



Job Description: Chapter Legislative Representative

Effective Date: 8/2004

Approved by: APIC MN Board of Directors

Reviewed/Revised: 5/2023

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
- Communicate clearly when making a statement or taking a position that does not represent the view of APIC MN or APIC National
- Refrain from endorsing a product or company on behalf of APIC MN. Members may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in an role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for 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 when requested
- Review job description annually and update as needed
- Review, at least annually, the APIC MN website for content pertaining to the role. Changes to the website should be submitted to the committee's Board liaison.
- Review APIC MN Policies (see APIC MN website).

2. Specifics of Job

I. Role

- A. The APIC MN Chapter Legislative Representative (CLR) serves as the major link between APIC MN and APIC National on issues of public policy. The scope of the APIC MN CLR is mainly legislative activity.
 - The APIC National public policy program monitors, analyzes, and guides legislative and regulatory proposals at the federal and state levels to protect patients and promote evidence-based policies. The success of APIC's public policy initiatives are highly dependent on the support and energies of local chapter connections.
- B. The APIC MN CLR monitor state and national issues related to Infection Prevention.
- C. APIC MN president is the board liaison to the APIC MN CLR.

Job Description

II. Duties

Reviews Public Policy section of apic.org to become familiar with APIC National position statements and other public policy resources.

- A. Reviews communication received from APIC National (example: APIC Action E-list alerts, position statements) in a timely manner
- B. Collaborates with APIC MN Board to relay to APIC MM members pertinent communication received from APIC National on local, state and national infection prevention legislative and policy issues.
- C. Collaborates with APIC MN Board to solicit feedback from chapter on issues as directed by APIC National
- D. In collaboration with APIC MN Board, uses APIC MN Strategic Plan to identify and prioritize any issues for chapter discussion and action.
- E. Provides leadership in mobilizing APIC MN response to issues as requested by APIC National or APIC MN Board of Directors
- F. Apprises APIC National on local policy developments so APIC National can provide guidance, respond to emerging issues and develop new policies as needed
- G. Participates in CHAIN Leader group as APIC MN representative
- H. Updates APIC National on APIC MN public policy activities as appropriate.
- I. Updates APIC MN members on committee activities on a regular basis at general membership meetings and in News and Views.
- J. Collaborates with APIC MN Board to inform legislators about infection prevention issues and build relationships as appropriate (see advocacy resources on apic.org)
- K. In collaboration with APIC MN Board, prepares committee budget for upcoming year.
- L. Submits a year-end report to News and Views editor summarizing Public Policy Activities.

III. Appointment:

- A. Must be an active APIC MN member.
- B. One-year renewable appointment
- C. Appointed by APIC MN president and approved by the APIC MN Board of Directors.
 - CLR facilitates role continuity by recommending to APIC MN president a co-chair to assume role of CLR for the next year.
 - In the event that the CLR is unable to fulfil duties, co-chair will assume duties of the CLR.
- D. Should have interest in legislative and regulatory issues
- E. It is preferred, but not required, that the CLR has served on the APIC MN Public Policy Committee

IV. Role Preparation and Support

- A. Attends MN Organization of Leaders in Nursing (MOLN) Public Policy Internship Program as able.
 - Ideally, co-chair attends in fall prior to assuming CLR duties in preparation for role
- B. If continuing as chair for a second year, attends APIC MN Fall conference as budget allows.
- C. Chair will attend the Public Policy meeting at the National Conference. If the chair is not attending the Conference, then a Public Policy representative or the board liaison will

Job Description

attend the meeting and report back to the committee.

3. Monthly Action Checklist

Month	Action	Comments
January	• Register on APIC National Public Policy website to receive public policy Action E-list alerts • Review job description • Annual Review of Public Policy Section on APIC MN website, send changes to website editor • Review APIC National public policy website to gain familiarity with issues and position statements • Submit article to News and Views editor as appropriate • Provide update at general membership meeting as appropriate	
February	• Review Minnesota Organization of Leaders in Nursing (MOLN) website to determine date(s) of and plan for MOLN Public Policy Internship Program (usually in October) • Review APIC MN Strategic Plan and APIC MN policies applicable to your role	
March	• Report to the Board • Submit article to News and Views editor as appropriate • Provide update at general membership meeting as appropriate • Inform APIC MN president of your plans to attend APIC National Conference and CLR National meeting	
April	• Submit article to News and Views editor as appropriate • Provide update at general membership meeting as appropriate	
May	• Submit article to News and Views editor as appropriate • Provide update at general membership meeting as appropriate • Update job description	

Job Description

Month	Action	Comments
June	• Submit article to News and Views editor as appropriate • If attending National conference, attend CLR meeting	
July	• Submit article to News and Views editor as appropriate	
August	• Submit article to News and Views editor as appropriate • Prepare for report to members during APIC MN Fall Conference business meeting	
September	• Submit article to News and Views editor as appropriate • Provide update at general membership meeting	
October	• Submit article to News and Views editor as appropriate • Attend MOLN Public Policy Internship Program	
November	• Submit article to News and Views editor as appropriate • Provide update at general membership meeting as appropriate	
December	• Submit year-end to News and Views editor • Review job description and update as needed. Send updates to board liaison. • Provide incoming CLR with information needed to facilitate transition	

4. Liaison Expectations to Committee and Appointed Representatives

The Board is to provide vision, guidance, and policy to ensure committees and members representing APIC MN 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.

Job Description

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.

APIC MN Policy Resources:

Policy 5: Conflict of Interest

Policy 11: Non-grant funding

Other resources:

apic.org > public policy