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PINK LADIES' VOLUNTEER SERVICE
OF
THE CENTRAL COAST AREA HEALTH SERVICE

CONSTITUTION

(Amended 1998)

1. By the adoption of these principles there shall be assembled and constituted within all hospitals of the Central Coast Area Health Service, the Pink Ladies' Volunteer Service. These hospitals currently comprise:
 - Gosford
 - Long Jetty
 - Woy Woy
 - Wyong
2. The titular head of the Service shall be the Area Director of Nursing.
3. The aim of the Service shall be to perform non-nursing, non-medical services, which would benefit patients, relatives, visitors and staff of the Central Coast Area Health Service, without infringement upon the responsibilities of staff of the Central Coast Area Health Service.
4. Members of the Service shall, whilst on duty, abide by the guidelines as agreed in the Pink Ladies' handbook.
5. Membership of the Service shall be confined to residents of the Central Coast.
6. If for any reason (e.g. ill health or other incapacity) a member becomes unable to undertake allocated duties, then an assessment interview will be conducted by the Pink Ladies' Manager and Relieving Manager, and an appropriate solution determined. In such instances, the relevant hospital's Director of Nursing will be consulted.
7. The affairs of the Pink Ladies shall be managed by a Management Committee, known as the Management Advisory Committee. The aims and function of this committee shall be:

- i) To facilitate communication between the Pink Ladies' Manager and the volunteers.
 - ii) To organise all social/special activities.
 - iii) To manage the financial affairs of the Pink Ladies' Volunteer Service.
8. Membership of the Management Committee shall be comprised of:

Pink Ladies Manager
Pink Ladies Relieving Manager/s
One representative from each daily roster Monday-Saturday at Gosford
Two volunteers from each of the other hospitals.
9. The Management Committee shall elect from its members
 - a) Chairman
 - b) Vice-Chairman
 - c) Honorary Secretary/Treasurer or
Honorary Secretary and Honorary Treasurer.
10. A Quorum for General and Special Meetings shall be two-thirds of the membership of the Management Committee.
11. The duties of the management Committee members shall be:
 - (i) Chairman
 - a. Preside at all Management Committee, General and Special meetings of the Service.
 - b. Authorise the calling of General and Special Meetings in accordance with the Service's Constitution.
 - c. Consult with the Manager and Honorary Secretary on matters which require the attention of the Management Committee.
 - d. Act as a signatory to the Service's general cheque account.
 - (ii) Vice Chairman
 - a. In the absence of the Chairman, the Vice-Chairman shall preside at meetings of the Service and assume duties of the Chairman as appropriate.
 - b. Record and write up minutes of all Management Committee, General and Special Meetings.
 - c. Consult with the Manager and Chairman on matters which require the attention of the Management Committee.

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- d. Act as a signatory to the Management Committee's general cheque accounts.
- e. Receive and issue all correspondence on behalf of the Management Committee.
- f. Act as the Management Committee's Publicity Officer.

(iv) Honorary Treasurer

- a. Receive and record all finances relevant to the Service.
- b. Keep appropriate books of account.
- c. Present financial statements to Management Committee meetings and balance sheets at the Annual General Meeting.
- d. Act as a signatory to the Management Committee's general cheque accounts.
- e. Arrange to have all records audited prior to the Annual General Meeting.

v. Manager

- a. As an employee to be responsible to the Chief Executive Officer through the Area Director of Nursing, for the appointment, management and co-ordination of the Pink Ladies Volunteer Service.
- b. As the manager of the Pink Ladies Volunteer Service to be responsible for daily rostering, duty schedules and the general supervision of volunteers.
- c. The Manager shall submit an annual report to the Chief Executive Officer with a copy to the Area Director of Nursing, within two months of the holding of the Annual General Meeting.

12. Meetings of the Management Committee shall be

(i) Annual General Meeting

The Annual General Meeting shall be held in July of each year, the date and time to be notified by the Secretary two weeks prior to the holding of such meeting.

The Annual General Meeting will be open to all members of the Service, and invited guests.

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(ii) General Meetings

General meetings of the Management Committee shall be held twice per year, prior to the Annual General Meeting in July, and prior to the Christmas Party meeting in December.

(iii) Special Meetings may be convened by the Pink Ladies' Manager in consultation with the Chairman as deemed necessary.

Two weeks notice shall be given by the Secretary to all members prior to the holding of all meetings.

13. Period of Tenure

All members shall be elected for a period of 12 months and be eligible for re-election. No member of the committee may hold the same position for more than 3 consecutive years from the date of election.

14. Finance

- a. The Management Committee will not be responsible for the raising of finance, other than that which is necessary for the efficient functioning of the Service.
- b. At the meeting prior to the Annual General Meeting, nominations shall be called for the position of Honorary Auditor to the Service.
- c. In the event of the Pink Ladies Volunteer Service disbanding, the funds held by the Service will become the property of the Central Coast Area Health Service.
- d. No profits shall be distributed to members of the Pink Ladies Volunteer Service.

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