

**VILLAGE IMPROVEMENT ASSOCIATION OF DOYLESTOWN**

**Doylestown, Pennsylvania**

**MANUAL OF POLICIES OF THE ORGANIZATION**

**June 2018**



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# **VILLAGE IMPROVEMENT ASSOCIATION**

## **POLICIES**

### **THIS MANUAL – ITS PURPOSE**

This Manual is an effort to “have together” the policies of the Village Improvement Association of Doylestown (VIA). It includes those policies affecting the membership, officers, Community Response Fund, Designer House Committee, Finance Committee, Fundraising Committee, James-Lorah Memorial Home Committee, Marketing Committee, Planned Giving Committee, Welfare Committee, Women’s Scholarship Fund Committee and all other Committees.

These policies are to be reviewed biennially by the VIA Bylaws Committee.

## MEMBER EXPECTATIONS

### **Behavioral -**

1. Harassment is unwelcome conduct to a person because of, but not limited to race, religion, color, sex, national origin, age, veteran or disability status which would be disturbing to the recipient. Words, actions or visual matter that demeans or shows hostility toward an individual or group will not be tolerated. Likewise, threatening by physical means, aggressive behavior, bullying or intimidation will not be tolerated. Violations of this policy will be referred to the Executive Committee and dealt with appropriately and promptly. Corrective action may include termination of membership.
2. The VIA Board will have final say on the action to be taken.

### **Member –**

1. Attend monthly meetings as able
2. Volunteer at least 2 shifts at the Designer House
3. Provide refreshments when asked
4. Support at least one fundraising activity
5. Pay yearly dues before June 30<sup>th</sup>

### **VIA Dues**

*The annual dues established by the Board for all members, excluding honorary members, are payable by June 30<sup>th</sup> for the following club year. After that date, a \$10.00 late fee will be assessed. Members not paying their dues by June 30<sup>th</sup> of any fiscal year, shall not be entitled to vote during the following fiscal year (Per our Bylaws - 2.4) and will not be listed in the printed membership directory.*

*Dues are \$45.00. Ten dollars of this amount will be an assessment for the James-Lorah Memorial Home.*

*For new members joining after January 1<sup>st</sup>, dues will be \$25.00 for the balance of the club year with \$5.00 going to the James Lorah Memorial Home.*

### **Honorary Members**

An Honorary member is a member who has completed 40 years of continuous uninterrupted membership.

- An honorary member is not required to pay annual membership dues
- An honorary member may attend the annual luncheon as a guest of the VIA

### **Assessing Committee Members**

It is the policy of the Village Improvement Association that money for committees comes out of the treasury instead of assessing committee members, exception being when there is personal value received. Committee chairmen must submit requests for funds to the Finance Committee for consideration.

## **Common Chair Responsibilities And Expectations**

All committee Chairs are expected to:

- Be knowledgeable about Robert's Rules of Order, Newly Revised, regarding parliamentary procedures as they pertain to conducting meetings, votes, elections, discussion, etc.
- Be knowledgeable about and observe all VIA Bylaws and Policies. Comply with Federal, State and Local Laws
- Maintain confidentiality about sensitive matters and adhere to HIPPA requirements, as applicable
- Possess and maintain an operational level of computer skills including email, word processing, spreadsheets and PDF documents.
- Lead committees by example, showcasing diplomacy, sensitivity and tact
  - Solicit and welcome new VIA members and seek opportunities to positively engage them
- Be familiar with the VIA's mission and understand the key ways in which the organization fulfills its mission and goals
- Be familiar with all other VIA committees, their missions, goals and accomplishments
- Be familiar with the VIA's history and accomplishments to date
- Understand the relationship between the VIA and Doylestown Health, Doylestown Foundation, and other Healthcare-related entities
- Organize committee effectively and efficiently, e.g.,
  - Develop a meeting schedule that includes at least one meeting a year
  - Publish a meeting agenda at least three days in advance of a meeting to the committee
  - Publish meeting minutes to the committee within one week of the meeting. If this is not possible, then publish a list of action items within one week of the meeting and minutes at least three days prior to the next meeting for committee approval at the meeting
  - Send approved minutes to the VIA Administrative Assistant
  - The template for minutes is in the policies manual. A suggested type font is Times New Roman, 12 point.
- Staff the committee
  - Fill all necessary positions including, vice-chair, secretary, treasurer and vice-treasurer, as appropriate; fill vacant positions as they occur.
  - Understand which positions may require VIA President or Board approval
  - Staff the committee without exceeding established position limits.
  - Confirm the committee membership and leadership for the next fiscal year and notify the VIA Administrative Assistant for inclusion in the membership book by mid-June
  - Provide Nominating Committee or President/President Elect with a list of potential future committee leaders
  - Observe established term limits: 2 years up to a maximum of 3 terms
- Establish annual goals and objectives for accomplishing the VIA's overall mission and your committee's specific purpose
- Use best practices to achieve the committee's mission and improve committee operations
- Publish an annual report in accordance with the annual report template in mid-May
- Review the committee's information on the VIA website and update annually in June
- Attend regularly scheduled VIA meetings, e.g., General Membership Meetings, Committee Chair meetings, Membership solicitation meetings
- Submit articles to the VIA newsletter and marketing as appropriate
- Comply with additional committee specific job descriptions

### **Electronic Voting**

The use of electronic voting (e-mail) is acceptable for use by the VIA committee members. Copies of e-mail responses should be kept on file. Voting by e-mail should be noted in the minutes and reported at the next meeting.

### **Conflict of Interest**

All Board members will be required to sign a Conflict of Interest Statement and be excused from voting when a conflict of interest exists. These statements will be reviewed by the person responsible for preparation of form 990 and kept in the Chief Accountants Office.

### **Attorney Contact**

From time to time committee chairmen have questions that require legal expertise. Following is the procedure governing the use of legal counsel:

1. The committee Chair and the VIA President will review the problem.
2. At this time it will be decided if contact is necessary and who will make the contact.
3. An accurate account (in writing) will be kept including time spent in conversation, questions asked and answers given. If follow-up correspondence results, a copy of the correspondence sent by the VIA and/or the original sent by the attorney will be given to the president who will keep the information in a legal file.

### **Contributions**

Although it is the philosophy of the Village Improvement Association not to make financial contributions to other non-profit or profit-making agencies unless budgeted, in certain instances exceptions may be made. Financial contributions made to other non-profit or profit-making agencies, not budgeted, in excess of one hundred dollars (\$100.00) must be approved by the VIA Board.

The VIA shall give receipts to donors of non-cash contributions in accordance with IRS regulations. A copy of the receipt is to be retained by the organization.

### **List of Members**

VIA member lists are private and may not be distributed outside the VIA System, the hospital family, namely; the VIA Board of Directors, Chair of Medical Staff Auxiliary, director of Volunteers, and VIA committee chairmen. Exceptions may be made at the discretion of the VIA Board of Directors.



**COMMITTEES OF THE VILLAGE IMPROVEMENT ASSOCIATION (VIA)**

## **1895 SOCIETY COMMITTEE**

### **Mission**

Originally named the Planned Giving Committee, in 2012 the name was changed to the 1895 Society Committee. This committee recognizes all persons who have given to the VIA to support our mission. These gifts initiate or support programs now and in the future, that enhance the quality of life in our community. All donors are recognized in the Annual Giving Report. If the donor wishes, gifts may be made in the honor of or in tribute to any person. There are four recognition levels of giving and donors' cumulative gifts could move them to a new level. Gifts below \$100 in cumulative giving will be acknowledged but not included in one of the four existing levels.

### **Membership**

- The 1895 Society Chair will be appointed by the President of the VIA biennially.
- The committee shall consist of the Chair, the President, First Vice President, Second Vice President, Treasurer, and Finance Committee Chair of the VIA. In addition, the Chair or representative of the Welfare Committee, the James-Lorah Memorial Home Committee, the Women's Scholarship Committee, the Community Response Fund Committee and one or two appointed members will be invited to serve.
- The Chair shall appoint a Vice-Chair and a Secretary.

### **Meetings**

- The 1895 Society Committee will meet as necessary to conduct the business of this committee.
- Fifty percent of the Committee membership shall constitute a quorum.

### **Records**

- Minutes of the regular meetings shall be taken by the Secretary. These should cover matters of policy and other significant committee business.
- Copies also will be on file in the VIA office at the Hospital.
- The Chair shall provide a yearly financial summary to be published in the annual report.
- The President of the VIA shall execute all documents to complete bequests for the benefit of the VIA.

### **Categories of Bequests**

All gifts to the VIA, regardless of amount and purpose of gift, will be included in the 1895 Society records provided sufficient documentation has been provided by the donor.

### **Financial Management of the 1895 Society**

Funds will be invested pursuant to the investment policies of the VIA (Note: The 1895 Society is not responsible for the investment of funds.)

The treasurer of each category will be responsible for investing funds received for their category.

## **Donors**

Any person who gave a planned gift prior to 1975 became a member and received an 1895 Society pin. After 1975, any person who gave/gives a planned gift of \$100 or more will become a member. Gifts of less than \$100 will be recognized as “contributors.” Gifts may be made in honor of or in tribute to any person, and an acknowledgement will be sent to a specified person and address. Thank you notes will be sent to all donors by the VIA President or the respective committee chair.

- \* Donors of \$1,000 to \$4,999 will belong to the Blue and White Society.
  - \* Donors of \$5,000 to \$9,999 will belong to the Second Century Society.
  - \* Donors of \$10,000 to \$24,999 will belong to the Millennium Society.
  - \* Donors of \$25,000 or more will belong to the Isabella T. Watson Society.
- The 1895 Society will recognize cumulative gifts, which means that a person’s name could move to a new recognition level at the time a new gift is received. Gifts at the time of a member’s passing could also change the recognition level. To the best of our ability, donors will be honored from the founding date of the VIA.
  - Gifts-in-kind will be recognized at the appraised value at the time of the gift. Acknowledgement should be sent by the appropriate committee or by the VIA President.
  - Gifts to the VIA for Doylestown Hospital will be acknowledged at the hospital and will not be included in the 1895 Society.

## **Legacy Gifts**

Anyone who has arranged a legacy gift to the VIA will become a member of the VIA Legacy League. Members will be invited to an annual reception in appreciation for their support. The 1895 Legacy League is separate from the Cornerstone Society. Membership in the Cornerstone Society is achieved through legacy gifts to Doylestown Health directly.

