



Job Description

Job Description: Director at Large

Effective Date: 8/1989

Approved by: APIC MN Board of Directors

Last Review/Revise Date: 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
- Submit your contact information to Executive Assistant to be included in the APIC MN Board, Committee Chairs & Appointed Representatives Document
- Represent the mission, vision, principles and beliefs of APIC MN while serving in this role
- APIC MN 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
- APIC MN 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
- Communicate any questions, concerns or conflicts of interest that arise while serving in a position to the APIC MN Board of Directors for discussion and/or actions.
- 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 Director at Large role.
- Become familiar with APIC MN Policies (see APIC MN website).

2. Specifics of Job

- I. Term of office: Three years as a voting member of the Board of Directors**
- II. Serve as a voting member on the Board of Directors as a representative for the chapter members.**
- III. Coordinate the Louise Krisko Travel Support.**
 - a. See APIC MN Policy #15: Louise Krisko Travel Support.
- IV. Coordinate Long Term Care Travel Support**
 - a. See APIC MN Policy #21: Long Term Care Travel Support



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V. Promote CIC Certification

- a. Promote CIC study groups by identifying and providing demographic information to those who would like to participate in the group.
- b. Promote, publish a list of newly and re-certified CIC members in *News & Views*.
- c. For newly certified members (not recertifiers), send congratulatory email to member and copy member's direct report.

VI. Submit projected budget for the ensuing year to the current Treasurer by the second Thursday of October. Budgeted expenses should be itemized in the projection.

VII. Serve as board liaison to APIC MN International Committee, Long Term Care Committee, and Ambulatory Care Committee

VIII. Work on special projects as requested by the President.

3. Monthly Action Checklist

Month	Action	Comments
January	€ Remind LK recipient(s) to reserve conference lodging and airfare. € Submit photo and bio of LK recipient(s) to News and Views	Encourage recipient (s) to reserve room at conference hotel Contact CBIC office to obtain material to distribute to new CIC recipients.
February	€ Confirm LK recipients have completed conference registration € Contact chairs of Ambulatory Care and LTC committees to prepare for March board report	
March	€ Present report from Ambulatory Care and LTC committees to the board	In the absence of the committee chairs
April	€ Prepare LTC promotional piece and application for June News and Views € Reserve table for Fall conference display with the Fall Conference Committee	Contact chair of conference committee for instructions
May	€ Publish LTC application information in News and Views Publication	Submit information prior to deadline for May newsletter
June	€ Prepare LK application and promotional piece for August News & Views € Publish LTC application information in News and Views Publication	Submit information prior to deadline for June newsletter
July	€ Publish LTC application information in News and Views € Review applications for LTC support € Notify LTC recipients in writing € Attend strategic planning meeting	Submit prior to deadline for July newsletter Coordinate LTC travel support random selection process with the board May be done via email Confirm APIC membership and travel distance



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August	€ Announce LTC travel support recipient at August APIC MN meeting (usually at 3M) € Publish LK travel support information in News and Views	
September	€ Publish LK travel support info in News and Views and have applications available at DAL table € Prepare fall conference display promoting CBIC, LK, and showing APIC MN history € Recognize newly certified and recertified members at Fall Conference business meeting € Request budget projections for: International committee, Ambulatory committee LTC committee € Coordinate the photo of LTC recipient	Connect with committee chairs re: budget for upcoming year
October	€ Publish LK travel support info in News and Views € Contact chair of International committee for November report to the board € Submit projected budget by 2nd Thursday € Remind recipient of LTC to submit bio/article/photo for News & Views	
November	€ Finalize budget proposals € Review LK applications and randomly select recipient(s) € Confirm recipient(s) of LK support will be at December luncheon	Confirm APIC membership
December	€ Notify LK recipient(s) in writing prior to Holiday luncheon € Announce LK winners at Holiday luncheon € Coordinate photo of LK recipient(s) € Submit DAL annual report to News and Views € Inform chairs of the International committee, Ambulatory committee, and LTC committee of final budget	Notification may be done via email This may be done at the luncheon or via email
Ongoing	€ Send letters of recognition to newly certified members (copy their direct report).	

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



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- 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.