

# 2023 FHEA Procedures Manual

# FHEA Procedures Manual

(as of February 21, 2023)

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## FHEA: Master Board Calendar for 2023

As of January 23, 2023

### January

- 17 D-2 Meeting at Moosehaven (1701 Park Avenue)
- 18 Steam Seminar #3
- 20 D3 Clay Shoot/Tampa Bay Sporting Clays
- 27 D-4 Meeting
- 31 FHEA Annual Report to ASHE

### February

- 1 D-1 Meeting
- 10 D-3 Meeting; AdventHealth, Tampa  
Whistle articles due
- 15 Steam Seminar #4
- 20 Board reports due; District Annual Audit reports due
- 26-27 FHEA Board Meeting; St. Pete Hilton Bayfront, St. Petersburg

### March

- 10 D-4 Meeting  
Whistle published
- 12-15 PDC Summit; Phoenix
- 14 D-2 Meeting
- 15 Steam Seminar #5

### April

- 1 ASHE Award Documentation uploaded to ASHE SharePoint
- 5 D-1 Meeting
- 9 Last day for written notice of District elections due (see Bylaw Article XI for District election requirements)
- 14 D-3 Meeting
- 19 Steam Seminar #6

## May

- 1 Award Vouchers must be used
- 9 Last day for District elections
- 12 D-4 Meeting
- 15 Board reports due; District Annual reports due
- 17 Steam Seminar #7
- 22 FHEA Board Meeting; Renaissance Sea World
- 23 FHEA Annual Business Meeting
- 22-24 FHEA Trade Show & Annual Conference; Renaissance Sea World

## June

- 7 D-1 FPL, Appreciation Event
- 9 D-3 Meeting; Bayfront Health St. Pete
- 21 Steam Seminar #8
- 23 Whistle articles due

## July

- 11 D-2 Meeting
- 14 D-4 Meeting
- D-3 President's Night Out; Mission Inn Resort, Howey in the Hills
- 19 Steam Seminar #9
- 21 Whistle published

## August

- 2 D-1 Meeting
- 6-9 ASHE Annual Meeting; San Antonio
- 10 Board reports due
- 11 D-3 Meeting
- 16 Steam Seminar #10
- 17-18 FHEA Board Meeting
- 25 Whistle articles due

## September

|    |                   |
|----|-------------------|
| 8  | D-4 Meeting       |
| 12 | D-2 Meeting       |
| 20 | Steam Seminar #11 |
| 29 | Whistle published |

## October

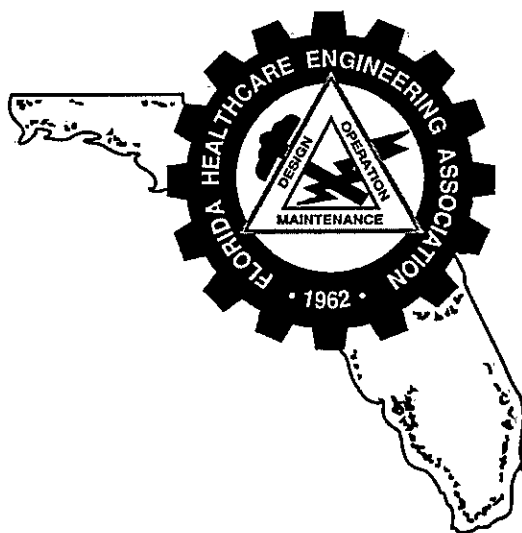
|         |                                          |
|---------|------------------------------------------|
| 4       | D-1 Meeting                              |
| 13      | D-3 Meeting                              |
| 18      | Steam Seminar #12                        |
| 22 – 28 | Healthcare Facilities & Engineering Week |

## November

|            |                                                                       |
|------------|-----------------------------------------------------------------------|
| 17         | D-2 Clay Shoot                                                        |
|            | D-4 Meeting                                                           |
| 20         | Board reports due                                                     |
| 28 – Dec 1 | FHEA Fall Expo & Conference; St. Pete Hilton Bayfront, St. Petersburg |
| 29         | FHEA Board Meeting; St. Pete Hilton Bayfront, St. Petersburg          |

## December

|    |                                          |
|----|------------------------------------------|
| 5  | Whistle articles due                     |
| 6  | D-1 Meeting                              |
| 8  | D-3 Meeting; Nemours Children's, Orlando |
| 20 | Whistle published                        |



2022

# **FLORIDA HEALTHCARE ENGINEERING ASSOCIATION (FHEA)**

## **BYLAWS**

UPDATED: JUNE 3, 2022

## **Article I - Name and Headquarters**

- 1** This Association shall be known as the Florida Healthcare Engineering Association (also referred to as "FHEA" or "Association").
- 2** Headquarters - the location of the principal office for the Florida Healthcare Engineering Association shall be designated by the Board of Directors as needed. The headquarters office shall be staffed and operated by the Florida Healthcare Engineering Association Executive Director.

## **Article II – Objectives**

- 1** To promote the recognition of the professional role of health care engineers throughout Florida healthcare related facilities or systems as directed by and in unison with The American Society for Health Care Engineering (ASHE).
- 2** To assist in the professional growth and development of its members.
- 3** To establish and maintain a high standard of integrity, proficiency, and professionalism in the healthcare engineering field.
- 4** To provide a variety of educational opportunities through seminars, workshops, webinars, business meetings, trade shows, and training programs.
- 5** To serve as information resource through newsletters and printed or electronically distributed materials.
- 6** To provide a network of effective communications to facilitate the exchange of information, ideas, and experiences.
- 7** To establish and promote relationships with other professionals of businesses, organizations, or agencies that are related to healthcare engineering.
- 8** To encourage all interested and qualified engineers to become members of the FHEA.
- 9** To provide an organizational structure at district and state levels.

### **Article III - Official Seal and Trademarks**

**1**

The official seal of the FHEA shall include an impression of the state of Florida containing the words "Florida Healthcare Engineering Association 1962". The exact details of design for the official seal shall be approved by the Board of Directors.

**2**

The official seal of the FHEA shall be used only for official business and correspondence of the Association.

**3**

The FHEA logo and all associated trademarks are the sole and exclusive property of the Association and shall not be used without written permission of the Executive Director. Use of the logo and marks of the Association cannot be used to suggest any endorsement by the FHEA of the member's facility, company, its products, or services.

For use in an email signature, the member, associated with the email address, must be current and in good standing and shall not include any title unless the person is an active State or District Officer, designated FHEA State Board Committee Chair, or FHEA Staff member.

