

APIC-MN
Education Committee Chair

The Education Committee chair is first vice-chair for one year prior to becoming Committee chair.

- I. Select committee members
 - a. Assure diversity and representation of the membership
 - b. Invite members expressing interest in joining the committee
 - c. Present committee roster to the Board approval at the first meeting of the year
- II. Direct and coordinate committee planning of the educational agenda for the regular scheduled meetings; includes:
 - a. Select topics, considering input from meeting evaluation forms
 - 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. Collaborate with speaker to formulate objectives and contact hours
 - d. Clarify expectation for honoraria payment to speakers, conflicts of interest and documentation for IRS (see APIC-MN speaker honorarium policy#18). Obtain SS# or the employer identification number of speakers whose fees are > \$350.00. Speakers who are paid >\$350.00 must sign IRS W-9 form. It can be printed/downloaded from this web site.<http://www.irs.gov/pub/irs-fill/fw9.pdf>. Form should be collected BEFORE the course, and before the speaker receives their check.
 - e. Send meeting agenda notice to News & Views editor for publication prior to meeting
 - f. Create/revise forms as needed
 - i. Meeting schedule
 - ii. Attendance roster
 - iii. CEU form
 - iv. Evaluation form
 - g. Copy handouts
 - h. Facilitate APIC-MN meetings
 - i. Register members and provide name tags
 - ii. Provide members with means to evaluate meeting
 - iii. Collection of meeting attendance fees for non-members (\$10.00). Forward fees to treasurer
 - iv. Facilitate process whereby members share experiences and ideas (e.g. Share Session)
 - v. Submit notes from monthly membership Share Session to News & Views editor
 - i. Compile results of evaluations
 - j. Provide speaker with thank-you note and summary of evaluations
- III. Provide year-end report to Board, and to newsletter editor for January News & Views

- IV. Direct and coordinate committee planning of the educational agenda for the videoconference meeting(s) which will occur at a frequency determined by the Board.
- V. Serve as liaison to the 3M representative planning and coordinating the annual 3M conference
- VI. Work with education committee to plan and coordinate annual Holiday Luncheon

- VII. Maintain working relationship with the Vice President (Board liaison).
 - a. Obtain Vice President approval for unbudgeted expenses
- VIII. Submit to Treasurer expense vouchers for honoraria, handouts and other expenses.
- IX. Maintain records of Education Committee activities for two years, including:
 - a. Attendance rosters
 - b. Speaker's biographical information
 - c. Conflict of interest statements
 - d. Evaluation summary
 - e. Suggestions for future topics
 - f. Annual report
 - g. Education committee meeting minutes
- X. Coordinate transfer of incoming Education Committee Chair
 - a. Assist in planning first two meetings of the year
- XI. Attend APIC National conference the first year of term

Written 8/2001

Revised 6/02, 5/03, 8/04, 11/06, 10/07, 09/09