



Job Description

Job Description: Appointed Representatives of APIC Minnesota

Effective Date: May 2009

Approved by: APIC-MN Board of Directors

Review/Revise Date:

As deemed necessary and appropriate, the APIC MN Board may choose to appoint a representative to an advisory group, task force or panel to serve on behalf of APIC MN.

1. General Description

- Members may either be nominated for an appointment or may self-nominate
- Appointments are made by the chapter president and are approved by the APIC MN board of directors
- Complete a conflict of interest statement at the time of appointment /election and update this document during the year if there are changes in status
- Complete a contact information sheet to be included in the News and Views and on the chapter website
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN, but rather is a personal opinion
- Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for the News and Views at least once during the year relative to activities. This is to include an annual summary report
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings if requested
- Review this job description and provide revision suggestions to board liaison.

2. Specifics of Job

- Responsible to the APIC MN Board of Directors
- Term of appointment:
 - One year
 - Term is for the calendar year
 - Appointments are made on an annual basis and are renewable
 - No term limits
 - The APIC MN board may make changes to appointments at any time
- Qualifications:
 - Must be a current active member of APIC Minnesota
 - Consideration for appointment is given to experience and expertise
- The appointed representative will serve on behalf of APIC MN
- The appointed representative will represent the mission, vision, principles and beliefs of APIC MN while serving in the appointed role



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- Each appointed representative will have a designated board liaison
- If a representative is unable to continue in the appointed role for any reason, they must notify their board liaison

3. **Liaison Expectations to Committee and Appointed Representatives**

The board is to provide vision, guidance, and policy to ensure committees and members representing APICMN comply with the direction from the board. This is a summary of the Board members role as liaison to the committee(s) and or Appointed Representative they are aligned with.

Mission – to maintain a line of communication between the committee and the board

- Make sure their pursuits are consistent with APICMN mission and policies
- Verify that you are the contact person with the board
- Check monthly to know what their projects, priorities and needs are

Share information from board to committee chairs

Include policies, funding, spending and vision

Share information from committee with board monthly

Annually request that the committee chair attend a board meeting and present a brief update (see BOD document: Committee Report to the Board Schedule) to include the committee concerns, needs, help and guidance

Expense Vouchers

- Co-sign expense vouchers that they may have before it goes to treasurer
- Board members should have vouchers signed by president elect, president or past president for their own expenses.
- Provide guidance on how the Chapter finance methods are maintained: vouchers are a standard method used nationally for bookkeeping purposes and provide a consistent method of tracking expenses and assist in documentation when audits occur
- APIC-MN has a history of annual audits to ensure we maintain our non-profit, tax exempt status
- Expenses should be what are budgeted for. If expense is greater than what is budgeted, approval is required by the Board or liaison. If there are minor deviations, board liaison may approve using their discretion. Larger deviations require board approval