

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT



PROCEDURES AND GUIDELINES MANUAL

**(FOR ELECTED AND APPOINTED OFFICERS)
2001-2002**

Managed by
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HISTORY ON THE FORMATION OF THE TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

The Association was originally formed at Harris Hospital on February 15, 1958 as the North Central Texas Hospital Engineer's Association. November, 1969, the Association affiliated with the Texas Hospital Association as the Texas Association of Hospital Engineers. April, 1991, the Association changed its name to the Texas Association of Healthcare Facilities Management.

Individuals eligible for membership in the Association shall be those active in the field of health care facility management. This membership may include but not be limited to: 1) plant operations; 2) engineering; 3) safety; 4) security; 5) telecommunication/computer technicians; 6) biomedical technicians; and 7) or other professional services related to health care facilities management.

Categories of membership include:

Active: Available to individuals who have substantial responsibility in health care facilities management.

Honorary: Honorary retired membership may be granted, upon a majority vote of the board of directors, to any member in good standing who has been a member for five years immediately prior to official retirement. This life-time membership will entitle member to all rights and privileges of full membership with the exception that he is not eligible to vote or hold office in the association.

Student: Membership shall be available to full-time college students taking course work related to any of the disciplines addressed by the association. Student members may not vote or hold office.

Associate: Membership may be granted to individuals having an interest in health care facilities management. Associate members shall be non-voting and cannot hold office in the association.

The objectives of the Association are set as:

1. To advance and advocate the use of sound, safe and modern facility management in all Texas hospitals and related health care facilities.
2. To interchange ideas and experiences and otherwise encourage close cooperation among health care facility managers thereby furthering the education and personal development of its membership for more effective individual and group contribution to optimum patient care.
3. To cooperate with the Texas Hospital Association in matters pertaining to health care facility management.

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

PRESIDENT

The president shall be the chief executive officer of the Association. He shall preside at all meetings of the Association and serve as chairman of the board of directors. He shall represent the Association and serve on the Texas Association of Healthcare Support Services.

It shall be the duty of the president to supervise the activities of the Association:

1. To present a report of the Association at the annual meeting;
2. To appoint the chairmen of Association committees as may be needed with the approval of the board of directors;
3. To fill all vacancies on the board of directors or committees; and
4. To appoint special committees as needed with the approval of the board.

RESPONSIBILITIES

In order to effectively assume leadership of Association activities and carry out the duties of the office, the president must:

1. Be familiar with TAHFM bylaws and procedures;
2. Enlist wide participation of TAHFM activities;
3. Work closely with the officers, directors and committees; and
4. Maintain good liaison with HealthShare/THA and other health related organizations.
5. Serve as member of the nominating committee; and
6. Serve as member of the budget committee.

Board of Directors and Committees

1. Assure that officers, directors and committee chairmen are properly informed and with the secretary-treasurer supply them with the following at the first board meeting following the annual

meeting.

- a. Most recent copy of TAHFM bylaws.
 - b. Guidelines and procedures manual.
 - c. Current roster of members.
 - d. Names, address phone numbers, email of officers and directors.
2. Review duties and responsibilities of officers, directors and committee chairmen following their election and ensure that they are carried out.
 3. Keep officers, directors, committee chairmen, secretary/treasurer informed of important developments by sending each other copies of correspondence, articles, etc.
 4. Attend committee meetings as an ex-officio member, except the nominating committee.
 5. Serve as member of the nominating committee.

Meetings

1. Preside at all meetings of the board of directors.
2. In consultation with the secretary-treasurer, prepare an agenda for all meetings of the board.
3. Review minutes of all meetings of the board of directors as prepared by the secretary-treasurer.
4. Preside or appoint a presider for all educational meetings.

Communications

1. Send a copy of all important correspondence to the secretary for permanent filing.
2. Contribute a "president's message" for publication in each newsletter.
3. Contribute news items of interest as applicable.
4. Through the secretary send a welcoming letter (along with a membership certificate) to each new member.