Without further notice, the FHEA reserves the right to prohibit the use of its logo and marks if it determines, in its sole discretion, that a user's logo or mark usage, whether willful or negligent, is not in strict accordance with the terms and conditions of its usage.

### **Article IV – Membership / Certification**

**1**

For the intent and purpose of these Bylaws, a healthcare related facility or system is defined as any healthcare facility or system that is licensed to operate and provide human patient care of any type by the State of Florida. Examples of such facilities include, but are not limited to hospitals, medical centers, rehabilitation centers, nursing homes, outpatient centers, cancer treatment centers, Acute Care Long Term Facilities (ACLF), Comprehensive Outpatient Rehabilitation Facility (CORF) units, and other healthcare related satellite facilities.

**2**

Full Membership in this Association shall be available to those individuals who are actively employed in, or contracted by, a Florida healthcare related facility or system and who have supervisory, management, or administrative responsibilities for healthcare facility operations. Full Members may vote and hold office in the Association.

**3**

Associate Membership in this Association shall be available to those individuals who are actively employed in, or contracted by, a Florida healthcare related facility or system and who hold positions in departments that relate to healthcare facilities operations such as, but not limited to, plant operations, plant engineering, design/construction, security, safety,

**4**

clinical engineering, or telecommunications. Associate Members may not vote and may not hold office in the Association.

Supporting Membership in this Association shall be available to those individuals who represent firms which provide products and/or services to Florida healthcare facilities. Representatives of manufacturers, vendors, contractors, distributors, registered architects, professional engineers, and consultants are encouraged to hold membership in ASHE. Supporting members may serve on committees (but not hold a committee chair). Supporting Members may not vote or hold office in the Association.

**5**

Educator/Student Membership in the FHEA shall be available to full-time educators teaching courses related to any discipline represented by the FHEA and to (non-working) college students or (non-working) vocational students taking course work related to any discipline represented by the Florida Healthcare Engineering Association. Educator/Student members may serve on committees (but not hold a committee chair), and participate in FHEA® educational events but may not vote or hold office in the Association.

**6**

Life Membership in this Association shall be available to those Full Members who retire entirely from the healthcare engineering field. This individual may be granted a Life Membership with all rights and privileges of the Association, except to hold elected State Office. The District granting a Life Membership, by majority vote, shall forward the individual's name to the FHEA Executive Director. The Executive Director shall in turn execute an appropriate Life Membership certificate.

This certificate shall be presented by the District President to the recipient at any District meeting or other retirement ceremonies. Life Members in this Association are extended a standing invitation to attend all FHEA events with the registration fee being waived for these occasions. Any member, who retires with an active Certified Healthcare Engineer (CHE) designation, may continue to use this designation as a Life Member and they will not be responsible for paying any additional membership or certification fees to FHEA.

**7**

Voting privileges shall be granted to all Full and Life Members in good standing who meet the requirements of these Bylaws. All eligible voting members must be present to cast their vote, with the exception stated in Article VI, Section 12

**8**

Application for all memberships shall be made using the online FHEA membership form. The Executive Director shall forward the completed forms for Full, Associate, and Student/Educator Membership to the appropriate District Officers for review and approval. If requested by the District Officers, additional information to determine qualifications must be submitted by the applicant prior to approval. The Executive Director

will add the approved new member's name to the official State directory and the new member will be introduced at the next District business meeting. Supporting Members will be automatically approved upon receipt of a completed membership application and payment.

**9**

Any member whose job status changes or no longer meets the requirements for membership may continue as a member, for the balance of the Association's calendar year.

**10**

Any member may submit their resignation from the Association in writing and directed to the Executive Director who shall notify the District leadership of the Member's resignation. The Executive Director shall remove the Member's name from the official State directory. Resignations from any District Office or appointed position shall be directed to the District President. Resignations from any State office or appointed position shall be directed to the State President.

**11**

Whenever the Board of Directors deems it for the best interest of the Association and its other members to cancel a membership, it shall have the authority to do so by a majority vote in favor of such action. Before a membership can be canceled, however, the Board shall inform the member of its intentions and reasons and allow the member an opportunity to be heard. Upon such cancellation of membership, all rights and privileges of that member shall automatically cease and desist.

**12**

Application for FHEA CHE shall be available to any Full Member who meets the qualifications as described on the CHE requirements listed on the certification form, which can be found on FHEA web page. The FHEA Certification Program is administered by FHEA's Certification Committee in accordance with these Bylaws. Any member who holds an active Certified Healthcare Facility Manager (CHFM) designation from ASHE will not be required to submit the annual educational documentation to renew their CHE status, but they will be required to pay the appropriate fees, and must still attend at least 1/2 of their local District meetings. Attendance may be either in-person, or virtual, if it is not practical to attend in person.

## **Article V - State / District Meetings**

**1**

There shall be a State Meeting of the Association each calendar year. The date, location, and agenda shall be decided upon by the State Board of Directors in consultation with the Executive Director or their designee. Any additional State meeting locations shall be determined by the President Elect with Board approval for the following year.

**2**

Each District shall hold meetings and conduct business at least six (6) times per year. It is suggested that these meetings occur on a bimonthly basis. Minutes and activities of these meetings shall be kept on file by each District Secretary. The District Secretary shall forward a copy of the meeting minutes to the State Secretary as soon as possible after the meeting. Full Members may request an electronic copy of the District minutes from the District Secretary.

**3**

Each District shall hold a duly called meeting of its District Membership no more than sixty (60) days following the State Annual Meeting, at which time Members will be informed of the activities conducted at the State Annual Meeting.

**4**

Special State or District meetings of the Association shall be called by the respective President upon request of the Board of Directors or by the respective President when deemed necessary for the good of the Association.

**5**

Roberts Rules of Order Revised shall be complied with at all meetings.

#### **Article VI - Elections of State Officers**

**1**

The State officers of the Association shall be elected from the Membership of the Association at each State Annual Meeting. Officers being elected shall be Vice President, Secretary, and Treasurer. The Secretary and Treasurer may succeed themselves.

**2**

The term for each elected State Office shall be approximately one (1) year beginning on the first day of the month following the Annual Meeting and terminating the last day of the month in which the next Annual Meeting occurs.

**3**

The current Vice President of the State Association shall automatically move to the office of President of the Association on the first day of the month following the Annual Meeting. This office shall be elected from Districts on a rotational basis counting downward, 4, 3, 2, 1.

