

APIC-NC

Policy Number: 1.1
Category: Board of Directors
Subject: Responsibility
Revision Date: 12/8/2000, 9/18/05
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Policy:

1. Serve a term of one or two years.
2. Attend and participate in all Board and general membership meetings. Attendance is required unless excused.
3. Regular Board Meetings are held the evening before membership-at-large meetings at conferences.
4. Transition Meetings are held as soon as possible after the election of new officers.
5. Establish administrative policies.
6. Direct activities of elected officials and committees, and approve all actions pertaining to the business of APIC-NC.
7. Assume management of specific projects in the area of personal expertise and interest as directed.
8. Involve the membership in accomplishing goals through a task force or other appropriate means.
9. Communicate needs and accomplishments through the organizational newsletter and in formal reports on a regular basis.
10. Review committee reports and assist in problem-solving activities to determine actions to be taken.
11. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

Policy Number: APIC-NC
Category: 1.2
Subject: President
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Policy:

1. Serve term of one year after automatic progression from President-Elect position.
Develop goals and objectives for Chapter and Membership.
2. Preside at Chapter Board and General Membership business meetings.
 - a. Submit proposed agenda for each meeting
 - b. Prepare a packet of information, including the proposed agenda, committee reports, proposals, or other data needing Board review and action, to be distributed to Board members two weeks prior to the scheduled meeting.
 - c. Manage and conduct each scheduled meeting in accordance with effective use of Robert's Rules of Order (e.g. start on time, limit conversations, focused discussions, etc.).
3. With Board approval, appoint standing Committee Chairpersons and Ad hoc Committees as needed to accomplish organizational goals.
 - a. Present ideas and suggestions from the general membership.
 - b. Provide direction as needed.
 - c. Require written reports of activities and accomplishments.
 - d. Direct proposed budgets and expense reports to the Treasurer.
4. Assess Board member expertise and interest and assign projects accordingly.
 - a. Maintain close communication to assess progress.
 - b. Provide assistance as needed.
5. Review and approve vouchers for Board members, Committee Chairpersons, and others as approved, for expenditures within budgetary limits. After consultation with Treasurer, present monetary needs that exceed budget to the Board for Approval.
6. Provide Feedback to membership on APIC-NC Meetings and National APIC meetings or other Infection Control Issues, direct certification Promotional and educational activities.
7. Serve as liaison to APIC National.
 - a. Manage and disseminate correspondence or other communication with National APIC.
 - b. Attend National APIC President's meeting and report pertinent information to the Chapter membership. Transportation and registration are paid by APIC-NC.
 - c. Provide National APIC headquarters the list of new officers upon request after the election.
 - d. Oversee the update of Chapter Bylaws and Operations Manual upon request of National APIC and/or APIC-NC.

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Category: 1.2
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8. Disseminate information regarding national and state awards and scholarships that are available.
 - a. Direct the preparation of Chapter applications or recommendations for available awards.
 - b. Encourage members to actively pursue state and national awards.
 - c. Notify by phone and write congratulatory letters to award recipients for Chapter awards or other noteworthy accomplishments.
9. Screen and approve requests for membership labels.
 - a. Contact the Membership Secretary to arrange for an exchange of labels if appropriate, or the sale of labels for one hundred dollars. Labels should be purchased from APIC.
 - b. Inform the Treasurer of the transaction.
10. Prepare an annual report of Chapter achievements and current activities. Make provisions to give recognition/thanks to Board Members.
11. Maintain a President's Manual for the President-Elect containing current pertinent information reflecting the status of Chapter projects and activities.
12. Oversee the transfer of a copy of the Bylaws, Chapter Operations Manual and the master plate of the organizational logos to the incoming President.
13. Utilize voucher form for expense reimbursements. The Board should approve all presidential expenditures not already specified in this manual.
14. Update and maintain an emergency phone tree inclusive of Board members and Committee Chairpersons.
15. Oversee the distribution of a Committee Willingness to Serve form during the first quarter of the calendar year.
16. Arrange for the Transitional Board Meeting prior to the One-Day Winter Membership Meeting.
17. Notify candidates of approval or disapproval before the slate is announced.
18. Evaluate annual Chapter dues.

