

Minutes of a Special Meeting of the Executive Committee of the Pink Ladies' Auxiliary, held Thursday, December 11 1980 at 3.00pm in the Board Room of Gosford District Hospital, Gosford.

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Present: Mrs. Muriel Westerweller, BEM, President  
Mrs. Elsie Armstrong, Vice-President  
Mrs. Rene Eagle, Vice-President  
Mrs. Margaret Smith, Secretary  
Mrs. Joyce Coventry, Assistant Secretary  
Mrs. Vi Smith, Treasurer  
Mrs. Jean Baird, Supervisor  
Mrs. Marion Semmens, Deputy Supervisor  
Mrs. Mary Caldwell, Liaison Officer.

Purpose of Meeting: The purpose of the meeting is to discuss proposed amendments to the Constitution, which was formulated on March 18 1971.

Name of the Auxiliary

The title of "Constitution of the Pink Ladies' Auxiliary of the Gosford District Hospital" is no longer relevant, as it does not encompass the additional units which the Pink Ladies' Auxiliary now serves.

When the Pink Ladies Auxiliary was formed in 1969, there were 131 beds in the Gosford District Hospital. No other services came under the administration of the Board of Directors.

The Gosford District Hospital at Gosford has now grown to 320 beds, and there are also four subsidiary hospitals (Woy Woy, The Entrance-Long Jetty, Wyoming and Wyong) comprising 200 beds, making a total of 520 beds which are administered by the Board. In addition, the Central Coast Community Health Service and the Brisbane Water District Ambulance Service have amalgamated with the hospital services, to provide an integrated health service for the Central Coast.

The Pink Ladies function at Gosford District Hospital and each of its four subsidiaries, as well as assisting in the Community Health Services. It is felt that the title of the Auxiliary should relate to its extended role and it was resolved that the name be amended to "The Pink Ladies' Auxiliary of the Central Coast Area Health Service".

Members' Levy

Discussion took place on whether or not an annual levy of 50c should be made. It was resolved that no annual levy be raised, but that the joining fee be increased to \$1.

Fund-raising

It was stressed that fund-raising, as such, was not a function of the Pink Ladies' Auxiliary and that any funds which might accrue were just incidental to the purpose of the Auxiliary.

The suggested amendments to the original Constitution are as follows:

Old Cl. 1. Delete:

" By the adoption of these principals there shall be assembled and constituted within the Gosford District Hospital an Auxiliary known as the "Pink Ladies" Auxiliary of the Gosford District Hospital and the titular head shall be Matron Inskip and any subsequent Matron. "

Substitute, as New Clause 1:

" By the adoption of these principles there shall be assembled and constituted within the Gosford District Hospital an Auxiliary known as the Pink Ladies' Auxiliary of the Central Coast Area Health Service (which includes the Gosford District Hospital with its subsidiary hospitals and the Community Health Services) and hereinafter called the Service. "

Substitute, as New Clause 2:

" The titular head of the Auxiliary shall be the current Director of Nursing. "

Old Cl. 2. Delete:

" The aim of the Auxiliary shall be -

- (1) to perform such duties and services as will benefit all patients of the Hospital without infringement upon the responsibilities of the nursing staff.
- (2) to perform such duties in accordance with sub-pars (1) at the request of the Matron, or in her absence, the Senior Sister-in-Charge.

Substitute New Clause 3:

" The aim of the Auxiliary shall be to perform such duties and services as will benefit patients of the Service, without infringement upon the responsibilities of staff of the Service. "

Old Cl. 3. Membership of the Auxiliary shall be confined to ladies resident within the Hospital District.

Substitute New Clause 4:

" Membership of the Auxiliary shall be confined to residents of the Central Coast. "

Old Cl. 4. Delete:

" The Auxiliary Meetings shall be:-  
(1) Annual General Meeting - shall be held in June of each year, date and time to be notified by the Secretary two weeks prior to the holding of such meeting. "

Substitute New Clause 5:

" The Auxiliary Meetings 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. "

Delete:

" (2) Special General Meetings - shall be held as and when required upon the requisition of 50% of financial members, or notification by the Executive Committee. Two weeks notice shall be given by the Secretary to all members prior to the holding of such meeting."

