



## Job Description

**Job Description:** Director at Large #1

**Effective Date:** 8/1989

**Approved by:** APIC MN Board of Directors

**Last Review/Revise Date:** 12/2010

### 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
- APIC MN 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
- APIC MN 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 a position to the APIC MN Board of Directors for discussion and/or actions.
- 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, at least annually, the APIC MN website for content pertaining to Director at Large #1 role. Submit changes to individual responsible for website updates.

### 2. Specifics of Job

#### I. Term of office: Two years

#### II. Serve as a voting member on the Board of Directors as a representative for the chapter members.

#### III. Act as APIC MN historian.

- a. Collect photographic and other records of noteworthy chapter activities and events (e.g., awards received, conference photos).
- b. Assemble by year list of awards received and scholarships given by the Chapter and give to administrative assistant to post on APIC MN website and/or retain with other APIC MN records as appropriate.
- c. Display the archives of the Chapter as appropriate (e.g. submit photos to News and Views, display poster at APIC MN conference).



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**IV. Coordinate the Louise Krisko Scholarship.**

- a. See APIC MN Policy #15: Louise Krisko Award.

**V. Coordinate Long Term Care Scholarship**

- a. See APIC MN Policy #21: Long Term Care Scholarship

**VI. Promote CIC Certification**

- a. Facilitate CIC study groups by identifying and providing demographic information to those who would like to participate in the group.
- b. Maintain and publish a list of newly and re-certified CIC members in *News & Views*.
- c. Promote recognition of CIC members.
- d. For newly certified members (not recertifiers), send congratulatory letter to member and copy of letter to member’s direct report.

**VII. Submit projected budget for the ensuing year to the current Treasurer by the second Thursday of October. Budgeted expenses should be itemized in the projection.**

**VIII. Serve as board liaison to APIC MN International Committee, Long Term Care Committee, Ambulatory Care Committee and to APIC MN representative serving on MDH Influenza Advisory Committee**

**IX. Work on special projects as requested by the President.**

**3. Monthly Action Checklist**

Month	Action	Comments
January	<input type="checkbox"/> Reserve conference lodging for LK recipient when lodging first available(Dec. or Jan) <input type="checkbox"/> Review and score Louise Krisko (LK) applications	Reserve room at conference hotel  Collaborate with President Elect and VP, use scoring tool
February	<input type="checkbox"/> Notify LK winner, send congratulatory letter <input type="checkbox"/> Send thank you letter to other applicants <input type="checkbox"/> Coordinate purchase/engraving for LK award wall plaque with administrative assistant	Plaque: 9” rectangle or MN shape Engraved text: <div style="text-align: center;">             APIC Minnesota (logo)              2xxx (year) Louise Krisko Scholarship Award              Presented to              Recipient’s name           </div>
March	<input type="checkbox"/> Verify that recipient will be at March membership meeting <input type="checkbox"/> Announce winner at March membership meeting, present plaque <input type="checkbox"/> Obtain photo of recipient <input type="checkbox"/> Submit bio and photo of recipient for April News & Views	

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Month	Action	Comments
April	<input type="checkbox"/> Prepare LTC application promotional piece and application for June News and Views	
May	<input type="checkbox"/> Submit LTC application promotional piece for News and Views Publication	
June		
July	<input type="checkbox"/> Prepare LK application and promotional piece for August News & Views <input type="checkbox"/> Attend strategic planning meeting <input type="checkbox"/> Review and score LTC applications	Coordinate LTC scholarship selection process with President Elect and Vice President
August	<input type="checkbox"/> Announce LTC scholarship winner at August APIC MN meeting (usually at 3M) <input type="checkbox"/> Obtain photo of recipient <input type="checkbox"/> Publish photo and bio in News and Views <input type="checkbox"/> Begin planning for fall conference promotion of CBIC, LK scholarship application, and APIC MN history display	
September	<input type="checkbox"/> Publish LK scholarship info in News and Views or have applications available at DL1 table <input type="checkbox"/> Fall conference display promoting CBIC, LK,, and showing APIC MN history <input type="checkbox"/> Recognized newly certified and recertified members at Fall Conference business meeting	
October	<input type="checkbox"/> Publish LK scholarship info in News and Views Budget planning: <input type="checkbox"/> International committee <input type="checkbox"/> Ambulatory Care Committee <input type="checkbox"/> Long Term Care Committee <input type="checkbox"/> LK plaque	Connect with committee chairs re: budget for upcoming year
November	<input type="checkbox"/> Finalize budget proposals <input type="checkbox"/> Publish LK scholarship info in News and Views	
December	<input type="checkbox"/> Publish LK scholarship info in News and Views <input type="checkbox"/> Submit DAL annual report to News and Views	
Ongoing	<input type="checkbox"/> Send letters of recognition to newly certified members (copy their direct report).	

#### 4. 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
- Communicate with committee chair/appointed representative on a regular basis to keep abreast of



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projects, priorities and needs.

### **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.