APIC-NC

Policy Number:

1.3

Category:

President-Elect

Subject:

Responsibilities

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Policy:

1. Serve term as President-Elect for one year with automatic progression to President the following year.
2. Perform duties of President in absence or illness. Perform duties delegated by President.
3. Serve as Parliamentarian, if asked by the President, and as a voting member of the Board of Directors. Attend all Chapter Board meetings as a voting member, unless excused.
4. Comply with policies of this manual for budgets, committee members, vouchers, etc. Support and assist President, Board, and Committee Chairs with goals/objectives.
5. Coordinate with Educational Chair all educational programs:
 - a. Educational Chairperson reports to President-Elect.
6. Serve as Chairman of the Fall Conference Education Committee. (See 10-1)
 - a. Select Program Co-Chairperson as needed from the geographic locations previously designated.
 - b. Assist Co-Chairperson with speaker selection, CERP application, and meeting arrangements.
 - c. Maintain frequent communication with the President concerning status of programs or other Chapter business.
 - d. Approve program expenditures based on accepted budget.
 - e. Promptly submit documentation of personal expenses to the President using the Voucher form within three weeks of expenses.
 - f. Submit expenditure and profit records from Fall Conference to Treasurer for the following year.
7. Attend President's meeting at National APIC conference if possible, in order to facilitate the transition to the role of President.
8. Present concerns and proposals from general membership to Board for action.
9. Consult with the Nominating Committee Chairperson in selecting potential candidates for office.
10. Oversee the presentation of an appreciation gift for out-going President to be presented by the Awards Committee at the Fall Conference.
11. Provide files of current organizational activities, status reports, and other pertinent information to the incoming President-Elect.

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1.3

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**President-Elect
Responsibilities**

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12. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
13. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

Policy Number: APIC-NC
Category: 1.4
Subject: Past President
Revision Date: Responsibilities
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Policy:

1. Serves term of one year after the completion of the one-year term served as President.
2. Attend Board Meetings as a voting member, unless excused by the President.
3. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
4. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.
5. Provides coordinated transition and support to the newly elected President and all officials.
6. Supports President, officials and chapter membership with projects and development of goals by sharing long term perspectives, historical data and leadership experiences
7. Directly assists with projects as assigned by the President
8. Serve as the chair of the Teller Committee as directed by the President.

APIC-NC

Policy Number: 1.5
Category: Membership Chairperson
Subject: Responsibilities
Revision Date: 3/14/03, 9/18/05
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Policy:

1. Serve term of two years and function as a voting member of the board of Directors.
2. Attend all Board meetings unless excused.
3. Select Zone Coordinators and submit names to the Board of Directors.
4. Comply with policies of this manual for budgets, vouchers, and agenda items.
5. Submit a current report of membership activity at each scheduled meeting.
6. Maintain a current membership roster provided by APIC National including updated names, addresses, phone numbers, and FAX numbers. APIC National will send an APIC-NC membership roster to the APIC-NC Membership Chairperson.
7. Send a copy of current membership roster to Nominating Committee members, Board members, and Committee chairperson, as requested.
8. Send a copy of current membership roster annually to APIC-NC members.
9. Send a copy of current members to the Education Committee chairperson.
10. Provide an annual summary of activities and future projects to the President.
11. Carry out all correspondence relating to membership business.
12. Develop marketing strategies to potential APIC-NC membership candidates and present to the Board
13. Attend National APIC membership meeting if possible or delegate attendance to a committee member.
14. Notify Administrative Support Assistant to send a letter and certificate to honor members retiring after 10 years. Members with 20 years or more also receive a \$50 gift certificate.
15. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
16. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

APIC-NC

Policy Number: 1.6
Category: Recording Secretary
Subject: Responsibilities
Revision Date: 9/18/05
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Policy:

1. Serve term of two years and function as a voting member of the board of Directors.
2. Attend and participate in all Board and general membership meetings. Attendance is required unless excused.
3. Regular Board Meetings are held the evening before membership-at-large meetings at conferences.
4. Transition Meetings are held as soon as possible after the election of new officers.
5. Record and preserve the official minutes of all meetings, including Board and Membership Meetings. Submit to President in a timely fashion (3 weeks) minutes of the meetings for approval. Take notes and/or record meetings for transcription of minutes. Maintain tape recorder which is the property of APIC-NC. Request assistance from other Board members as necessary
6. Assist the President with typing of reports, agenda, or other written communications as necessary.
7. Maintain Chapter correspondence, reports, records, and memoranda in a permanent file to be given to the successor during the orientation period for new Board Members.
8. Provide information at the General Membership Meeting specific to motions passed at the previous Board Meeting.
9. Email, Fax, or Mail copies of typed preliminary minutes of both Board and General Membership Meetings to Board members within 3 weeks of the meeting.
10. Provide copies of the approved, detailed and confidential Board Meeting minutes at the following Board Meeting.
11. Provide copies of the previous General Membership Meeting minutes at the following General Membership meeting.
12. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
13. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