## **1895 Society Committee Chair**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

In addition, the 1895 Society Chair will:

- Communicate the purpose of the 1895 Society to committee members, VIA members, and any other required group.
- Encourage giving to the VIA as defined by the 1895 Society policy.
- Provide approved general information on the 1895 Society vehicles – estates, trusts, etc. Refer individuals to their personal lawyers for additional information.
- Work with the Treasurers from VIA committees to track receipts of gifts for recognition in accordance with the 1895 Society policies.
- Interface with the Development Office at Doylestown Health to stay current on trending giving programs.

## **CEO SELECTION COMMITTEE**

### **Procedure**

The Selection Committee will interview all potential candidates who are considered a good fit. Once the field is narrowed down to about (3) candidates they will branch out to advisory groups of more VIA members, doctors, associates and administration. Each of these groups would include two (2) or three (3) Selection Committee members who would gather the thoughts and impressions of these groups and bring them back to the larger Selection Committee group. The final interviews and selection would occur by the Selection Committee.

### **Order of Process:**

1. Selection Committee
2. Advisory Groups
3. Selection Committee

A 75% majority vote is required for CEO Selection.

It is recommended that the candidate and his or her significant other be invited to meet with the larger Selection Committee.

## **COMMUNITY RECOGNITION COMMITTEE**

### **Mission**

To recognize individuals and/or organizations whose efforts have contributed to the mission of the Village Improvement Association of Doylestown.

### **Criteria**

The following criteria will be considered when reviewing recommendations:

1. Charitable, scientific and educational *individual and/or organizations* that promote improving and beautifying Central Bucks County.
  - a. Provide food, clothing, shelter, healthcare and related services where needed.
  - b. Support a community hospital and other health care facilities for the benefit of all persons.

### **Nominations**

Nominations can only be submitted by a VIA member and no later than March 15. The Committee will submit its final recommendations to the VIA Board of Directors for approval at the April Board meeting. The recipient will be honored at the June Luncheon. This is a biannual committee with the awards being made in odd numbered years. The Committee is composed of VIA members – the committee does not have restrictions on the size of the committee.

## **COMMUNITY RESPONSE FUND**

### **Mission**

In keeping with the VIA's mission to initiate and support programs that will enrich the quality of life in our community and inspired by the VIA's 100 plus years of commitment to the health and human dignity of people in need, the Village Improvement Association of Doylestown offers the Community Response Fund.

### **Criteria**

The following criteria will be considered when reviewing a grant application:

1. Applications to the Community Response Fund will be reviewed for consistency with the mission of the VIA and the purpose of the fund.
2. The fund will not provide permanent support, either total or partial, to an agency or individual.
3. The request is for an unmet community need through the addition or enrichment of a program or service.
4. The request is for an effort that is in partnership with others to improve the quality of life in the greater Central Bucks area.
5. The fund will target evolving community needs other than the VIA Health System which are identified in collaboration with other community groups and agencies.

### **Composition of Committee**

1. The Community Response Committee Chair will be appointed by the president of the Village Improvement Association.
2. The committee shall consist of: The Chair, VIA president (or her designee), the first and second VIA Vice Presidents, the VIA treasurer, the Chair of the Welfare Committee (or her designee), the immediate past Chair of the Designer House, and VIA members.
3. The Chair shall appoint the Vice-Chair and the Secretary.

### **Meetings**

1. The Community Response Fund Committee will meet when necessary to conduct the business of the committee.
2. Fifty percent of the membership shall constitute a quorum.

### **Records**

1. Applications will be accepted at any time and decisions will be made as soon as possible.
2. Records will be kept on all applicants for funds and all recipients of funds.
3. Minutes of regular meetings shall be taken by the secretary. These should cover matters of policy and other significant committee business.
4. Records and correspondence will be filed by the Chair for a period of seven years, except for routine expressions of thanks which may be destroyed.
5. Policies and Procedures may be revised as needed and should be reviewed biennially.

### **Financial Management**

1. The intent of donors to the fund will be honored, but all attempts will be made to educate donors to the merits of an unrestricted gift.
2. Funds will be invested pursuant to the investment policy of the VIA
3. At the first meeting of the club year, a decision will be made about the upcoming year's budget, based on the fund balance.

## DESIGNER HOUSE COMMITTEE

The funds generated by this project will be disbursed as follows:

1. The Designer House Chairman shall recommend distribution of the proceeds to the VIA Board for approval. The funds generated by this project will be disbursed as follows: no less than 70% to be used for the benefit of the Doylestown Hospital; as much as 30% can be used for such projects the committee accepts as fulfilling the stated mission of the VIA (i.e. Community Response Fund, Welfare Fund, Women's Scholarship Fund, and James-Lorah Memorial Home).
2. A minimum of \$10,000 shall be retained for the purpose of covering initial expenses for the following year's project.
3. All checks are to be made payable to Bucks County Designer House & Gardens and all publicity, posters, brochures, tickets and program book should state the proceeds are to benefit the Doylestown Hospital and the mission of the VIA. (This policy was suggested by Burton & Browse for tax purposes).  
All incoming monies or checks (i.e., designer and boutique deposits, advanced ticket sales, Empty House, Cocktail or other party responses, etc.) will be processed through the Senior Executive Assistant in the VIA Office. All monies and checks will be sent to:

Village Improvement Association of Doylestown  
Attn: (Committee Chair's name)  
595 West State Street  
Doylestown, PA 18901

No monies (cash or check) should be sent to a personal address.

4. When said monies or checks are received, the Senior Executive Assistant of the VIA is authorized to open the correspondence. At that time she will make three (3) copies of the checks and response cards/attachments. One of each will go to the Designer House Chair. One of each will go to the event chair. The original checks and/or monies and copies of each will be given to the Designer House Treasurer who will make the deposits.
5. No deposits will be made by any committee members except the Designer House Treasurer or her assistants as she sees fit.
6. The Designer House Treasurer is required to present a written and oral detailed financial report to the VIA Board meeting in October.
7. The current Designer House Chair is required to present a status report at the VIA Board meetings in October and January.
8. The current Designer House Chairman is required to present a status report at the VIA Board Meetings.

## **DESIGNER HOUSE POLICIES**

### **Financial controls**

Acceptable forms of payment for Designer House transactions are cash, check, credit cards, PayPal. PayPal is not available for Designer Sales transactions, however.

Before a withdrawal can be made to reimburse a member, the request must be accompanied by an invoice and a signed voucher.

### **Complimentary tickets and donations to other organizations:**

1. EHP – designers – 1 ticket for each primary designer, landscaper and boutique owner; each subsequent ticket will be sold for 25% off early price.
2. Preview Gala – designers – 2 to 4 comp depending on room size, subsequent tickets at 25% off. Also landscapers depending on number of areas taken and boutique owners.
3. House tour tickets – designers, or others for publicity purposes and incentives, e.g. raffles – at the discretion of the DH Chair.
4. Significant donors, other than corporate donors, will be given Preview Gala tickets with the approval of the Chair.
5. Other complimentary tickets – homeowner tickets should be negotiated between the DH Chair and the homeowner with a maximum of 10 Preview Gala tickets.
6. Other complimentary tickets will be suggested by various subcommittee chairmen to the Designer House Chair for approval.

### **Discounted house tour tickets**

Hostesses and all Designer House committee members – pay 25% off early ticket price.  
Designers – pay 25% off early ticket price.

### **Vendor selection** –

There should be at least three competitive bids for major purchases, e.g., printing, catering, tents. Unless there was extreme dissatisfaction with prior vendors, they should be asked to provide a bid. (This is just a good business practice that preserves the VIA's reputation in the community.)

### **Committee membership**

Membership on the Designer House Committee is limited only by the Designer House Chair. All voting committee members must be VIA members. Additional people who are willing to volunteer at the Designer House shall be known as Friends of the Designer House. A quorum will consist of one greater than 50% of a minimum of 25 members present.



## **Designer House Committee Chair**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

- Beginning in the first quarter of the fiscal year, establish subcommittees and chairs
- Select a house with a committee as described in the DH Chair’s book for the current year to optimize profits for the benefit of Doylestown Health and the mission of the VIA
- Attend monthly VIA board meetings; be the liaison between the Designer House Committee and the VIA board
- Be fiscally responsible
  - Create an annual budget based on documented assumptions.
  - Minimize expenses
  - Compare financials – expenses and revenues/liabilities and assets: year-over-year, month-to-month, year-to-date and actual to budget.
  - Present financial reports to the Board, as required.
- Meet with the Development Office of Doylestown Health to identify a project to support in the spring
- In early spring provide suggestions for a Vice Chair to the VIA President, who is responsible for selection of the Vice Chair, for the next year’s Designer House
- Review committee description in the VIA Policies annually
- Update the Chair’s book annually
- Meet with the Finance Committee for their recommendation of which VIA committees need the most support by the end of August
- Present recommendation for distribution of proceeds to the Designer House Committee for approval at a special Designer House Committee meeting in early September
- Present final distribution approval by DH committee to the VIA Board for approval at the end of September
- Present checks to Doylestown Health and VIA committees receiving proceeds at the October Membership meeting

## **General Information**

Regular communication is extremely important from the Chair to all committee chairmen who then will communicate with their committee members. The Chair must also keep the VIA Sr. Executive Assistant informed of all events, changes, etc. regarding the Designer House.

There should be included in the contracts a limit as to how long we will be held responsible for repairs to the Designer House property. Also, there should be a limit as to how long a purchased item will be held, we suggest June 30<sup>th</sup>. If all attempts to reach a purchaser fail by that date, we should then auction off that article at the Empty House Party.

If the Designer House is for sale during the month the house is open for tours, the realtor must make an appointment with the Chair to show the house after tour hours. A client must produce the realtor’s business card if unaccompanied by their realtor.

Reports must be given by each sub-committee chair to the following year's chair. It is most important that the Designer House Chair give a comprehensive report to her Vice-Chair to aide in the following year's house. A book similar to the President's Book shall be established. The Designer House Chair will be required to review and update the Designer House Chair's book annually. This book will then be handed over to the custody of the VIA President by June 30<sup>th</sup>.

The Chair must be given a copy of the policies at the beginning of her tenure and she in turn should give a copy to each of her committee chairs. Much of what is considered procedure, rather than policy, will be the result of each house's particularities and should be decided by the Chair in concert with and in agreement with the committee, often by motion and vote.

## **DESIGNER HOUSE FINANCIAL POLICIES**

### **Banking**

The Designer House Treasurer is responsible for managing the checking account.