Schedule of Events

Minimum of

1. 2 conference calls

2. 2 physical meetings with 1 of these being at conference

**TEXAS ASSOCIATION OF
HEALTHCARE FACILITIES MANAGEMENT**

PRESIDENT-ELECT

The president-elect shall work closely with the officers and board of directors of the Association so that he may become thoroughly familiar with the duties and responsibilities of the president. The president-elect shall attend the TAHSS meeting, and preside over other applicable functions of the Association.

It shall be the duty of the president-elect to supervise the activities of the Association:

1. Oversees the Association's procedures and guidelines manual.

RESPONSIBILITIES

1. Become familiar with the goals, objectives and services of TAHFM to serve capably as president during the following year;
2. Assist with programs and meetings of the Association;
3. Send articles of interest to the editor for publication in the newsletter;
4. Serve as member of the nominating committee;
5. Serve as member of the budget committee; and
6. Attends TAHSS meetings, as appropriate
7. Fill out the ASHE Chapter Awards Program Scoring Sheet

**TEXAS ASSOCIATION OF
HEALTHCARE FACILITIES MANAGEMENT**

IMMEDIATE PAST PRESIDENT

The immediate past president shall serve as a member of the board of directors for one year after his term of office after presiding as president.

RESPONSIBILITIES

1. Attend all Association and board meetings;
2. Serve as chairman of the TAHFM nominating committee and prepare a slate of nominees as required by the bylaws;
3. Assist with programs and meetings of the Association as required by the president; and
4. Chair the sponsorship committee.
5. Continue to:
 - a. Be familiar with TAHFM bylaws and procedures;
 - b. Enlist wide participation of TAHFM activities;
 - c. Send a copy of all important correspondence to the secretary for permanent filing; and
 - d. Send articles of interest to the editor for publication in the newsletter.

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

BOARD OF DIRECTORS

Directors are elected for two year terms and take office during the TAHFM annual meeting.

It shall be the duty and responsibility of the directors to supervise the activities of the Association:

1. Be familiar with TAHFM bylaws and procedures;
2. Make policy decisions and carry on the business of the Association;
3. Establish rules and procedures for the board of directors and the Association;
4. Approve or disapprove reports, resolutions or actions of officers and committees;
5. Publicize and support the objectives of TAHFM;
6. Attend all board meetings;
7. Approve an annual budget;
8. Promote the activities of the Association by assisting in arrangements for and the participation in meetings of concern to the Association;
9. In coordination with the membership committee, promote membership by:
 - a. Maintaining a current list of members;
 - b. Maintaining a current list of non-TAHFM members;
 - c. Be appointed as membership representative for a district and provide liaison between the Association and the facilities management professionals in their district;
 - d. Write or call members/non-members promoting membership;
 - e. Become familiar with TAHFM members;
10. Serve as resource persons to member hospitals requesting assistance with problems.
11. Send copies of all correspondence to the president and secretary;
12. Perform such other duties as may be assigned by the president or board of directors in keeping with the objectives of the Association; and

**TEXAS ASSOCIATION OF
HEALTHCARE FACILITIES MANAGEMENT**

SECRETARY-TREASURER

The secretary-treasurer shall be designated by the president of THA and is a non-voting member of the TAHFM board.

It shall be the duty of the secretary-treasurer to supervise the activities of the Association:

1. Record the proceedings and prepare the minutes for the Association, which shall be available to the members for inspection;
2. Maintain the membership and financial records of the Association;
3. Prepare and submit an annual budget and financial statement; and
4. Coordinate educational programs
5. Act as liaison with corporate partners
6. Perform such other duties as it may be necessary to coordinate and advance the Association's objectives.