APIC-NC

Policy Number:

1.7

Category:

Board Members

Subject:

Responsibilities

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Policy:

1. Serve a term of one or two years.
2. Attend and participate in all Board and general membership meetings. Attendance is required unless excused.
3. Regular Board Meetings are held the evening before membership-at-large meetings at conferences.
4. Transition Meetings are held as soon as possible after the election of new officers.
5. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
6. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

APIC-NC

Policy Number:

1.8

Category:

Treasurer

Subject:

Responsibilities

Revision Date:

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Policy:

1. Serve term of two years after automatic progression from Treasurer-Elect position and function as a voting member of the board of Directors.
2. Attend and participate in all Board and general membership meetings. Attendance is required unless excused.
3. Regular Board Meetings are held the evening before membership-at-large meetings at conferences.
4. Transition Meetings are held as soon as possible after the election of new officers.
5. Serve as Chair of Finance Committee.
 - a. Select Finance Committee members as needed and submit names to the Board for approval
 - b. Comply with policies regarding budget and preparation of budget, vouchers, expenditures, and agenda items.
6. Maintain viable accounts.
7. Manage all sources of income and disbursements. All disbursements shall be issued in a timely manner.
8. Transfer monies to and from savings as the need dictates.
9. Reimburse at Board approved rates.
10. Provide for prompt and effective communications with Chapter officers and members, and with the assigned Regional Representative of the APIC National Finance Committee.
11. Provide continuous supervision of the Chapter's financial status. Manage and maintain accurate records of all financial matters and report this information at the Board and General Membership Meetings.
12. Present income, disbursement and balance figures at each Chapter meeting as noted above. A written report of these figures is filed with the meeting minutes.
13. Comply with Federal and State reporting requirements.

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Policy Number:

1.8

Category:

Treasurer

Subject:

Responsibilities

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14. Attend annual National APIC Treasurer's meeting and report back pertinent information to membership. APIC-NC will pay APIC (National) conference or airfare (which ever is greater).
15. Establish Accounts
 - a. Checking
 - b. Savings
 - c. Other accounts that are Board approved such as money market, stocks/bonds, and Special interest accounts.
16. Maintain Accounts
 - a. Inspect each check for accuracy.
 - b. Insure that requests for disbursements are submitted on the proper form with required receipts attached, and the amount is within that committee's budget.
 - c. Enter disbursements in financial transaction log.
 - d. Balance accounts each month according to bank statements.
17. Complete quarterly reports (Refer to Chapter Treasurer's manual)
 - a. Using the instruction and the financial transaction log, complete the quarterly Chapter Financial Report. Quarters end 3/31, 6/30, 9/30, and 12/31.
 - b. Complete quarterly reports by the 3rd week of the following month each quarter and forward to the Finance Committee for Review.
 - c. Send copies of quarterly reports to the APIC-NC President, Board Members, and the National APIC Finance Committee Regional Representative.
 - d. Email and/or mail the report to the Regional Representative by May 01, August 01, November 01, and February 01.
18. Continuously assess the Chapter's financial status by reviewing expenditures and comparing with budgeted allowances. When anticipated expenditures or vouchers exceed committee's approved budget, notify the President to decide if Board action is necessary.
19. Insure proper auditing of financial records.
20. Prepare a budget by comparing expenses of previous year(s) with current year-to-date expenses. Solicit estimated income/expenditures from Board Members, Committee Chairpersons, the Newsletter Editor, and other Chapter members who may use chapter funds. Develop proposed budget for review and approval by the Board no later than October 1. Submit approved budget amount with the third quarter report.