**4**

The office of the State President shall be filled by a Full Member. The State President shall have been a Full Member in good standing of the Association for a minimum of three (3) years. The State President shall have served as a District President for a minimum of one (1) term. The State President shall have attended no less than two-thirds (66 2/3 percent) of the scheduled functions of the State and District Meetings during the previous year. The State President shall be a member in good standing of ASHE for a minimum of two (2) years. The Board may waive this requirement under extenuating circumstances.

**5**

The office of State Vice President shall be filled by a Full Member. The State Vice President shall have been a Full Member in good standing of the Association for a minimum of two (2) years. The Vice President, under normal conditions, will assume the State President's office the following year. The Vice President shall have served as a District President for a minimum of one (1) term. The State Vice President shall have attended no less than two-thirds (66 2/3 percent) of the scheduled functions of the District Meetings during the previous year. The Vice President shall be a member in good standing of ASHE for a minimum of one (1) year.

**6**

The office of State Secretary shall be filled by a Full Member in good standing. The Secretary shall have been a Member of the Association for a minimum of two (2) years, and also have held a District Office for one (1) year. The office shall include District President, District Vice President, District Secretary, District Treasurer, or District Representative. The state secretary shall be a member in good standing of ASHE

**7**

The office of State Treasurer shall be held by a Full Member in good standing. The State Treasurer shall have been a member of the Association for a minimum of four (4) years. The State Treasurer will have served as District Treasurer for a minimum of two (2) years and also have held a different District Office for one (1) year. This office shall include District President, District Vice President, District Secretary, or State Representative. The State Treasurer must have basic knowledge of accounting principles and be able to participate in annual audits. The State Treasurer has significant financial responsibility to the Association which shall have an annual background check, including a personal credit report. Given the complexities of managing the financial obligations, it is intended that the State Treasurer serve consecutive terms for up to seven (7) years, provided the Association's members annually vote to maintain the State Treasurer. The State Treasurer shall be a member in good standing of ASHE.

**8**

In the event of a vacancy in the Secretary or Treasurer position, the office may be filled by appointment by the President for the remainder of the term of office by an individual who meets the criteria for the office as set forth in these Bylaws. This appointment shall be approved by a majority vote of the Board of Directors.

**9**

In the event of a vacancy in the office of Vice President (off the Board), the same District shall nominate a qualified individual for Board approval. Upon Board approval, a special meeting to conduct an election will be called to confirm the nominee. If the Vice President must fulfill the President's duties, the next District in order (4, 3, 2, 1) will nominate a

qualified individual for Board approval. Upon Board approval, a special meeting to conduct an election will be called to confirm the nominee.

**10**

In the event of a vacancy in the office of the President, the Vice President will serve as President for the balance of this term and the following term. In the event of a vacancy in the office of President, where the Vice President is unable to temporarily assume the President's responsibilities, the Immediate Past President will serve as President until the Board of Directors approves a nominee for President for the remainder of the term.

**11**

In the absence of the President, the Vice President shall perform the duties of the President subject to the provisions of these Bylaws.

**12**

For the purpose of electing officers, absentee ballots shall be submitted to the State Secretary in advance of the Annual Meeting.

#### **Article VII - State Officers' Duties**

**1**

##### ***PRESIDENT***

a) The President shall be the Executive and Administrative Officer of the Association.

b) The President shall be a member of the FHEA Board of Directors.

c) The President shall establish all State Board Committees that may be deemed necessary for the good of the Association. These committees and their appointed members shall be within the scope of this office. The exception to this is the committee formed to investigate the office of the President.

d) The President shall be responsible for the organization and implementation of State Meetings.

e) The President shall submit an annual report to the membership at the Annual Meeting.

f) The President shall preside at all State Meetings.

g) The President shall serve as ex-officio member on all committees except one formed to investigate the office of the President.

h) The President shall have the authority to appoint Members in good standing that may be needed to facilitate the work of the Association during his/ her term in office. Examples could be appointments to fill vacancies in the office of State Secretary or Treasurer. Other appointed positions

include, but are not limited to, Chaplain, Sergeant at Arms, Advisors, Historian, etc.

i) The President shall make presentations of awards, plaques, and certificates of appreciation at the Annual Meeting.

j) The President shall make a sincere effort to attend one meeting of each District other than the District where he is a member during his term of office.

k) The President shall make a sincere effort to attend the annual ASHE Meeting to represent the FHEA. He/ She is to attend the ASHE Leadership Summit held during the ASHE annual conference.

l) The President shall make a sincere effort to attend or appoint a current Board member to attend memorial services for any active Association member who passes away during his term of office.

m) The President shall perform other duties as directed by the Board of Directors as long as they are not in conflict with these Bylaws.

n) Upon leaving office the President shall relinquish all materials and records pertaining to that office, or the Association, to the incoming President.

## **2**

### ***VICE PRESIDENT***

a) The Vice President shall perform all duties of the President in his/her absence or in the event of a vacancy in the office of the President.

b) The Vice President shall serve as an ex-officio officer of the Board of Directors, and shall attend all duly called Board Meetings.

c) The Vice President shall be a member of the FHEA Certification Committee and shall act as the Committee's Chair.

d) The Vice President shall attend all State Meetings

e) The Vice President shall perform other duties as directed by the President or Board of Directors as long as they are not in conflict with these Bylaws.

f) The Vice President shall submit supportive documentation for the ASHE chapter recognition award.

g) The Vice President shall make a sincere effort to attend the ASHE Leadership Summit held during the ASHE annual conference.

h) Upon leaving office, the Vice President shall relinquish all materials and records pertaining to that office, or the Association, to the incoming Vice President.

### **3**

#### ***TREASURER***

a) The Treasurer shall be responsible for maintaining a balanced bank account, disburse monies in payment of proper vouchers, and receive all monies due the Association.

b) The Treasurer shall present to all Association members an annual report of the financial status of the Association at the Annual Meeting or Special Meeting, if necessary.

c) The Treasurer shall present the financial status of the Association to all Board Members at all Board meetings.

d) The Treasurer shall give the current financial status of the Association upon the request of the President or the Board of Directors.

e) The Treasurer shall serve as an ex-officio officer of the Board of Directors and shall attend all Board meetings.

f) The Treasurer shall perform other duties as directed by the President or Board of Directors as long as they are not in conflict with these Bylaws.

g) Upon leaving office the Treasurer shall relinquish all materials and records of this office and the Association to the incoming Treasurer.

