share information and support chapter activities.

The following is an overview of the some of the standard responsibilities and general activities of chapters.

ORGANIZATIONAL RESPONSIBILITIES

MAINTAIN YOUR CHAPTER'S CORPORATE STATUS

Each chapter is its own corporation – either a 501(c)(6) or a 501 (c)(3). Chapter board members are required to develop and maintain specific duty statements, maintain accurate and timely financial statements and ensure all necessary government forms are filed and the corporation is in good standing with the State. Additionally, you are required to keep minutes of all business meetings, keep good financial records, including regular financial (treasurer's) reports and ensure the Board votes and records are kept of decisions relating to spending of chapter funds. *(CAHF staff contact – Molly Gartman)*

SEND COPIES OF MEETING MINUTES AND FINANCIAL REPORTS TO CAHF

CAHF requests that chapter presidents send copies of meeting minutes and financial reports to CAHF. *(CAHF staff – Tonja Fontes)*

DEPOSIT CHAPTER DUES CHECKS

Chapter dues are collected by CAHF from members in your chapter. The monies collected belong to the chapter, and can be spent at the discretion of your chapter's Board of Directors. CAHF makes a direct deposit or forwards a check each month to the Treasurer of your chapter for these dues. Your Treasurer is responsible for depositing the check in your chapter's account and reporting the balance to your Board of Directors. In order to ensure good business practice and sound financial procedures, CAHF will void any Chapter dues check which remains uncashed six months after issue. *(CAHF staff contact: Joan Caspar)*

PROVIDE INFORMATION ABOUT YOUR CHAPTER'S LEADERSHIP AND MEETINGS

Each year, in the late fall, chapter presidents are asked to provide CAHF with information about their chapter for the coming year. The requested information includes officers and committee chairs for the coming year, meeting place and time, chapter dues and other data pertinent to the chapter. The requested return date is mid-December. This information then becomes part of CAHF's records and provides the chapter information that is posted on the chapter Web pages hosted by CAHF. *(CAHF staff contact - Kelley Queale)*

HOUSE OF DELEGATES

APPOINT DELEGATES FOR ANNUAL HOUSE OF DELEGATES MEETING

The House of Delegates meets each year at the CAHF Annual meeting in November. The CAHF bylaws provide specific guidelines for the appointing and seating of delegates and alternates. The bylaws require that the number of delegates and alternates assigned to each chapter be calculated based upon dues paid. The normal cut-off date for this calculation is August 31. At the beginning of September, the chapter president will receive information regarding the number and configuration of their delegates and forms to report the chapter appointments to the CAHF office. This information will include a cut-off date when delegate lists must be returned to the CAHF office.

All appointed delegates and alternates receive letters of appointment. These letters also indicate if there are dues owed to CAHF because delegates cannot be seated at the House if dues are not paid by the first House of Delegates meeting. The chapter president is the final decision maker on all issues surrounding delegate selection and changes. *(CAHF staff contact – Bev Allen)*

CHAPTER PRESIDENT/REGIONAL CHAIRS MEETINGS

ATTEND CHAPTER PRESIDENTS MEETINGS AT THE LEGISLATIVE CONFERENCE, INSTITUTE AND ANNUAL

CAHF's chapter presidents, regional and conference chairs meet together at CAHF's statewide meetings to discuss common issues. If you cannot attend a meeting, it is recommended that you send someone (generally another chapter officer) to represent your chapter. *(CAHF staff contact - Kelley Queale)*

CHAPTER MEETINGS

SHARE CAHF NEWS & INFORMATION

Most chapters meet monthly or quarterly, providing an opportunity for face-to-face communication regarding important information and statewide activities. CAHF sends a monthly Chapter Chat newsletter to chapter leaders. The newsletter contains information for chapter leaders, as well as information to share with members during chapter meetings.

SUPPORT CAHF'S PREFERRED PROVIDER PARTNERS

These partners represent non-dues revenue to CAHF while providing "value added" products and services to our members. Please recognize CAHF's Preferred Provider partners at your chapter meetings whenever their representatives are present. A current list is available on CAHF's Website at www.cahf.org under Members/Associate Members.