RESPONSIBILITIES

1. Attend and make arrangements for all meetings of the Association to include:
 - a. Accommodations
 - b. Meeting facilities and services
 - c. Meeting notices
 - d. Registration
2. Maintain all business records of the Association to include:
 - a. Proceedings
 - b. Minutes
 - c. Membership roster
 - d. Financial records
3. Prepare and submit an annual budget and financial statement

4. Maintain, prepare for publication and distribute, where appropriate:
 - a. Association stationery
 - b. Guidelines and procedures manual
 - c. Association newsletter
 - d. Association bylaws
 - e. TAHFM promotional flyers
 - f. TAHFM annual report
 - g. Provide workshop critique at educational functions
 - h. Other documents as may be deemed necessary by the board of directors to coordinate and advance the Association's objectives
5. Provide staff support for all Association activities at the direction of the board of directors.
6. Coordinate the calendar of the president.
7. Submit recommendations or changes to the procedures manual, if any, and coordinate with the president-elect.

**TEXAS ASSOCIATION OF
HEALTHCARE FACILITIES MANAGEMENT**

COMMUNICATIONS/NEWSLETTER COMMITTEE

The chairman may appoint additional committee members as needed with the approval of the board.

OBJECTIVES

To coordinate, write and edit such written materials as deemed necessary by the board to maintain communication flow with members.

RESPONSIBILITIES

1. Write a quarterly newsletter which includes and/or addresses:
 - a. Important issues affecting facilities management professionals;
 - b. TAHFM programs and educational offerings;
 - c. Other professional educational opportunities including seminars, publications, etc.;
 - d. Membership news; and
 - e. Reports of other TAHFM committees.
2. Encourage and coordinate publication of articles in *THA News* highlighting facilities management.
3. Write and edit other publications commissioned by the board.
4. Submit an annual report prior to the annual meeting.

SCHEDULE OF NEWSLETTERS:

Newsletter Deadlines

<u>Deadline</u>	<u>Issue</u>
December	January
March	April
June	July
September	October

**TEXAS ASSOCIATION OF
HEALTHCARE FACILITIES MANAGEMENT**

EDUCATION/PROGRAM COMMITTEE

The chairman will plan the annual meeting and fall seminar. He may appoint committee members as appropriate with the approval of the board.

RESPONSIBILITIES

1. Define the general educational requirements of the Association's membership.
2. Develop and implement a continuing plan for meeting the Association's educational requirements including program content and speakers.
3. Measure the success of the education program through formal and informal evaluations.
4. Keep the TAHFM board informed on current activities, progress and plans of the committee.
5. Utilize special mailings and the Association newsletter to keep the membership informed.
6. Organize and direct the program activities for all scheduled meetings of the general membership.
7. The chairman shall submit an annual report prior to the annual meeting.

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

MEMBERSHIP COMMITTEE

The chairman may appoint additional committee members as needed with the approval of the board.

OBJECTIVES

To promote the growth and objectives of TAHFM among hospitals and related institutions and to advise on problems concerning membership. This committee addresses the recruitment of new members and the active participation of existing members.

RESPONSIBILITIES

1. Provide membership information/applications to those who inquire about memberships.
2. Working with THA membership services through the secretary-treasurer, review "problem" membership applications in order to determine eligibility as set forth in TAHFM bylaws.
3. Advise any member or prospective member on problems concerning membership.
4. Promote membership, with assistance of secretary-treasurer as applicable:
 - a. Provide membership applications at all Association education functions.
 - b. At least once a year non-TAHFM members will be contacted at applicable facilities expressing the advantages of TAHFM membership
 - c. Contact current members
5. Report current membership status including new members at regularly scheduled TAHFM board meetings and the TAHFM newsletter.
6. At the direction of the board, prepare a membership survey questionnaire to determine pertinent information regarding Association members in an effort to better meet their needs.
7. Submit an annual report prior to the annual meeting.

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

NOMINATING COMMITTEE

This committee shall have three members and be composed of the immediate past president as chairman, the president and the president-elect.

OBJECTIVES

To present a slate of acceptable candidates to the members of the Association from which they may choose a new slate of officers.

