



Job Description

Job Description: **Nominating Committee**

Effective Date: **8/1989**

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

Date: **5/2023**

I. 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 and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
- Communicate clearly when making a statement or taking a position that does not represent the view of APIC MN or APIC National
- 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 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 the role. Changes to the website should be submitted to the committee's Board liaison.
- Review and become familiar with APIC MN Policies (see APIC MN website).

II. Specifics of Job:

1. Committee Description

- a. This committee composition is defined in the APIC Minnesota Chapter 018 Bylaws.
- b. The member serving the second year of the two-year Nominating Committee will serve as Chair and the member serving the first year of the two-year Nominating Committee

will serve as Vice Chair. The Past President serves as the Board Liaison for this committee.

- c. This committee is responsible for recruiting members to run for office and will submit a slate of candidates for the ballot to the APIC MN Board for approval.

Candidate qualifications per Bylaws: Active (not associate, retired, or student) member of APIC and the Chapter and must have been a member of the Chapter for at least one year. No Chapter officer or Director may hold office in a chapter and in the Association (APIC) simultaneously

Position	Term	CIC Req.	Next Ballot
President Elect	3 yrs (2 nd year as President, 3 rd year as Past President)	Yes	Annually
Vice President	3 yrs	Yes	2022 (serving '23-'25)
Director at Large	3 yrs	Yes	2023 (serving '24-'26)
Treasurer Elect	3 yrs (1 st year as elect, 2 nd and 3 rd years as treasurer)	Yes	2022 (serving '23-'25)
Secretary	2 yrs	Yes	2021 (serving '22-'23)
Nominating Comm Vice Chair- 2 yr	2 yrs (2 nd year as Chair)	No	Annually
Nominating Comm 1 yr (x3 positions)	1 yr	No	Annually

- d. If directed by the APIC MN Board, this committee will also recruit members to fill other APIC MN positions and present names to BOD for final approval.

Position	Term	CIC Req.	New appointment needed
Communications Director	3 years	No	2022 (serving '23-'25)
Membership Director	3 years	No	2021 (serving '22-'24)

Chapter Legislative Representative	3 years	No	2021 (serving '22-24)
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2. Responsibilities of Chairperson

- a. Review Job Description and Bylaws annually
- b. Schedule committee meetings
- c. Develop a timeline for the year. Use the first meeting to brainstorm (January) and identify what positions are on the upcoming ballot.
- d. Update Willingness to Serve document and provide to News and Views Editor.
- e. Share information from the committee with the board liaison on a regular (e.g. monthly) basis. Board liaison will contact the Chair to arrange an annual verbal report to the Board of Directors.
- f. Obtain membership roster with CIC certification status from Best Meetings, Inc. and request prospective candidates that have returned Willingness to Serve document.
- g. Review the names and qualifications for prospective candidates and divide roster evenly for committee members to be used for contacting prospective candidates to prevent duplication of calls/contacts.
- h. Send a thank you for their willingness to serve and provide the Willingness to Serve Form, the professional vitae form and job descriptions.
- i. Contact prospective candidates, including all those who have submitted the "Willingness to Serve" document.
 - i. Refer to job descriptions for position responsibilities and APIC MN Policy # 11: Non-Grant Funding to Attend Educational Offerings for educational and travel support provided by the chapter for persons in elected or appointed positions.
 - ii. Confirm the prospective candidate's willingness to be placed on the ballot.
 - iii. Inform candidates of expectation that they moderate session at upcoming APIC MN Fall Conference to increase visibility to members.
- j. Present the complete slate of candidates to the Board for their information and approval.
- k. Send Vitaes, photo, candidate's name and title to be included on the ballot to Best Meetings, Inc. (Jim) by September; he will prepare the ballot and distribute it to voting members.
- l. Send Vitaes & photos to the Communications Director to be posted on the APIC MN website.
- m. Assure announcement of candidates is completed:
 - i. Prepare PowerPoint slide show (email to Best Meetings & Conference Committee Chair) to be displayed during Fall APIC MN conference breaks.
 - ii. Send one page Meet the Candidates information sheet to the Fall Conference Committee to be included in conference handouts.

