



Job Description

Job Description: Past President

Effective Date: 6/88

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
- 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 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 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

- Term of office: 1 year
- Serve as a voting member on the Board of Directors.
- Be available as a resource person to the current President and APIC MN officers to assist them in fulfilling their duties and responsibilities.
- Serve on committees, as appointed by the President, considering special areas of expertise.
- Serve as an alternate representative for President-elect for other organizations.
- Serves as a liaison to the Nominating Committee. Ensure the nominating committee is adhering to the timetable and completing expectations.
- Act as a contact to Public Health Department and EIP representatives. Check with the board to verify who should sign the EIP contract (currently every 5 years) and where to store the document. Consider posting a PDF copy on the website.



Job Description

- Coordinate the APIC MN Chapter Leader Award.
 - Provide advance notice to the membership in the News and Views and email push.
 - The policy is posted on the website.
 - Ask those who are submitting a nomination to include a cover letter that states how the nominee meets the criteria.
 - After a person is selected, prepare the plaque for this award
 - Coordinate Award Certificate. Have some variation of the following:

In appreciation of
outstanding leadership,
dedication, and contributions to
Infection Prevention and Control

APIC MN recognizes
"insert name here"
as
Chapter Leader
"insert year here"

- Present the certificate to the recipient at the December (Holiday Luncheon)
 - Add the name of the recipient to the list of those who have won the Chapter Leader Award on the chapter website
- Present certificate of appreciation to the outgoing president at the December luncheon.

In recognition and appreciation to

"insert name here"
For serving as

APIC MN President
"insert year here"

Thank you for your fine example of leadership

3. Monthly Action Checklist:

Month	Action	Comments
January/February	Submit the APIC MN Chapter Leader Award winner to National APIC for the Chapter Leadership Award. Watch the APIC website for information about awards and submission deadlines.	This Award is presented at the National Conference at the Awards Luncheon. The APIC-MN Chapter Leader Award winner will receive an invitation from APIC National to attend the luncheon.
March	Review list of policies/procedures to be updated that are assigned to the Past President.	
May	Review and update as necessary the Past-President Job Description	



Job Description

July	Post information about the APIC MN Chapter Leader Award in the News and Views with email pushes in the following months. Check progress of Nominating Committee on recruiting candidates.	
August	Remind membership to submit names for Chapter Leader Award. Check progress of Nominating Committee on recruiting candidates.	
November	Get Nominating Committee re election returns for board meeting Determine APIC MN Chapter Leader Award Winner Obtain a certificate for Chapter Leader Award Obtain a certificate for outgoing President	See language for the certificates in the Specifics of the Job. Request Administrative Assistant to create the certificates
December	Submit annual report Submit Chapter Leader name to Web Editor for posting Submit Chapter Leader recipient info to News and Views Editor	

3. 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 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.

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