



Job Description - Education Committee Chair

Job Description: Chair of the APIC MN Education Committee

Effective Date: 12/2013

Approved by: APIC MN Board of Directors

Review/Revise Date: 5/2023

1. General Description

- a. Responsible to the APIC MN Board of Directors.
- b. Position is a 2 year term, first year as Co-Chair, second year as Chair
- c. Qualifications:
 - i. Must be a current active member of APIC Minnesota
 - ii. Consideration for appointment is given to experience and expertise
- d. The committee chair will represent the mission, vision, principles and beliefs of APIC MN while serving in this role
 - i. Committee chairs 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
 - ii. Committee chairs 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
- e. 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
- f. Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
- g. Maintain Education Committee APIC MN page, sending edits needed to Communications Director
<https://community.apic.org/minnesota/resources/chapterresources/committees/education>
- h. Communicate any questions, concerns or conflicts of interest that arise while serving in this role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary.
- i. Submit an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
- j. Give a verbal report during chapter business meetings as desired/necessary
- k. Provide a verbal report at board meetings when requested
- l. Review job description annually and update as needed



Job Description - Education Committee Chair

- m. 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.
- n. Receives completed *Willingness to Serve* forms for membership to the committee from Best Meetings, Inc (BMI). Reviews form, contacts the volunteer, acknowledging their willingness to serve, and offers a position on the committee as available. If there is no opening on the committee at the time, offers to hold their name until a space becomes available.

Committee Description

Direct and coordinate committee planning of the educational agenda for the regular scheduled meetings and coordinate with 3M liaison for 3M Educational Day and plan.

2. Chair Job Description

- a. Select topics, considering input from post-meeting evaluations
 - i. Include education on emerging pathogens in at least one meeting per year (see Emerging Infections Program grant conditions)
- b. Select & contact speaker(s)
- c. Partner with the BOD to obtain individuals to do a research article review at each of the regularly scheduled meetings
- d. Collaborate with speaker to formulate objectives and contact hour
- e. Confirm expectation for honoraria payment to speakers (\$350 standard honorarium for 1 hr presenter, \$50 for 15 min research article reviewer, anything in excess must have BOD approval), conflicts of interest and documentation for IRS. Obtain SS# or the employer identification number to speakers whose fees are > \$600.00 (annually). Speakers who are paid > \$600.00 (annually) must sign IRS W-9 form. It can be printed/downloaded from this website. <http://www.irs.gov/pub/irs-fill/fw9.pdf>. Form should be collected BEFORE the course, and before the speaker receives their check. Refer to Policy #17 Speaker Funding and Conflict of Interest for additional information.
- f. Send meeting agenda notice to the Communications Director for News and Views publication and to the website prior to meeting.
- g. Create link (created by Jim at Best Meetings) to register to Virtually attend the General meeting
- h. Upon receipt of registration send link to Zoom meeting for virtual attendance (done by Jim at Best Meetings).
- i. Record attendees as they join the Zoom meeting (done by Jim at Best Meetings)
- j. Create/revise forms as needed
 - i. Meeting schedule
 - ii. Attendance roster



Job Description - Education Committee Chair

- iii. CEU form
- iv. Evaluation (e.g. survey monkey, google forms)
- k. Facilitate APIC MN General meetings
 - i. Obtain list from Ecolab of signed in attendees.
 - ii. Obtain list of online attendees (Jim at Best Meetings)
 - iii. Provide members with means to evaluate meeting (e.g. survey monkey, google forms)
 - iv. Optionally, facilitate process whereby member share experience and ideas in evaluation document (e.g. Share Session) *and* submit notes from monthly membership Share Session to the Communications Director for publication in News & Views
- l. As able, compile results of evaluations
- m. Provide speaker with thank-you note and if available, summary of evaluations
- n. Provide year-end report to Board, and to the Communications Director for January News & Views
- o. Serve as liaison to the 3M representative planning and coordinating the Annual 3M Education Day
- p. Maintain a working relationship with the Vice President (Board Liaison)
 - i. Obtain Vice President approval for unbudgeted expenses.
- q. Submit to Treasurer expense vouchers for honoraria, handouts and other expenses
- r. Maintain records of Education Committee activities for two years, including:
 - i. Attendance rosters
 - ii. Speaker's biographical information
 - iii. Conflict of interest statements
 - iv. Summary of evaluations
 - v. Suggestions for future topics
 - vi. Annual report
 - vii. Education committee meeting minutes
- s. Coordinate transfer of incoming Education Committee Chair (current co-chair)
 - i. Assist in planning first meeting of the year
- t. Attend APIC National conference the second year of term. See Policy #11: Non-grant Funding to Attend Educational Offerings
- u. Include this monthly action checklist: **Google sheets**

Suggested Monthly Action Checklist

Month	Action	Comments
Feb	Regular meeting	



Job Description - Education Committee Chair

Mar	Board meeting only	Education Chair Report at Board Meeting
Apr	Regular meeting	
June	National APIC	
July	Board meeting only	Education Chair Report at Board Meeting
Aug	3M Education Day	Coordinate with 3M Liaison
Sept	MN APIC Fall Conference	
Oct	Board meeting only	Education Chair Report at Board Meeting
Nov	Regular meeting	
Dec		

3. Committee member responsibilities

- a. Committee members will share responsibilities in facilitating Education Sessions (i.e., Minutes, keeping time, etc).

4. BOD Liaison (Vice President) Expectations to Committee and Appointed Representatives

- a. Keep consistent, open, and ongoing communication with Education Liaison. 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.
- b. **Mission** – to maintain a line of communication between the committee and the board
 - i. Make sure their pursuits are consistent with APIC MN mission and policies
 - ii. Verify that you are the contact person with the board
 - iii. Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.
- c. **Share information from board to committee chairs**
 - i. Include policies, funding, spending and vision
- d. **Share information from committee with board monthly**
 - i. Per BOD report schedule request that the committee chair attend a board meeting and present a brief update to include the committee concerns, needs, help and guidance
- e. **Expense Vouchers**
 - i. Co-sign expense vouchers that they may have before it goes to treasurer
 - ii. 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



Job Description - Education Committee Chair

- iii. APIC MN has a history of annual audits to ensure we maintain our non-profit, tax exempt status
- iv. 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