

APIC Chicago Board Positions

Welcome to the APIC Chicago Board!

Being elected to the APIC Chicago Board is both a privilege & honor. Our membership includes 200+ members that bring a variety of talents, expertise and passion to the work that they perform in their daily responsibilities. We encourage you to reach out to the membership for input and ideas that can help to enhance the progress towards our chapter goals.

The Board membership includes the following positions:

Past-President

Current President

President-Elect

Membership Secretary (Even Year) – 2-year term

Treasurer (Even Year) - 2-year term

Legislative Representative (Odd year) - 2-year term

Two at Large Directors elected to the Board for two year terms each, elected in alternate years. (2-year terms)

The Director elected in the even year shall serve as Chair of the Bylaws Committee.

The Director elected in the odd year shall serve as Chair of the Education Committee.

Non-Board positions include (2-year terms):

Six members of the Nominating Committee with an appointed teller (appointed by the President to collect & tally results from Survey Monkey)

Three members of the Education Committee

The board meetings are held quarterly, and at the discretion of the board (depending on what is going on). Meetings may involve site location group meetings and/or conference calls at the discretion of the President.

This tool is intended to assist in the transition to your newly elected position. Each position will have a responsibility outline to help identify duties and to help provide for a seamless transition at the end of your term.

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Position: Nominating Chairman	Responsibilities Include:
<p>Appointed by the current President Length of service: Two Years</p> <p>Eligibility: Must be an active member of APIC for a minimum of (2) years</p> <p>Tips:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have the current Board Members share their experience at one of the education conference sessions. This can help to get the membership interested in pursuing an upcoming position. 	<ul style="list-style-type: none"> <input type="checkbox"/> Review the current Bylaws <input type="checkbox"/> Obtain a “current” membership list from the Membership Secretary. <input type="checkbox"/> July-August <ul style="list-style-type: none"> ▪ Update the willingness to serve form (Insert year & open positions) ▪ Send membership email that includes a description of the positions available for the upcoming year include details of the role & responsibilities. Share successes of the current Board and encourage members to consider running for a position, bringing new innovation & ideas. <input type="checkbox"/> September <ul style="list-style-type: none"> ▪ Begin personal phone calls or emails to the membership for recruitment for positions. ▪ Have nominee’s complete willingness to serve form and a small bio history, so the voting membership has some background. (Pictures would be a great addition) <input type="checkbox"/> October <ul style="list-style-type: none"> ▪ Develop the ballot and submit to the Board for approval. ▪ Send approved ballot to the “Teller”, the teller is a designated member of the nominating committee. ▪ The teller can create the electronic ballot to be sent to the membership for voting. (Timeframe determined by the Board) <input type="checkbox"/> December <ul style="list-style-type: none"> ▪ Election results are shared at the December Business Meeting

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Position: Treasurer	Responsibilities Include:
<p>Quarterly Financial Report is sent to National APIC accountants. Jan -April- July-Oct-</p> <ul style="list-style-type: none"> • January-Year end summary sent to National APIC accountants • Feb/March- make down payment for the annual business meeting 	<ul style="list-style-type: none"> • Balance the bank account • Systematize registration for educational sessions • Attend Treasurer meeting at National APIC Conference • Assist the Education coordinator with program organization and registration the day of the event • Submit annual Financial report to the membership annually • Be bonded through National APIC • Proposed budget presented at annual APIC meeting • Coordinate with Education coordinator the financial reimbursement for programs/ presenters • Pay invoices • Keep written records of all expenses and pay outs • Systematize Vendor payments for the Annual Educational Event • Collect on NSF as they may occur through contact with individuals • Respond to email requests for registration • Coordinate reimbursement for registration fee at National APIC (Once summary report is submitted by attendee) • Submit financial records at least quarterly to the Board of Directors
Position: President Elect	Responsibilities Include:
<p>Nominated by membership Length of service: Three (3) Years</p> <ul style="list-style-type: none"> • <i>First year</i> as President Elect • <i>Second year</i> as President • <i>Third year</i> as Immediate Past President <p>Eligibility: Must have served at least 1 year as a member of the Chapter Board of Directors</p>	<ul style="list-style-type: none"> • Review Current Bylaws • Perform the duties of the President in his/her absence. • Perform such duties as delegated by the President. • Automatically rotate to the office of the President after term of office has been served. • If the office of President becomes vacant, fill the position with the title, President Designee and subsequently fill the office of President for the regular term. • Actively recruit new members to the association • Shall fulfill the role and duties of secretary in the event of a vacancy of said office. (per current bylaws)