The Treasurer should notify the Finance Chair and all those responsible with any online transactions (e.g., PayPal) and credit card processing if there is a change.

It is not necessary to close the existing account and open a new one for each new house.

At least two signatures should be on file for accessing Designer House bank accounts.

### **Financial Controls**

Each DH committee Chair establishes a budget for her sub-committee based on previous years financial averages.

The budget should be presented to the Designer House Committee for approval.

If she exceeds the budget, she must go to the DH Committee for approval.

### **Security**

All boxes containing money, raffle money and credit card receipts should be individually identified, locked and kept in a secured area of the Designer House.

The Treasurer should establish a log sheet to be used by the opening Day Treasurer and the closing Day Treasurer to confirm beginning and ending monies each day. Each money box should contain its own log sheet. More procedural information can be found in the Designer Chair's Book.

### **Federal and State Requirements**

990—information should be established and maintained to comply with all IRS 990 form requirements including:

Expenses for food, rentals

Name and address for all donations of \$5,000 and more

Gaming revenues

Volunteer count

Invitations to catered events should include the following language:

“For federal income tax purposes, your donation is tax-deductible to the fullest extent the law allows.

Paid guests should be informed, either on the invitation or on a response card of the amount that may be considered tax-deductible, that is the difference between amount paid and tangible goods received (e.g., food). Corporate sponsors should also receive a statement regarding the amount that they can claim for tax deductions. The response card should also contain the above wording.

A copy of the official registration and financial information may be obtained from the PA Department of State by calling toll-free within PA 1.800.732.0999. Registration does not imply endorsement”.

Acceptable forms of payment:

**Tour Tickets, Event Tickets** (including Empty House Party, Gala, Fashion Show, etc.), raffle tickets, silent & live auction items and gift certificates - cash, check, credit card and online transactions (e.g., PayPal).

**Designer Sales** - Cash, check & credit card

**Café** – Cash & check (credit card if in close proximity to Treasurer’s desk)

**Misc. Items**, e.g., Byers Choice Dolls and other items – cash, check & credit card

### **Sales Tax**

Designer Sales – PA sales tax should be added to all designer sales transactions.

Café and other misc sales – sales tax may be included in the displayed price for ease of transactions. Sales tax collected will be calculated at the conclusion of the house by dividing total collected by 1.06 (assuming a 6% sales tax).

Each financial quarter the Designer House Treasurer is responsible to report gross receipts and tax collected to the PA Department of Revenue. Collected tax will be paid electronically from the Designer House checking account.

The VIA is responsible to collect and remit sales tax on all taxable Designer House transactions. Designers do not remit those amounts on our behalf. Boutique owners, to whom payment is made directly, are responsible to apply, collect and remit sales tax.

### **Accounting**

The DH Treasurer will be responsible for establishing a chart of accounts (COA) that provides information necessary to manage the current house and provide analytical information for future houses. The COA also needs to support IRS 990 reporting requirements.

### **Record Retention**

1. Copies of all checks – paper or electronic should be available for at least 7 years.
2. Access to electronic payment information should be available for at least 7 years.

### **Expense Processing**

1. Requests for payment must have a copy of the bill and a voucher indicating purpose of the expense which is signed by the Chair or Vice-Chair.
2. Payment should be made directly from the Designer House to the billing company. If payment is made with a committee member's credit card, a receipt showing payment was made should accompany the voucher and invoice. Note: such payments should be recorded as to what was purchased, not to whom payment was made.
3. The VIA is a tax-exempt company and should not be charged sales tax on its purchases. The Treasurer will instruct the committee at the October meeting identifying how to make a tax-exempt purchase.

## **EDUCATION COMMITTEE**

### **Mission**

Support the mission of the VIA by overseeing the yearly selection and awarding of the Hannah Pollock-Laura Haddock scholarships to graduating students accepted by a college or university for study in a human health-related field and reside in the Central Bucks School District. Additional human health-related scholarships are evaluated and awarded by the Education Committee. All scholarships are awarded at the annual VIA June Luncheon

### **Positions and Responsibilities**

There are three primary positions: chairman, vice-chairman and secretary.

### **Education Committee Chair**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

- Establish and maintain a network of area high school contacts to solicit candidate names
- Determine criteria to select Educational Scholarship winners, e.g., types of careers being pursued
- Meet to evaluate candidate profiles
- Select Scholarship winners
- At the June luncheon, briefly explain the scholarship program, and introduce the recipients

### **Membership**

Membership is open to VIA members in good standing who remain active in the committee. Most members have backgrounds in education, child development, health and business/finance. “Active” may include email or telephone involvement for members who are unable to attend committee meetings.

### **Committee Activities**

The committee normally meets about 3-5 times per year to discuss, approve, and complete committee activities. The committee’s activities include the following:

- Attendance at VIA general membership meetings
- Attendance at committee meetings which entails determining schedules, reviewing scholarship letters, evaluating participating high schools, revision and update of application forms, analyzing evaluation criteria, planning VIA June Luncheon activities and participation at individual high school award programs. Student scholarship applications are reviewed in April and May.
- Individual participation in volunteer events such as the Bucks County Designer House, meeting with high school guidance counselors and administrators, host parents and scholarship winners at VIA June Luncheon.
- Research the history of the Hannah Pollock-Laura Haddock Scholarship.

## FINANCE COMMITTEE

The following provisions shall govern the action taken by the Finance Committee of the Village Improvement Association:

The Finance Committee shall review the most recent monthly statements as submitted by each standing committee treasurer to comply with investment goals. Our investment goals should be reviewed at the time of change of administration..

The Finance Committee policies shall be reviewed during each administration.

The President, together with the Finance Committee, shall be responsible for maintaining a file of corporate resolution and signature cards for all bank accounts and safe deposit boxes of the VIA Corporation. The originals of these files shall be kept in the VIA Systems Office.

The president, with the approval of the Board of Directors, shall biennially appoint a standing committee of such members as from time to time shall be determined by the Board of Directors, to be known as the Finance Committee.

Investment of funds held by, or under the supervision of any committee of the Association, shall be made only after consultation with the Finance Committee which shall act in accordance with policies approved by the Board of Directors.

In odd-numbered years, the president and the Finance Committee will prepare a budget to be approved at the May membership meeting, or no later than the annual meeting. In even-numbered years, the president-elect and the Finance Committee will prepare a budget to be approved at the May membership meeting or no later than the annual meeting.

Although it is the philosophy of the Village Improvement Association not to make financial contributions to other nonprofit or for-profit agencies unless budgeted, in certain instances, exceptions may be made. An exception is Welfare Committee which operates under separate policies. Financial contributions made to other nonprofit or for-profit agencies, not budgeted, in excess of one hundred dollars (\$100.00) must be approved by the VIA Board.

### **Debt**

No debt shall be contracted by the Board of Directors beyond the amount of liquid funds which are available and which may be used for its repayment, except with the approval of the Association by Resolution.

### **Policies**

1. The Finance Committee shall review the most recent monthly statements as submitted by each standing committee treasurer to comply with investment goals. Our investment goals should be reviewed at the time of change of administration.
2. The Finance Committee shall also conduct a mid-year internal audit of the funds of the Village Improvement Association, Welfare Committee, James-Lorah Memorial Home Committee, Designer House Committee, Women's Scholarship Committee, Community Response Committee, 1895 Society, and all other fundraising activities when considered appropriate by the Finance Committee.

3. The Finance Committee policies shall be reviewed during each administration.
4. The president, together with the Finance Committee, shall be responsible for maintaining a file of corporate resolution and signature cards for all bank accounts and safe deposit boxes of the VIA Corporation. The originals of these files shall be kept in the VIA Systems Office.

The treasurers of the VIA, Designer House, Welfare Committee and James-Lorah Memorial Home are to advise the president and the Finance Committee Chair before making any changes to their use of banks and the type of accounts opened or closed.

A. The following are authorized to sign on all bank accounts held in the name of the Village Improvement Association:

One signature required.  
President  
Treasurer  
Assistant Treasurer

B. The following are authorized to sign on all accounts held in the name of the Village Improvement Association Welfare Committee:

One signature required.  
Chair  
Treasurer  
Assistant Treasurer

C. The following are authorized to sign on all bank accounts held in the name of the Village Improvement Association James-Lorah Memorial Home:

One signature required.  
Chair  
Treasurer  
Assistant Treasurer

D. The following are authorized to enter the safe deposit box leased by the James-Lorah Memorial Home Committee:

One signature required  
President, VIA  
Chair, James-Lorah Memorial Home Committee  
Treasurer, James-Lorah Memorial Home Committee  
Assistant Treasurer, James-Lorah Memorial Home Committee

E. The following are authorized to enter the safe deposit box leased by the VIA and Welfare Committee jointly:

One signature required  
President, VIA  
Treasurer, VIA  
Treasurer of the Welfare Committee

F. The following are authorized to sign on all bank accounts held in the name of the Designer House accounts:

One signature required

Chair  
Treasurer  
Assistant Treasurer

- G. Bank Boxes: An inventory of the contents of the bank boxes is to be updated on even-numbered years by the president of VIA, the treasurer of VIA, the Chair and treasurer of the James-Lorah Memorial Home Committee. Outgoing officers are to complete an audit prior to the end of their terms and incoming officers are to complete an audit during the first quarter of taking office. Any additions or deletions to the contents of the boxes must be recorded and a copy of the changes given to the president of VIA and the chairmen and treasurers of the respective committees, in addition to the Finance Committee Chair.
- H. Credit Card Procedures: The VIA may obtain and use credit cards as a form of payment for approved purchases. These cards are initiated by the officers of the VIA; The Finance Committee allows this form of payment for approved purchases. The card balance must be paid in full by the due date, and the available credit must be limited to an amount determined by the Finance Committee on an annual basis.
- I. All contributions received by the Village Improvement Association made payable to Doylestown Hospital or made payable to the Village Improvement Association but restricted for the use of benefit of Doylestown Hospital are to be directed to the Doylestown Health Foundation for deposit by the Foundation in the Doylestown Hospital Fund maintained by the Foundation. All such contributions shall be used for the Hospital in accordance with any restrictions placed upon them. The VIA as a tax exempt organization does not as a group attempt to influence any national, state or local legislation.