Substitute:

" (ii) Special Meetings  
A Special Meeting shall be held as and when required, upon the requisition of 50% of financial members or notification by the Executive Committee. Two weeks' notice shall be given by the Secretary to all members, prior to the holding of such meeting. "

Delete:

" (3) Quarterly Meetings - Topics of general interest to members will be discussed at such meetings. "

Substitute:

" (iii) Bi-monthly Meetings  
Topics of general interest to members will be discussed at bi-monthly meetings. "

Delete:

" (4) Ladies from outside the Hospital District shall be allowed to attend General Meetings as visitors. "

Substitute:

" Residents from outside of the Central Coast shall be eligible to attend Annual and bi-monthly meetings. "

Old Cl. 5. Delete:

" The composition of the Executive Committee shall be -

- (a) The President
- (b) Two Vice-Presidents
- (c) The Honorary Secretary
- (d) The Honorary Treasurer
- (e) The Supervisor
- (f) One member with power to co-opt. "

Substitute New Clause 6:

" The composition of the Executive Committee shall be:

- a. The President
- b. Two Vice-Presidents
- c. The Honorary Secretary
- d. The Assistant Honorary Secretary
- e. The Honorary Treasurer
- f. The Supervisor
- g. One floor member from each subsidiary hospital
- h. The Chief Executive Officer's Secretary, or nominee (to be called Liaison Officer)

The Executive has the power to co-opt other members to the Committee, as required.

Old Cl. 6. Delete:

" Four or more members of the Executive Committee shall comprise a quorum. "

Substitute New Cl. 7:

" A quorum shall consist of four members of the Executive, at least two of whom shall be of the following: President, Secretary, Treasurer, Supervisor. "

Old Cl. 7: Becomes New Cl. 8 and remains as follows:

" The Executive shall meet at a time and place to be determined by the President. "

Old Cl. 8: Delete:

" The duties of the Executive members of the Committee shall be:-

(1) President

- (a) Preside at all meetings of the Executive Committee and General and/or Special meetings of the Auxiliary.
- (b) Authorise the calling of General and/or Special Meetings in accordance with the Auxiliary's Constitution.
- (c) Consult with the Honorary Secretary on matters requiring the attention of the Executive Committee.
- (d) Act as a signatory to the Auxiliary cheque account.
- (e) Determine the time, and place of meetings of the Executive Committee. "

Substitute New Cl. 9:

" The duties of the Executive Members of the Committee shall be to:

(i) President

- a. preside at all meetings of the Executive Committee, General and Special Meetings of the Auxiliary.
- b. authorise the calling of General and Special Meetings in accordance with the Auxiliary's Constitution.
- c. consult with the <sup>secretary</sup> ~~President~~ on matters which require the attention of the Executive Committee
- d. act as a signatory to the Auxiliary's cheque account
- e. determine the time and place of meetings of the Executive Committee

Old point 5, Clause 8 (Vice-Presidents), becomes New point (ii), Clause 9, after amendment.

Delete:

" (5) Vice-Presidents

- (a) In the absence of the President the Senior Vice-President will preside at all meetings of the Auxiliary.
- (b) Act as a member of the Executive Committee. "

Substitute:

" (ii) Vice-Presidents

- a. act as members of the Executive Committee
- b. in the absence of the President, the Senior Vice-President shall preside at meetings of the Auxiliary. "

Old point (2) (Honorary Secretary), becomes New point (iii).

Delete:

" (2) Honorary Secretary

- (a) Issue notices of Executive Committee and General and/or Special Meetings in accordance with the Constitution.
- (b) Record and write up minutes of all Executive Committee Meetings and General and/or Special Meetings.
- (c) Consult with the President on matters requiring the attention of the Executive Committee.
- (d) Act as a signatory to the Auxiliary cheque Account.
- (e) Receive and issue all correspondence on behalf of the Auxiliary.



Substitute:

" (iii) Honorary Secretary

- a. issue notices of Executive Committee, General and Special Meetings, in accordance with the Constitution.
- b. record and write up minutes of all Executive Committee, General and Special Meetings.
- c. act as a member of the Executive Committee.
- d. consult with the President on matters, which require the attention of the Executive Committee.
- e. act as a signatory to the Auxiliary's <sup>General's</sup> cheque account. *Handwritten*
- f. receive and issue all correspondence on behalf of the Auxiliary.
- g. act as the Auxiliary's Publicity Officer. "

Add a new point, (Assistant Secretary), which shall be numbered (iv), as follows:

" (iv) Assistant Secretary

- a. assume the role of Secretary, in the absence of the Secretary of the Auxiliary.
- b. be called upon by the President at any time to carry out a specific duty for the Secretary.
- c. act as a member of the Executive Committee.