### **4**

#### ***SECRETARY***

a) The Secretary shall be responsible for recording, documenting, and distributing the minutes of all State Meetings.

b) The Secretary shall maintain a current, up-to-date file of all correspondence related to the Association.

c) The Secretary shall be responsible for establishing and maintaining a current roster of all members of the Association.

d) The Secretary shall serve as an ex-officio officer of the Board of Directors and shall attend all Board meetings.

e) The Secretary shall be responsible for the distribution of all prudent Association information to the Executive Director, State Board members, and to each District Secretary.

f) The Secretary shall perform other duties as assigned by the President or the Board of Directors as long as they are not in conflict with these Bylaws.

g) Upon leaving office, the Secretary shall relinquish all materials and records of this office, and the Association, to the incoming Secretary.

## **5**

### ***IMMEDIATE PAST PRESIDENT***

a) The Immediate Past President shall serve as an ex-officio officer of the Board of Directors, and shall attend all Board Meetings.

b) The Immediate Past President shall be a member of the FHEA Scholarship Committee and shall act as the Committee's Chair.

c) The Immediate Past President shall attend all State Meetings.

d) The Immediate Past President shall perform other duties as directed by the President, or Board of Directors, as long as they are not in conflict with these Bylaws.

e) Upon leaving office, the Past President shall relinquish all materials and records pertaining to that office or the Association to the incoming President.

## **6**

### ***BOARD OF DIRECTORS***

a) The executive power of the Association shall be vested in the Board of Directors who shall have charge of the property and management of the affairs of the Association, and shall have the power and authority to do and perform all actions and functions as long as they are not inconsistent with the Bylaws of the Association.

b) The Board of Directors shall consist of the State President who will chair this Board, the State Vice President, the State Secretary, the State Treasurer, and the Immediate Past President, each District President, and one (1) Representative from each District who will also be members of the Board of Certification. It is recommended that the District Representative be the District Vice President.

c) A majority of the Board of Directors in attendance at Board meetings shall constitute a quorum and a majority vote of those members in attendance is required to carry a motion.

## **Article VIII - Executive Director**

**1**

The Board of Directors shall determine if it is necessary for the Association to contract with an individual or company to provide various administrative functions.

**2**

If the Board of Directors determines a paid contract is required to carry out various administrative functions of the Association, it is the Board's responsibility to select an individual or company and negotiate the terms and conditions of a contract.

**3**

If an individual is selected to provide administrative services to the FHEA, he/she is titled the FHEA Executive Director and serves as the Registered Agent.

**4**

The length of a contract for administrative services may be a multi-year agreement. The contract shall also contain a clause that allows for termination for any reason after 90 days written notice.

**5**

All records, documents, correspondence, etc., generated, maintained, or in the possession of the individual or company providing administrative services to the FHEA shall remain the property of FHEA and shall be turned over to the Board of Directors at their request.

**6**

An Executive Director of FHEA shall not be a member of FHEA, he/she shall, however, represent the FHEA with administrative authority as approved by the Board of Directors.

**7**

Administrative services provided to FHEA should include, but are not limited to, the following services.

a) Maintenance of a permanent FHEA office which shall be the Association's Headquarters.

b) Maintenance of FHEA records, membership rosters, minutes of meetings, etc.

c) Performance of various secretarial services for the officers of the Board of Directors.

d) Editing and posting of "The FHEA Whistle" (four issues) on fhea.org.

e) Arrangements, coordination, and attendance for all Board of Directors meetings.

- f) Arrangements, coordination, and attendance for all State Meetings.
- g) Arrangements, coordination, and attendance for the Annual Meeting and Trade Show including exhibitor solicitation, records of participation, etc.
- h) Liaison to FHEA as to activities, programs, reports, etc., that are of specific concern and interest to the FHEA.
- i) Public relations/media activities.
- j) Placement services.
- k) Financial services (as directed and authorized by the Board of Directors).
- l) Obtaining liability insurance when needed for meetings in public facilities.
- m) Obtaining various awards, plaques, certificates, etc. for FHEA use.
- n) Receive and coordinate the processing of all applications for certification.
- o) Any other duties contained within their contract with FHEA.

## **Article IX - Membership Dues**

**1**

The dues structure of this Association shall be reviewed by the Board Directors each fiscal year before the Annual Meeting. If no changes of dues are proposed by the Board of Directors, the dues structure shall remain unchanged and in effect for the next fiscal year. If a dues change is proposed by the Board of Directors, the proposed change shall be presented at the Annual Meeting and shall be voted on by the Association's membership. A two-thirds (2/3) majority affirmative vote of the members present is required to approve a change.

**2**

Annual dues are payable at the start of each calendar year. If dues are not paid by January 1st, the Executive Director shall provide written notice to all unpaid members within that District advising them that unpaid dues will be delinquent as of January 31<sup>st</sup>.

**3**

If dues are not paid by January 31<sup>st</sup> of the current calendar year, the member will be listed as unpaid. The Executive Director shall notify all unpaid members no later than January 31<sup>st</sup> that dues have not been received for the current fiscal year. This notice shall advise the member that said dues are delinquent and if dues are not received by March 1<sup>st</sup>, their name shall be removed from the membership directory of the Association.

**4**

Any Association member whose name has been removed from the membership directory and wishes to rejoin the Association shall be required to reapply for membership as a new member. All criteria for new membership shall apply.

**5**

The fiscal year of this Association shall commence February 1<sup>st</sup> -and finishes on January 31<sup>st</sup> of the following year.

#### **Article X - State Awards**

**1**

The Association's Executive Director or designee shall cause to be made a suitable, inscribed plaque of uniform size and design in addition to acquiring the Official State Ring of which shall be presented to the State President upon leaving office. The plaque and ring shall be presented by the succeeding President at the Annual Meeting. In lieu of the ring, the outgoing President may choose another item of recognition of equal, or lesser, value of the ring.

**2**

The Association's Executive Director or designee shall cause to be made a suitable, inscribed plaque of uniform size and design of which will be awarded to the Association's member voted to receive the title "ENGINEER OF THE YEAR". In addition to the plaque, the "ENGINEER OF THE YEAR" shall receive a check from the Association. The amount of the check shall be based on the fixed rate of one (1) dollar per paid Full member as of May 1<sup>st</sup> of the current year. This award shall be presented to the recipient by the State President at the Annual Meeting.

**3**

The Association's Executive Director or designee shall cause to be made a suitable, inscribed plaque of uniform size and design for the outgoing Secretary and Treasurer. These plaques will be presented by the State President at the Annual Meeting.