### **Finance Committee Procedures**

1. In reviewing the policies of the Association and the corporations affiliated with it, the following guidelines will be used by the VIA Finance Committee:
  - All funds of the individual corporations not required for current expenditure shall be invested. The investment objective will be the safety of principal with the stability and maximization of current income, consistent with the need and opportunity for capital appreciation.
  - Corporate controls of the individual corporations must be adhered to in both receipts and expenditures of monies.
  - A quarterly report of the financial activity of the individual corporations shall be made available to the VIA Finance Committee in accordance with the schedule for presenting quarterly reports.
  - The financial records of the individual corporations must be audited annually. A copy of the audit report must be available to the VIA Finance Committee for review.
  - Stale checks: Any outstanding checks which are 3 months old will trigger action on the part of the Treasurer who wrote the check. At the three month point, the Treasurer will contact the payee and take action to clear the check. The individual Treasurer will use whatever action is necessary. At the six month point, the check should be cleared. In the event the payee cannot be found, our accountants will be contacted for the correct handling, re: "The Unclaimed Property Laws of the State."



## **Village Improvement Association Investment Policy**

The investment objective will be the safety of principal with the stability and maximization of current income, consistent with the need and opportunity for capital appreciation..

Securities received as gifts are to be reviewed as soon as feasible. Assets so received must be placed in a specific fund if so named.

The Chair of the Finance Committee may contact members of the committee by telephone or email in instances where prompt action is required and it is impractical to convene the committee. All such actions taken shall be ratified at the next duly convened meeting of the Finance Committee. A report of Village Improvement Association investments must be submitted to the Board of Directors yearly at the February Board meeting.

### **REAL ESTATE**

No real estate shall be purchased, sold leased or mortgaged by the Village Improvement Association of Doylestown (VIA) unless and until a resolution authorizing such action shall have been approved by a majority of active members of the Association who are present and entitled to vote thereon at a regular or special meeting, duly convened upon proper notice of this purpose.

### **SAFE DEPOSIT BOX**

1. Three tapes marked Doylestown Hospital Minute Books  
Roll 1 Vol. 1 to Vol. 9 W, Roll 2 Vol. 10 to Vol. 16 W, Roll 3 Vol. 17 to Vol. 21
2. Petition for incorporation of Village Improvement Association. Filed Feb 14, 1923
3. Doylestown Trust letter dated Oct 16, 1968
4. Challenge to the Will of Elizabeth V. Young Cornell and Resolution
5. Document dated Jan 18, 1974 from IRS confirming VIA is exempt under Sec 501c(3)e
6. Release of Robert Clymer Executor dated Sept 28, 1951
7. Paid off notes by Doylestown Hospital
  - a. Two Doylestown National Bank & Trust Notes dated 11/65 & 11/66
  - b. Two Doylestown National Trust Company Notes dated 6/66 & 4/66
  - c. Two Doylestown National Bank & Trust Notes dated 1964
8. Titles to Darlington House and Happ Properties
  - a. Agreement of Sale
  - b. Title Report
9. Articles of Amendment to Charter of Village Improvement Dated October 1951
10. Notice of Charter dated March 1923
11. Last Will and Testaments:
  - a. Robert Clymer Will dated 1943
  - b. Patterson Will dated August 23, 1940
  - c. Matthew's Will dated 1947
12. Envelope with Monument Investments all have matured
13. Envelope marked James Lorah House
  - a. Negatives of JLMH contents
  - b. GAB Value Appraisal Update JHMH dated March 2004
  - c. Raymond M Spiller & Associates appraisal of JLMH dated November 15, 2002
  - d. Inventory of JLMH safe deposit box dated 3/20/2012, inventory at 6/14/14  
Contents of JLMH safe deposit box closed and contents put VIA safe deposit box

Contents of Safe Deposit Box as of July 16, 2014, located at:  
First Trust Bank-288 S Main Street, Doylestown, PA 18901

## **Finance Committee Chair**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

- Maintain a level of financial literacy and acumen including financial statements, IRS 990 returns, budgets, and investments.
- Retain all financial documents including monthly and annual financial statements from all four treasurers, bank statements, and investments statements.
- Provide monthly reports for the overall VIA financial health to include expenses and revenues/liabilities and assets: year-over-year, month-to-month, year-to-date and actual to budget.
- Perform annual financial audits
- Supply required information for preparation of the organization’s IRS 990 Return, review the prepared return and present the return to the Board for review and approval.
- Prepare an annual investment summary by institution and account for all checking, savings and investment accounts.
- Prepare a consolidated budget annually and participate in audits of each treasury
- Attend monthly VIA board meetings; be the liaison between the Finance Committee and the VIA board

## **FLORAL ARTS COMMITTEE**

### **Mission:**

*To provide flowers for all the monthly VIA meetings, fundraising with the sale of holiday greens and flower arrangements for the June Luncheon.*

### **Committee Chair Responsibilities:**

*Please review the “Common Chair Responsibilities and Expectations” section on page 5.*

### **Membership:**

*The committee is open to anyone interested in flower arranging and to those who enjoy sharing ideas and working together. No experience is necessary.*

### **Committee Activities:**

*A schedule is established over the summer for committee members to take turns doing a flower arrangement for the monthly VIA membership meetings. Arrangements may be coordinated with program themes or seasons.*

*In December the committee meets the Monday before the VIA membership meeting to make swags to be sold at the membership meeting at the James-Lorah Memorial Home. The money helps pay for the 20 flower arrangements for the June luncheon which is usually held offsite and is the final meeting of the VIA year.*

*A meeting is held mid-April to decide what flower arrangements will be made for the June luncheon and where the flowers will be purchased. The color scheme is coordinated with the June luncheon chairs.*

*Approved: October 2017*

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Updated June 2018

## **FUNDRAISING COMMITTEE**

### **Mission**

Support the mission of the VIA through *fundraising* projects that will supplement the budget of the VIA

### **Positions and Responsibilities**

There are two primary positions: chairman and vice-chairman. The chairmanship is a six year term, matched to the VIA leadership's terms. The vice-chair will move into the chairmanship at the end of the current six year term.

This committee is to coordinate any *fundraising* project within the VIA, making sure that there is no overlap in the committees.

### **Fundraising Committee Chair**

*Please review the "Common Chair Responsibilities and Expectations" section on page 5.*

### **Membership**

Membership is open to any VIA member in good standing who remains active in the committee. "Active" may include e-mail or telephone involvement for members who are unable to attend committee meetings.

### **Committee Activities**

The committee meets once a month to discuss, approve, and complete committee activities. The committee's activities include the following:

- Attendance at Committee meetings.
- Attendance at VIA general meetings.
- Support of any committee-sponsored activity, such as the holiday bake sale, poinsettia sale, and other project voted on by the committee.

### **Fundraising Benefits Held by Other Organizations**

It is the policy of the VIA that neither the VIA nor any of its individual members shall be responsible or incur any liability to any person, corporation or association for injury or damage to any person, property or thing, where such injury or damage occurs during a fundraising event or similar event for benefit of VIA or Doylestown Hospital which is sponsored by any organization other than the VIA, with or without advance notice to, or the approval of the VIA, and that organizations giving notice to the VIA of their intention to undertake such a fundraising event be so advised.

## **GOVERNANCE COMMITTEE**

### **Mission**

*To support the mission of the VIA by recommending processes to attract and retain new members, match member skills with needs of the VIA committees, encourage development of members to leadership positions, and articulate the requirements of committee chairs and Board members. In doing this, the Governance Committee will act as a Nominating Committee bi-annually or as needed. The Governance Committee will also maintain, and update as needed, the Bylaws and Policies manual for the VIA.*

### **Positions**

*There are three primary positions: Chair, appointed by the President; Vice Chair, selected by the Chair and approved by the President; and Secretary.*

### **Membership**

*Membership is limited to twelve (12) VIA members consisting of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Membership Chair, immediate Past President, at her discretion, and 7 members appointed by the Chair and approved by the President.*

### **Chair Description**

*Please review the “Common Chair Responsibilities and Expectations” section on page 5.*

- *Reports to the VIA Executive Committee and is a member of the VIA Board.*
- *Ensures that Bylaws and Policies are maintained and updated as needed and contain “best practices.”*
  - *Submits Policy changes for Board approval*
  - *Submits Bylaws changes for Board approval and general membership approval*
  - *Submits approved changes to the VIA website, For Members section.*
- *Leads the efforts to recommend a slate of VIA Board Officers; the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording and Corresponding Secretaries, Treasurer and Assistant Treasurer. Offers recommendations for other chair positions as needed.*
- *Monitors the efforts of the Membership Committee and subcommittees/ad hoc committees to ensure ongoing mentoring and member development is taking place*
- *Creates ad hoc subcommittees and appoints chairs as needed.*

### **Committee Activities**

#### **1. Evaluate Board roles and responsibilities 6 months prior to term change and update if needed**

- *Lead the Board in regularly reviewing and updating the Board’s description of its roles and areas of responsibility and what is expected of individual Board members.*
- *Assist the Board in updating and clarifying the primary areas of focus for the Board and help shape the Board’s agenda for the next year or two, based on the strategic plan.*

#### **2. Pay attention to Board composition**

- *Develop a profile of the Board as it should evolve over time.*
- *Identify potential Board member candidates and explore their interest and availability for Board service.*
- *In cooperation with the VIA President, contact each Board member eligible for re-election to assess her interest in continuing Board membership and work with each Board member to identify what she might be able to contribute to the organization.*
- *Implement term limits as described in Section 3.3.2 of the Bylaws.*

### **3. Encourage Board development and education**

- *Provide candidates with information needed prior to election to the Board.*
- *Design and oversee a process of Board orientation, sharing information needed during the early stages of Board service.*
- *Design and implement an ongoing program of Board information, education, and team building.*
- *Prepare Board leadership.*

### **4. Assess Board effectiveness**

- *Initiate annual, or as needed, assessment of the Board's performance, and propose, as appropriate, changes in Board structure and operations.*
- *Provide ongoing counsel to the VIA President and other Board leaders on steps they might take to enhance Board effectiveness.*
- *Regularly review the Board's practices regarding member participation, conflict of interest, confidentiality, and suggest needed improvements.*

### **5. Meetings**

- *The Governance committee will meet on a monthly basis or more frequently as needed to achieve its goals. Subcommittees will include the Nominating Subcommittee Chair and the Bylaws Subcommittee Chair and other subcommittees as needed.*

