



GET INVOLVED! VOLUNTEER OPPORTUNITIES!

MISSION

A Palm Beach County Public Health Department Auxiliary is a community group of public-spirited citizens under the supervision of a volunteer administrator with the mission to meet non-budgeted needs necessary to extend services to our clients.

This group may be made up of regular volunteers and/or members of the community who do not regularly volunteer. The Auxiliary develops and implements special projects which go beyond the basic services of the health center in order to brighten the lives of needy clients and their families.

The Auxiliary may work with other community organizations or raise money to promote and develop special projects that contribute to the goals of the health center.

OFFICES/ELECTIONS (DATES ARE FLEXIBLE AT THE MOMENT)

Each auxiliary will hold an annual election and installation of officers in May. At the March meeting, a nominating committee of four members is appointed (two by the president and two elected from the floor, with one member of this committee appointed as Chairperson). The nominating committee then presents the slate of officers at the April meeting for election and the installation of officers is held at the May meeting. A President, Executive Vice President, Vice Presidents, Treasurer, Corresponding Secretary and Recording Secretary are elected. In June, a planning session will be held by the new president and his/her executive board to plan the coming year.

OFFICER RESPONSIBILITIES (1 year or more commitment)

President - The President is responsible for making sure that all Vice Presidents function according to the mission, goals, rules and regulations of the health unit. The Volunteer Coordinator and President are responsible for monthly and annual reports on the auxiliary. The VC must work closely with the president to see that the auxiliary reaches and reports specific achievements and financial goals. In addition, the president along with the VC is responsible for ensuring that all committees are functioning correctly. The President presides at all monthly meetings.

Executive Vice President - Shares responsibilities of President in ensuring functioning of all committees. Presides at meetings when president is absent. Executive Vice-President is also responsible for chairing one committee and for attendance at monthly meetings.

Vice President- Responsible for committees assigned to them, making sure they constantly function and reach their missions. Each Vice President must report to the executive board on the progress of his/her committee(s). They are responsible, with the assistance of the VC, for having a Chairman and Co-Chairman on each committee. The Chairman and Co-Chairman are the working members of that committee.

Treasurer - Responsible for money and keeping a ledger of all monies that pass through the Auxiliary. Each new treasurer is given a training session by the VC who works with the central office in West Palm Beach. All monies are held in a special account set up by the Director of Volunteer Services. An annual audit of the books shall be completed by a committee appointed by the President before installation of new officers.

Recording Secretary - Responsible for taking minutes of every meeting which according to Robert's Rules of Order, is not official unless it has minutes signed by the recording secretary. Minutes must be kept in a binder and given to the VC at the end of the term for review.

Corresponding Secretary - Responsible for correspondence necessary for auxiliary, typing letters, etc. All letters must be approved by the VC before being mailed. He/she is also responsible for telephone calls to remind volunteers of monthly meetings. Copies of all correspondence must be kept in a binder by the secretary and presented to the VC for review at the end of the term.

STANDING COMMITTEES (Short Term Help)

Holiday Food Baskets - Checks with the VC to get updated listings of names and addresses of neediest families. Works with the chairman to obtain sufficient food for the basket project (through Food For Families program - Channel 5 and other efforts; contact Channel 5 by September 15) and makes sure a committee is organized to prepare baskets.

Christmas Party - Checks with the VC to clear any plans for the event. After plans are approved by the Nursing Supervisor and Health Center Director, the Vice President along with Chairman are responsible for organizing and working the event.

The Chairman must contact the United States Marine Corps to coordinate the Toys for Tots gift program.

Easter Event - Responsible for checking plans and having them approved by the VC and Nursing Supervisor. Also for obtaining donations, organizing committee and scheduling with chairman.

Clothing Committee - Works with Chairman and VC on advertising for clothing and collecting donations - especially for children's clothing. Chairman supervises operations and has volunteer workers sort, inventory and pack clothes. Committee will be responsible for the collection of clothing.

Membership and Recruitment - Responsible for deciding on membership dues with approval of the VC and Board. Responsible for annual campaign to build membership including annual membership luncheon or tea and for ongoing recruitment. VP and Chairman establish yearly goal and present it to the board.

Fund-raising - Responsible for working with chairman and Co-chairman to reach fundraising goals through projects and community support. Goals and projects are to be discussed with the VC and approved by executive committee by vote.

Installation - A formal ceremony, usually held with a luncheon, ends the yearly term for officers. The new president is inaugurated and the gavel is handed down. Outgoing officers are thanked for their efforts and achievements are recognized. New officers are welcomed. All officers' books are handed to the VC for review before installation luncheon and are presented to new officers by the retiring officers during the installation ceremony.

Volunteer Coordinator - The VC has the responsibility for all auxiliary activities and will assist all members to reach their goals and objectives. The VC is also responsible for the auxiliary's adherence to Department of Health policies, rules and regulations. To volunteer or questions, please see your center Health Department Volunteer Program Coordinator.