**4**

The Association's Executive Director or designee shall cause to be made suitable inscribed certificates of appreciation for all Board Members, Committee Members, Appointees, and others as appropriate. These certificates will be presented by the State President at the Annual Meeting or other appropriate ceremony.

#### **Article XI - District Elections**

**1**

a) Potential District Officers shall be elected from the Full membership directory of that District that meet the requirements of the office.

b) District Officers shall be elected by a majority vote of District members present at a duly convened District Meeting with at least thirty (30) days written notice of such election given to each District Member.

c) The District Election of Officers shall be no later than 14 days prior to the State Annual Meeting.

d) A slate of the new District Officers shall be presented at the Association's Annual Meeting by the current District President or designee. This shall occur when the District Annual Report is given at the Annual Meeting.

e) Incoming District Officers shall assume their duties and responsibilities the first day of the month following the Annual Meeting and terminating the last day of the month in which the next Annual Meeting occurs.

## **2**

### **a) DISTRICT PRESIDENT**

This office shall be filled by a Full, or Life, member in good standing for a minimum of two (2) consecutive years. Their record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous two (2) calendar years.

### **b) DISTRICT VICE PRESIDENT**

Since the Vice President under normal conditions will assume the District President's office the following year, he/she shall have been a Full, or Life, member in good standing for a minimum of one (1) full year. Their record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous calendar year.

### **c) DISTRICT SECRETARY**

He/she shall have been a Full, or Life, Member in good standing for a minimum of one (1) full year. His/her record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous calendar year.

### **d) DISTRICT TREASURER**

He/she shall have been a Full or Life Member in good standing for a minimum of one (1) full year. His/her record of attendance and participation in District and State sanctioned functions must have been no less than fifty percent (50%) during the previous calendar year.

### **e) DISTRICT SECRETARY/ DISTRICT TREASURER**

The offices of Secretary and Treasurer may be combined into one position with one performing both functions.

#### **f) DISTRICT OFFICER VACANCY**

In the event of a vacancy of the President's position, and if the Vice President is unable to assume these responsibilities, the immediate past President will serve as President until a President can be elected at the next regularly scheduled District Meeting. In the event of a vacancy in the Secretary or Treasurer position, this office may be filled by appointment by the District President for the remainder of the current term. In the event a vacancy occurs in the Vice President's position, this position will be filled by an election at the next regularly scheduled District Meeting.

## **Article XII - District Officers' Duties**

### **1**

#### ***DISTRICT PRESIDENT***

- a) The District President shall preside at all District Meetings and is an ex- officio member of all District Committees.
- b) The District President shall be responsible in appointing all District Committees that are deemed necessary.
- c) The District President shall be responsible in arranging all District Meeting places at least six (6) times per year. It is suggested that these meetings occur on a bimonthly basis.
- d) The District President shall be responsible to assure that all District officers perform their respective duties.
- e) The District President shall be responsible for giving the Annual Report of the District activities at the Annual Meeting, including the presentation of new District officers.
- f) The District President shall serve on the Board of Directors of the State Association.
- g) Upon leaving office, the District President shall relinquish all materials and records pertaining to that office or the Association to the incoming District President.

### **2**

#### ***DISTRICT VICE PRESIDENT***

- a) The District Vice President shall perform all duties of the President in his/her absence.
- b) The District Vice President shall be the direct successor to the presiding President upon the completion, termination, or resignation of said District's President's tenure in office.
- c) The District Vice President shall conduct other duties as assigned by the President.
- d) Upon leaving office, the District Vice President shall relinquish all materials and records pertaining to that office or the Association to the incoming Vice President.

### **3**

#### ***DISTRICT SECRETARY***

- a) The District Secretary shall be responsible for recording and documenting the minutes of District Meetings before the next regularly scheduled District Meeting.
- b) The District Secretary shall maintain an up-to-date file on all correspondence relating to the District.
- c) The District Secretary shall be responsible for the distribution of all District or State information to the District's general membership upon request.
- d) The District Secretary shall conduct other Secretarial duties as assigned by the President.
- e) Upon leaving office, the District Secretary shall relinquish all materials and records pertaining to that office or the Association to the incoming Secretary.

## **4**

### ***DISTRICT TREASURER***

- a) The District Treasurer shall be responsible for all financial affairs that occur within the District.
- b) The District Treasurer shall present a financial report at each District Meeting.
- c) The District Treasurer and two appointed auditors will conduct a financial self-audit once a year. This financial audit shall be completed no later than March 31 each year. The results of this self-audit shall be reported to the State Treasurer upon completion.
- d) The District Treasurer shall be responsible for maintaining a balanced bank account, dispersing monies in payment of proper vouchers, and collecting all monies due the District.
- e) Upon leaving office, the District Treasurer shall relinquish all materials and records pertaining to that office or the Association to the incoming Treasurer.

## **5**

### ***STATE BOARD APPOINTEE, DISTRICT REPRESENTATIVE***

- a) The District President shall appoint one (1) Full or Life Member in good standing within the District to the State Board of Directors. The individual appointed shall represent their District at all meetings of the State Board of Directors.
- b) Each District Representative shall serve as a member of the FHEA Board of Certification.

## **6**

### ***ALTERNATIVES***

- a) In the event any District Officer or State Board Representative is temporarily unable to attend duly called meetings, an alternate may be appointed by the District President.

### **Article XIII – Boundaries**

- 1** The State Association shall be divided into geographic areas. The District boundaries shall be established by the Board of Directors.
- 2** The District boundaries shall be defined on a relief map which shall be provided in the appendix section of these Bylaws.
- 3** Each member of the Association will be registered on the directory of the active District in which the facility is located. However, members of the Association whose facility is near the District boundaries may elect to be a member of either District. An affirmative vote is required by the District applied to.
- 4** An active District is defined as one which meets the requirements of these Bylaws.

### **Article XIV – Reimbursements**

- 1** The Association shall pay all reasonable expenditures incurred by the FHEA Executive Director and staff, State President, Vice President, Secretary, Treasurer, or other State Board Members to include all voted and, or appointed, positions while officially representing the Association at sanctioned functions. Such expenditures shall be submitted for reimbursement, in writing on the appropriate form and approved by the State President and Treasurer before payment can be rendered. Specific information concerning reimbursements may be found at the FHEA website.