### **Nominating Subcommittee**

- *The Nominating Subcommittee shall be formed at the beginning of a new administration. The First Vice President is a non-voting member of this subcommittee*
- *At the September meeting of the Board of Directors of the new term, four (4) members shall be appointed from the board to this Committee and at the general membership meeting in October, two (2) additional members shall be elected from among the general membership.*
  - *Each member of the Nominating subcommittee shall serve a two-year term beginning in even numbered years.*
  - *Members from the previous Nominating Committee shall not be eligible to serve.*
  - *Members of this committee shall elect its chair by majority vote.*
  - *The committee shall meet in January of the second year of the administration.*
  - *The proposed slate shall be presented to the VIA Board in March of the second year, to the Membership at the April meeting, and shall be published in the April newsletter. Voting will take place at the May General Membership Meeting.*

#### **Elected Officers**

- 1. President*
- 2. 1st Vice President – President Elect*
- 3. 2nd Vice President*
- 4. Recording Secretary*
- 5. Corresponding Secretary*
- 6. Treasurer*
- 7. Assistant Treasurer*

- *Nominating Subcommittee Chair*
  - *Please review the “Common Chair Responsibilities and Expectations” section on page 5.*
  - *Have detailed knowledge of responsibilities of each of the positions to be filled.*
  - *Obtain input from the Governance Committee in developing the slate of officers.*
  - *Contact potential officers on the slate in the order that has been established by the subcommittee; keep those not selected informed.*

### **Bylaws Subcommittee**

- *The Bylaws Subcommittee will meet as needed to maintain the Bylaws and Policies documents.*
  - *The Subcommittee will consist of seven to twelve members including the three (3) Executives, the Vice President of Health Services, the Governance Chair, one (1) Parliamentary Advisor (non-voting) and at least three (3) other Directors.*
  - *Members are welcome to submit any concerns, issues or questions about our bylaws and policies, and the subcommittee will take them under advisement.*
  - *Positions and Responsibilities*
    - *Chair: appointed by the President*
    - *Vice Chair: appointed by the Chair with the approval of the President*
    - *Secretary: appointed by the Chair*
    - *Meetings are held monthly or as needed.*
  
- *Bylaws Subcommittee Chair*
  - *Please review the “Common Chair Responsibilities and Expectations” section on page 5.*
  - *Leads the efforts to ensure that Bylaws and Policies are maintained and contain “best practices”*
  - *Reviews all Policies on a yearly basis for accuracy and appropriateness and reviews Bylaws as needed (minimum every 5 years).*
  
- *Committee Activities*
  - *Changes to the Bylaws and Policies will be submitted to the VIA Board for approval. In the case of Bylaws, given 30 days’ notice, the general membership will vote on the proposed changes at the next general membership meeting or by electronic vote.*
  - *Maintain a log of Bylaws and Policy Changes; log should be sent to the VIA Administrative Assistant*
  - *Submit approved changes to the Bylaws or Policies to the VIA website, For Members section.*

*Approved: May 2018*

## **HOBY COMMITTEE**

### **Mission**

Provide funding for one student for each Central Bucks School District High School to attend the Hugh O’Brian Youth Foundation Seminar held one weekend every spring in the Philadelphia area.

### **Positions and Responsibilities**

The committee consists of only one position, that of coordinator between VIA and counselors at the high schools.

### **HOBY Committee Chair**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

- Be familiar with the Hugh O’Brian Youth organization and its mission, policies, procedures, and schedules
- Establish and maintain a network of area high school contacts
- Determine criteria to select HOBY grant winners
- Select HOBY grant winners
- At the June luncheon, briefly explain the HOBY program, and introduce the recipients

### **Membership**

Membership is open to any VIA member in good standing.

### **Committee Activities**

- Contact the guidance counselor for each of the three high schools in the Central Bucks School District regarding selecting a candidate for the HOBY Seminar.
- Counselors select one candidate and one alternate per school and register online to HOBY.
- Ask counselors to send a copy of the registration form and payment request.
- Fill out check request form and submit to treasurer.
- Follow-up with counselors to make sure payment has been received.
- Send luncheon invitation to students and their families for the June VIA luncheon. Request that each student prepare a 5 minute speech telling about his/her experience at the HOBY weekend.
- At the June luncheon, briefly explain the HOBY program and introduce the recipients.



## **HOME LIFE COMMITTEE**

### **Mission**

To provide an opportunity for VIA members to volunteer at Doylestown Health owned facilities of Pine Run Health Center and Pine Run Lakeview.

### **Positions and Responsibilities**

Chair, co-chair, and secretary, and members at large.

### **Membership**

The membership of this committee is open to any VIA member in good standing.

### **Committee Activities**

- Provide volunteers at the request of Life Enrichment or managers at both facilities as the occasion arises.
- These activities may include:
  - Visitations
  - Bingo
  - Annual tea
  - Holiday events and gift giving
  - A fundraising event

### **Home Life Chair Description**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

## **HOSPITALITY COMMITTEE**

### **Mission**

Support the VIA with refreshments at Member Meetings.

### **Membership**

Membership is open to any VIA member in good standing who remains active in the committee.

### **Positions and Responsibilities**

Committee Members/Hostesses/Bakers/Makers:

- Hostesses contact appropriate number of Makers/Bakers for the meeting
- Provide refreshments when asked
- Assist in the plating and display of refreshments
- Assist in cleanup of remaining refreshments
- Assist in restoring kitchen to original state

### **Committee Activities**

Provide refreshments as needed determined by the Program Committee schedule.

When refreshments are required, specified hostesses should be contacted by the Chair(s). The hostesses serve as coordinators for refreshments being served and in turn contact the bakers and sandwich makers to provide adequate refreshments for a member meeting.

Overseen by the chair(s) and hostesses, those providing refreshments are also expected to serve in the kitchen during this time, helping to coordinate the trays of sandwiches and desserts accordingly, keeping the refreshment table supplied as needed, also with coffee, tea, cream and sugar. These individuals also assist with cleanup. The JLMH caretaker does the dishes.

### **Hospitality Committee Chair Description**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

In addition, the Hospitality Committee Chair will:

- Solicit and organize volunteers
- Set monthly hostess schedule and contact with each hostess
- Oversee kitchen activities at appropriate monthly membership meetings
- Direct/assist in plating of refreshments
- Direct/assist in the preparation of beverages
- Direct/assist in the cleanup activities

## **JAMES-LORAH MEMORIAL HOME COMMITTEE**

### **Mission**

The mission of the James-Lorah Memorial Home Committee is to preserve, supervise and coordinate the operation and maintenance of this historic home and its contents; to restore and conserve these contents and to make the home available for tours and public display in accordance with the terms of the Will of Miss Sarah M. James and the policies governing the operation of the James-Lorah Memorial Home.

### **Regulations Governing the Operation of the James-Lorah Memorial Home and Auditorium**

Those wishing to use the James-Lorah Memorial Home or the auditorium shall make application by contacting the caretaker who maintains an accurate and current schedule.

- The use of the buildings will be subject to the terms of the Will of Miss Sarah M. James.
- There will be no meetings relating to politics or wedding ceremonies of a religious nature.
- To help defray the cost of operation, a request of a donation will be made for the use of the facilities based on required usage.
- VIA members will be charged the non-profit rate.
- Services of the caretaker are additional.
- The James-Lorah Memorial Home will be reimbursed for any loss or breakage.
- A certificate of insurance will be requested of those wishing to use the premises.
- Occupancy – James-Lorah Auditorium – Maximum 146 persons
- James-Lorah Memorial Home – Maximum 40 persons
- Smoking is not permitted on the premises including the restrooms.
- Alcoholic beverages are not permitted on the premises.
- All evening meetings shall be concluded by 11:30 p.m.
- Nothing may be loaned, removed for repair or taken from the premises without the permission of the Chair.
- Food may not be served or carried beyond the dining room/music room side of the James-Lorah Memorial Home.
- Members of the committee are subject to the approval of the Board.
- It is the policy of the James-Lorah Memorial Home that no signs, banners, or objects be attached to the fence, land, or buildings of the Home premises; subject to review by the James-Lorah Memorial Home Committee and James-Lorah Memorial Home.

### **Collection Management Policy**

The JLMH Collection is defined as those objects and archival materials used and owned by Miss Sarah James which she bequeathed to the VIA in 1954. The items in the James-Lorah Memorial Home that do not belong to the James or Lorah families will be clearly identified. They are considered important to the history of the house and are displayed with the approval of the James-Lorah Memorial Home Committee and the Board of Directors of the Village Improvement Association.

## **Use of the James-Lorah Memorial Home**

Village Improvement Association members who wish to use the James-Lorah Memorial Home for personal entertainment may do so subject to current house rules.

## **James-Lorah Memorial Home Committee Chair**

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

- Be familiar with the Last Will and Testament of Miss Sarah James
- Comply with all regulations governing the operation of the JLMH and auditorium
- Maintain operations of the JLMH for VIA functions such as general and committee meetings, and use of the auditorium for public and private functions
- Comply with and continue the JLMH on the National Register of Historic Places
- Have a knowledge of JLMH subcommittees and oversee their activities
- Supervise the Caretaker (Doylestown Health Employee):
  - Ensure compliance with hospital policies, confer with Vice President, Human Resources as needed
  - Develop, maintain and communicate caretaker job responsibilities
  - Conduct an annual performance review with the caretaker with input from the VIA President, 1<sup>st</sup> Vice President, and 2<sup>nd</sup> Vice President
  - Any proposed salary increase for the caretaker will be reviewed by the Executive Committee of the JLMH and the decision will be conveyed to the VIA Board
- Establish community connections and publicize the home
- Coordinate with other committees as needed (i.e., Marketing)
- Oversee the retention of capital expenditure records, James-Lorah, and VIA records
- Serve as a VIA board member and keep the VIA President informed of JLMH issues
- Be fiscally responsible
  - Create an annual budget based on documented assumptions.
  - Minimize expenses
  - Compare financials – expenses and revenues/liabilities and assets: year-over-year, month-to-month, year-to-date and actual to budget.
  - Present financial reports to the Board, as required.

