



Job Description

Job Description: News and Views Editor

Effective Date: : 6/88, 12/91, 10/93, 4/94, 12/96, 7/01, 7/04 Reviewed: 6/02, 2/03, 5/05

Approved by: APIC-MN Board of Directors

Review/Revise Date: 3/10

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 and opinion or comment based on personal experience
- Communicated any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for the News and Vies 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

- I. The Editor is recommended by the President and approved by the Board. They serve a minimum of two years, as a non-voting member on the Board of Directors (BOD).
- II. Publish a minimum of one newsletter per month of educational meetings (approximately 9 annually).
 - A. Determine content of the newsletter.
 - B. Forward articles to the Executive Assistant for layout arrangement.
 - C. Review and approve final editions. Upon approval, forward to the Executive Assistant who will do an e mail push to the membership.
- III. Form a newsletter committee as needed
- IV. The Editor will attend the National Conference in year two of a two-year term.
- V. Provide a calendar to the Board by January of each year. This calendar is to include dates



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and deadlines for that years issues of News and Views.

- VI. In coordination with the treasurer, the News and Views editor will ensure that grant recipients will comply with the requirement to provide an article or a poster for publication in an issue of News and Views. If any do not comply that item will be brought forth to the Board.
- VII. Outgoing Editor will be responsible for publishing the first issue of the next year (January)
- VIII. Submit projected itemized budget for the ensuing year to the current treasurer by the second Thursday in October.
- IX. Submit an annual report of newsletter activities to the President by the December Board meeting.
- X. All advertising goes through News and Views Editor and Advertising policy will be followed.

3. Monthly Action Checklist

Complete month-to-month activities for the job here.

Month	Action	Comments
January	Newsletter	
February	Newsletter	
March	Newsletter	
April	Newsletter	
May	Newsletter	
June July	One Newsletter - Month depends on when International Conference occurs.	
August	Newsletter	
September October	One Newsletter - Month depends on when APIC state conference occurs.	
November	Newsletter	
December	Newsletter	

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
- Check monthly to know what their projects, priorities and needs are



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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