



Bluegrass Chapter 23
Willingness to Serve Form

In preparing this form I reviewed our mission and vision statements that we developed in 1998.

Our Mission is to serve the educational and networking needs of the chapter membership and to develop expertise in infection prevention and control across the continuum of health care.

Our vision is to encompass infection prevention and control in acute care, extended care, outpatient/ambulatory care, home health, employee/occupational health, safety, risk management, and other health related fields

Committees can be very important to the smooth running of the local chapter. Therefore it is important to involve the maximum number of members in committee functions to encourage support of the organization and provide on-going interest in infection prevention and control activities. It is important for all of u to serve in our APIC group. Please give it some deep thought and agree to run for an office. **YOU are needed.** I have listed the positions that we have to fill

Positions Needed

President Elect _____

Secretary _____

Board member (2Year) _____

Board member (1 year) _____

The following positions are appointed not elected.

Education/Program Planning Committee _____

Membership/Nominating Committee _____

Return this form by December 9, 2010

Mail or fax to:

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CHAPTER JOB DESCRIPTIONS

This section contains job descriptions for the officers and committee chairs of the chapter.

PRESIDENT

The president shall:

- a. Be directly responsible to the Board of Directors for the administration of the organization.
- b. Delegate committee activities and appoint members to committees as necessary with board approval.
- c. Preside at all board meetings of the association.
- d. Be the principal spokesperson for the chapter.
- e. In general, perform all duties and have all powers customarily incident to the office of President and such other duties and powers as may be prescribed by the Board of Directors from time to time.
- f. Serve as chairperson of the Executive Committee.
- g. Sign with the Secretary or any other proper officer of the chapter authorized by the Board of Directors any deeds, mortgages, bonds, contracts and other instruments that the Board of Directors has authorized to be executed.

SPECIFIC DUTIES

The President should ensure that the following documents are completed and returned within the indicated time frame. Copies of these documents should be retained for the chapter's records.

DOCUMENTS

RETURN DATE

Report of Chapter Officers
And Committee Chairs (*see Local Chapter
Data Sheet, Chapter Resource Center*)

Within 14 days of
election of officers

HQ will need lists of officers by December 1 for distribution to board liaisons at the APIC Leadership Orientation

Annual Report

January 31

DUES

The President is responsible for reporting to HQ any changes to the chapter dues structure. **The deadline for reporting of dues changes is September 1 of each year.** (*See Local Chapter Data Sheet, Chapter Resource Center*). This will allow time for changes to applications, brochures, APIC's home page and fax-on-demand prior to the start of the new year.

MEETINGS

- Prepare and review the agenda in advance.
- Hold regular Board meetings to:
 - a) Establish chapter goals and objectives for the year. Do this at the first meeting.
 - b) Review committee assignments and progress.
 - c) Formulate policies by which the chapter will function.
 - d) Prepare an agenda for the Business Meeting.
- Board meeting scheduling:
 - a) Hold Board meetings prior to each general membership (monthly) meeting, if possible.

- b) Appoint committee chairs prior to the first Board meeting so they may attend.
- c) Establish Board meeting times and notify all members. At the time of notification, ask for suggestions for agenda items.
- d) Prepare an agenda for the meeting and give a copy to the Secretary.
- e) Attempt to conduct the meeting in a structured manner in order to cover the agenda items within a reasonable period of time.

PRESIDENT-ELECT

The President-elect shall:

- a. Assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be prescribed from time to time by the President or the board of directors.
- b. Prepare to assume the office of President.
- c. Fill the office of President should that office become vacant and subsequently fills the office of President for a regular term as is entitled the President-elect.

SPECIFIC DUTIES

- Become familiar with the President's duties as well as the organizational system structure.
- Become familiar with the bylaws of the chapter.
- Become familiar with various committees within the chapter.
- Maintain communication with the President.
- Perform presidential duties in the absence of the President as delegated by the President.

SECRETARY

The Secretary shall:

- a. Be responsible for the accurate recording and transcribing of the minutes of all association and Board of Directors meetings.
- b. Submit all minutes to the Board of Directors in accord with established procedure.
- c. See that all membership notices are duly given in accordance with applicable state laws and the chapter's bylaws.
- d. Be custodian of chapter records (including the seal of the corporation if applicable) shall be responsible for keeping a record of the mailing address of each director and officer of the chapter.
- e. In general, perform all duties and have all powers customarily incident to the office of Secretary and such other duties and powers as may be prescribed from time to time by the President or the Board of Directors.

SPECIFIC DUTIES

- Be responsible for all official chapter correspondence as directed by the President. Assure that the President receives a copy of all official correspondence received or distributed.
- Accurately record, transcribe and distribute to all Board members, within 30 days, the minutes of all official meetings of the Board or chapter membership.
- Become familiar with the chapter's bylaws and Roberts Rules of Order.

FORMS

As the Secretary maintains the chapter documents, he/she should keep on hand an ample supply of all necessary forms and distribute them as required.

RECORDS

The Secretary should maintain all organizational documents of the chapter.

Within the Chapter Organizational Handbook, the Secretary should store the:

- a. Petition for Chapter Status
- b. Bylaws

In new sections of the Chapter Organizational Handbook or in separate files, the Secretary should also maintain:

- a. Membership rosters provided by APIC
- b. Minutes of all Board of Directors and Executive Committee Meetings
- c. Chapter correspondence

TREASURER

The Treasurer shall:

- a. Oversee and be responsible for the management of the financial affairs of the Association.
- b. Oversee the preparation of periodic financial reports for the Board.
- c. Review financial affairs of the Association as necessary with legal counsel and/or accountant.
- d. Oversee the preparation of the annual budget and present it to the Board of Directors.
- e. Be a member or consultant to any committee having to do with the Association's monies.
- f. Be bonded through the Association.

