

APIC-NC

Policy Number:

9-1

Category

Historical Committee

Subject:

Chairperson Responsibilities

Revision Date

9/18/05

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Policy:

1. 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. 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 may be covered if traveling exceeds 150 miles. Meals may be covered as necessary.
7. Select committee members and submit names to the Board of Directors for approval.
8. Assemble brochures, photographs and other information for Chapter history.
9. Use oral and written communication for solicitation of donation memorabilia.
10. Provide Chapter history for display at Fall Educational Conference.
11. Maintain APIC-NC banner and display it at Chapter meetings
12. Assist Awards Committee Chair with assembling of materials for Chapter Excellence or other applications, if directed by the Board.
13. Provide written summary of accomplishments and projections to the President as directed by the President and at the end of the term.
14. At the end of each calendar year, submit all historical data for permanent archives.
15. Provide an annual summary of historical events

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16. Maintain and update annually a listing of:

- a. Past Presidents
- b. Chapter Excellence Award Dates
- c. Practitioner of the Year Name and Dates
- d. Great 100 Participants Name and Dates

APIC-NC

Policy Number:

9-2

Category

Historical Committee

Subject:

Committee Responsibilities

Revision Date

9/18/05

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Policy:

1. Serve a term of one year after selection by the Historical Committee Chair and Board approval.
2. Submit documentation of expenses on Voucher form to the Committee Chair within 30 days of expenditure. Utilize voucher form for expense reimbursements.
3. 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.
4. Assist the chair as requested with meeting summaries, assembling scrapbook materials, taking pictures, and displaying or maintaining scrapbooks.
5. Provide written summary of accomplishments and projections to the President as directed and at the end of the term.