



Job Description: **Past President**

Effective Date: **6/1988**

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
- 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 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 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 (see APIC MN website).

2. Specifics of Job

- Term of office: 1 year as a voting member of the Board of Directors
- CIC certification required
- Be available as a resource person to the current President and APIC MN officers to assist them in fulfilling their duties and responsibilities.
- Serve on committees, as appointed by the President, considering special areas of expertise.
- Serve as an alternate representative for President-elect for other organizations.
- Serves as a liaison to the Nominating Committee. Ensure the nominating committee is adhering to the timetable and completing expectations. Partner with APIC Treasurer

~~for~~ in contacting Public Health Department and EIP representatives for CDC/MDH Emerging Infections Program (EIP) grant ~~every 5 years~~ and ~~where to store the document. Consider posting a PDF copy on the website.~~ Treasurer contacts MDH to inquire on the amount of the annual grant. The treasurer then sends an invoice to MDH for that amount.

- Coordinate the APIC MN Chapter Leader Award.
 - Provide advance notice to the membership in the News and Views and email push.
 - The policy is posted on the website.
 - Ask those who are submitting a nomination to include a cover letter that states how the nominee meets the criteria.
 - After a person is selected, prepare the plaque/certificate for this award
 - Coordinate Award Certificate. Have some variation of the following:

In appreciation of
outstanding leadership,
dedication, and contributions
to Infection Prevention and Control
APIC MN recognizes
"insert name here"
as Chapter Leader "insert
year here"

- Present the certificate to the recipient at the December (Holiday Luncheon)
- Add the name of the recipient to the list of those who have won the Chapter Leader Award on the chapter website
- Present certificate of appreciation to the outgoing president at the December luncheon.

In recognition and appreciation
to "insert name here"
For serving as
APIC MN President
"insert year here"
Thank you for your fine example of leadership

3. Monthly Action Checklist:

Month	Action	Comments
January	Review the submission to National APIC for the Chapter Leadership Award. Watch the APIC website for information about awards and submission deadlines. Reach out to President to ensure the 1st Board meeting. Review list of policies/procedures to be updated that are assigned to Past President. Make appointment for Home Health Committee Chair to attend Board meeting, if committee is active	This Award is presented at the National Conference at the Awards Luncheon. The APIC MN Chapter Leader Award winner will receive an invitation from APIC National to attend the luncheon.



APIC MINNESOTA

JOB
Description

February	Invite the HAI Advisory representative to attend Board meeting in March. Make connection with Nominating Committee Chair for annual plans/transition from previous year Chair.	
March	Make an appointment time with President for MDH HAI Advisory Group Meeting to attend Board meeting. Invite the NHSN Coordinator to attend Board meeting in April	
April	Make appointment time with President for NHSN Coordinator to attend Board meeting. Invite the Nominating Committee Chair to attend Board meeting in May.	
May	Make appointment time with President for Nominating Committee Chair to attend Board Meeting.	
June	APIC National	
July	Post information about the APIC MN Chapter Leader Award in the News and Views with email pushes in the following months. Check progress of Nominating Committee on recruiting candidates.	
August/September /October	Remind membership/solicit membership to submit names for Chapter Leader Award. Check progress of Nominating Committee on recruiting candidates.	Solicit members to submit candidate at APIC MN Annual Conference
November	Watch the APIC website for information about awards and submission deadlines Score each applicant for Chapter Leader Award using "Candidate Scoring Tool" from Policy #12. Determine APIC MN Chapter Leader Award Winner, submit to Board for review approval. Submit the APIC MN Chapter Leader Award winner to National APIC for the Chapter Leadership Award. Review and update as necessary the Past-President Job Description Get Nominating Committee election returns for board review. Notify, with Nominating Committee Chair, election winners.	This Award is presented at the National Conference at the Awards Luncheon. The APIC MN Chapter Leader Award winner will receive an invitation from APIC National to attend the luncheon.
December	Obtain certificates for Chapter Leader Award and outgoing President for Holiday Luncheon Submit annual report, as necessary Submit Chapter Leader recipient info to the Communications Director Announce Chapter Leader Award winner to membership at Holiday Luncheon Invite Home Health Committee Chair to attend Board meeting in January.	See language for the certificates in the Specifics of the Job Description. May request Administrative Assistant to create the certificates or create yourself.

3. Liaison Expectations to Committee and Appointed Representatives

The board is to provide vision, guidance, and policy to ensure committees and members representing APICMN 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

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.