

APIC-NC

Policy Number: 13.1
Category: Zone Membership Committee
Subject: Chairperson (Membership Secretary) Responsibilities
Revision Date: 9/18/05
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Policy:

1. The Chair is the Membership Secretary and is an elected position. This position is a voting member of the board of Directors.
2. Attend all Board meetings 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. Select Zone Coordinators and submit names to the Board of Directors.
6. Assist in APIC-NC membership promotion.
7. Develop goals and objectives regarding promotion of membership.
8. Develop, review, update, and assist in the implementation of membership policies.
9. Develop communication link with new members.
10. Serve as communication link with geographic networking groups (Zones).
11. Each membership zone will have an amount of money allocated by the chapter each year in the budget.
12. Criteria for use of these monies include that which assists the zone in planning their meetings. Examples include food, room rental, speakers, brochures, mailing expense, teleconferences, and local seminars. The Board must approve any other type of use.
13. The Zone Coordinators should contact the Membership Secretary when money is requested and complete an APIC-NC voucher form. The form should be sent to the Membership Secretary for his/her signature. The Membership Secretary will forward the voucher to the Treasurer who will reimburse the Zone Coordinator for the approved expenses.

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14. Each zone may request up to \$250 annually from APIC-NC for educational purposes for Zone Membership. Additional funds may be available after September 1 if unused by other Zones.

15. Comply with policies of this manual for budgets, vouchers, and agenda items.

16. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.

17. 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: 13-2
Category: Zone Membership Committee
Subject: Committee (Zone Coordinator) Responsibilities
Revision Date: 9/18/05
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Policy:

1. Assist Chair in APIC-NC membership promotion.
2. Assist Chair in developing goals and objectives regarding promotion of membership.
3. Develop communication link with new members.
4. Serve as communication link with geographic networking groups (Zones).
5. Each membership zone will have an amount of money allocated by the chapter each year in the budget.
6. Conduct Zone meetings at least three or four times per year
7. Criteria for use of these monies include that which assists the zone in planning their meetings. Examples include food, room rental, speakers, brochures, mailing expense, teleconferences, and local seminars. The Board must approve any other type of use.
8. Each Zone Coordinator should contact the Membership Secretary when money is requested and complete an APIC-NC voucher form. The form should be sent to the Membership Secretary for his/her signature. The Membership Secretary will forward the voucher to the Treasurer who will reimburse the Zone Coordinator for the approved expenses.
9. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements.
10. 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.