

# Alabama Hospital Association

## Benefit Package Options for Affiliated Organizations

The Alabama Hospital Association (AlaHA) has available two benefit package options to provide support to affiliated organizations and their membership: the Basic Benefits Package and the Expanded Benefits Package. Details of each package are described in this document. If you have additional questions, contact the AlaHA Public Relations Department at (800) 489-2542.

<b>BASIC BENEFITS PACKAGE</b>
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<b>Cost: \$250 per year</b>
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Listed below are the benefits for organizations under the Basic Benefits Package. AlaHA's fiscal year runs from July 1 to June 30, with invoices for organization membership typically mailed mid-June.

- **Access to AlaHA Meeting Rooms.** The Association has two locations with meeting space: a main office in Montgomery and a legislative office in downtown Montgomery. The legislative office will accommodate about 20 people. The main headquarters will hold up to 40 people in the boardroom and eight people in the conference room. Please note, coffee and water are the only food items allowed in either the board or conference room, and AlaHA staff will be happy to furnish. Meeting attendees may eat in the kitchen, which seats 24 comfortably. To ensure availability, early reservations are recommended, and arrangements must be confirmed directly with the AlaHA liaison.
- **Publication.** During his/her term, the president of each organization will receive the association's weekly newsletter, the *Friday Letter*, via e-mail; this publication provides current industry highlights.
- **Assistance in membership recruitment.** If your organization would like to send membership information to non-member individuals at hospitals, AlaHA staff can provide you with mailing labels. Staff can also assist in recruitment by keeping copies of your membership application on file to send to prospects who contact the association.
- **AlaHA Board Meetings.** AlaHA's board meetings are open to all members; however, affiliated organizations are encouraged to send either the president or a representative if possible. This enhances communication and allows your organization to have input into the association's direction on issues that may affect your members.
- **Staff Resources.** AlaHA has a number of staff with experience in different areas available for speaking engagements, problem solving, or as a resource. Examples of areas of expertise include state or federal legislative and/or regulatory matters, legal issues, meeting planning, public relations/media relations, workforce issues, data analysis and rural issues.
- **Affiliated Organization Recognition.** Each affiliated organization is included in the *Alabama Hospital Association Membership Directory*. In addition, each affiliated organization, along with the president and his/her contact information, is included on the AlaHA Web site, [www.alaha.org](http://www.alaha.org). If your organization has an educational meeting for its general membership, a promotional paragraph can be included in the *Friday Letter* "Meetings and Education" section. Please note, information on board and/or committee meetings cannot be included in the newsletter.

## EXPANDED BENEFITS PACKAGE

Cost: \$12 per member, \$350 minimum

Organizations that affiliate under the Expanded Benefits Package receive all the benefits of the Basic Package, plus the following:

- **Membership Database** – The AlaHA liaison will maintain a database of your membership.
- **Member Dues Billing.** The AlaHA liaison will bill your members for their annual dues and deposit receipts in the organization's bank account. Affiliated organization dues billings will be mailed in either January or June (depending on the organization's preference). One initial invoice will be mailed, and then unpaid members will be mailed a follow-up statement. After the last statement, the AlaHA liaison will mail the organization's president a list of unpaid members at which time the president can follow up with the individuals or advise AlaHA to terminate the membership. Please note, the liaison will not delete any members for non-payment unless authorized by the president.
- **Banking Services.** The AlaHA liaison makes deposits, and the organization handles the check writing. Each month the liaison will mail a bank statement and any deposit slips to the organization's treasurer. To simplify the banking process, we recommend that all organizations have accounts at a central location (bank with convenient branches statewide). Usually, the president and treasurer have check-writing privileges on the organization's bank account. Prior to transferring the banking duties to new officers, the outgoing officers (those on the signature card) must go to the bank branch and sign off of the account and forward the paperwork to the new officers.
- **Assistance with Membership Applications.** Once the AlaHA liaison receives membership applications and checks, the information is entered into the database, and the applications and deposit receipts are mailed to the organization's treasurer.

The fiscal year of AlaHA is from July 1 to June 30. Invoices for your organization's membership in the Alabama Hospital Association are typically mailed mid-June. Prior to mailing this invoice, each president will be mailed a membership list to review to ensure that the AlaHA billing of \$12 per member (\$350 minimum) is for current members only. After the June invoice, AlaHA does not refund or re-bill organizations for members gained or lost during the year.

## OPTIONAL BENEFITS FOR AFFILIATED ORGANIZATIONS

- **Listserv.** The association will host a listserv for your members to allow them to send and receive e-mail messages to all subscribers simultaneously. The cost for organizations with the Basic Benefits Package is \$100 per year. The cost for organizations with the Expanded Benefits Package is \$50 for those with 200 members or less and \$75 for those with more than 200 members.
- **Web site.** The association will provide space on its Web site for basic information about your organization (e.g., membership information, educational programs). The cost is \$25 per year.
- **Educational Program Services.** For \$7 per registrant, AlaHA will handle registration data entry, make check deposits (for Expanded Benefits Plan members), print attendee rosters, name badges and duplicate any handouts for the event. Cost of supplies (i.e., cost to duplicate, postage, paper, etc.) will be additional. If your organization requires any additional services, the per registrant fee will be adjusted based on staff time required. Please note AlaHA is not able to assist with obtaining CEUs.
- **Administrative Services.** The association will provide staff to handle mailings or other administrative functions upon request at the cost of \$20 per hour, plus the cost of supplies.