

POSITIONS APPOINTED BY THE PRESIDENT

AWARDS COMMITTEE

Term: One year

Time Commitment: Approximately 1-2 hours monthly plus travel.

DUTIES

This committee will consist of 4 to 6 members selected by the chairman to perform the duties of the Awards Committee.

- 1. Determine with the assistance of the President and the Board of Directors what events/ideas are to be acknowledged.**
- 2. Advertise in Nosocomial News categories selected for receiving an award/recognition.**
- 3. Select appropriate recipients for receiving awards and provide a certificate for the winners.**
- 4. Purchase the President's gift and plaque.**
- 5. Prepare a proposed budget request for the Awards Committee and submit to the APIC-VA Treasurer by October 15th.**
- 6. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Awards Committee report to be presented at the annual APIC-VA business meeting**

CERTIFICATION / RECERTIFICATION COMMITTEE

Term: One year

Time Commitment: Approximately 25 hours per year, plus travel (board meetings, etc.).

DUTIES

- 1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting**
- 2. Communicate with national organization on issues pertaining / related to certification / recertification of membership.**
- 3. Survey membership to determine needs of mock certification course, exam or class.**
- 4. Develop, plan and present 1 day certification review class biannually.**
- 5. Prepare a proposed budget request for the Certification/Recertification Committee and submit to the APIC-VA Treasurer by October 15th.**
- 6. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Certification/Recertification Committee report to be presented at the annual APIC-VA business meeting.**

EDUCATION COMMITTEE

Term: One year

Time Commitment: Chairman; 2 full day meetings set up between November and February; 1-2 hours a month during the remaining months; Plus travel (board meetings, etc.).

DUTIES

- 1. Chairperson serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting. The committee chairperson will serve as the scholarship co-coordinator.**
- 2. Promote the educational activities of the chapter.**
- 3. Coordinate planning and preparation of yearly educational conference.**
- 4. Develop educational goals and objectives for the coming year, based on needs indicated by the membership.**
- 5. Prepare and present to Board: proposed program/speakers/format/proposed budget, finalized program, budget and brochure.**
- 6. Review program evaluation results and provide feedback to speakers and Board.**
- 7. Maintain complete program file including, CE approval, roster of attendees, certificates, evaluations, summary of evaluation results, program announcement and any program handouts.**
- 8. Communicate to membership via newsletter.**
- 9. Assist Loan Librarian as needed.**
- 10. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Education Committee report to be presented at the annual APIC-VA business meeting.**

GUIDELINES COMMITTEE

Term: One Year

Time Commitment: Approximately 1- 2 hours per month plus travel (Board meetings)

Internet access is required.

Duties

- 1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting.**
- 2. Identify pertinent guidelines and standards through literature review and APIC Guidelines Committee Reports.**
- 3. Inform Board of pending guidelines and standards.**

4. Circulate pertinent information to membership by summarizing key issues and providing public comment timeframes in the Nosocomial News and to the Webmaster.
5. Prepare a proposed budget request for the Guidelines Committee and submit to the APIC-VA Treasurer by October 15th.
6. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Guidelines Committee report to be presented at the annual APIC-VA business meeting.

HISTORIAN

Term: One year

Time Commitment: Approximately 1-2 hours per month, plus travel (board meetings, etc.).

DUTIES

1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting.
2. Maintain historical records of the organization.
3. Take pictures of Educational Conference and collect pictures that others have taken during the year.
4. Keep pictures electronically so they may be viewed in the future.
5. Prepare a proposed budget request for the Historian and submit to the APIC-VA Treasurer by October 15th.
6. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Historian report to be presented at the annual APIC-VA business meeting.

LEGISLATIVE REPRESENTATIVE

Term: One year

Time Commitment: Approximately 2-4 hours monthly plus travel (board meetings, etc.). The Legislative Representative should have a basic understanding of and interest in the Legislative / regulatory process.

DUTIES

1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting.
2. Primary chapter contact for the National Governmental Affairs Committee (GAC) Regional Representative.
3. Prepare a proposed budget request for the Legislative Representative and submit to the APIC-VA Treasurer by October 15th.
4. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Legislative Representative report to be presented at the annual APIC-VA business meeting.

LOAN LIBRARY

Term: One year

Time Commitment: 2-3 hours a month plus travel (board meetings, etc.).