## **LITERATURE WORKSHOP COMMITTEE**

### **Mission**

*To provide a forum for VIA members interested in reading, including both a forum for discussion and fellowship, and a Round Robin to share current, best-selling books.*

### **Literature Workshop Chairs**

*Please review the “Common Chair Responsibilities and Expectations” section on page 5.*

### **Committee Activities**

*The Literature Workshop committee consists of two (2) clubs as follows:*

#### **The VIA Book Club**

- *Meets monthly; the book selected in the previous meeting is discussed.*
- *The duties of the Chair of the VIA Book Club are to confirm the monthly meetings, to lead the discussion of the book, and to welcome new members to the group.*
- *Members are expected to:*
  - *Have an interest in reading*
  - *Have read the book before the monthly meeting*
  - *Be willing to discuss the book with the group*
  - *Offer suggestions for future books to read*

#### **The Round Robin Book Club**

- *The duties of the Round Robin Book Club Chair are to ensure the books purchased are unique.*
- *Books are chosen at the beginning of the membership year.*
  - *A member of the group selects her choice of a book and selections are submitted to the Chair to avoid duplicate choices.*
  - *The purchaser of a book reads the book and begins circulation of it.*
  - *A member list is placed in the front of the book to let the reader know who gets the book next. The books can be passed on at VIA member meetings starting in October.*

### **Positions**

*There will be a Chair and a Vice Chair leading each of the clubs.*

### **Membership**

*This committee is open to any VIA member in good standing with an interest in reading.*

*Approved: February 2018*

## **MARKETING COMMITTEE**

### **Mission**

Support the mission of the VIA through activities that promote the VIA to the hospital staff, patients and community. To provide support for the maximization of the VIA's fundraising commitment to benefit the hospital and community.

### **Positions and Responsibilities**

There are three primary positions: chairman, co-chairman and secretary. The chairmanship is a two year term, matched to the VIA leadership's terms. The co-chair serves as a vice-chair and will move into the chairmanship at the end of the current two year term.

The Marketing Committee will identify key issues of importance to the association and put into place support mechanisms to address problems and opportunities. Subcommittees will preliminarily include:

- Website
- Social Media
- Public Relations
- Advertising

The Marketing Committee will support the Designer House Marketing Committee with guidance and volunteers.

The Marketing Committee may establish additional informal sub-committees as needed to research and support special interests.

### **Membership**

Membership is open to any VIA member in good standing who remains active in the committee. The ability for strategic planning and promotional activity is preferred. Special skills such as social media, graphic arts, public relations, etc. are a plus.

### **Committee Activities**

The committee shall meet monthly throughout the year, as needed. The Marketing Plan for the VIA calendar year will be prepared and presented for Board approval at the November Board meeting. The Annual Marketing Plan may include but not be limited to:

- Identify our position within the market (key opportunities, weaknesses, etc.)
- Identify goals and purposes
- Prioritize long and short-term goals

### **Posters In Hospital Lobbies**

**Purpose:** In fairness to all Doylestown Hospital Family groups and in appreciation of their efforts to aid the Hospital, the following policy is established

**Policy:**

1. For this purpose, the Doylestown Hospital Family is defined as the VIA, Doylestown Health Foundation, Doylestown Hospital, the Medical Staff, the Medical Staff Auxiliary, Volunteer and Hospital departments with overall Hospital responsibilities.
2. A single poster, not to exceed 24” x 36” in size advertising an event may be placed on an easel adjacent to the Hospital information desk.
3. Other promotional materials such as brochures, flyers, placemats or any other items may be displayed in the Gift Shop, the Snack Bar, Fresh Inspirations, entities of the VIA Health System, and/or the Community Relations bulletin board on the first floor.
4. Priorities for the scheduling and location of promotional material will be determined by the Director of Community Relations and Marketing.
5. All banners, flyers and posters related to Hospital family events and fundraising activities should be approved by the Vice President of Development or Director of Community Relations and Marketing (CR/M).

## **MEMBERSHIP COMMITTEE**

### **Mission**

*Encourage prospective members to join the VIA and current members to be actively involved in the organization. Welcome and greet new members and guests at the general membership monthly meetings.*

### **Membership**

*This committee is open to any VIA member who wishes to join. Meetings are held monthly or as needed.*

### **Membership Committee Chair**

*Please review the “Common Chair Responsibilities and Expectations” section on page 5.*

- *Serves as a VIA board member*
- *Works with the committee to build VIA membership*
- *Encourages members to participate fully in the activities of the VIA*
- *Introduces new members and guests at monthly membership meetings*
- *Hosts a new member orientation in concert with the President in the fall*
- *Maintains a mentoring program for new members*

### **Responsibilities**

*The committee assures that all members feel welcome and appreciated. The committee strongly encourages members to join committees and attend events. (See Member Expectations on page 5 of this document.)*

*There are two subcommittees of the membership committee:*

#### **Memorial Subcommittee**

- *The President’s designee shall check obituaries daily and report to the President, the VIA Administrative Assistant and the Memorial Subcommittee.*
- *The President of the VIA sends condolences to the family.*
- *A Memorial Garden, located in the area of the James-Lorah Auditorium walkway, has been established to memorialize deceased VIA members. The VIA will purchase and engrave a brick paver to honor the deceased member.*
- *A list of deceased members during the fiscal year will appear in the Annual Report.*
- *The subcommittee shall be responsible for recording the name of the deceased and the date of passing in the VIA “Remembrance Book” (blue) located in the James-Lorah Memorial Home’s music room.*

#### **Sunshine Subcommittee**

- *The purpose of this subcommittee is to send cards to VIA members who are sick, have suffered family losses, or are in need of cheer.*

### **Honorary Members**

*Honorary status is given to women who have been members of the Village Improvement Association for 40 years.*

*Approved: May 2018*



## **PROGRAM COMMITTEE**

The Program Committee's purpose is to select a variety of programs to be presented at monthly VIA membership meetings except for the May and June luncheons. The May meeting is hosted by Doylestown Hospital and the June luncheon does not include a program because of the induction of officers and/or the awarding of scholarships. Currently, the Veterans' Committee provides the November program. This has not been permanently established.

### **Mission**

To provide timely, interesting and quality programs to educate and entertain the VIA membership and remain within the annual budget.

### **Positions and Responsibilities**

- Chairman: 1<sup>st</sup> Vice-President
- Vice-Chairman: 2<sup>nd</sup> Vice-President
- Organizational meetings (1 -2) are scheduled in February or March to plan for the next club year's programs.
- The committee discusses proposed programs as a group, remains within the budget and comes to a consensus on the selections.
- One committee member takes the responsibility of being the program coordinator for one month's program. The coordinator contacts the presenter, secures a signed contract which is then returned to the Chairman by June 1st.
- The Chairman submits a budget to the VIA Treasurer in April.
- The Chairman is responsible for submitting the check requests to the Treasurer for the program presenters each month.
- The Chairman is responsible for the monthly newsletter article.

### **Program Committee Chair**

Please review the "Common Chair Responsibilities and Expectations" section on page 5.

- The 1<sup>st</sup> Vice President of the VIA is the chair of the committee; the 2<sup>nd</sup> Vice President is the vice chair.
- Meet in February and March to plan the programs for the following fiscal year.

### **Membership**

Members include the VIA President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, with 8-10 additional VIA Members.

### **Committee Activities**

The Program Committee welcomes and encourages program suggestions from the VIA members at large. A variety of program topics are reviewed and assigned to appropriate months.

Contracts are given to the presenters for signature and all information is due back to the Chairman on or before June 1<sup>st</sup>.

## **SOCIAL COMMITTEE**

### **Mission**

*To organize social events for all VIA members to attend. These may include outings to museums, theater, lunches, dinners, or any social activity that might interest a number of VIA members.*

### **Positions**

*There will be a chair and a vice chair/secretary of the committee.*

### **Social Committee Chair**

*Please review the “Common Chair Responsibilities and Expectations” section on page 5.*

- *The chair will call meetings to plan outings.*

### **Membership**

*Open to all VIA members. Membership is not limited in number.*

### **Committee Activities**

*Different members of the Committee may lead the various events. Transportation could entail carpooling, trains, busses or just arriving there on one’s own. Arrangements for the outing will be announced in advance. This may entail collecting money ahead of time to ensure attendance.*

*Approved: March 2018*

## **VETERANS COMMITTEE**

### **Mission**

Support the mission of the VIA by providing information on military issues to the VIA membership and by collecting and coordinating VIA donations to selected military charities

### **Positions and Responsibilities**

There are four primary positions: Chairman, Vice-Chairman, Treasurer and Secretary. The chairmanship is a two year term, matched to the VIA leadership's terms. The Vice-Chair will move into the Chairmanship at the end of the current two year term.

### **Veterans Committee Chair**

Please review the "Common Chair Responsibilities and Expectations" section on page 5.

- Be the liaison between the Veterans Committee and the VIA Board/Executive Committee
- Oversee the annual charity collections (Oct. & Nov.) and the collection of any other donations
- Communicate with committee members as needed to publicize upcoming committee meetings, program needs, volunteer opportunities, etc.
- Verify reimbursement requests and forward them to the committee treasurer for action. If request is more than authorized amount, coordinate with the committee or with the requestor to resolve the issue

### **Membership**

Membership is open to any VIA member in good standing who remains active in the committee. "Active" may include email or telephone involvement for members who are unable to attend committee meetings.

### **Committee Activities**

The committee normally meets about 4-5 times per year to discuss, approve and complete committee activities. We normally select charities and determine a tentative meeting schedule for the next year before the end of the current club year.

The committee's activities include the following:

- Attendance at committee meetings
- Attendance at VIA general meetings, especially the months when donations are collected (usually October and November).
- Support of any committee-sponsored club meeting such as the YMCA Veterans Luncheon, Manion Foundation events, the Bucks County Designer House & Gardens, etc.

## WELFARE COMMITTEE

### Composition of Committee

1. Committee shall consist of at least nine (9) but not more than fourteen (14) members, at least three (3) of whom must be VIA directors including the president, Chair of the Welfare Committee and one (1) other director.
2. While making provision for necessary replacement of members and “new thinking,” the committee should have as much continuity of membership as possible.
3. The committee membership should be limited to those individuals who can be relied on to preserve the absolute confidentiality of case discussions and case records. Committee members who serve as directors of outside agencies should avoid any appearance of conflict of interest when their agency is being considered as a possible recipient by stating their relationship with that agency and refraining from taking any part in a determination to distribute funds to them. Members of the committee are subject to the approval of the Board.
4. There shall be a Chair, Vice Chair and a secretary as well as a treasurer and assistant treasurer.

### Welfare Committee Chair

Please review the “Common Chair Responsibilities and Expectations” section on page 5.