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Position: President	Responsibilities Include:
	<ul style="list-style-type: none"> • Be directly responsible to the Board of Directors for the administration of the organization in the capacity of President. Shall report applicable correspondence from National, other chapters, industry, and other professional groups, meetings attended, and discussion which occurred as President of the organization to the Board of Directors and membership via both meeting and newsletter • Develop the board meeting agenda (should meet quarterly) • Chair the board meeting • Serve as an ex-officio member to all committees • Serves as chairperson of the Board with non-voting privileges except in the situation of a tie • Mentor the President elect to the duties of President • Maintain records of all correspondence and forward a copy to the recording secretary for inclusion in the archives • Sign contractual agreements with individuals or organizations • Liaison with all board members • Liaison with National APIC as needed • Develop and send out newsletter to the membership (determine timing) • Send out information to the membership as needed • Review the bylaws with the bylaw chair • Keep the legacy materials (minutes, CE approvals etc.) <p>January</p> <ul style="list-style-type: none"> • Identify with the board goals and educational plan for the coming year • Review budget and planned expenditures • Complete the national board members update for the web site <p>February</p> <ul style="list-style-type: none"> • Review membership list identify opportunities to increase membership <p>March</p> <ul style="list-style-type: none"> • Work with the education committee to identify the agenda for the all-day conference

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	<ul style="list-style-type: none"> • Determine the board attendance for the national conference. <p>May</p> <ul style="list-style-type: none"> • Approve the all-day conference agenda with the board • Oversee the all-day conference <p>June</p> <ul style="list-style-type: none"> • Attend the national conference and represent the membership <p>August</p> <ul style="list-style-type: none"> • Identify and name the Nominating committee chair • With the board and the nominating committee chair determine possible members who may be willing to serve • Update board responsibilities as needed <p>September</p> <ul style="list-style-type: none"> • Keep in contact with the nominating chair to ensure there are members for the ballot <p>October</p> <ul style="list-style-type: none"> • Board to meet and approve ballot <p>November</p> <ul style="list-style-type: none"> • Ballot to be sent out to the membership <p>December</p> <ul style="list-style-type: none"> • Prepare for the annual business meeting • Assist in the transition with the new president
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Position: Immediate Past President	Responsibilities Include:
	<ul style="list-style-type: none"> • Continue any projects that might have been initiated during their term as President • Duties as assigned by the President • Assist the President in the transition period from President elect to President • Actively recruit new members to the Association • Serves as the chairperson of the Recognition and Awards committee

Position: Bylaws Committee Chair	Responsibilities Include:
	<ul style="list-style-type: none"> • Annual review of bylaws

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Position: Legislative Representative	Responsibilities Include:
	<ul style="list-style-type: none"> • Present any changes from national APIC to the Board members • Current Illinois legislative related to healthcare • Represent consensus of APIC Chicago members • Present any changes from National APIC legislative actions to the Board members

Position: Membership Secretary	Responsibilities Include:
<p>Nominated by membership Length of service: Two (2) Years Eligibility:</p> <ol style="list-style-type: none"> 1. Shall be current Active or Lifetime members of APIC. 2. Shall have been a member of APIC for the past two (2) years. 3. No Officer or Director may hold local and National office in the Association simultaneously. 	<ul style="list-style-type: none"> • Maintain a membership roster and upload to website monthly as it includes updates from National. • Recruitment of new members-highlighting events • Assisting members with any issues related to membership

Position: Education Director	Responsibilities Include:
<p>Nominated by membership Length of service: Two (2) Years Eligibility:</p> <ol style="list-style-type: none"> 1. Shall be current Active or Lifetime members of APIC. 2. Shall have been a member of APIC for the past two (2) years. 3. No Officer or Director may hold local and National office in the Association simultaneously. 	<ul style="list-style-type: none"> • Conduct an educational needs assessment annually • Recognized speakers who will cover pertinent topics the organizational members have identified • Submit educational goals, objectives and content for Continuing Educational Credits approval • Market educational events through the website and email Coordinate registration at the educational event.

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Education Committee: This Committee is responsible for planning, developing, and implementing educational courses both online and in person that address identified APIC Chicago educational needs related to infection prevention and control in conjunction with the Education Director.

- Committee Members
 - Serve a 2-year term and are ineligible to serve on another committee until their 2-year term is complete.

- Responsibilities:
 - Focus on the best educational interests of the APIC Chicago membership, rather than on personal or constituent interests.
 - All members submit conflict of interest statements as requested annually, and verbally disclose any new potential conflicts as they arise during Committee meetings.
 - Work toward the accomplishment of the APIC Educational Needs Assessment.
 - Participate fully in education committee meetings, planning sessions, correspondence regarding educational offerings, and voting.
 - Respond promptly to correspondence from the APIC Chicago Board of Directors, Education director and other committee members.
 - Notify the Education Director, in advance, if you are unable to participate in a meeting, conference call, or activity.
 - Do not share in-process work with the public or other entities without permission from Education Director and Board of Directors.