

APIC-NC

Policy Number: 12.1
Category: Government Affairs Committee
Subject: Chairperson Responsibilities
Revision Date: 9/18/05
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Policy:

1. Serve a term of one year. This 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 Government Affairs Committee members and submit names to the Board of Directors for approval.
6. Use and maintain the Government Affairs Committee Manual, provided by National as a reference.
7. Interface with APIC National Government Affairs Committee (GAC).
8. Develop and maintain the Legislative Alert Tree
9. Communicate government affair matters to the Board and to the membership in a timely fashion.
10. Attend or appoint an alternate to attend the GAC meeting held at the APIC National Conference
11. Comply with 20-1 of this manual for budgets, vouchers, and agenda items.
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 may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.

APIC-NC

Policy Number:

12-2

Category

Government Affairs Committee

Subject:

Committee Responsibilities

Revision Date

9/18/05

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Policy:

1. Assist Chair in the review of current bylaws annually and submit recommendations for amendments to the board as needed.
2. Assist in the preparation of proposed amendments to the membership to be completed 30 days prior to voting on the same.
3. Submit all membership approved amendments of the current Bylaws to the National Bylaws Committee representative as is outlined in the handbook of the Bylaws Committee.
4. Report to the Board and membership the approval or denial of proposed changes from National.
5. Maintain copies of the approved amended Bylaws available for all members.
6. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
7. 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.