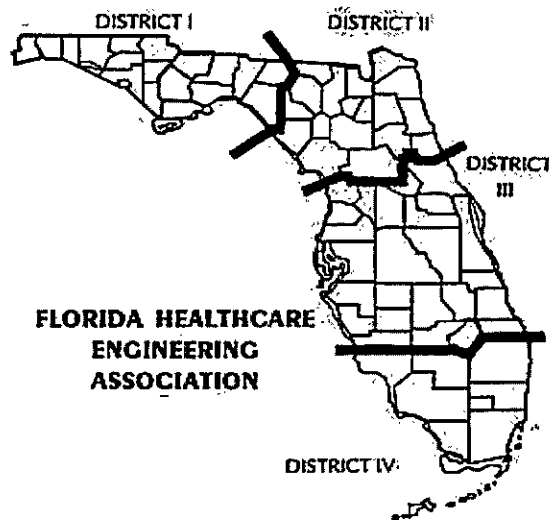
### **Article XV - Bylaws Amendments**

- 1** These bylaws may be amended at any Annual Meeting, or Special called meeting, by an affirmative vote of two-thirds (2/3) of the members present providing the proposed written amendment was approved by not less than five (5) members of the Association and filed with the State Secretary at least Fifteen (15) days prior to the Annual Meeting or Special called meeting. The Secretary shall cause notice of such proposed amendment and the amendment given to all Full and Life member of the Association not less than ten (10) days prior to the Annual Meeting or Special called meeting.
- 2** The President shall present the proposed amendment(s) to the Association membership for action at the Annual Meeting or Special called meeting.

### **3**

An annual review of the FHEA Bylaws will be completed by the State Board of Directors. The President shall appoint a Board Committee to draft and submit any suggested amendments to the Bylaws in accordance with the procedures set forth in the Bylaws.

#### **Appendix 1 - District Boundaries**



The Florida Healthcare Engineering Association is divided organizationally into four districts to serve its members. Each district conducts a number of programs, meetings and social activities.

| DISTRICT I  | DISTRICT II | DISTRICT III |
|-------------|-------------|--------------|
| Bay         | Alachua     | Brevard      |
| Calhoun     | Baker       | Charlotte    |
| Escambia    | Bradford    | Citrus       |
| Franklin    | Clay        | DeSoto       |
| Gadsden     | Columbia    | Glades       |
| Gulf        | Duval       | Hardee       |
| Holmes      | Dixie       | Hernando     |
| Jackson     | Flagler     | Highland     |
| Jefferson   | Gilchrist   | Hillsborough |
| Leon        | Hamilton    | Indian River |
| Liberty     | Lafayette   | Lake         |
| Madison     | Levy        | Manatee      |
| Okaloosa    | Marion      | Martin       |
| Santa Rosa  | Nassau      | Okeechobee   |
| Taylor      | Putnam      | Orange       |
| Wakulla     | Saint Johns | Osceola      |
| Walton      | Suwannee    | Pasco        |
| Washington  | Union       | Pinellas     |
|             |             | Polk         |
|             |             | Saint Lucie  |
|             |             | Sarasota     |
|             |             | Seminole     |
|             |             | Sumter       |
|             |             | Volusia      |
| DISTRICT IV |             |              |
| Broward     | Hendry      |              |
| Collier     | Lee         |              |
| Dade        | Monroe      |              |
| Palm Beach  |             |              |

# Florida Healthcare Engineering Association (FHEA)

## Code of Conduct and Conflict of Interest Policy Statement

Each member of the Board of Directors of the Florida Healthcare Engineering Association (FHEA), committee chair, or any decision-making sub-committee must place the interests of the association foremost in dealing with or on behalf of the association and has a continuing responsibility to comply with the requirements of the following code of conduct and conflict of interest policy.

Board and Committee members must lead by example professionally and ethically; be accountable regarding behavior and actions; treat others with respect; and demonstrate commitment to the FHEA's mission, purpose, and principles.

Board and Committee members shall not use their position, or the knowledge gained therefrom, in such a manner that a conflict might arise between the interests of the FHEA and any opportunity for professional or financial gain. Whenever a conflict of interest might exist, members must fully disclose any potentially conflicting interest prior to any discussion or vote on the matter. In such circumstances, members may, and at the request of the president will, excuse themselves from any participation in the association's decision on the matter.

It is the policy of the FHEA and its board and committees to ensure that members in all activities avoid conflicts of interest or the appearance of conflicts of interest resulting from their activities as members of committees or the board of the association.

No person shall obtain or appear to obtain special advantages for themselves, their relatives, or their close associates because of serving on the FHEA Board or any FHEA committee. The implications in practice for this policy vary from activity to activity and this general policy should not limit the cooperation and mutual assistance that is necessary for the effective functioning of the FHEA.

Name

Date

Signature

or

Signature

## FHEA Logo and Trademark Usage

The FHEA logo and all associated trademarks are the sole and exclusive property of the Florida Healthcare Engineering Association and may only be used with written permission of the Executive Director. Use of the logo and marks of the association cannot be used to suggest any endorsement by the FHEA of the member's facility, company, its products, or services.

For use in an email signature, the member associated with the email address must be current and in good standing and may not include any title unless the person is an active State or District Officer, designated Committee Chair, or FHEA Staff member.

Without further notice, the FHEA reserves the right to prohibit use of its logo and marks if it determines, in its sole discretion, that a user's logo or mark usage, whether willful or negligent, is not in strict accordance with the terms and conditions of its usage.



## FHEA May, 2023 EXHIBITOR CONTRACT TERMS AND POLICIES

The May 2023 FHEA Trade Show shall be governed by these terms and conditions as well as the terms of the exhibitor application. The policies stated here, in the exhibitor terms of agreement, constitute a bonafide part of the contract for exhibit space. Conference Management (personnel of FHEA and/or Meeting Management Group/MMG) reserves the right to render all interpretations and decisions, should any questions arise, and to establish further regulations as may be deemed necessary to the general success and well-being of the conference and expo. All matters and questions not covered in these policies are subject to the final judgment and decision of conference management.

### CONSIDERATION

There is a limit of two (2) booth spaces per company/organization. In consideration for rental of display space for the conference expo, conference management will provide the following: one 8'x10' pipe and draped area, one 6' skirted table, and two (2) chairs; a basic exhibitor identification sign with company name and booth number; one (1) complimentary conference badge per purchased booth; company name and website link on FHEA website; listing in the onsite guide; and optional participation in the Door Prize Program. Display space must be paid in advance (two weeks from initial registration) to secure booth.

