

# **Happy Hands (Deaf Seniors) Guidelines**

*Adopted on September 5, 2018*

# Happy Hands (Deaf Seniors) The Guidelines

## MISSION:

Happy Hands (HH) is a group of Deaf Seniors who meet monthly for social activities and workshops.

## OFFICERS:

- a. Anyone who has been a member of Happy Hands for at least one year is eligible to run for any office.

The officers will serve a 1-year term from June to May.

- b. The following officers of HH are:

i. Chair will

1. lead meetings
2. develop agenda
3. oversee all the committees as needed

ii. Vice-Chair will

1. substitute for the Chair when the Chair is absent
2. assist committees as needed
3. ask someone to be responsible for the afternoon activity after lunch

iii. Secretary will

1. take minutes at Fine Tuners meetings
2. report pertinent information during lunch meetings, as needed

iv. Treasurer will be responsible for:

1. handling annual membership dues (January to December)
2. maintaining financial records
3. sharing monthly financial information at all meetings and in Happy Hands newsletters
4. turning all dues and original membership forms to a designated NVRC staff member
5. making reimbursements
6. prorating dues upon request

v. There will be at least three At-Large members.

Their sole responsibility is to support the officers.

Here is a list of examples of how the At-Large members can assist.

1. Menu Planning
2. Sunshine
3. Social Planning
4. Raffles

c. The Fine Tuners will consist of the four officers and the At-Large members.

The Chair shall call for a meeting with the Fine Tuners on third Wednesday each month, or at any time as needed.

### MEETINGS

Happy Hands will meet monthly on the first Wednesday, except for July and August. Happy Hands will not meet if Fairfax County Government is closed. If needed, make-up dates will be announced.

The Fine Tuners will meet on the 3rd Wednesday monthly, except for July.

An election of officers and At-Large Members will be during the May meeting.

### COMMITTEES

The Chair will appoint members as chairs to serve on following committees for the year. The Chair may set-up other committees as needed.

a. Nominations

- i. The Nominating Chair will search for and screen potential members for any of the offices, prior to election date that falls in May.

b. Membership:

- i. Membership cycle is January to December.
- ii. Coordinator will work with a designated NVRC staff member, on maintaining member list.
- iii. Roles of the designated NVRC staff member:
  1. Collect membership forms from Treasurer
  2. Maintain Database on members (i.e., hardcopy or email)
  3. Share membership forms with the Membership Coordinator

- iv. Roles of Membership Coordinator:
  1. Maintain database (i.e., Excel, FileMaker) on members
  2. Communicate with the designated NVRC staff member
  3. Provide Membership Form to Newsletter Editor for inclusion in November / December issue
  
- c. Newsletter Editor:
  - i. Each issue will have at least, but not limited to:
    1. Chair's column on page 1
    2. Lunch menu and plans for after lunch on page 2
    3. Birthday list (on any page)
    4. Thanks to (on any page)
    5. Pictures from last lunch meeting (usually on pages 3-4)
    6. Calendar of events (usually on page before the last one)
    7. Obits for any HH members, if any
    8. Sunshine News, if any
    9. Point of Contact section (usually on page 2, but can be relocated to any other page, if needed)
    10. Treasurer's Report, if any
    11. Summary of Lunch and Fine Tuners actions, if any
  - ii. Possible additional items:
    1. Games
    2. Recipes
    3. Member Profiles
    4. Member Trips
    5. NVRC events
  - iii. Share newsletters and/or flyers with organizations, such as NVRC and DSA
  - iv. Paper for hardcopies of the monthly newsletter, Envelopes, and postage are provided by NVRC. Hardcopies are sent to those that requested them, and PDF are emailed to those that requested them.
  - v. Will serve on the Memorial Committee
  
- d. Food:
  - i. A Happy Hands member will be the Meals Coordinator for the year.
  - ii. This Coordinator will give the following list of responsibilities to the Lunch Coordinator of the Month, who has volunteered:
    1. develop menu and be the contact person
    2. ask at least 4 friends/members to help set / clean up the serving tables and some others to do other jobs.
    3. come in early to set up tables/chairs
    4. take care of trash (cleaning tables)

5. put away tables and chairs (check with a designated NVRC staff member, if need to do this)
6. check with the Lunch Coordinator of the Month to see if he/she has everything under control
7. check inventory (i.e., paper plates) for the next event
8. make sure that dishes and pans are washed and returned
9. vacuum, if needed

e. Activities:

- i. The Happy Hands Vice-Chair may be the Activities Coordinator. If not, a Happy Hands member may be appointed.
- ii. The Coordinator will ask for input from the members and will recruit people to assist.
- iii. Any of the following activities preferably on 2nd and/or 4<sup>th</sup> Wednesdays:
  1. field trips
  2. presentations
  3. game day

f. Sunshine:

- i. A Happy Hands member will be the Sunshine Coordinator for the year.
- ii. Send sympathy or get-well cards to members of Happy Hands and their families
- iii. Will serve on the Memorial Committee

g. Memorial:

- i. Committee members shall be:
  1. Sunshine Chair
  2. Historian Chair
  3. Newsletter Editor
  4. Web Editor
  5. A representative from the Fine tuners
- ii. One of the following three ways will be used to remember those HH members who have passed:
  1. Wall Plaque (birth year and death year)
  2. Memorial Obit Book
  3. Web Obit Page
- iii. Criteria for deciding who goes on the plaque, in the book, and on the web obit page:
  1. HH Member must have been a participating member at least a year.

***This is the end of Guidelines***