

APIC-NC

Policy Number: 10-1
Category: Fall Conference
Subject: Chairperson Responsibilities
Chairperson: President-Elect
Revision Date: 9/18/05
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Policy:

1. Serve a term of one year. This position is the President-Elect.
2. Attend and participate in all Board and general membership meetings. Attendance is required unless excused. Be prepared to attend and report at the Board meetings
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. Obtain supervisory/administrative permission to host a three-day Fall Educational Program.
6. Select Program Committee members in accordance with policy and submit names to the Board for approval
7. Assign Program Committee responsibilities among the members.
 - a. Finance/Budget – Treasurer
 - b. Registration – Treasurer
 - c. Exhibitors
 - d. Mailing/Communication
 - e. Continuing Education Credits
 - f. Hotels/Meals/Entertainment
 - g. Speaker Arrangements
 - h. Handouts/Program Packets
 - i. Brochures
 - j. Publicity
8. Present a report to the Board at the Winter meeting which includes the following:
 - a. Proposed dates
 - b. Proposed hotel or location
 - c. Proposed budget
 - d. A list of tentative topics and possible speakers

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9. Develop a time line with Program committee to achieve necessary tasks including, but not limited to:
 - a. Program content
 - b. Speaker selection
 - c. Vender recruitment
 - d. Registration deadlines
 - e. Brochure preparation
 - f. Brochure mailing (minimum 60 days prior to conference)
 - g. CEU application
 - h. Conference evaluation
 - i. Reference: National APIC Program Outline (notebook available)
10. Schedule and hold committee meetings to achieve the time line determined by the committee.
11. Submit follow-up reports to the Board.
12. Coordinate all on-site conference activities.
13. Report Board decisions back to the committee members as soon as possible.
14. Reserve necessary rooms for meetings; inquire about food costs, menus, and ordering deadlines. Ascertain payment options by sponsoring facility. Negotiate with sponsoring facility concerning discounts, room rates, and other items.
15. Select theme or general topic for educational session.
 - a. Use local speakers to provide instruction specific to infection control topics.
 - b. Give speakers direction as to educational needs and curriculum objectives, as well as preventing duplication of material.
 - c. Ask speakers to volunteer this professional service if possible.
 - d. Vender support is permitted for speakers.
 - e. Honoraria may be negotiated
16. Acknowledge vender sponsorship on the program and permit a display of products/materials if they desire. If vendors display products, the participants should be encouraged to visit the display at a designated time for these displays.

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17. Present a proposed budget and program objectives. The budget and objectives should then be finalized and submitted for Board approval.
18. Provide Newsletter Editor with information concerning the educational program at least 90 days prior to meeting date. The notice should include:
 - a. Meeting date and location (include map, meeting room numbers, names and directions, and parking area)
 - b. Times and locations of:
 - i. Board Meeting
 - ii. Educational meetings
 - iii. General business meeting
 - c. Topics and speakers
 - d. Locations and phone numbers of nearby hotels for making reservations
 - e. List any happenings of possible interest to attendees, ie local fairs, craft shows, etc
 - f. Name, address, and phone number of contact person for meeting reservations, general information and emergency contact on meeting day
 - g. Decide on deadline so food provisions and seating arrangements can be finalized.
19. Make final arrangements for speakers. Obtain curriculum vitae information and inquire as to audiovisual needs. Copy handouts and program schedule and place in notebooks for each participant
20. Double check room arrangements and verify number of attendees by reservation list for the food and beverages. Provide beverages and light snacks for both the Board meeting room and program meeting room.
21. Prepare program schedule for the day's activities, including:
 - a. Meeting rooms, locations and times
 - b. Speaker names, topics and times
 - c. Any sponsor acknowledgement
 - d. Lunch location and time
 - e. Host's name and moderator's name (if different from host)
22. Provide directional signs in the facility and place these on the night before the meeting (or one hour before Board meeting time on the day of the program), so all

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attendees can find meeting rooms. Alert personnel at visitor's entrance to provide verbal directions as needed to assist participants.