### EXPO HOURS

Exhibits must be completely set up by 3:30 pm on Tuesday, May 23, 2023 and may not be torn down prior to 2:30 pm on Wednesday, May 24, 2023. Exhibitors that tear down before 2:30 pm may not be invited back for future shows.

**Set Up:** Tuesday, May 23, 2023 (7:00am – 3:30pm)

**Tear Down:** Wednesday, May 24, 2023 (2:30 pm – 5:00 pm)

**Show Open:** Tuesday, May 23, 2023 (4:30 – 6:30 pm)  
Wednesday, May 24, 2023 (7:30 am – 2:30 pm)

### EXHIBITOR BADGES AND CONFERENCE ATTENDANCE

Exhibitors will be furnished with special FHEA conference badges identifying the exhibiting company/organization name and must be worn during set-up, expo hours, and dismantling. Exhibitor badges provide access to the trade show events only, unless pre-registered for the group meals and educational sessions. All booth representatives must be registered with the FHEA and wear official FHEA badges.

Each booth shall receive one (1) complimentary badge. Additional badges (limit of 2) may be purchased for \$250 each.

**Shifts:** Upon request, up to a maximum of two (2) additional badges will be prepared per booth and will be available for pick-up at the registration desk, only after the departing representative has turned his/her badge in at the registration desk. If the departing representative fails to turn in a badge before the replacement checks in, there will be a \$350 charge for the badge.

#### **CARE OF DISPLAY AREA**

Construction, decoration, and equipment in the display area must conform to the Renaissance Sea World Orlando and to the Orange County fire, health, and safety codes, and ordinances. Packing containers, shipping cartons, or similar materials may not be stored in the expo area. The use of any materials that deface or mar the Renaissance Sea World Orlando property is prohibited. Exhibitors will be liable for payment of any damage costs to the Renaissance Sea World Orlando.

#### **SPACE ALLOCATION**

Expo space shall be assigned on a first come basis. Exhibitor shall confine display equipment and materials to allocated 8'x10' space and should not extend into the public space or other Exhibitor's allotted space in order to meet fire code regulations.

#### **ASSIGNMENT OF SPACE**

Exhibitor may not assign its contract for exhibit space or allow any other person, company, or organization to use any part of the space without written permission from conference management.

#### **ADVERTISING BY OTHERS**

The FHEA Expo is limited to those persons and their company/organizations that have contracted and paid for exhibit space. No other person or company/organization will be permitted to demonstrate a product, solicit orders, or distribute advertising materials at the expo.

#### **LIABILITY OF EXHIBITOR**

Exhibitor is responsible for obtaining all insurance coverage for its exhibit. COI is due within 30 days of reserving your booth(s). Exhibitor must make provision for the safeguarding of goods it owns, rents, or leases from the time they are placed in the display space until they dismantle. Conference management shall not be responsible for, or guaranteed to exhibitor, the safety of exhibit materials against fire, accident, theft, or any loss or injury whatsoever. Any damage or destruction of others' property or personal injury to others resulting from the conduct of the exhibitor, its agents, or employees shall be the exhibitors' sole responsibility. The exhibitor shall indemnify conference management and the Renaissance Sea World, Orlando, FL and hold them harmless from any complaints, lawsuits, or liabilities resulting from conduct of the exhibitor.

#### **CANCELLATION/REFUND POLICY**

Once registered, there will be a cancellation fee of \$400.00 from date of signature until January 27, 2023. No refunds will be made for the 2023 FHEA Trade Show after January 27, 2023.

#### **FAILURE TO OCCUPY SPACE AND NO SHOWS**

If exhibitor does not occupy its assigned space before 3:30 pm on May 23, 2023, conference management may, at its option, terminate the contract and reassign the space to another exhibitor. The defaulting exhibitor will not be entitled to a refund of its rental fee.

#### **CANCELLATION BY CONFERENCE MANAGEMENT/INABILITY TO HOLD EXPO**

If conference management cancels the expo for causes beyond the control of the conference management which prevent the planned expo, the exhibitor will be refunded the entire rental fee. Conference management will not be liable for any other expenses the exhibitor may incur.

#### **EXHIBITOR MODIFICATION**

Conference management reserves the right to modify at any time the location, size, and display limits of a display area where such modification is for the overall benefit of the expo or as required by the Orange County Fire Marshal.

#### **ACCEPTANCE OF APPLICATION**

Acceptance of application does not mean endorsement by conference management of the applicant's service or product.

#### **CONDUCT OF EXHIBITOR**

Conference management has the authority to prohibit an exhibit from continuing, if at any time, the purpose or the character of the expo is jeopardized by the conduct of the exhibitor. In the event of an exhibitor discontinuation order, conference management will not be liable for any refund of the booth rental fee or other incurred expenses. Conference management reserves the right to approve all promotional demonstrations and/or handouts to be used by exhibitors.

#### **GUN/WEAPONS AT FHEA CONFERENCE**

The display, advertising, demonstration and/or use of any real, toy, mock, reproduction, simulated or replicated gun, weapon and/or ammunition of any type whatsoever is prohibited at the FHEA Trade Show. Any person, member, exhibitor, speaker and/or guest violating this rule will be asked to leave the FHEA Trade Show and may be prohibited from attending all future FHEA Meetings in any capacity.

#### **ALCOHOL POLICY**

No alcoholic beverages are to be served by vendors during the day while educational sessions are in progress.

#### **PROFESSIONAL DRESS CODE**

The dress code is business casual for all conference and FHEA Expo Hall events. Jeans and shorts are discouraged. Professional business attire is strongly encouraged.

#### **PHOTO AND VIDEO POLICY**

Registration and attendance at FHEA events, including events in the FHEA Expo Hall, constitutes an agreement by the registrant for FHEA's use and distribution (both now and in the future) of attendees' images or voices in photographs, videotapes, electronic reproductions, and audiotapes for FHEA's promotional use only.

#### **ENTERTAINMENT POLICY**

The purpose of the FHEA conference is education. The strength, reputation, and support of the conference are the result of commitment to professional development. Any entertainment contracted by exhibitor/sponsor is subject to approval by conference management. While service firms and businesses are free to make business contacts, hospitality suites, either on site or off premises, are strictly prohibited in that any private party must not conflict with conference events and must not begin until one hour after the end of conference events. Failure to abide by this policy will result in a sanction of prohibition of attendance of all employees or affiliates with the violating company at the annual conference, including but not limited to, registration and attendance, exhibitor status, or sponsorship of any conference events.

