

## **ELECTED POSITIONS**

### **PRESIDENT**

**Terms: 1 year President-elect; 1 year President; 1 year past President**

**Time Commitment: Approximately 25 hours monthly, plus travel (board meetings, etc.)**

#### **DUTIES**

- 1. Preside over Board meetings, business meetings and carry on APIC-VA official business. The President (or designated representative) will represent the organization at meetings of other organizations.**
- 2. Serve as ex-officio member of all committees except for the Nominating Committee. Travel and meeting times must be considered.**
- 3. Attend or delegate a representative to attend the Presidents meeting at the National APIC Annual Conference (Usually held on the Sunday prior to the conference and includes the Presidents Luncheon.)**
- 4. Prepare and submit "A Message from The President" column for each APIC-VA Newsletter.**
- 5. Responsible as contact for all APIC-VA correspondence and act as liaison between national organization and other associated organizations.**
- 6. Responsible for appointment and termination of special committees as necessary.**
- 7. Prepare and present quarterly reports to the APIC-VA Board. Prepare an annual president's report to be presented at the annual APIC-VA business meeting.**
- 8. Prepare a budget request for President for the upcoming year and submit to APIC-VA Treasurer by October 15<sup>th</sup>.**
- 9. Co-sign with Treasurer for APIC-VA and APIC-VA Education checking accounts.**

### **PRESIDENT- ELECT**

**Terms: 1 year President-elect; 1 year President; 1 year Past President**

**Time Commitment: Approximately 15 hours monthly, plus travel (board meetings, etc.). Computer assistance for Bylaws preparation is necessary.**

#### **DUTIES**

- 1. Review/Revise Bylaws recommending amendments to insure consistency with the National APIC Bylaws.**
- 2. Present proposed amendments to the membership thirty days prior to voting.**
- 3. Serve as member of the APIC-VA Education Committee. The Education Committee meets several times during the year, often at the site of the annual APIC-VA conference. Travel and meeting times must be considered.**

4. **Attend or delegate a representative to attend the Bylaws Committee meeting at the National APIC Annual Conference. This meeting is held on the Sunday prior to the conference and lasts 2-4 hours.**
5. **Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual Bylaw's report to be presented at the annual APIC-VA business meeting.**
6. **Prepare Bylaws Committee budget and President Elect budget request for the upcoming year and submit to APIC-VA Treasurer by October 15<sup>th</sup>.**
7. **Preside over Board meetings, business meetings and carry on APIC-VA official business in the unexpected absence or illness of the President.**
8. **Fill the office of President should that office become vacant and subsequently fills the Office of President for regular term as entitled the President elect.**

#### **PAST PRESIDENT**

**Terms: 1 year President-elect; 1 year President; 1 year Past President**

**Time Commitment: Approximately 10 hours monthly, plus travel (board meetings, etc.).**

#### **DUTIES**

1. **Serve a one year term as voting member of Board of Directors upon completion of term of office as President. Required to attend APIC-VA Board meetings.**
2. **Responsible for the review process of the APIC-VA Policy Manual.**
3. **Perform special projects as assigned by the President.**
4. **Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual policy report to be presented at the annual APIC-VA business meeting.**

#### **DIRECTOR**

**Term: 2 (two) year (Two Directors elected on alternating years.)**

**Time Commitment: 1 - 2 hours monthly (dependent on special projects/duties assigned); plus travel (board meetings, etc.).**

#### **DUTIES**

1. **Serves as a voting member of the Board of Directors. Required to attend APIC-VA Board meetings.**
2. **First year term is responsible for Public Relations and special projects as assigned by the President.**
  - a. **Increase communication with membership in issues related to public and professional relations.**

- b. Identify and develop methods to increase awareness of infection prevention and control among other professional organizations and health care organizations.
  - c. Work with other APIC committees on enhancing productive relationships with governmental, regulatory, and allied health care organizations.
  - d. Advise APIC-VA membership of available information from National for Infection Control Week.
  - e. Request proclamation from the Governor for Infection Control Week and distribute to membership.
  - f. Identify methods of bringing National Infection Control Week to the attention of the general public.
  - g. Identify/submit articles for newspaper or other publications on Infection Prevention and Control issues.
  - h. Organize coverage for the APIC-Virginia State Educational Conference: advertise in the APIC News journal.
  - i. The majority of the committee work is accomplished via the mail and telephone.
  - j. Prepare Public Relations budget request for upcoming year and submit to APIC-VA Treasurer by October 15<sup>th</sup>.
3. Second year term Director is responsible for overseeing the publication of the newsletter. The newsletter editor reports to this Director position.
  4. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual director's report to be presented at the annual APIC-VA business meeting.

