



Job Description

Job Description: **Job Title**

Effective Date: **Initiation Date**

Approved by: **APIC MN Board of Directors**

Review/Revise Date: **Last date reviewed/approved**

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 2014 Board, Committee Chairs & Appointed Representatives Document
- 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
- 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 an appointed representative 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, 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.
- Become familiar with APIC MN Policies that (see APIC MN website).

2. Specifics of Job

- **Term of office or appointment:**
- **Serves/does not serve as a voting member on the Board of Directors (BOD)**

Complete the individual job description here.

3. Monthly Action Checklist

Complete month-to-month activities for the job here.

Month	Action	Comments
January		
February		
March		
April		
May		



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June		
July		
August		
September		
October		
November		
December		

4. Liaison Expectations to Committee and Appointed Representatives

THIS SECTION IS NEEDED ONLY FOR BOD JOB DESCRIPTIONS; ALL OTHERS MAY OMIT

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 member's 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

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

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 barb@bestmeetings.com



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- ☐ 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.