#### **INTERPRETATION**

Conference management has total authority of interpretation and enforcement of these terms and conditions and reserves the right to amend them at any time for the benefit of the expo. Exhibitors and their representatives who violate these terms and conditions or who in the opinion of the conference management, conduct themselves unethically, may be dismissed from the expo without refund or other appeal and may be excluded from participation in future FHEA conferences.

## FHEA VICE PRESIDENT: General Duties

- 1) Act as President in President's absence
- 2) Serve as the Chair of the FHEA Certification Committee; review and approve all applications for CHE
- 3) The FHEA Executive Director, in collaboration with the Vice President, shall submit supportive documentation for the ASHE chapter recognition award
- 4) Attend the ASHE Leadership Summit held during the ASHE annual conference
- 5) Attend all State Board meetings and FHEA conferences
- 6) Serve as the Supporting Member liaison and meet with Supporting Members during each conference. Vice President will then bring Supporting Member concerns to the board.

## Treasurer Task List

### Winter Board Meeting:

1. Close out Fiscal Year and report to board
2. Help VP negotiate the executive director new contract\*
3. Report on Science Screen Report Status\*
4. Gift options for Annual meeting and Speaker gifts\*
5. Review and update insurance information with MMG
6. Receive 1099's (mailed by January 31 each year)

### Spring Board meeting and Annual Conference

1. Review Quarterly Report to board
2. Help select Fall meeting presentations and program
3. Commitment to Science Screen Report\*
4. District Audit form turned in this meeting for tax filing\*

### Summer Board Meeting:

1. Review Quarterly Report to Board

### Fall Board Meeting and Conference:

1. Present next fiscal year's budget to board\*
2. Payout to Engineer of the Year (\$1 x each active member)
3. Disbursement checks to Districts (Supporting members x \$25 =  $X/4$  = District payment)

### General:

1. Reconcile the monthly bank statements
2. File the federal income tax report in May (5.5 Months after year end)
3. Keep the expense and deposit records up to date
4. Bring all current year records to board meetings for reference
5. Manage the Science Screen Project donation
6. Review Insurance policies (Crime, GS, D&O, Cyber, Fiduciary)

### Annual Meeting Financial Report: NOTE: This is no longer done.

1. Provide Annual Treasury Report (this reports previous Fiscal Year)
2. Provide a budget for current Fiscal Year based from previous years numbers

\*Agenda Items

## District Officer Responsibilities

### President Responsibilities

- a) The District President shall preside at all District Meetings and is an ex- officio member of all District Committees.
- b) b) The District President shall be responsible in appointing all District Committees that are deemed necessary.
- c) c) The District President shall be responsible in arranging all District Meeting places at least six (6) times per year. It is suggested that these meetings occur on a bimonthly basis.
- d) d) The District President shall be responsible to assure that all District officers perform their respective duties. e) The District President shall be responsible for giving the Annual Report of the District activities

### Vice President Responsibilities

- a) District Vice President shall conduct other duties as assigned by the President.
- b) The District Vice President shall be the direct successor to the presiding President upon the completion, termination, or resignation of said District's President's tenure in office.

### District Representative

- a) The District President shall appoint one (1) Full or Life Member in good standing within the District to the State Board of Directors. The individual appointed shall represent their District at all meetings of the State Board of Directors.
- a) Each District Representative shall serve as a member of the FHEA Board of Certification.

### Secretary Responsibilities

- a) The District Secretary shall be responsible for recording and documenting the minutes of District Meetings before the next regularly scheduled District Meeting.
- b) c) The District Secretary shall be responsible for the distribution of all District or State information to the district's general membership upon request.
- c) Minutes and activities of these meetings shall be kept on file by each District Secretary. The District Secretary shall forward a copy of the meeting minutes to the State Secretary as soon as possible after the meeting. Full Members may request an electronic copy of the District minutes from the District Secretary.
- d) The District Secretary shall be responsible for recording and documenting the minutes of District Meetings before the next regularly scheduled District Meeting.
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### Treasurer Responsibilities

- a) The District Treasurer shall be responsible for all financial affairs that occur within the District.
- a) The District Treasurer shall present a financial report at each District Meeting.
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## ASHE Liaison Duties:

- \* Attend Quarterly Liaison Webinars.
- \* Update FHEA members on webinar topics of interest.
- \* Attend ASHE Liaison annual training sessions (Locations rotate).
- \* Attend all FHEA Board of Directors meetings.
- \* Attend the FHEA Trade Show and Educational Conference, including the Annual Meeting.
- \* Attend the FHEA Fall Expo and Educational Conference.
- \* Provide quarterly articles for the FHEA Whistle newsletter.
- \* Attend the Annual ASHE Conference and Technical Exhibition.
- \* Attend the ASHE Leadership session prior to the annual conference.
- \* Notify FHEA members about items of interest or concern provided by ASHE.
- \* Consult with ASHE leadership on concerns or questions from FHEA members.

## FHEA Codes and Standards Chair - Duties

- 1) Share new codes and standards with members as they come out.
- 2) Stay in tune with hospital Joint Commission/AHCA/Fire marshal/etc. inspections and learn what are the violations given and share how to avoid or correct them to help hospital and healthcare engineers prepare for surveys.
- 3) Quarterly Whistle newsletter - provide an article about a timely cutting-edge topic that would interest members.
- 4) FHEA Alert (comes out on off-months from The Whistle) -- supply an article or notice of new codes and standards from EC news, etc. from The Joint Commission, changes to CMS conditions of participation, or other publications that outline code and standard changes. (If you use these articles, please rewrite them - do not just cut and paste as the author will have an issue.)
- 5) Attend FHEA board meetings, sending a written report of committee's work prior to the meetings. Be prepared to also give an oral report as requested.

## FHEA Membership Development Chair - Duties

1. Coordinate, schedule, and lead committee meetings six times per year.
2. Create a meeting summary report after each meeting and email to members of the committee.
3. Provide an article of membership related topics for publication in the Quarterly Whistle newsletter and FHEA Alert.
4. Attend FHEA board meetings, conferences, and events.
5. Create a report of the committee's work prior to board meetings. Be prepared to also give an oral report as requested.

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2. Create a meeting summary report after each meeting and email to members of the committee.
3. Provide an article of membership related topics for publication in the Quarterly Whistle newsletter and FHEA Alert.
4. Attend FHEA board meetings, conferences, and events.
5. Create a report of the committee's work prior to board meetings. Be prepared to also give an oral report as requested.