- Establish and maintain a network of contacts consistent with the VIA mission with whom charitable requests are coordinated including
  - non-profit organizations that provide, food, clothing, and shelter
  - school nurses and social workers
  - Hospital social workers
- Evaluate non-profit organizations to whom we may donate to ensure that
  - Their mission and actions are consistent with the VIA’s mission
  - They maintain a high standard of integrity and ethics
  - That they do not discriminate based on race, religion or gender
  - The VIA is not the largest source of its funding
  - Are willing to include the VIA in promotional materials when VIA funding exceeds 15% of their funding
- Be familiar with the various Welfare Funds and their requirements for expenditures
- Establish a coverage schedule for committee contacts so that area organizations may reach a member to request support
- Maintain a record of all supported organizations and individuals
- Attend monthly VIA board meetings; be the liaison between the Welfare Committee and the VIA board
- Be fiscally responsible
  - Create an annual budget based on documented assumptions.
  - Compare financials – expenses and revenues/liabilities and assets: year-over-year, month-to-month, year-to-date and actual to budget.
  - Present financial reports to the Board, as required.
  -

### **Meeting**

The Welfare Committee shall meet regularly once each month, September through June inclusively.

Fifty percent of the membership shall constitute a quorum.

Three consecutive unexcused absences from regular monthly meetings will automatically be reason for dropping an individual from committee membership.

### **Purpose**

It is the purpose of the committee to disburse funds donated to the VIA for welfare purposes. Such disbursements shall be made at the discretion of the committee in keeping with the philosophy and intent of the donors. Recipients may include individuals, families and qualifying outside organizations.

The committee is currently administering the incomes of the following separate funds:

1. Clymer Trust Fund to be used for providing food and clothing for the poor people of Doylestown and vicinity.
2. Patterson Trust Fund to be used for furnishing hospital services and medical or surgical attention to poor persons who might not otherwise be able to receive same. This fund may also be used to alleviate other health related problems.
3. Memorial Fund (no regular income). Unless otherwise specified, all gifts to the Welfare Fund Committee or the VIA for welfare fund purposes are placed in this fund to be administered without restriction as to use. In general this fund shall be reserved for situations which cannot be met by other funds available to the committee.
4. Theresa Chaffee Memorial Fund - \$100 per year, contributed by Village Improvement Association to be used for needs of children.
5. The Gagner-Vanguard Fund - to be used to improve the quality of individuals, particularly women and children.
6. Centennial Welfare Fund – Unrestricted
7. Tunnard Fund – Unrestricted
  - a. Available funds shall be divided as the treasurer deems advisable between the checking and savings accounts.
  - b. All deposits, disbursements and transfers shall be made by the treasurer or assistant treasurer with the approval of the Welfare Fund Committee. In an emergency the approval of the Chair shall be sufficient.

### **Records**

1. A case file shall be kept by the Chair covering pertinent details on each family or individual assisted for a period of five (5) years.
2. Minutes of regular meetings shall be taken by a Secretary appointed by the Chair at the September meeting. These should cover matters of policy and other committee business, omitting case names and case discussions, since these are covered in case files.
3. Correspondence shall be filed by the Chair for a period of five years, except for routine expressions of thanks, which may be destroyed when the case is closed.

## **Geographical Area**

1. The committee has interpreted that the desire of the donors is to serve as wide an area as possible within the vicinity of Doylestown.
2. The actual area to be served should be reviewed from time to time for the purpose of using funds as extensively as possible without having to limit severely the amount spent on an individual case.
3. The area currently served includes the following:

Townships: Buckingham, Doylestown, New Britain, Plumstead  
Tinicum, Solebury, Warrington, Warwick

Boroughs: Chalfont, Doylestown, Dublin, New Britain  
New Hope

## **Basis on which assistance is granted**

- A. The intent of the donors of the various funds from which money is drawn should determine in so far as is possible the distribution of funds.
- B. The Welfare Fund Committee should avoid overlapping with the welfare work of other agencies and organizations.
- C. The committee does not provide permanent, total or partial support.
- D. The Welfare Fund Committee will not assist with debts incurred prior to our first contact with case. Hospital bills, however, will be considered current if application is made within one month following patient's discharge.
- E. Money may be given in form of check at the discretion of the committee.
- F. Money for food may be given to the family in order to reduce strain on family budget from some other demand which we are unable to meet.
- G. Assistance with food may be given.

## **Acceptance of Cases**

- A. Evaluations
  1. The Welfare Fund Committee will accept the recommendation of need in a given situation made by any recognized agency in the community.
  2. In instances of church or service club referrals, the committee should evaluate circumstances as fully as seems necessary to have a clear picture of the situation.
- B. Financial Requirement for Eligibility
  1. There shall be no absolute financial criteria for eligibility. The committee recognizes that, in their lifetimes, the donors of funds were known to assist even middle income families who were under various kinds of financial pressure.
  2. The committee considers each case on an individual basis in relation to resources, background, etc.

## **Types of Assistance**

- Food
- Clothing
- Fuel
- Whole or part payment of bills at Doylestown Hospital
- Drugs, appliances, home care or other expenses pertinent to health needs.
- Whole or partial rent payment
- Annual holiday gift of food vouchers or gift cards

- A. Each year at the October meeting the rate per adult and child for the holiday gift is determined.
- B. The committee should accept, within the limit of its means, all referrals meeting our general requirements upon recommendation of a recognized agency or organization.
- C. Checks are given wherever possible but gifts in kind may be made at the discretion of the committee.

**Relationships with other Agencies**

- A. In cases of agencies which refer numerous cases, there should be conferences during the year to insure a full understanding of each other's policies and function. It is recommended that a joint meeting with these agencies be held as the Committee deems advisable.
- B. When a major change in policy or procedure is made, all interested agencies should be notified.
- C. When a case is referred by an agency, a report as to disposition should be made to the committee within a reasonable time by the committee member contacted.

**Public Relations**

- A. As they deem appropriate, members of the committee should inform their service clubs, churches and other community contacts of the existence of the Welfare Fund Committee and the purposes for which their funds may be used.
- B. The head of Social Services and Visiting Nurse Departments at Doylestown Hospital and the Ann Silverman Community Clinic should be made aware of assistance we can give by sending an updated copy of our policies and procedures.

## **WOMEN'S SCHOLARSHIP COMMITTEE**

### **Purpose:**

In keeping with the VIA's mission "to initiate and support programs that will enhance the quality of life in our community," it is the intention of the Women's Scholarship Committee to provide modest financial support for the purpose of preparing eligible women to enter the job market by furthering their education.

### **Eligibility:**

- A. Proof of need, with a letter of recommendation
- B. Proof of acceptance in educational or vocational training program
- C. Resident of Central Bucks area

### **Funding:**

The committee was started initially with \$4,000.00 from the 1997 Federation dues with VIA Board approval. Future funding to be:

- A. \$4,000.00 allocated annually from the Finance Committee
- B. Additional funding may be requested from the Finance Committee by the Chair of the Women's Scholarship Fund Committee.
- C. Gifts and grants can be accepted.

Funds will be dispersed as grants with a potential for renewal. The award amount is subject to the discretion of the committee and is dispersed directly to the educational entity.

**Application Process:** A cover letter will be sent to human service agencies with a request for:

- A. Letter of recommendation (from a sponsor)
- B. Individual application
- C. Proof of acceptance to educational training institution

### **Committee:**

The Women's Scholarship Fund Committee shall consist of at least seven (7), but not more than ten (10) members including: President, First Vice President, Second Vice President and Treasurer and at least three other members. The President shall appoint the Chair.

### **Women's Scholarship Committee Chair**

Please review the "Common Chair Responsibilities and Expectations" section on page 5.

- Establish and maintain a network of contacts consistent with the VIA mission with whom charitable requests are coordinated including non-profit organizations that benefit women in need
- Develop a set of criteria for the types of education and schools the VIA will support.
- Evaluate requests to ensure that the schools providing the education meets these criteria.
- Identify a set of approved types of support, e.g., tuition, registration fees, books.
- Identify what type of receipts and statements will be accepted for reimbursement.
- Maintain a record of all supported individuals.



**Records:**

- A. Minutes of regular meetings to be taken by the secretary to cover significant committee business.
- B. Applications accepted at any time and a decision made as soon as possible.
- C. Records kept on applications and recipients of funds.
- D. All records and correspondence kept on file by the Chair of Women's Scholarship Fund Committee for 7 years.
- E. Policies and Procedures may be revised as needed and reviewed every two years.

**Meetings:**

To be held as necessary, at least one per year.

**Approval of Awards:**

A majority of committee membership present at the meeting shall approve the awards. All awards are confidential.

## **RETENTION OF RECORDS POLICY AND PROCEDURES**

This policy shall apply to Treasurers, Assistant Treasurers, Chair of the Preservation of Records and the President.

All records will be stored in a safe and dry place within the James-Lorah Memorial Home. Storage boxes shall be well marked and should be updated at least every two to four years. The President and the Chair of Records should be informed when material is left for storage.

### **Financial Records**

- A. To be stored permanently:
  - Check journals for VIA, Designer House, JLMH and Welfare in boxes on stairs above Doctor's office in bank boxes, see attached sheet.
- B. Retain for seven years:
  - Bank Statements
  - Paid bills
  - Deposit Slips
  - After 7 years all materials must be taken to the Hospital to be shredded
- C. Historical material – all should be retained permanently:
  - Minute books
  - Newsletters
  - Copies of Yearbooks
- D. Storage of Materials - All financial records in boxes on landing from Doctor's office:
  - Scrapbooks from Designer House and Presidency stored on shelves in front room on the third floor.
  - Historical material – mostly in front room on third floor
  - Minute books from Board and Membership meetings.
- E. To be stored permanently:
  - Check journals for VIA, Designer House, JLMH and Welfare in boxes on stairs above Doctor's office in bank boxes, see below.
- F. Historical material – all should be retained permanently:
  - Minute books
  - Newsletters
  - Copies of Yearbooks
- G. Storage of Materials. All financial records in boxes on landing from Doctor's office:
  - Scrapbooks from Designer House and Presidency stored on shelves in front room on the third floor.
  - Historical material – mostly in front room on third floor.
  - Minute books from Board and Membership meetings.

**VILLAGE IMPROVEMENT ASSOCIATION OFFICERS (VIA)**

**OFFICERS**

## **PRESIDENT**

**4.2 President.** The president shall preside at all meetings of the members and the Board, shall control and manage the property, business and affairs of the Association, subject to the policies and directions of the Board, and shall appoint the chairmen of all standing committees, except the Executive, Nominating and administrative support committees, subject to the approval of the Board. She shall have custody of the seal of the Association. The president shall be an ex officio member of all standing, advisory and administrative committees (as defined in Section 5.1), except the Nominating committee, with full right to participate and vote in the proceedings of each such committee.