DUTIES

- 1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting.**
- 2. Assess the current inventory and newly developed educational materials for application and needs of the APIC - VA members.**
- 3. Assist APIC - VA members in keeping current with quality educational materials for their institutions**
- 4. Maintain and update educational resources for APIC - VA members to utilize.**
- 5. Continue investigating new educational materials to incorporate into the loan library.**
- 6. Provide requested materials to APIC - VA members in a timely manner.**
- 7. Update loan library guidelines and listing annually**
- 8. Prepare a proposed budget request for the Loan Library and submit to the APIC-VA Treasurer by October 15th.**
- 9. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Loan Library report to be presented at the annual APIC-VA business meeting.**

MENTORSHIP PROGRAM COORDINATOR

Term: Two years

Time Commitment: Approximately 2-3 hours monthly, plus travel (board meetings, etc.)

Requirements: Basic skill in typing and computer availability.

DUTIES

- 1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting.**
- 2. Responsible to have packets of information about the program at APIC-VA membership meetings and upon request. Packets contain the program description, outlines of the mentor and mentee roles, and an application for those who may be interested in participating in the program, either as a mentor or mentee.**
- 3. Review all applications and assign mentors/mentees.**
- 4. Notify mentors/mentees of their respective assignment and include with this notification a packet of material containing:**
 - a. Program description**
 - b. Role description of both mentor and mentees**

- c. A copy of his/her assigned mentor/mentee's completed application to use as a point of reference
5. Reassign mentors/mentees when necessary.
6. Send evaluation forms to program participants at six month and twelve month intervals.
7. Reconvene the Mentorship Program organizational task force if warranted.
8. Prepare a proposed budget request for the Mentorship Program and submit to the APIC-VA Treasurer by October 15th.
9. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Mentorship Program report to be presented at the annual APIC-VA business meeting
10. Commit to a minimum of two years as program coordinator.

NEWSLETTER COMMITTEE

Term: Two year

Time Commitment: Approximately 25-30 hours/issue (published quarterly) plus travel (Board meetings, etc.).

DUTIES

1. The editor serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting
2. Publish Newsletter at least three times a year to include current issues and news from state conference in fall issue.
3. Select a Printing/Copy business that is convenient to the Editor.
4. Communication to membership and board.
5. Prepare a proposed budget request for the Newsletter and submit to the APIC-VA Treasurer by October 15th.
6. Prepare and present quarterly reports to the APIC-VA Board that will be included in the Nosocomial News. Prepare an annual Newsletter report to be presented at the annual APIC-VA business meeting

STRATEGIC PLANNING COMMITTEE – Chairman

Term: One year

Time Commitment: Approximately 1-2 hours per month, plus travel (board meetings, etc.).

DUTIES

1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting
2. Develop and monitor the organizations mission statement, goals and objectives.

3. Periodically survey the membership for feedback on the effectiveness of the organization's strategic plan.
4. Prepare a proposed budget request for the Strategic Planning Committee and submit to the APIC-VA Treasurer by October 15th.
5. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare a Strategic Planning Committee annual report to be presented at the annual APIC-VA business meeting.

TB LIAISON

Term: One year

Time Commitment: Approximately 2 hours monthly plus travel (board meetings, etc.). The TB Liaison should have a basic understanding of and interest in tuberculosis.

DUTIES

1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting.
2. Primary chapter contact for the TB Advisory Committee.
5. Prepare a proposed budget request for the TB Liaison and submit to the APIC-VA Treasurer by October 15th.
6. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual TB Alison report to be presented at the annual APIC-VA business meeting.

WEBMASTER

Terms: Two years

Time Commitment: 4 – 8 hours per month

DUTIES

1. Serves as a member of the Board of Directors. Required to attend APIC-VA Board meetings and annual membership meeting.
2. Maintain current information on the APIC-Virginia website.
 - a. Semi-annual review of Board Members information on web site at Board meetings
 - b. Annually update Mission, Vision, and Strategic Plan on web site.
 - c. Post Board meeting information on Home Page
 - d. Update Education information related to National and State conferences as received
 - e. Post new Guideline provided by Guidelines Chairman
 - f. Post Legislative information provided by Legislature Chairman

- g. Update Membership information as provided Newsletter Editor and Membership Secretary.**
 - h. Update forms at the beginning of each year to include current Chairman information**
- 3. Maintain security of membership information through pass-word protection and pdf file conversion when possible**
- 4. Prepare a proposed budget request for the Webmaster and submit to the APIC-VA Treasurer by October 15th.**
- 5. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare a Webmaster annual report to be presented at the annual APIC-VA business meeting.**

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For complete job description information for any of the above positions, please contact the current appointee.