



Job Description

Job Description: International Committee Chair

Effective Date: 3/1997

Approved by: APIC-MN Board of Directors

Last Review Date: 5/2023

1. General Description

- Responsible to the APIC MN Board of Directors. (See APIC MN organizational chart for board liaison).
- Qualifications:
 - Must be a current active member of APIC Minnesota
 - Consideration for appointment is given to experience and expertise
- 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
- Submit contact information to the Secretary to be included in the APIC MN Board of Directors, Committee Chairs, and Appointed Representatives roster
- 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
 - 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 2014 Board, Committee Chairs & Appointed Representatives Document
 - 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
 - Review job description annually and update as needed
 - Provide a verbal report at board meetings as requested
 - Expenses should be what are budgeted for. If expense is greater than what is budgeted, approval is required by the Board or liaison.
 - Review, at least annually, the APIC MN website for content pertaining to International Committee. Submit changes to individual responsible for website updates.
 - 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.



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2. Specifics of Job

- This position is appointed.
- Term is one year. There are no term limits.
- Set agenda for meetings of International Committee.
- Chair meetings. Meetings are held on the day of APIC MN meetings. The time varies according to the schedules of the members. Schedule phone conference calls for committee members in months when chapter doesn't meet.
- There is a Vice Chair who will chair meetings in the event of the absence of the Committee Chair and who will assume the role of the Chair in the event of the resignation of the Chair for the remainder of the term.
- Appoints a recorder for minutes/ sends out minutes to members
- Initiates discussion on goals for the year and a strategic plan that coalesces with the chapter strategic plan.
- Initiates discussions on committee budget with input from all members. Finalizes budget and submits to Board.
- Encourages chapter members to join this committee.
- Ensures that there will be speakers on international topics for the APIC MN educational meeting designated for international committee (meeting held early in the year).
- Encourages members to write articles related to international activities for the *News and Views*.
- Serves as a liaison to the infection control community when volunteers are needed for international speaking, to attend meetings or to provide hosting for international visitors with an interest in infection control.
- Maintains an awareness of work at the National (APIC) level, international level (IFIC), and maintains a relationship with our sister chapter (HAPIC) in Hungary.
- Become familiar with APIC MN Policies (see APIC MN website).

3. Monthly Action Checklist

Month	Action	Comments
January	Committee meeting - discuss goals for the year in committee	
February	Continue to discuss goals for year	Goals will direct our work during the year. Projects/goals vary year to year.



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March	Committee meets when APIC MN meets. If no meeting a telephone conference call may be held.	
April		
May		
June	Hold a conference call(s) over the summer.	Utilize members with conference call capabilities at their work sites.
July		
August	Committee meets at 3M (either before meeting or at lunch)	
September	Begin Budget Process Hold meeting sometime during the Fall Conference	Quite often it is the afternoon after the Chapter business meeting
October	Ongoing Budget discussions Discuss speakers for speakers for general member ship meeting early next year. Collaborate with Ed. Committee chair to determine dates.	International Committee provides one speakers for one 60 minute sessions (education) In addition the International Committee will provide a poster session on one of their activities at the Fall Conference.
November	Secure speakers for general member ship meeting early next year. Give Budget to Board Liaison Attend APIC MN Board meeting	
December	Budget approved Submit annual report for January News & Views Review job description and update as needed	

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.

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



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Expense Vouchers

- Co-sign expense vouchers that they may have before it goes to treasurer
- 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

5. Process for email communication with BMI

1. Email subject line must read: APIC MN _____ Committee: _____ (minimum number of additional words needed)

2. CC: emails as follows:

- ☑ For emails sent to Jim Louis: cc: Barb Louis arb@bestmeetings.com b
- ☑ For emails sent to Barb Louis, cc Jim Louis jim@bestmeetings.com
- ☑ For emails sent to other BMI staff, cc Barb Louis barb@bestmeetings.com and Jim

Louis jim@bestmeetings.com

3. If you have sent more than three emails and your business matter is not resolved, contact the BMI staff person you are working with by phone to discuss the issue. BMI's phone number is 952-858-8875 / 800-958-8875.