RESPONSIBILITIES

1. The committee shall meet at least once before the annual meeting and more frequently if deemed necessary by the chairman, but may conduct much of its business by mail or telephone.
2. At the request of the committee, a "Call for Nominations" shall be sent to the membership for possible candidates.
3. Guiding principles for the committee are:
 - a. There shall be a slate of at least two candidates for each of the three openings for directors.
 - b. Normal progression
 1. President-elect shall serve his second year in office as president.
 2. Three directors will normally have a second year remaining for their elected (or appointed) term.
 3. Directors, completing an appointment to fill an unexpired term, should also be considered for nomination to an elected term on the board.
4. The nominating committee (or secretary as requested by the committee) shall contact those candidates as nominated by the committee by phone on their willingness to serve. A bio shall be sent to the secretary.
5. A ballot of candidates along with resumes of background and experience shall be sent to the TAHFM membership with the fall newsletter at least sixty days prior to the annual meeting.
6. A letter will go out to the membership as to the result of the election following the annual meeting. This may be a part of the next newsletter.

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

SPONSORSHIP COMMITTEE

The chairman may appoint additional committee members as needed with the approval of the board. The chairman will coordinate with the secretary-treasurer any correspondence and/or follow-up regarding sponsorship.

Sponsorship Guidelines TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

1. Complimentary registrations will be awarded as listed on the Sponsorship Levels (page 1). Registrations may be designated for use by booth personnel or other employees of your firm. You will be asked to complete a form with the names of these individuals before the conference. These are full registrations and entitle you to attend all functions during the conference. **Additional registrants will be charged at the discounted rate offered to TAHFM members or the exhibit hall only fee whichever is applicable.** We encourage you to attend the educational sessions to become familiar with issues in the health care industry.
2. A 10' x 10' booth space will be provided for displaying information or literature concerning sponsoring firms if requested in advance. This booth area will include pipe and drape and a sign for your company. It does not include furniture, electrical or phone service. Sponsors requesting this complimentary booth space will be sent additional literature for ordering these items. This space is included as a part of your sponsorship. Your financial support is used to offset the costs of the educational portion of this meeting. In the event you do not wish to use this space the estimated cost of booth space cannot be deducted from level of sponsorship selected nor will "subletting" of booths be allowed. Refer to floor plan included with these guidelines for booth locations. These locations are first come-first served.
3. Verbal recognition of sponsors will be given and a "Corporate Sponsor" acknowledgement will be prominently displayed at the meeting site. In addition, our appreciation will be expressed to our sponsors in our organization's newsletter.
4. Levels of sponsorship:

Speaker Sponsor:...	Actual cost of speaker's presentation (may put literature on attendee's seats at conference)	
Special Event Sponsor.....	Actual cost of the event*	
Champion.....	\$5000	Patron..... \$1000
Principal.....	\$4000	Exhibitor..... \$ 750
Partner.....	\$3000	Contributor... \$ 500
Benefactor.....	\$2000	

*Sponsors may, with approval, underwrite a specific speaker's travel, hotel, honorarium, etc. or a food function by paying the estimated cost of that event. In either case, sponsors will be recognized/introduced at that particular portion of the meeting. A maximum of 2 sponsors may co-sponsor a speaker or event. Minimum sponsorship from one firm is \$750. Sponsorship of a special event entitles you to the same amenities for your contribution level as listed on the sponsorship application with the exception of booth space. Estimates for special events are based on past attendance and costs and are as follows:

Breaks...	\$ 750	Reception (Wed. afternoon in exhibit hall)...	\$5,000
Cont. Breakfast (Thursday)...	\$2000	Lunch (Thursday in exhibit hall)...	\$8,000
Full Breakfast (Fri. annual mtg)...	\$4000	Thursday night event	\$10,000

5. Sponsors will be listed in the “Our Sponsors” section of the TAHFM.org website. Online recognition is based upon contribution level. **Organizations providing sponsorship funds of at least \$3000 for conference will have a direct link to their website or representative’s email.**
6. To be guaranteed recognition in the program brochure, or to be guaranteed a listing on the “Corporate Sponsor” acknowledgement board sponsors must return the Sponsorship Application 30 days before the event.
7. Sponsors are to honor the educational focus of the meeting. Sales contacts should be limited to breaks and hospitality functions or during the exhibit show hours. Sponsors may not make sales presentations in meeting rooms where educational sessions are being held.
8. All sponsor contributions are voluntary. Acceptance of sponsorships does not imply endorsement of sponsor’s products or services.
9. Sponsorships are accepted on a first-come, first-served basis. We reserve the right to limit the number of sponsors for any program.

