

## APIC-NC

**Policy Number:** 2.1  
**Category:** Committees – General Policies for Standing, Special or Appointed  
**Subject:** Responsibilities  
**Revision Date:** 9/18/05  
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### **Policy:**

1. Serve a term of one year except when noted otherwise in the APIC-NC Bylaws or Operations manual. All committee members shall be listed as chapter members on the current membership list, and active members of APIC-NC. Committee chairpersons should submit their proposed members names for approval by the Board of Directors.
2. Attend Board meetings if directed by the President as a non-voting member unless directed by the President.
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. Committee Chairpersons develop goals and objectives in coordination with Board and previous Chairpersons.
6. Two months prior to the Fall APIC-NC meeting, incumbent committee chairpersons prepare and submit a budget for that committee to the Treasurer for the following year. The Finance Committee and/or Treasurer may also request budget proposals of Committee Chairs at other times. Incoming Committee Chairs receive a copy of their committee's approved budget for the year by January 31 of that year.
7. Plan expenditures according to the approved budget. The president and appropriate Committee Chairperson are notified if expenditures exceed approved Committee budget.
8. Submit documentation of expenses on Voucher form to the President within 30 days of expenditure. Utilize voucher form for expense reimbursements. The Chair of a committee approves Committee member expenses provided they are within the budget and are deemed a legitimate expense. The Chairperson signs the approved expense vouchers and submits them to the Treasurer for reimbursement. Unapproved or over-budget expenditures are reimbursed at the discretion of the Board.
9. Vouchers are submitted for travel over 25 miles roundtrip and are reimbursed at the current state rate. Meals may be covered as necessary.
  - a. Vouchers which are for expenses of Committee Chairperson must be approved by the President prior to forwarding the form to the Treasurer for reimbursement.
  - b.

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- c. Retain copies of submitted expense vouchers and receipts for committee expenses. These should be used by the incumbent chairperson to plan the committee's budget for the next year.
  - d. Non-budgeted expenditures for budget overages that exceed \$50 or 20% of the committee's budget (whichever is least) require a Board petition for payment. When such overages are anticipated, the committee chairperson should request a budget revision from the President and Board prior to the expenditure being made.
  - e. If long distance phone calls for committee business require reimbursement to a facility or committee member, submit a copy of phone statement with the voucher.
  - f. Conduct committee business via email, mail or phone as much as possible to limit costs associated with travel. When meetings are held, they should be planned and conducted to achieve optimum utilization of time and expense.
10. Comply with National APIC Bylaws and APIC-NC Bylaws
11. Agenda items and committee reports should be submitted to the President one month before scheduled meeting dates. Refer to Phone Tree for reporting.
12. Provide written feedback to Board/President regarding needs of APIC-NC members.