

Chapter Responsibilities/Activities

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

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

ORGANIZATIONAL RESPONSIBILITIES

MAINTAIN YOUR CHAPTER'S CORPORATE STATUS

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

DEPOSIT CHAPTER DUES CHECKS

Chapter dues are collected by CAHF from members in your chapter. The monies collected belong to the chapter and can be spent at the discretion of your chapter's Board of Directors. CAHF makes a direct deposit each quarter to your chapter for these dues. Your Treasurer is reporting the balance to your Board of Directors. (CAHF staff contact - Tonja Fontes)

PROVIDE INFORMATION ABOUT YOUR CHAPTER'S LEADERSHIP AND MEETINGS

Each year, in the late fall, chapter presidents are asked to provide CAHF with information about their chapter for the coming year, including officers and committee chairs. The requested information then becomes part of CAHF's records which is posted on the chapter webpages hosted by CAHF. (CAHF staff contact - Matt Raymond)

HOUSE OF DELEGATES

APPOINT DELEGATES FOR ANNUAL HOUSE OF DELEGATES MEETING

The House of Delegates meets each year at the CAHF Annual Convention in November. The CAHF bylaws provide specific guidelines for the appointing and seating of delegates and alternates. The bylaws require that the number of delegates and alternates assigned to each chapter be calculated based upon dues paid. At the beginning of September, the chapter president will receive information regarding the number and configuration of their delegates and forms to report the chapter appointments to the CAHF office. This information will include a cut-off date when delegate lists must be returned to the CAHF office. All appointed delegates and alternates receive letters of appointment. These letters also indicate if there are dues owed to CAHF because delegates cannot be seated at the House if dues are not paid by the first House of Delegates meeting. The chapter president is the final decision maker on all issues surrounding delegate selection and changes. (CAHF staff contact – Kelly Rocha and Matt Raymond)

CHAPTER PRESIDENT/REGIONAL CHAIRS MEETINGS

ATTEND CHAPTER PRESIDENTS MEETINGS AT SPRING ADVOCACY, SUMMER CONFERENCE AND ANNUAL CONVENTION

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

CHAPTER MEETINGS

SHARE CAHF NEWS & INFORMATION

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

SUPPORT CAHF'S PREFERRED PROVIDER PARTNERS

These partners represent non-dues revenue to CAHF while providing "value added" products and services to our members. Please recognize CAHF's Preferred Provider partners at your chapter meetings whenever their representatives are present. A current list is available on CAHF's website at <https://www.cahf.org/About/CAHF-Preferred-Products-Services-Providers>. (CAHF staff contact - Joe Diaz)

MEMBERSHIP INFORMATION AND MATERIALS

INVITE NEW MEMBERS TO ATTEND CHAPTER MEETINGS

When a new facility member has joined CAHF, the chapter president will receive a copy of the welcome letter that was sent from the CAHF office. Many chapters then contact the new member to invite them to the next chapter meeting. (CAHF staff contact - Matt Raymond)

KEEP CURRENT ON CHANGES IN MEMBER STATUS

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

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

QCHF EDUCATION PROGRAMS PROMOTE

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At the beginning of every month, the Quality Care Health Foundation (QCHF), the education foundation

for CAHF, sends each chapter president an email containing information about upcoming QCHF classes. QCHF asks the Chapter Presidents to discuss and promote these classes at their monthly chapter meetings. Along with CEU certificates, the Chapter Education chair will also receive electronic fliers on these classes for distribution at the chapter meetings. (QCHF staff contact – Barbara Maciel)

ENGAGE IN CAHF'S ADVOCACY EFFORTS

Each chapter is asked to appoint a Legislative Representative, normally the chapter president. This individual is responsible for working with CAHF to plan facility visits, attend events around the chapter, and maintain CAHF's advocacy presence throughout the chapter. This person will work in tandem with CAHF staff to execute and attend advocacy events throughout the year (CAHF staff contact – Maddie Robbie)

PUBLIC AFFAIRS

SUPPORT PUBLIC AFFAIRS EFFORTS IN YOUR COMMUNITY

Chapters leaders are asked to assist in public affairs events and activities and to encourage other members to also participate. Such activities include gathering information on potential positive news stories, networking with and making presentations to community groups, participating in media events and responding to media inquiries. (CAHF staff contact – Corey Egel)

CAHF AWARDS

ENCOURAGE MEMBERS TO MAKE AWARDS NOMINATIONS

CAHF recognizes excellence in long-term care through several awards programs each year. In the spring, CAHF solicits nominations for the Volunteer of the Year Award, Distinguished Service Awards and Life Membership Award which are presented at the CAHF/QCHF Summer Conference in July. In the summer, CAHF solicits nominations for the Facility Super Star Awards, Excellence in Programming Award, Del Callaway Administrative Excellence Award, Nurse of the Year Award, and Thomas E. Spindle Award, which are presented at the Annual Convention in November. (CAHF staff - Corey Egel)

KEEP CAHF INFORMED ABOUT ASSOCIATE DONATIONS

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

As of October 2024