

2024 Committee Report to the Board Schedule

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
Board Liaison	BOD - All	BOD & GM	BOD	BOD	BOD & GM	BOD & APIC National Conf	BOD	BOD & GM	BOD& MN Fall Conf.	BOD Retreat	BOD & 3M Education Day	BOD & Holiday Luncheon
President		Executive Assistant						HLD			Executive Assistant	
President Elect		Mental/Behavioral Health and Addiction Services Pediatric			Emerging Infections							
Past President		Nominating - Openings			Nominating - Ballot Update						NHSN Coordinator	
Vice President	BIP	Education Committee			Conference Committee BIP	APIC Natl Conf	3M Education Day	Education Committee	APIC MN Fall Conf	BOD Retreat	Conference Committee BIP	Holiday Luncheon
Treasurer	Budget - National Conf	Budget Approval			Budget - Fall Conf			Budget Review			Budget Review	
Secretary	Policy Management	Policy Management			Policy Management			Policy Management			Policy Management	
Director At Large	LTC Ambulatory Care International											

- Report Requirements (contact your board liaison with questions):
- Informal report during the assigned board meeting month (time to be arranged in advance your BOD liaison)
 - Provide an update on the work of your committee (What do you want the board to know?)
 - Report on any concerns or issues (How can the board be of help to you and your committee?)
 - Bring committee job description and discuss any necessary changes with the Board