SPECIFIC DUTIES

The APIC Chapter Treasurer maintains, manages, and accounts for all records related to the finances of the local APIC chapter and submits reports in a timely manner. The treasurer has a fiduciary responsibility to exercise reasonable care for the assets of the chapter. The Treasurer's tasks include:

Maintaining

- Maintain a copy of your chapter's charter, bylaws, and tax ID number.
- Organize files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, and receipts.
- Establish and maintain a checking account.
- Organize the accounting system.

Managing

- Manage the chapter's finances including bank accounts.
- Monitor financial results compared to budget, income compared to expense.
- Work with officers and committees to develop new revenue sources.

Accounting

- Make deposits in bank account; record source and amount in Receipts Journal.
- Review expense requests, write checks and maintain Disbursements Journal.
- Maintain bank account balance and reconcile bank statements.
- Prepare Quarterly and Annual Income and Expense Statements.
- Prepare Quarterly and Annual Balance Sheets.

Reporting

- Present financial reports to the chapter president, executive committee, board, committee chairs and membership as needed.
- Forward financial reports to APIC HQ.

Budgeting

- Request budgets from chapter officers and committees.
- Develop next year's budget with chapter officers and committee chairs.
- Manage the budget approval process.
- Forward budget to APIC HQ.
- Mobilize Chapter members to respond to issues, when requested by APIC Headquarters, and provide follow-up.
- Respond to Action Alerts, Notices, and other communications in a timely manner or by the designated deadline.
- Attend or arrange for a substitute to attend the annual CLR meeting during the APIC Annual Educational Conference.
- Share major outcomes of Chapter grassroots efforts with the APIC Headquarters.

IMMEDIATE PAST PRESIDENT

The immediate Past President shall:

- a. Serve as a consultant to the Board of Directors in the execution of all business by virtue of his/her experience on the Board of Directors.
- b. In general, perform all duties and have all powers customarily incident to the office and such other duties and powers as may be prescribed from time to time by the president or the Board of Directors.

MEMBERSHIP COMMITTEE

The Membership Committee shall:

- a. Promote and maintain growth of the chapter through membership promotion and retention campaigns.
- b. Determine member eligibility requirements.
- c. Determine categories of membership dues and assessments.
- d. Assist in the development of programs intended to affect the character or size of the membership of the chapter.
- e. Have membership brochures/application forms available at all regular meetings.

SPECIFIC DUTIES**RECORDS**

The Membership Committee chair shall:

- Review chapter membership rosters monthly for accuracy. Report inconsistencies and any changes to name/address of members immediately to the Senior Coordinator, Membership & Customer Service.

EXECUTIVE COMMITTEE

The Executive Committee is charged with the overall responsibility of conducting the affairs of the chapter in the best interest of the membership. The Executive Committee shall:

- a. Direct the business and financial affairs of the chapter.
- b. Foster growth and development of the chapter.
- c. Establish administrative policy.
- d. Assist the President in the structuring of committees.
- e. Review committee reports and determine action to be taken.
- f. Approve large budgetary allocations as submitted by the treasurer.
- g. Approve fund raising functions.
- h. Serve on committees as assigned.

PROGRAM PLANNING COMMITTEE

The Program Planning Committee shall:

- a. Plan and present educational programs, seminars, workshops and social functions for the chapter with the assistance of the Education Committee.
- b. Secure meeting place for each monthly meeting.
- c. Submit tentative program plans to the Executive Committee for review and approval.
- d. Secure speakers for program when requested.
- e. Support program setup and management
- f. Promote program schedule and activities

SPECIFIC DUTIES

MEETINGS

Inform APIC of any upcoming meetings in the early stages of planning so that promotion at the national level can take place and promotional materials can be sent to the chapter in advance of the meeting. After any program, a program summary should be submitted to HQ for possible inclusion on the web, *APIC News*, or other promotional pieces.

EDUCATION COMMITTEE

The Education Committee shall:

- a. Promote the educational activities of the chapter.
- b. Assess and respond to educational needs of the chapter membership at least every two years.
- c. Plan educational sessions that will provide continuing education credit. Seek CE credit approval from local CE approver.
- d. Develop educational goals and objectives for the coming year, based on needs indicated by the membership.
- e. Review program evaluation results and provide feedback to speaker(s) and program committee.
- f. Collaborate with Program Committee on planning and presentation of educational programs. Maintain complete program file including, CE approval, roster of attendees, certificates, evaluations, summary of evaluation results, program announcement and any program handouts.

BYLAWS COMMITTEE

The Bylaws Committee shall:

- a. Review the bylaws and recommend amendments to insure consistency with the actions of the policy-making bodies of the chapter and with the national bylaws.
- b. Present proposed amendments to the membership thirty (30) days prior to voting.
- c. Submit proposed bylaws changes to APIC for review and approval.

NOMINATING AND AWARDS COMMITTEE

- a. Obtain a list of active members from which to consider candidates.
- b. Select qualified candidates for each office, taking into consideration attendance and participation of the nominees.
- c. Inform each nominee, in writing, of specific duties of nominated office.
- d. Prepare a ballot for voting.
- e. Present a ballot which includes a brief resume of candidates to the membership prior to the annual meeting.

COMMITTEE CHAIR

Each committee chair should maintain the records of the committee unless he or she chooses to delegate the responsibility to a secretary of the committee. The records should consist of:

- a. The committee budget as approved by the Board of Directors and quarterly updates of the status of the committee budget, a copy of which should be forwarded to the Treasurer.
- b. Minutes of committee meetings.
- c. Committee correspondence