- iii. Arrange for the slate of officers to be published in the September News and Views Issue. (August Submission Deadline)
- n. Collaborate with Best Meetings, Inc. personnel to help assure quality election process and assist as needed.
- o. Review Nominating Committee job description changes with Board liaison and send final job description changes and/or updates to the President-Elect.
- p. Submit expense vouchers to the APIC MN treasurer for reimbursement as needed.
- q. 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. (Example: approx. \$150.00 for roses for Holiday Luncheon Installation of Officers Ceremony)
- r. Collaborate with APIC MN President on Installation of Officers Ceremony, held in December at Holiday Luncheon. (See Appendix A of this Job Description)

3. Responsibility of Committee Members

- a. Review job description.
- b. Participate in committee meetings.
- c. Receive membership roster from chair to recruit members for office and committee positions.
- d. Fill the Board position candidates with qualified members (focusing on President-elect) prior to filling the remaining positions if possible.
- e. If directed by the Board, recruit members for other APIC MN roles.
- f. Provide potential candidates names to committee along with the candidates professional vitae and job description.

4. Responsibilities of Vice Chair

- a. Review job description
- b. In addition to the duties as a committee member, the vice chair will:
 - i. Assist Chair with preparation of ballot.
 - ii. Assist Chair with announcement of candidates.
 - iii. Validate election results with Chair.

5. The Election

- a. Elections are held annually, no less than two (2) months prior to the beginning of the calendar year and prior to terms of office.
- b. All active members of the Chapter as of August 1st each year will be eligible to vote.
- c. Ballots will be provided electronically one month prior to the date the ballots are due and a deadline for return will be included in the e-mail accompanying the link for the electronic ballot.
- d. The electronic system completes the count and Best Meetings, Inc. provides the Nominating Chair person with the results.

- e. The Nominating Chair will forward the election results received by Best Meetings, Inc to the President.
- f. ALL CANDIDATES will be notified of election results prior to the November APIC MN membership meeting. A note of congratulations is sent to each winning candidate and a Thank You note is sent to each of the other candidates.
- g. The complete election results are sent to the APIC MN Secretary, President and Past President. President submits results to the Board. This is to include:
 - i. The names of the candidates for each office.
 - ii. The number of ballots received.
 - iii. The number of votes each candidate received.
- h. The election results are sent to the National APIC office by the President.
- i. The President will collaborate with the Nominating Chair to develop a final process for presenting the newly elected officials at the installation presentation during the membership meeting held in December at the Holiday Luncheon.

6. Process for email communication with Best Meetings

- a. Email subject line must read: APIC MN _____ Committee: _____ (minimum number of additional words needed)
- b. CC: emails as follows:
 - For emails sent to Jim Louis: cc: Barb Louis barb@bestmeetings.com
 - 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
- c. 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.

7. Board 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 and or appointed representative they are aligned with.

Mission – to maintain a line of communication between the committee and the board.

- Ensure activities are consistent with APIC MN Mission and policies
- Verify that you are the liaison (other 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 the Board to committee chairs

- Include policies, funding, spending and vision updates

Share information from committee with board liaison 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.

Nominating Committee Monthly Action Checklist

MONTH	ACTION	RESPONSIBLE PARTY	COMMENTS
January	Contact Committee members	Chair	Decide meeting format/dates
February	Identify open positions for officers/committees	Chair/Board Liaison	Verify conference registration incentives for open positions.
	Obtain Willingness to Serve forms/board suggestions for potential candidates	Chair	Contact Best Meetings, INC for forms and President prior to February Board meeting
	Divide Membership roster among committee members	Chair	Contact Membership Director for roster with CIC
March	Recruit Members	All committee members	
April	Recruit Members	All committee members	
	Possible News and Views Article Ask board liaison if recruitment of other positions is needed	Chair	May be helpful if having difficulties filling positions
May	Provide update on status of ballot to Board	Chair	
June	Contact Prospective candidates if information still needed	Chair	Vitae, photos, Willingness to Serve form
July	Present slate to Board	Chair	