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Policy Number: 1.8
Category: Treasurer
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21. Send Board Members and Committee Chairpersons a copy of approved budget for the upcoming year by January 31 or Transition Meeting.
22. Serve on the Program Committee. Consult with Program Chairperson and Education Chairperson regarding their budgets, including speaker and food, registration and/or displays, and any other expenses at least 30 days prior to program dates.
23. Serve on Program Committee as conference treasurer: process registration, maintain registration roster, and disburse funds. These same duties are performed for Education Program except serving on the Education Committee.
24. Provide speaker with honoraria immediately after the presentation.
25. Apply for reimbursement of NC Sales Tax bi-annually (June and December).
26. Maintain all vouchers in numerical order by year with receipts attached.
27. Maintain APIC-National Treasurers' manual and APIC-NC Treasurers' Notebook in an up-to-date manner to facilitate transfer of duties to incoming treasurer.
28. Educational Conference combined with another Chapter – the Chapter hosting the conference will maintain the conference account and the Chapter Treasurer will become the Conference Treasurer.
29. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
30. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

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1.9
Treasurer Elect
Responsibilities
9/18/05

Policy:

1. Serve a term of two years.
2. Attend and participate in all Board and general membership meetings. Attendance is required unless excused.
3. Regular Board Meetings are held the evening before membership-at-large meetings at conferences.
4. Transition Meetings are held as soon as possible after the election of new officers.
5. Prepare to assume the office of Treasurer.
6. Assist with the duties of the Treasurer.
7. Fill the office of the Treasurer should that office become vacant and subsequently fill the office of the Treasurer for a regular term as is entitled with Treasurer Elect.
8. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
9. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

APIC-NC

Policy Number: 1-10
Category: Ad Hoc Member
Subject: Responsibilities
Revision Date: 9/18/05
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Policy:

1. A representative from the Statewide Program for Infection Control and Epidemiology (SPICE) will continually serve on the Board of APIC-NC as an Ad Hoc member.
2. Attend and participate in all Board and General Membership meetings. Attend Board meetings as a non-voting member.
3. Regular Board Meetings are held the evening before membership-at-large meetings at conferences.
4. Transition Meetings are held as soon as possible after the election of new officers.
5. Provide direction to the Board regarding activities being planned pertaining to the business of APIC-NC.
6. Provide consultation to the board regarding administrative policies being established or reviewed.
7. Assume management of specific projects in the area of personal expertise and interest as directed.
8. Communicate new developments, research findings, and legislative updates through newsletter format and formal reports on a regular basis.
9. Review committee reports and assist in problem solving activities to determine actions to be taken.
10. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
11. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging will be covered if traveling exceeds 150 miles. Meals will be covered as necessary.

APIC-NC

Policy Number: 1.11
Category: Nominating Committee Chairperson
Subject: Responsibilities
Revision Date: 9/18/05
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Policy:

1. Serve a term of one year. The President appoints this position from those members serving their second year on the Nominating Committee.
2. Provide *Willingness to Serve* forms to the Membership at all meetings that include their consent to serve.
3. Coordinate activities to petition membership to fill vacancies of elected positions, officers and committee chairpersons.
 - a. Inform Newsletter Editor of elected positions to be filled and provide a *Willingness to Serve* form to any interested candidate.
 - b. Solicit 2 or 3 persons for each position to fill vacancies for elected positions.
 - c. Verify with each candidate their willingness to serve.
 - d. Submit candidates for Board approval 3 – 4 weeks prior to Ballot mailing.
 - e. Notify candidates of approval or disapproval before the slate is announced.
 - f. Present approved candidates in Ballot form for Membership to vote.
4. Screen potential candidates for:
 - a. Listing on current APIC membership roster (indicating dues have been paid).
 - b. Elimination of possible conflicting roles (i.e. can not serve two offices at the same time).
 - c. Ability to serve full term (i.e. three year commitment for President-Elect, and two year commitment for others such as Recording Secretary etc.)
5. Provide a report to the President of Committee activities and any proposals for change.
6. **Ballot:**
 - a. Obtain a one-paragraph description of the candidate's infection control experience/background and philosophy about the specialty.
 - b. Ask the candidates to send a photograph for the ballot.
 - c. Type approved ballot with a paragraph about each candidate including a photograph of candidates if possible.
 - d. Send ballot to each current APIC member
 - e. Designate address (Chairperson or member of the Teller Committee) to which the ballot will be returned.
 - f. Announce ballot results to the APIC-NC Membership at the Fall Conference General Membership meeting.

APIC-NC

Policy Number:

1.11

Category:

Nominating Committee Chairperson

Subject:

Responsibilities

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7. Oversee the distribution of the *Officer Willingness to Serve* form during the first quarter of the calendar year.
8. Cannot serve on the Teller Committee.
9. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.