For further information, please contact Sue Widner, Executive Director, 512-365-6495 or swidner@tahfm.org or visit us online at www.tahfm.org

SAMPLE LETTER

Date

Name

Title

Company

Address

City

Dear _____

We invite you to boost your organization's visibility by becoming a recognized sponsor of the Texas Association of Healthcare Facilities Management educational session to be held
Your sponsorship will highlight your organization to a host of professionals who influence purchasing decisions.

TAHFM offers varying levels of sponsorship designed to cost-effectively increase your company's presence to a variety of health care professionals throughout Texas. Our sponsorship program is specifically designed to increase your company's competitive edge. For instance, donor, benefactor and patron sponsors will have the opportunity for table top display space. Donor and benefactors will also receive special recognition in the societies' newsletter following the meeting. The enclosed brochure provides detailed information of sponsorship levels and associated promotional perquisites.

Take advantage of TAHFM's sponsorship program by calling us now! Sponsors are accepted on a first-come basis. Please give me a call at 800/252-9403 in Texas or 512/465-1016 to ensure your reservation or to answer any questions.

We appreciate your continued support of the Texas Association of Healthcare Facilities Management.

Sincerely,

Executive Director

enclosure

Sponsorship Levels

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT (TAHFM)

In addition to the items listed on the sponsorship level all sponsors will receive the following:

- ❖ Recognition on the TAHFM.org website on the conference page
- ❖ Recognition in the Program Brochure with a listing of your name (if received by deadline of April 15th)
- ❖ Signage in the event meeting area (if received by deadline of April 15th)
- ❖ Verbal acknowledgement at the event
- ❖ List of attendees pre-registered in your packet at the event
- ❖ Acknowledgement in the TAHFM Newsletter following the event
- ❖ One or more complimentary registrations

Speaker/Special Event Sponsor **(See details of events and costs on page 2)**

- *\$750 minimum per sponsor, signed application & payment required in advance.*

Note: In addition to special recognition at these events you will also receive the items listed below (**booth space not included**) according to amount contributed. ie: sponsor the Thursday breakfast for \$2000 and receive all amenities listed under the Benefactor level. Sponsor 1/2 of the same breakfast for \$1000 and receive the amenities listed under the Patron level. Sponsorship of these events is first come-first served.

Champion **\$5000**

- Eight complimentary registrations to conference, full page ad in TAHFM quarterly newsletters and annual membership directory, double 10 x 10 booth in special area, associate membership for up to 4 company representatives thru August 31st, Home page logo/link from TAHFM website until August 31st, special recognition as a sponsor in TAHFM quarterly newsletter (July issue) electronic version of pre-registered attendees and updated e-version of final list after meeting

Principal **\$4000**

- Six complimentary registrations to conference, 10 x 10 booth, 1/2 page ad in TAHFM quarterly newsletter, associate membership for 2 company representatives thru August 31st, a link from TAHFM website until August 31st, special recognition as a sponsor in TAHFM quarterly newsletter (July issue) electronic version of pre-registered attendees and updated e-version of final list after meeting

Partner **\$3000**

- Four complimentary registrations to conference, 10 x 10 booth, ¼ page ad in TAHFM quarterly newsletter, (First issue after receipt of payment), associate membership for 2 company representatives thru August 31st, link from TAHFM website until August 31st, special recognition as a sponsor in TAHFM quarterly newsletter (July issue) electronic version of pre-registered attendees and updated e-version of final list after meeting

Benefactor **\$2000**

- Three complimentary registrations to conference, 10 x 10 booth, ¼ page ad in TAHFM quarterly newsletter (First issue after receipt of payment), special recognition as a sponsor in TAHFM quarterly newsletter (July issue)

