



Job Description

Job Description: International Committee Chair

Effective Date: 3/1997

Approved by: APIC-MN Board of Directors

**Last Review/Revise
Date:** 11/2010

1. General Description

- 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
- 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 as requested
- Expenses should be what are budgeted for. If expense is greater than what is budgeted, approval is required by the Board or liaison.
- Review, at least annually, the APIC MN website for content pertaining to International Committee. Submit changes to individual responsible for website updates.

2. Specifics of Job

- This position is appointed. It does not have term limits.
- Set agenda for meetings of International Committee.
- Chair meetings. Meetings are held on the day of APIC MN meetings. The time varies according to the schedules of the members. Schedule phone conference calls for committee members in months when chapter doesn't meet.
- Appoints a recorder for minutes/ sends out minutes to members
- Initiates discussion on goals for the year and a strategic plan that coalesces with the chapter strategic plan.
- Initiates discussions on committee budget with input from all members. Finalizes budget and submits to Board.
- Encourages chapter members to join this committee.
- Ensures that there will be speakers on international topics for the APIC MN educational meeting designated for international committee (meeting held early in the year).
- Encourages members to write articles related to international activities for the *News and Views*.



Job Description

- Serves as a liaison to the infection control community when volunteers are needed for international speaking, to attend meetings or to provide hosting for international visitors with an interest in infection control.
- Maintains an awareness of work at the National (APIC) level, international level (IFIC), and maintains a relationship with our sister chapter (HAPIC) in Hungary.

3. Monthly Action Checklist

Month	Action	Comments
January	Committee meeting – discuss goals for the year in committee	
February	Continue to discuss goals for year	Goals will direct our work during the year. Projects/goals vary year to year.
March	Committee meets when APIC MN meets. If no meeting a telephone conference call may be held.	
April		
May		
June	Hold a conference call(s) over the summer.	Utilize members with conference call capabilities at their work sites.
July		
August	Committee meets at 3M (either before meeting or at lunch)	
September	Begin Budget Process Hold meeting sometime during the Fall Conference	Quite often it is Monday afternoon after the Chapter business meeting
October	Ongoing Budget discussions Discuss speakers for speakers for general member ship meeting early next year. Collaborate with Ed. Committee chair to determine dates (usually January)	International Committee provides speakers for two 60 minute sessions (education and practical or two education)
November	Secure speakers for general member ship meeting early next year. Give Budget to Board Liaison Attend APIC MN Board meeting	
December	Budget approved Submit annual report for January News & Views	