



Job Description

Job Description: President
Effective Date: 12/1991
Approved by: APIC-MN Board of Directors
Review/Revise Date: 11/2011

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
- 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 designated board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for 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 when requested
- 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.

2. Specifics of Job

- A. Term of Office: 1 Year
- B. Act as official representative of APIC-Minnesota.
 - Communicate the opinions of APIC-Minnesota membership to National APIC office as necessary.
 - Communicate with National Office and legal counsel as necessary.
 - Communicate highlights of the National Board of Directors meeting to the Board and the general membership. Contact National Board liaison regarding any questions or concerns raised by APIC-MN members.
 - Represent APIC-Minnesota at the National Conference. Assign APIC-MN conference attendees to cover National APIC committee meetings.
 - Coordinate business, projects, and communications of APIC-Minnesota to the community.
 - Review Treasurers Manual and other chapter official guidance documents that are online at the National APIC website.
 - Sign contracts or designate an appropriate person on behalf of APIC Minnesota Chapter 18. Consider legal counsel from National APIC.



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- C. Preside over all meetings of APIC Minnesota and Board of Directors (if absent, President-elect will preside as stated in the APIC Minnesota Bylaws).
- Shall be counted in the quorum.
 - Shall set the agenda for meetings with input from members.
 - Shall establish ground rules and board member responsibilities at the December or January meeting.
- D. Assist APIC Minnesota in complying with National APIC Bylaws
- Assure that APIC members interact with state and local agencies as an individual IP and not as an official representative of APIC National organization. Members may respond as a representative of APIC MN if the Board has approved the position and the chapter position does not conflict with a National APIC position.
 - Assure that committee chairpersons contact National APIC legal counsel when there is any concern or question of APIC activities.
- E. Be available as a resource person to APIC Minnesota officers, to assist them in fulfilling their duties and responsibilities.
- F. Serve as ex-officio member of all committees except the Nominating Committee.
- Provide verbal or written directions to committees or attend committee meetings as requested by committee chairpersons. Receive all email communication between each committee chair and its members. Share committee member names with Administrative Assistant.
 - Committee assignments of the President include:
 - Public Policy Liaison
 - Minnesota Alliance for Patient Safety (MAPS) Operations and Steering Committee Representative
 - MAPS MRSA Exploratory Workgroup Liaison
 - Serve as liaison for the Board of Directors.
 - Notify candidates of the official election results. A note will be sent from the President and the Nominating Committee Chairperson thanking candidates who ran for office.
 - Notify National APIC office of election results in December after the installation of officers.
 - Write column for each edition of the News & Views. First column is due for the January edition.
 - Send acknowledgment to APIC MN financial donors, as appropriate.
- G. Make appointments
- Appoint, with approval of the Board and recommendations from current committee chairperson, all new chairs or co-chairs of standing and special committees, except as otherwise provided in the Bylaws.
 - Appoint persons from different professional health entities, when possible, and from separate geographical areas.
 - Appoint all necessary committee members within 75 days of the general election.
 - Appoint representatives to allied organizations upon request.
 - Appoint the Editor of *News & Views*, with Board approval.
- H. Complete necessary reports
- Lead development of goals for the year based on the strategic plan during the January meeting. Present these goals at the beginning of the year and publish a progress report halfway through the year in *News & Views*.
 - Assemble the annual report, summarizing goal accomplishments and other APIC-



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- Minnesota committee actions for the year, with input from all committee chairpersons and officers. This report will be published in the February issue of the *News & Views*.
- I. Develop the projected budget for the ensuing year (for chapter expenses) with the current Treasurer and board at the October board meeting to be finalized by the December board meeting.
 - Budgeted expenses should be itemized in the projection.
 - Include expenses for selected board and committee chairs/co-chairs to attend National Conference.
 - J. At December or January meeting, notify each Board Member and Committee Chairperson to review job descriptions on line. Request Board liaisons to forward job descriptions to respective committee chairs and representatives. Include “Guidelines for the National Conference Expenditures to the board members who will be attending the National Conference.
 - K. Attend National Educational Conference/Chapter President’s meeting (when possible) and submit report to chapter membership.
 - L. Act as liaison with BMI. Perform annual evaluation, review contract and update job description as necessary. Contact BMI to sign the annual contract.
 - M. Transition for the next President
 - Present the gavel to the new President at the installation of officers in December.
 - Give the December installation of Officers outline and the template for the Board meeting agenda and Membership meeting agenda to incoming President at December Luncheon meeting.