23. Take nametags, markers, sign-up sheet, and folders to the program area the morning of the program. Check on food and beverage delivery to program areas.
24. Comply with APIC policy regarding expenditures, preparation of budget and agenda items, etc.
25. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
26. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

APIC-NC

Policy Number: 10-2
Category: Fall Conference
Subject: Program Committee Responsibilities
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Policy:

1. Serve a term of one year after selection by the Fall Conference Committee Chair and Board approval.
2. Plan to attend all scheduled planning and work sessions of the Committee.
3. Volunteer for responsibilities in areas of interest and expertise.
4. Complete assignments by target dates.
5. Notify the Chair of situations needing additional assistance or the input of the entire Committee.
6. Maintain copies of correspondence, memoranda, contracts, curriculum objectives, and reports until the end of the conference.
7. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
8. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

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Policy Number: 10-3
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Subject: One Day Meeting
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Policy:

1. The Chair will serve a term of one year. The position is appointed by the President
2. Attend and participate in all general membership meetings. The President may ask the Chair to attend the Board meetings.
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. Select committee members and submit names to the Board of Directors for approval.
6. Obtain supervisory/administrative permission to host a one-day APIC-NC educational meeting at facility of employment or other local facility providing the following:
 - a. Meeting accommodations for the size of the membership participants
Classroom or lecture style seating is acceptable
 - b. Separate meeting room for Board meeting
 - c. Food and beverages for breaks and lunch; lunch needs to be located in an area to facilitate the conduction of the business meeting.
 - d. Parking for attendees
 - e. Nearby overnight accommodations for those that come long distance
 - f. Inquire about available discounts for hospital business and get phone numbers for reservations and room rates
7. Assign Committee responsibilities among the members.
8. Present a report to the Board which includes the following:
 - a. Proposed dates, hotel or location
 - b. Proposed budget
 - c. A list of tentative topics and possible speakers
9. Develop a time line with Committee to achieve necessary tasks including, but not limited to:
 - a. Program content
 - b. Speaker selection

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- c. Registration deadlines
 - d. Brochure preparation
 - e. Brochure mailing
 - f. CEU application
 - g. Conference evaluation
 - h. Reference: National APIC Program Outline (notebook available)
10. Schedule and hold committee meetings to achieve the time line determined by the committee.
11. Coordinate all on-site conference activities.
12. Reserve necessary rooms for meetings; inquire about food costs, menus, and ordering deadlines. Ascertain payment options by sponsoring facility. Negotiate with sponsoring facility concerning discounts, room rates, and other items.
13. Select theme or general topic for educational session.
- a. Use local speakers to provide instruction specific to infection control topics.
 - b. Give speakers direction as to educational needs and curriculum objectives, as well as preventing duplication of material.
 - c. Ask speakers to volunteer this professional service if possible.
 - d. Vender support is permitted for speakers.
 - e. Honoraria may be negotiated
14. Provide Newsletter Editor with information concerning the educational program at least 60 days prior to meeting date. The notice should include:
- a. Meeting date and location (include map, meeting room numbers, names and directions, and parking area)
 - b. Times and locations of:
 - i. Board Meeting
 - ii. Educational sessions
 - iii. General business meeting
 - c. Topics and speakers
 - d. Locations and phone numbers of nearby hotels for making reservations
 - e. Name, address, and phone number of contact person for meeting reservations, general information and emergency contact on meeting day
 - f. Decide on deadline so food provisions and seating arrangements can be finalized.

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15. Make final arrangements for speakers. Obtain curriculum vitae information and inquire as to audiovisual needs. Copy handouts and program schedule and place in notebooks for each participant
16. Verify number of attendees by reservation list for the food and beverages. Provide beverages and light snacks for both the Board meeting room and program meeting room.
17. Provide directional signs in the facility and place these on the night before the meeting (or one hour before Board meeting time on the day of the program), so all Attendees can find meeting rooms. Alert personnel at visitor's entrance to provide verbal directions as needed to assist participants.
18. Take nametags, markers, sign-up sheet, and folders to the program area the morning of the program. Check on food and beverage delivery to program areas.
19. Comply with APIC policy regarding expenditures, preparation of budget and agenda items, etc.
20. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
21. Travel over 25 miles roundtrip, will be reimbursed at the current state rate. Lodging may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.