Delete old point (3) (Honorary Treasurer):

" (3) Honorary Treasurer

- (a) ~~Collect~~ <sup>record receive - record</sup> members' subscriptions <sup>Joining fee</sup>
- (b) Keep appropriate books
- (c) Act as a signatory to Auxiliary cheque accounts
- (d) Maintain the Auxiliary's Petty Cash <sup>& HANDICRAFT</sup> accounts "

Substitute new point (v):

" (v) Honorary Treasurer

- a. <sup>receive & record</sup> ~~collect~~ members' subscriptions <sup>Joining fee</sup>
- b. keep appropriate books of account
- c. act as a signatory to Auxiliary cheque accounts
- d. supervise the Auxiliary's petty cash <sup>HANDICRAFT</sup> accounts
- e. act as a member of the Executive Committee

Delete old point (4) (Supervisor):

" (4) The Supervisor

- a. Make out roster quarterly
- b. Circularise roster to volunteers
- c. Report activities to meetings
- d. Act as a member of the Executive Committee

Substitute new point (vi):

" (vi) Supervisor

- ~~A~~ <sup>same</sup> ~~collect~~ members' <sup>Joining fee</sup> & <sup>transfer to Treasurer</sup>
- ~~B~~ a. make out roster, <sup>monthly</sup>
- ~~C~~ b. circularise roster to volunteers, where necessary
- ~~D~~ c. report activities to meetings
- ~~E~~ d. act as a member of the Executive Committee

Old point 5 (Vice-Presidents) has become New point (ii) (see page 8 of this document).

Delete old point 6 (Member):

" (6) Member

Act as a member of the Executive Committee, to consider and deliberate upon matters pertinent to the efficient functioning of the Auxiliary. "

Substitute new point (vii) (Floor Member):

" (vii) Floor Member

- a. act as member of the Executive Committee
- b. consider and deliberate upon matters pertinent to the efficient functioning of the Auxiliary. "

Add new point (viii) (Liaison Officer):

" (viii) Liaison Officer

- a. liaise <sup>with</sup> between the Auxiliary and the Service Administration, when <sup>so</sup> requested
- b. act as member of the Executive Committee "

Add new paragraph to New Clause 9:

" The President, Secretary and Treasurer of the Auxiliary may reside in any area of the Central Coast, but must be actively engaged as Pink Ladies within the <sup>PARENT</sup> Gosford District Hospital at Gosford. " <sup>During their term of office.</sup>

Delete:

" Period of Tenure

All office Bearers of the Auxiliary and members of the Executive Committee shall hold office for a period of not longer than two consecutive years from date of resumption of duty. With the exception of the supervisor. "

Substitute New Cl. 10

" Period of Tenure

With the exception of the Supervisor and Liaison Officer, no member of the Executive Committee shall hold office in the same position for more than two consecutive years from the date of election. "

Old Cl. 10: Delete:

" Finance.

- (a) The Auxiliary will not be responsible for the raising of finance for general purposes.
- (b) Finance necessary for the efficient running of the Auxiliary shall be raised by subscription from amongst the members.
- (c) Nominations shall be called for the position of Honorary Auditor to the Auxiliary at the Annual General Meeting. "

Substitute new Cl. 11

" Finance

- a. The Auxiliary will not be responsible for the raising of finance ~~for general purposes.~~

*other than that which is necessary for the efficient functioning of the auxiliary*

b. Finance necessary for the efficient running of the Auxiliary shall be raised by each member paying a nominated fee at the time of joining the Auxiliary.

Nominations shall be called at the Annual General Meeting for the position of Honorary Auditor to the Auxiliary.

Old Clause 11 (Reports) becomes New Clause 12, with the text of the Clause remaining the same.

Old Clause 12 (General) becomes New Clause 13, with the text of the Clause remaining the same.

NEXT MEETING

The next meeting to discuss the admendment of the Constitution will be held in the Hospital Board Room on February 5th, 1981, at 2.00pm.

..... President

.....date