## **TREASURER**

**Term: Two years**

**Time Commitment: Approximately 4 hours monthly, plus travel (Board meetings etc.).**

**Computer skills**

### **DUTIES:**

1. Serves as a voting member of the Board and is required to attend APIC-VA Board meetings.
2. Establishes, manages, and maintains all financial records of the APIC-VA Chapter.
  - a. Manage the chapter's finances including bank accounts.
  - b. Monitor financial results compared to budget, income compared to expense.
  - c. Make deposits in bank accounts, record source and amount in Receipts Journal.

- d. Review expense requests, write checks and maintain Disbursements Journal.
  - e. Maintain bank account balance and reconcile bank statements.
3. Prepare Quarterly and Annual Income and Expense Statements and submit to APIC-VA Board and National APIC.
  4. Prepare Quarterly and Annual Balance Sheets and submit to APIC-VA Board and National APIC.
  5. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual treasurer's report to be presented at the annual APIC-VA business meeting.
  6. Maintains the tax ID number.
  7. Organizes files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks and receipts.
  8. Requests budgets from chapter officers and committees.
  9. Develop next year's budget with chapter officers and committee chairs.
  10. Manage the budget approval process.
  11. Forward budget to APIC National.
  12. Review financial affairs of the Association as necessary with legal counsel and/or accountant.
  13. The Chapter Treasurer has a fiduciary responsibility to exercise reasonable care for the assets of the chapter.

#### **NOMINATING COMMITTEE**

**Term: One year.**

**Time Commitment: Approximately 2 – 4 hours per month, plus travel (board meetings, etc.).**

**DUTIES:**

1. To fill, on a yearly basis, vacant APIC-VA offices with members dedicated to the continuation of our association projects and goals.
  - a. Select qualified candidates for each office, taking into consideration attendance and participation of the nominees.
  - b. Inform each nominee, in writing, of specific duties of nominated office.
  - c. Present a ballot which includes a brief resume of candidates to the membership at least thirty days prior to the annual business meeting.
2. Prepare a proposed budget request for the Nominating Committee and submit to the APIC-VA Treasurer by October 15<sup>th</sup>.
3. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual nominating committee report to be presented at the annual APIC-VA business meeting.

## **RECORDING/CORRESPONDING SECRETARY**

**Term: One year**

**Time Commitment: Minutes take 2-4 hours to prepare each. Notices/mailings for each meeting take 1-3 hours for preparation. Plus travel (board meetings, etc.).**

### **DUTIES:**

- 1. Serves as a voting member of the Board, required to attend APIC-VA Board meetings.**
- 2. Record and prepare minutes to all meetings for the APIC-VA Board and any general membership sessions including the annual business membership meeting. Assignment begins with the January meeting.**
- 3. Send out notices of all APIC-VA Board meetings to required membership and committee chairpersons.**
- 4. Coordinate with the President in preparing the agenda for each meeting.**
- 5. Handle any correspondence required and/or requested by the President. Prepare formal notice to all newly elected officers and their immediate supervisor acknowledging their service.**
- 6. Submit a brief synopsis of each APIC-VA Board meeting to the editor of the newsletter highlighting major Board actions and concerns.**
- 7. Is custodian of Chapter records to include Membership rosters provided by APIC, minutes of all Board and Executive Committee Meetings and chapter correspondence.**
- 8. Maintain an appropriate supply and use of formal APIC-VA stationary.**
- 9. Prepare a proposed budget request for the Recording/Corresponding Secretary and submit to the APIC-VA Treasurer by October 15<sup>th</sup>.**

## **MEMBERSHIP SECRETARY**

**Term: Two years**

**Time Commitment: Approximately 10 hours per month, plus travel (board meetings, etc.). Computer skills are necessary.**

### **DUTIES:**

- 1. Serves as a voting member of the Board, required to attend APIC-VA Board meetings.**
- 2. Promote membership in APIC-VA, maintain computerized listing of APIC-VA members and update and provide the membership directory to APIC-VA members.**
- 3. Retain the September membership list for future reference. The Membership Secretary should destroy all but the current list. Update the mailing list.**

- 4. E-mail or mail copies of membership list to the President, Treasurer, and Editor of Nosocomial News as requested.**
- 5. Serve as contact between APIC-VA members and National APIC on issues pertaining to membership.**
- 6. Mail membership information (APIC and APIC-VA) as prospective members' names are received.**
- 7. Update membership directory at least annually.**
- 8. E-mail or mail address labels as requested.**
- 9. Prepare and present quarterly reports to the APIC-VA Board and submit to editor of Nosocomial News. Prepare an annual membership report to be presented at the annual APIC-VA business meeting.**
- 10. Prepare membership directories to be distributed at the Educational Conference.**
- 11. Prepare a proposed budget request for the Membership Secretary and submit to the APIC-VA Treasurer by October 15<sup>th</sup>.**