Patron **\$1000**

- Three complimentary registrations to conference, 10 x 10 booth, special listing as a sponsor in TAHFM quarterly newsletter (July issue)

Exhibitor **\$750**

- Two complimentary registrations to conference, 10 x 10 booth, listing in TAHFM quarterly newsletter (July issue)

Contributor **\$500**

One complimentary registration to conference, special recognition as a sponsor in TAHFM quarterly newsletter (July issue)

**TEXAS ASSOCIATION OF
HEALTHCARE FACILITIES MANAGEMENT**

ROBERT C. PAUL AWARD COMMITTEE

The chairman shall be appointed by the president with board of director approval. The chairman may appoint additional committee members as needed with the approval of the board.

Guidelines for the committee shall be determined.

**TEXAS ASSOCIATION OF
HEALTHCARE FACILITIES MANAGEMENT
RUFUS CLEGHORN, JR., MEMORIAL SCHOLARSHIP FUND**

The chairman shall be the president-elect with the secretary-treasurer as a member of the committee. The chairman may appoint additional committee members as needed with the approval of the board.

This fund has been made possible through contributions and is intended to promote and further the education of Texas State Technical College/Plant Engineering Technology, Waco, students. Criteria developed include:

TYPE OF AWARD

Scholarship awards are available for

1. a full time student (12 credit hours).
2. a United States citizen.
3. at least a second quarter student.
4. a student in the upper 1/3 of their class.

HOW TO APPLY

1. Applicant must complete the application with a brief explanation of why they want the scholarship.
2. Applications must be postmarked no later than _____.
3. Applications will be kept confidential.

AWARD NOTIFICATION

1. All applications will be reviewed by the TAHFM Scholarship Committee.
2. Notification will be made by _____.
3. Recipients will receive a special certificate along with scholarship monies.

**RUFUS CLEGHORN, JR., MEMORIAL SCHOLARSHIP FUND
TEXAS STATE TECHNOLOGY COLLEGE
PLANT ENGINEERING TECHNOLOGY
APPLICATION**

Name _____

Address _____

City/Zip _____ Phone (____)

United States Citizen Yes No

Full-time student Yes No

 Upper 1/3 of your class Yes No

Graduation Date: _____

Please consider me for a scholarship because:

Signed:

3/17/93/ke

TEXAS ASSOCIATION OF HEALTHCARE FACILITIES MANAGEMENT

ACTIVITIES YOU SHOULD PERFORM FOR TAHFM

The following checklist will give you some idea of what is to be expected of you in your capacity as director and to offer guidelines for procedures and protocol in dealings within our organization, with THA, and with the other affiliated societies.

1. **TAHFM BYLAWS:** Each committee chairman should review and be familiar with TAHFM bylaws as they pertain to activities and membership.
2. **MINUTES OF MEETINGS:** A copy of the minutes of all committee meetings should be on file at THA Headquarters in Austin. Please send a copy in care of the current TAHFM secretary-treasurer.
3. **COMMITTEE PROJECTS:** All proposed committee projects should be presented formally to the TAHFM board of directors for approval as an Association project.
4. **COMMUNICATIONS:** Actions you wish communicated to the membership at large will be directed to the communications committee where they, depending upon the nature of the communications, may be printed in the TAHFM newsletter and/or submitted to THA to be included in the monthly THA magazine.
5. **ALSO REMEMBER TO**
 - a. Promote all types of membership in TAHFM through personal contact;
 - b. Promote TAHFM workshops and programs;
 - c. Publicize and support the objectives of TAHFM;
 - d. Utilize and take advantage of available knowledge and manpower offered by THA;
 - e. Try to be a field extension of TAHFM and what it represents;
 - f. Be available for special committee action when asked;
 - g. Provide input regarding policies and services of TAHFM; and
 - h. Strive to communicate more effectively with the smaller hospitals, develop active programs involving all size institutions and promote hospital participation in TAHFM meetings.

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