



# **APIC MINNESOTA**

## **Job Description**

**Job Description:** Long Term Committee Chair

**Effective Date:** 1999

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

**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 the Secretary to be included in the APIC MN Board, Committee Chairs & Appointed Representatives Document
- Communicate clearly when making a statement or taking a position that does not represent the view of APIC MN.
- 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 appointed role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary
- 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 if requested
- Review, at least annually, the APIC MN website for content pertaining to your 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:**

- APIC Chapter Long Term Care Committee (LTCC) Chair is recommended to and approved by the Board to a two year renewable appointment.
- Term is January through December.
- Must be an active APIC MN member.
- Acts as an infection control resource for long term care facilities.
- Communicates and collaborates with other organizations, such as the



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Minnesota Department of Health related to long term care.

- Responsible for coordinating all aspects of the Committee and presides over committee meetings.
- Reports committee activities to the Director at Large.
  - Is responsible to the APIC MN Board, through the Director at Large.
  - Prepares meeting agendas and mails to the appropriate members.
  - Maintains the minutes of meetings and sends, along with agendas, to the committee members.
  - Publishes a brief review in News and Views.
  - Posts meetings in the News and Views.
  - Maintains budget for the LTCC.
- Submits a projected budget for the ensuing year to the current Treasurer by the second Thursday of August. Budget expenses should be itemized in the projection. Receives quarterly statements from the Treasurer.
- Submits expense vouchers per APIC MN policy #8.
- Attends the APIC MN Fall Conference (a budget line item).
- Submits an annual report regarding the LTCC by the December Board meeting.
- Actively participates in the National APIC Long Term Care Section.
- Determines annual goals and objectives for the committee within the chapter guidelines. Periodically reviews progress towards achieving the annual objectives.
- Delegates assignments to interested Long Term Care Committee Members.

#### **1. Committee Functions:**

- Meets approximately five times a year with the APIC MN as a whole and approximately 5 times at alternate sites (or virtually) as schedules allow.
- Reports to the Director at Large.
- Assists with planning and maintaining the budget.
- Networks with chapter members regarding their long term care needs.
- Evaluates and helps facilitate education to improve long term care infection control.
- Promotes awareness among APIC-MN members.
- Assists the Chair and Co-Chair as needed.
- Assists with special projects of the Committee at the direction of the Chairperson.