3. Monthly Action Checklist APIC-MN PRESIDENT

Month	Action	Comments
December	<ul style="list-style-type: none"> • Get your picture taken for the News and Views. • Write first monthly article for the News and Views (this is for the January edition). • Review President job description and duties checklist. • Consider reviewing past meeting minutes and agendas to get an idea of the content and issues carrying over into the next year. • Review strategic plan and chapter policies/procedures for familiarity. • Outgoing president provide new president-elect with the Robert’s Rules book – parliamentary role. • Contact committee chairs that are due to report in January and get them on the agenda. 	(Month before taking office as President)
January	<ul style="list-style-type: none"> • News and Views article due Wed after the 2nd Thurs (regular meeting date). • Create an email group in your personal address book for the board of directors/officers. • Ask all board members to provide a brief background statement to be posted to the APIC website. This should be submitted to BMI by the end of January. • Verify you can access the chapter officers section of the APIC national website. Contact APIC member services for assistance. 	

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	<ul style="list-style-type: none"> • Review expectations with board members and committee chairs. Distribute and review <i>Guidelines for Board and Committee Chairs</i> and <i>Liaison Expectations</i>. Provide job descriptions duty checklists, and copy of strategic plan • Review culture of the board based on strategic plan. • Confirm meeting schedule for the year. • Email the board meeting agenda at least 2 weeks before the scheduled meeting. • APIC National Conference – verify who will be attending the conference on behalf of APIC-MN and review expectations for attending business and other meetings. APIC national will provide guidance on attendance for some types of events (officer’s luncheon, awards ceremonies, etc.) 	
February	<ul style="list-style-type: none"> • National APIC – verify deadline for early bird registration; notify board members and committee chairs that are eligible to go that year. Communicate registration deadline and refer to policy on Educational or National conference expenses. • Make sure you are receiving all email communication between committee chairs and their committee members. • Send list of all committees and their members to BMI. • News and Views article due Wed after the 2nd Thurs (regular meeting date). • Contact committee chairs that are due to report in March and get them on the agenda. 	
March	<ul style="list-style-type: none"> • Start planning (or delegate) the APIC MN activities (dinner and group picture locations and dates/times) for the APIC national conference. • Start getting list of conference attendees together. Assist with finding roommates. Send list around at chapter membership meeting. Put a message in the News and Views to email you this information. • Plan on attending APIC National Officer’s Luncheon and meetings during annual conference. National will notify you of when that is. • Discuss appointed positions needed for the next year with nominating committee chair. Nominating committee is to coordinate seeking interested persons along with willingness to serve for elections. Board liaisons should verify the chair/vice-chair status for their respective committees. • News and Views article due Wed after the 2nd Thurs (regular meeting date). • Contact committee chairs that are due to report in April and get them on the agenda. 	