	Prepare slide for fall conference that describes work of your committee and encourage others to join	All committee members	
August	News and Views article and Fall Conference folder insert with the "Meet the Candidate" information	Chair/designated member	
	Get information/photos for Fall Conference	Chair/designated member	
September	Fall Conference: *Meet the Candidate PowerPoint *Committee Report at general business meeting	Chair or designated member	Encourage members to vote
	Provide candidate information for electronic ballot	Chair/Best Meetings, INC	Include vitae and photos for electronic ballot
October	Send electronic Ballot to members	Best Meetings, INC	Reminder sent to Best Meetings
	Submit projected budget to Treasurer	Chair	Due before 2 nd Thursday of month
	Obtain election results from Best Meeting and notify President of results	Chair	
	Notify all candidates of election results prior to the November APIC MN membership meeting.	President/Chair	Note of congratulation to winning candidate and a thank you note to each of the other candidates.
November	Submit election results to the Secretary and Board	Chair	

December	Install newly elected officials at Holiday Luncheon	President/Chair	Obtain roses
	Submit election results to News and Views	Chair/designated member	Highlight voting participation rate for election and upcoming position openings
	Submit Annual Summary Report (January Deadline)	Chair	

Appendix A: Installation of Officer's Ceremony

APIC MN Installation of Officers: ____ (year)

President should meet with the Nominating Committee Chair to discuss the meeting flow and agenda. Have the Nominating Committee Chair get roses (one for each candidate announcement). Vase/water or individual stem holders.

1. Recognition of Committees

The **President** will announce the chairperson of these committees and any others associated who deserve recognition. They should come to the front and receive a rose. Applause and photo after all are presented.

Conference Committee	
Chapter Legislative Representative	
Education Committee	
International Committee	
Emerging Infections Committee	
Nominating Committee (outgoing chair)	
Long Term Care Committee	
Ambulatory Committee	
Pediatric Committee	

HLD/Sterilization Task Force	
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2. Report of the Nominating Committee

The **Chairperson of the Nominating Committee** shall present the following. Applause after all are presented.

- a) Thank all candidates who ran for office.
- b) Thank outgoing Nominating Committee Members and give each person a rose

Nominating Committee 1 Year	
Nominating Committee 1 Year	
Nominating Committee 1 Year	

- c) The new Nominating Committee is asked to come forward. Each receives a rose:

Nominating Committee 2 Year (new chair)	
Nominating Committee 2 Year (new vice-chair)	
Nominating Committee 1 Year	
Nominating Committee 1 Year	
Nominating Committee 1 Year	

3. The **President** requests the following members to come forward. Each receives a rose:

- a) BIP Coordinator
- b) Case Study Coordinator

4. Retiring Board Members

The **President** will announce the names of retiring officers. They should come to the front and receive a rose. Applause and photo after all are presented.

Past President	
Director at Large (in applicable years)	
Treasurer (in applicable years)	
Vice President (in applicable years)	
Secretary (in applicable years)	

Membership Director(in applicable years)	
Communications Director(in applicable years)	

5. Presentation of Board Members.

- a) The **President** announces the new Board members and asks them to come forward.

Each receives a rose **AND STAYS UP:**

President Elect	
Director at Large (in applicable years)	
Treasurer (in applicable years)	
Vice President (in applicable years)	
Secretary (in applicable years)	
Membership Director(in applicable years)	
Communications Director(in applicable years)	

- b) The **President** requests Board members serving a second year of their term to come forward

New President (prev President Elect)	
Director at Large (in applicable years)	
Treasurer (in applicable years)	
Vice President (in applicable years)	
Secretary (in applicable years)	
Membership Director(in applicable years)	
Communications Director(in applicable years)	

- c) The **President** gives a charge to the new Board:

As elected and appointed members of the Board of Directors, I charge you to support the new President and continue to support APIC MN members and make APIC MN Prosper (applause)

d) The **President** charges the organization to support the new Board.

6. Presentation of the Gavel: _____

The **outgoing President** will present the President-Elect with the gavel using this statement:

“THIS GAVEL WAS PRESENTED AS A GIFT BY LOUISE KRISKO
TO INFECTION CONTROL PRACTITIONER OF MINNESOTA IN
JULY 1976. THE GAVEL IS A SYMBOL OF LEADERSHIP TO BE
PASSED ON FROM PRESIDENT TO PRESIDENT” (APPLAUSE)

7. The **Nominating Committee Chair** requests the Past President to come forward.

8. The **Past President** gives a rose and certificate to the outgoing President.