### **Duties of the President**

1. A Director on VIA Board of Directors (VIA 3.2.1)
2. Chair of VIA Board of Directors (VIA 4.2)
3. Member of the VIA Executive Committee (VIA 5.2.1)
4. Chair of the VIA Executive Committee (VIA 5.1)
5. Director on Doylestown Health Foundation Board (DHF 3.2.1)
6. Member of Nominating Committee of Doylestown Health Foundation
7. Director on Doylestown Hospital Board (DH 2.1)
8. Director on DH Physicians (VIA 3.2.1)
9. Member of Doylestown Health Foundation Executive Committee (DHF 5.2)
10. The Village Improvement Association president and vice-president Health Services should be informed of and invited to attend all pertinent meetings affecting Doylestown Hospital.
11. The President shall appoint all VIA members to serve on all Health System boards, and present the names to the VIA Board for approval.
12. Has possession of the President's Book, uses it as a guide, keeps it current and presents it for review biennially to the Bylaws Chairperson with the first and second vice presidents in attendance.
13. Conflict of Interest Statements will be reviewed by the VIA President and kept by the Senior Executive Assistant in the VIA office.

The VIA president, at her discretion, shall appoint a qualified delegate to attend specific committee meetings.

## **FIRST VICE PRESIDENT**

1. The first Vice President shall perform such duties as may be assigned to her by the president, subject to the policies and directions of the Board. In addition to those duties, the first vice president shall be the president-elect of the Association and shall prepare to assume the office of President, including preparing a budget and planning projects for her administration (4.3). The first vice president becomes the president-elect in June of the odd numbered years.
2. She shall act for the president in the president's absence.
3. She shall serve as a Director of the VIA
4. She shall serve as a Director of Doylestown Health Foundation.
5. She shall serve as a Director of Doylestown Hospital.
6. She shall serve on the VIA Executive, Finance, Bylaws, Nominating, Women's Scholarship, Planned Giving and Community Response and such other committees as requested by the president.
7. The First Vice President's duties include:
  - a. Chairing of Program Committee.
  - b. Preparing a monthly meeting program summary for the newsletter.
  - c. Preparing the yearbook for printing in cooperation with the president.
  - d. Arranging with the president for meeting of department and committee chairmen in the fall of the first year of the administration at the new members' coffee.
  - e. Updating the membership file each June in cooperation with the president, second vice president, treasurer, assistant treasurer, corresponding secretary and membership Chair.
  - f. Assisting president as needed.
  - g. Arrange with corresponding secretary for mailing of yearbook and newsletter in September. Invite elected officers and others, as needed, to participate.
  - h. Arrange for meetings of Nominating Committee.
8. The president-elect of VIA shall have the authority to select committee chairmen for the incoming administration. She shall invite the person to serve as Vice President-Health Services contingent upon the approval of incoming elected officers at the June meeting.

## SECOND VICE PRESIDENT

1. The Second Vice President and such other vice presidents as the Board deems desirable shall perform such duties as may be assigned to them by the president subject to policies and directions of the Board (4.4).
2. She shall assume the duties of the president in the absence of the president and first vice president.
3. She shall serve as a Director of the VIA
4. She shall serve on the VIA Executive, Finance, Bylaws, Fundraising, Women's Scholarship, Community Response, Planned Giving, Program, and James-Lorah Memorial Home Committees.
5. The second vice president's duties include:
  - a. Co-Chairing the Program Committee.
  - b. Inviting 2 members to serve as Greeters/Tea Servers at monthly membership meetings.
  - c. Inviting a member to deliver the meditation at the monthly membership meeting.
  - d. Assisting the first vice president in preparing the yearbook.
  - e. Appoint Chair of Petite Luncheon and Chair of June Luncheon (both may be co-chaired).
  - f. Attending Health System board meetings as a guest.
  - g. Assisting the president with the preparing of the annual reports.
  - h. Updating the membership file each June in cooperation with the president, first vice president, corresponding secretary, treasurer, assistant treasurer and membership Chair.
  - i. Assisting president and first vice president as needed.
  - j. Chair of the Administrative Support Committee (ad hoc committee).
  - k. Prepare the VIA monthly calendar and distribute to all VIA Board members, VIA Executive Assistant, Assistant to CEO of Doylestown Hospital, the caretaker of the James-Lorah Memorial Home and the Volunteer Office.
  - l. Assist the James-Lorah Memorial Home Committee with fundraising.

## **VICE PRESIDENT- HEALTH SERVICES**

1. The Vice President-Health Services shall supervise the management of the health care activities of the Association and corporations affiliated with it. Refer to 4.5 in Bylaws.
2. She shall serve as a Director for the VIA and as a member of the Executive and Bylaws Committees.
3. She shall serve as the Chair of the Doylestown Health Foundation and Doylestown Hospital and may serve as Chair of the VIA Affiliates.
4. In accord with the VIA President, she shall appoint Committee Chairmen from active VIA members, to the Doylestown Hospital Board, Doylestown Health Foundation Board, Doylestown Health Physicians and Pine Run Advisory Board.
5. In accord with the VIA President, she shall appoint the Vice Chair for the Foundation and Hospital Boards.  
She shall give a monthly and annual report to the VIA Board and membership. She may share reporting responsibilities to the VIA Board with the President/CEO of Doylestown Hospital.
6. She shall present monthly Doylestown Hospital and quarterly Doylestown Health Foundation and Doylestown Health Physicians report to the VIA Board and membership in narrative form.
7. She shall actively mentor the Vice Chairs by sharing information and delegating Committee Meeting attendance throughout her term and beyond.

## **RECORDING SECRETARY**

1. The recording secretary shall keep an accurate record of all meetings of the Board and the Membership and shall have charge and custody of the records of the Board and the Association. Refer to 4.6 in Bylaws.
2. She shall serve as a Director of the VIA
3. She shall take minutes of the Board of Directors meeting and special meetings. Membership meeting minutes will be taken by the VIA Administrative Assistant approved by the VIA recording secretary.
4. Minutes shall be completed promptly and a copy forwarded to the president and first vice president.
5. She shall report the presence of a quorum of VIA Directors to the president at all meetings.
6. She shall be available to sign legal documents as needed.
7. Original copies of all VIA minutes including membership, Health Systems report, VIA Board, Financial Report, and any reports pertaining to the business of the VIA shall be stored in the James-Lorah Memorial Home and archived electronically by the Senior Administrative Assistant.
8. She shall receive an updated members list each year after review of files.
9. In an effort to standardize all reports, it is suggested that everyone use a type font of Times New Roman and 12 point type.



## **CORRESPONDING SECRETARY**

1. The corresponding secretary shall conduct the necessary correspondence of the Association, subject to the policies and directions of the Board and the President. Refer to 4.7 in Bylaws.
2. She shall serve as Director of the VIA
3. She shall prepare the Association's newsletter and handle the mailing of same with the assistance of the mailing committee and update the club mailing list monthly.
4. She shall update the membership file each June in cooperation with the president, first vice president, second vice president, recording secretary, treasurer, assistant treasurer and membership Chair.
5. She shall send invitations for the June Luncheon at the president's direction.
6. She shall take minutes in the absence of the recording secretary.
7. The corresponding secretary will assist with the Designer House mailing.

## TREASURER

1. The treasurer shall receive all dues, shall have charge and custody of all funds of the Association, shall maintain an accurate accounting system, shall present financial reports to the Board in such manner and form as the Board may from time to time request.
2. She shall serve as a Director of the VIA
3. She shall be a member of the Executive, Finance, Women's Scholarship, Community Response and Planned Giving 1895 Society Committees.
4. She shall present a written monthly financial report to the VIA Board with copies given to the president, assistant treasurer and recording secretary.
5. She shall read the financial report at the monthly VIA membership meeting.
6. She shall pay all budgeted VIA bills. All other bills must be authorized for payment by the president.
7. She shall prepare a membership dues notice for all unpaid members for the June mailing.
8. She shall submit the VIA financial records for internal and external audit annually.
9. The treasurer's duties may include:
  - a. Collecting money for various club activities.
  - b. Updating the membership file each June in cooperation with the president, first vice president, second vice president, corresponding secretary, assistant treasurer and membership Chair.
10. Refer to VIA policies regarding any banking and investment changes.
11. The outgoing treasurer shall have the responsibility for all internal and external audits that occurred during her term. Additionally, the outgoing treasurer shall be available to mentor the incoming treasurer for the first year.

### **ASSISTANT TREASURER**

1. The assistant treasurer shall assist the treasurer in the performance of her duties, and in the treasurer's absence shall assume her responsibilities as necessary. (4.9)
2. She shall be a Director of VIA
3. She shall serve on the Executive, Finance, and Fundraising Committees.
4. She shall be responsible for reservations for the Petite and the June luncheons.
5. She shall send a late dues notice in to those members whose dues are in arrears stating, "We assume that you no longer wish to be a member of the VIA. As of July 15<sup>th</sup> you will be dropped from the roles and your name will not appear in the membership book."

### **PARLIAMENTARY ADVISOR**

For the purpose of this organization, the title is Parliamentary Advisor, who shall be a non-voting member of the Bylaws Committee.

She shall be very familiar with the VIA policies and bylaws with a strong understanding of parliamentary procedure.

She is a consultant to the VIA President.

The parliamentary advisor should not be appointed to any committee as a representative of the Board of Directors.

### **PARLIAMENTARY AUTHORITY**

Roberts Rules of Order, Newly Revised, shall govern in all cases if not inconsistent with the bylaws.

## **APPENDIX**

**TEMPLATE FOR COMMITTEE DESCRIPTION**



**VILLAGE IMPROVEMENT ASSOCIATION OF DOYLESTOWN  
Policy Documents**

**Name of Committee:**

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**Mission**

**Positions and Responsibilities**

**Chair Description**

**Membership**

**Committee Activities**

# **TEMPLATE FOR MEETING MINUTES**



Committee name and date

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## **VILLAGE IMPROVEMENT ASSOCIATION OF DOYLESTOWN**

**Meeting Minutes**

**Call to Order**

**Roll Call**

**Approval of Minutes from Last Meeting**

**Old Business**

**New Business**

**Adjournment**

**Adjourned the meeting at**

**Minutes submitted by:**

**Minutes reviewed by:**

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