Job Description: Chair of the APIC MN Education Committee
Effective Date: 12/2013
Approved by: APIC MN Board of Directors
Review/Revise Date: 5/2017

1. General Description
   a. Responsible to the APIC MN Board of Directors. (See APIC MN organizational chart for board liaison).
   b. Qualifications:
      i. Must be a current active member of APIC Minnesota
      ii. Consideration for appointment is given to experience and expertise
   c. The committee chair will represent the mission, vision, principles and beliefs of APIC MN while serving in this role
      i. Committee chairs 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
      ii. Committee chairs 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
   d. 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
   e. Submit your contact information to Secretary to be included in the APIC MN Board, Committee Chairs & Appointed Representatives Document
   f. Communicate any questions, concerns or conflicts of interest that arise while serving in this role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary.
   g. Submit an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
   h. Give a verbal report during chapter business meetings as desired/necessary
   i. Provide a verbal report at board meetings when requested
   j. Review job description annually and update as needed
   k. Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee’s Board liaison with a copy of these changes.
   l. Receives completed Willingness to Serve forms for membership to the committee from Best Meetings, Inc (BMI). Reviews form, contacts the volunteer, acknowledging their willingness to serve, and offers a position on the committee as available. If there is no opening on the committee at the time, offers to hold their name until a space becomes available.
2. Committee Description
   Direct and coordinate committee planning of the educational agenda for the regular scheduled meetings, coordinate with 3M liaison for 3M Educational Day and plan and coordinate annual holiday luncheon in December.

3. Job Description
   a. Select topics, considering input from post-meeting evaluations
      i. Include education on emerging pathogens in at least one meeting per year (see Emerging Infections Program grant conditions)
   b. Select & contact speaker(s)
   c. Partner with the BOD to obtain individuals to do a research article review at each of the regularly scheduled meetings
   d. Collaborate with speaker to formulate objectives and contact hour
   e. Confirm expectation for honoraria payment to speakers ($350 standard honorarium for 1 hr presenter, $50 for 15 min research article reviewer, anything in excess must have BOD approval), conflicts of interest and documentation for IRS. Obtain SS# or the employer identification number to speakers whose fees are > $600.00 (annually). Speakers who are paid > $600.00 (annually) must sign IRS W-9 form. It can be printed/downloaded from this website. [http://www.irs.gov/pub/irs-fill/fw9.pdf](http://www.irs.gov/pub/irs-fill/fw9.pdf). Form should be collected BEFORE the course, and before the speaker receives their check. Refer to Policy #17 Speaker Funding and Conflict of Interest for additional information.
   f. Send meeting agenda notice to the Communications Director for News and Views publication and to the website prior to meeting.
   g. Create/revise forms as needed
      i. Meeting schedule
      ii. Attendance roster
      iii. CEU form
      iv. Evaluation (e.g. survey monkey)
   h. Facilitate APIC MN meetings
      i. Register members and provide name tags (Ecolab does this)
      ii. Provide members with means to evaluate meeting (e.g. survey monkey)
      iii. Facilitate process whereby member share experience and ideas (e.g. Share Session)
      iv. Submit notes from monthly membership Share Session to the Communications Director for publication in News & Views
   i. As able, compile results of evaluations
   j. Provide speaker with thank-you note and if available, summary of evaluations
   k. Provide year-end report to Board, and to the Communications Director for January News & Views
   l. Serve as liaison to the 3M representative planning and coordinating the Annual 3M Education Day
m. Plan and coordinate the annual Holiday Luncheon
n. Maintain a working relationship with the Vice President (Board Liaison)
   i. Obtain Vice President approval for unbudgeted expenses.
o. Submit to Treasurer expense vouchers for honoraria, handouts and other expenses
p. Maintain records of Education Committee activities for two years, including:
   i. Attendance rosters
   ii. Speaker’s biographical information
   iii. Conflict of interest statements
   iv. Summary of evaluations (e.g. Survey Monkey)
   v. Suggestions for future topics
   vi. Annual report
   vii. Education committee meeting minutes
q. Coordinate transfer of incoming Education Committee Chair
   i. Assist in planning first two meeting of the year
r. Attend APIC National conference the second year of term
s. Include this monthly action checklist:

   Monthly Action Checklist

<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Jan</td>
<td>Regular meeting</td>
<td>Provide (2) one hour education sessions</td>
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<tr>
<td></td>
<td></td>
<td>Provide (1) 15 min. research article review</td>
</tr>
<tr>
<td>Feb</td>
<td>Board meeting only</td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>Regular meeting</td>
<td>Provide (2) one hour education sessions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide (1) 15 min. research article review</td>
</tr>
<tr>
<td>Apr</td>
<td>Regular meeting</td>
<td>Provide (2) one hour education sessions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide (1) 15 min. research article review</td>
</tr>
<tr>
<td>May</td>
<td>Regular meeting</td>
<td>Provide (2) one hour education sessions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide (1) 15 min. research article review</td>
</tr>
<tr>
<td>June</td>
<td>National APIC</td>
<td></td>
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<tr>
<td>July</td>
<td>Board meeting only</td>
<td></td>
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<tr>
<td>Aug</td>
<td>3M Education Day</td>
<td>Coordinate with 3M Liaison</td>
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<tr>
<td></td>
<td></td>
<td>(no research article review)</td>
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<tr>
<td>Sept</td>
<td>MN APIC Fall Conference</td>
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<tr>
<td>Oct</td>
<td>Board meeting only</td>
<td></td>
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<tr>
<td>Nov</td>
<td>Regular meeting</td>
<td>Provide (2) one hour education sessions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide (1) 15 min. research article review</td>
</tr>
<tr>
<td>Dec</td>
<td>Holiday Luncheon</td>
<td>Plan &amp; coordinate luncheon</td>
</tr>
<tr>
<td></td>
<td>Review job description and send</td>
<td></td>
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<td></td>
<td>changes to BOD liaison</td>
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</tbody>
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4. **Committee member responsibilities**
   a. Committee members will share responsibilities in facilitating monthly Education Sessions (i.e., Minutes, keeping time, etc).

5. **Liaison Expectations to Committee and Appointed Representatives**
   a. Keep consistent, open, and ongoing communication with Education Liaison. The board is to provide vision, guidance, and policy to ensure committees and members representing APIC MN 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.
   b. **Mission** – to maintain a line of communication between the committee and the board
      i. Make sure their pursuits are consistent with APIC MN mission and policies
      ii. Verify that you are the contact person with the board
      iii. Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.
   c. **Share information from board to committee chairs**
      i. Include policies, funding, spending and vision
   d. **Share information from committee with board monthly**
      i. 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
   e. **Expense Vouchers**
      i. Co-sign expense vouchers that they may have before it goes to treasurer
      ii. 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
      iii. APIC MN has a history of annual audits to ensure we maintain our non-profit, tax exempt status
      iv. 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

6. **Process for email communication with BMI**
   a. Email subject line must read: APIC MN ______ Committee: _______ (minimum number of additional words needed)
   b. CC: emails as follows:
      i. For emails sent to Jim Louis: cc: Deanna Merdink & Barb Louis
      ii. For emails sent to Deanna Merdink: cc Jim Louis & Barb Louis
      iii. For emails sent to Barb Louis: cc Jim Louis & Deanna Merdink
      iv. For emails sent to other BMI staff: cc Barb Louis and Jim Louis
v. E-mails of the above mentioned BMI staff:
   1. Jim Louis: jim@bestmeetings.com
   2. Deanna Merdink: deanna@bestmeetings.com
   3. Barb Louis: barb@bestmeetings.com

   c. If you have sent more than three emails and your business matter is not resolved, contact
      the BMI staff person you are working with by phone to discuss the issue. BMI’s phone
      number is 952-858-8875 / 800-958-8875.