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April	<ul style="list-style-type: none"> • News and Views article due Wed after the 2nd Thurs (regular meeting date). • Contact committee chairs that are due to report in May and get them on the agenda. • Discuss BMI contract and job description for the upcoming year with BMI. Draft any modifications and review budget implications. (On 3 year contract, so to be done next in 2013) • 	
May	<ul style="list-style-type: none"> • Email all APIC conference attendees the conference dinner gathering and picture information as well as attendance/hotel list. Include maps/directions etc. as necessary. • Remind board members about appropriate meetings or other special sessions/luncheons to attend at the APIC conference. • Review BMI contract – preliminary discussion with board. (On 3 year contract, so to be done next in 2013) • Reserve July board retreat meeting location (or delegate). • News and Views article due Wed after the 2nd Thurs (regular meeting date). 	
June	<ul style="list-style-type: none"> • Strategic plan review. Support president-elect in facilitating the planning process as needed. • Prepare final BMI contract for the July board meeting and for signatures. (On 3 year contract, so to be done next in 2013) • News and Views article due Wed after the 2nd Thurs (regular meeting date). • Develop draft of the next year meeting calendar for approval by the board. Provide schedule to Education Committee chair to allow for planning meetings and securing locations for the following year. 	
July	<ul style="list-style-type: none"> • News and Views article due Wed after the 2nd Thurs (regular meeting date). • Sign final BMI contract. (On 3 year contract, so to be done next in 2013) • Notify APIC national of any change in chapter dues. • Strategic plan review. Support president-elect in facilitating the planning process as needed. 	
August	<ul style="list-style-type: none"> • Ensure the chapter treasurer has submitted information to committees and board about the budget process so committees can discuss in September and have budgets in to the board by October. Ask board liaisons to connect with their respective committee chairs. 	

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	<ul style="list-style-type: none"> • News and Views article due Wed. after the 2nd Thurs (regular meeting date). 	
September	<ul style="list-style-type: none"> • Prepare brief welcome presentation for the opening morning session of the APIC MN fall conference. Discuss with Conference Committee chair. • News and Views article due Wed after the 2nd Thurs (regular meeting date). 	
October	<ul style="list-style-type: none"> • Recognize conference supporters and conference committee. • Collect evaluations on BMI from board and committee chairs. • Ask for evaluation of MN APIC from BMI. • News and Views article due Wed after the 2nd Thurs (regular meeting date). 	
November	<ul style="list-style-type: none"> • Submit names of new board/chapter officers to APIC national using the form provided by APIC. This is due by December 1. • Review any outstanding budget issues with Treasurer at board meeting. Finalize budget if able. • Perform evaluation with BMI. • Share BMI's evaluation of MN APIC with board. • Create address/phone/email contact list for the current board members and distribute electronically. This may be coordinated with the chapter secretary or BMI. • Update the APIC MN organizational chart of officers, committee chairs, appointed representatives and board liaisons. This may be coordinated with the chapter secretary. Submit to BMI to post to the APIC website. • Develop draft of the next year committee board report schedule for approval by the board. Finalize at the November board meeting and ask board liaisons to communicate the schedule and expectations with their committee chairs. • Send emails of congratulations and welcome to the newly elected board members and committee positions. Invite them to attend the December luncheon as this is the official installation ceremony. • Send emails, with Nominating Committee chair, thanking candidates who ran for office but were not elected. • Discuss December luncheon with Nominating Committee chair (see installation of officer's template). • News and Views article due Wed after the 2nd Thurs (regular meeting date). • Review all contracts and present to board for 	

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	renewal.	
December	<ul style="list-style-type: none"> • Ensure annual reports (board members and committee chairs) have been submitted. Submit President’s Report. Include accomplishments and major activities. Address budget expenditures especially if they differ from budget. Annual reports are to be submitted to the News/Views editor. The editor will help to track receipt of reports. These should be published in the January (or February) newsletter. • Finalize budget and approve at December meeting, if not already done. This may carry over to January if necessary for unresolved issues. The treasurer needs to submit the budget to the national office by January 31. • Remind the incoming President-elect that they should apply for the Chapter Excellence Award for the upcoming year. • At holiday luncheon present gavel to the incoming president during officer installation ceremony. • Allow time at the end of the meeting for outgoing members to meet with incoming board members to review job descriptions and duties checklist and to hand-off documents. Allow at least an hour of time between the board meeting and the luncheon if possible. Some persons may choose to meet following the luncheon as well. • Review with new board: meeting schedule, liaison responsibilities, conflict of interest. • News and Views article due Wed after the 2nd Thurs (regular meeting date) to be written by new President. 	
Other	<ul style="list-style-type: none"> • Participate in APIC National Chapter Leader conference calls 	

1. Liaison Expectations to Committee and Appointed Representatives

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 member’s 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 APIC MN mission and policies
- Verify that you are the contact person with the Board
- Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.



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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 pres elect, pres or past pres 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