MEMBERSHIP INFORMATION AND MATERIALS

INVITE NEW MEMBERS TO ATTEND CHAPTER MEETINGS

When a new facility member has joined CAHF, the chapter president will receive a copy of the welcome letter that was sent from the CAHF office and the new member's plaque. Many chapters then contact the new member to invite them to the next chapter meeting at which the plaque is presented. *(CAHF staff contact - Bev Allen)*

KEEP CURRENT ON CHANGES IN MEMBER STATUS

Each month the chapter president receives a report from CAHF entitled *Chapter President Update*. This will give your chapter information regarding facility and associate members that have been added or dropped throughout the month. This is to keep your chapter updated and should be shared with the person in your chapter that handles your chapter mailings so that your mailing list may be kept up to date. *(CAHF staff contact - Heath Renouf)*

When the Board of Directors will be considering dropping a member for non-payment of CAHF dues, the chapter president receives a copy of the letter which is sent to the delinquent member. There is no requirement that the president makes any contact with the member, however some presidents do wish to check on this prior to the Board meeting to ascertain if this problem can be corrected. *(CAHF staff contact - Sally Craven)*

When a member falls 90+ and 120+ days delinquent on membership dues, the chapter president will receive a copy of the courtesy letter which will be sent to the member requesting payment. There is no requirement that the chapter president contact the delinquent member however CAHF will be encouraging contact before further action is taken by the Board of Directors.

QCHF EDUCATION PROGRAMS

PROMOTE QCHF EDUCATION PROGRAMS

At the beginning of every month, the Quality Care Health Foundation (QCHF) the educational department of the association, sends each chapter president a packet containing information about upcoming QCHF classes. QCHF asks the Chapter Presidents to discuss and promote these classes at their monthly chapter meetings. Along with CEU certificates, the Chapter Education chair will also receive flyers on these classes for distribution at the chapter meetings. *(QCHF staff contact – Debra Kurtti)*

GRASSROOTS LEGISLATIVE PROGRAMS

APPOINT A LEGISLATIVE REPRESENTATIVE FOR YOUR CHAPTER

Each chapter president is asked to appoint a Legislative Representative for the chapter. This Legislative Rep handles legislative issues for the chapter with the president serving as back up. CAHF also recruits a "key contact person" for each legislator in California. This person is sometimes called upon to visit or make contact with their assigned legislator on pertinent long-term care issues. *(CAHF staff contact - Kelley Queale)*

SUPPORT CAHF'S GRASSROOTS EFFORTS IN YOUR COMMUNITY

At times, CAHF contacts the chapter presidents with requests that the chapter conduct a "mini"fund-raiser for the CAHF political action fund or for a particular legislator in the chapter's area.

In January, chapter legislative representatives will be asked to obtain and organize meetings with the legislators at the Legislative Conference for their chapter members. The CAHF Legislative Department will provide a list of legislators for your area. It is suggested that the chapter recruit 3 to 5 members from the legislator's area to discuss industry issues. *(CAHF staff contact – Ryan Pessah)*

PUBLIC AFFAIRS

SUPPORT PUBLIC AFFAIRS EFFORTS IN YOUR COMMUNITY

Chapters leaders are asked to assist in public affairs events and activities and to encourage other members to also participate. Such activities include gathering information on potential positive news stories, staging town hall meetings, networking with and making presentations to community groups, participating in media events and responding to media inquiries. *(CAHF staff contacts – Deborah Pacyna and Kelley Queale)*

CAHF AWARDS

ENCOURAGE MEMBERS TO MAKE AWARDS NOMINATIONS

CAHF recognizes excellence in long-term care through several awards programs each year. In the spring, CAHF solicits nominations for the Volunteer of the Year awards, Distinguished Service Awards and Life Membership Award which are presented at the CAHF/QCHF Institute in July. In the summer, CAHF solicits nominations for the Facility SuperStars, Excellence in Programming, Administrator of the Year and Thomas E. Spindle Award, which are presented at the Annual Convention. *(CAHF staff - Kelley Queale)*

KEEP CAHF INFORMED ABOUT ASSOCIATE DONATIONS

It is the responsibility of the chapter to report any donations to the chapter of \$25 or more received from an Associate member. CAHF's Patrons of the Association awards are given to Associate members who have donated over \$5,000 to CAHF statewide, chapter and regional programs during the period starting with the Annual meeting in November until the end of October. It is recommended that chapters report Associate donations as they occur as often these are forgotten as the year goes by. Reporting forms are available from CAHF Department of Member Services. *(CAHF staff - Sally Craven)*