Job Description: **President Elect**

Effective Date: **6/88**

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

Review/Revise Date: **5/2023**

1. **General Description**
    - Complete a conflict of interest statement prior to or at your first board meeting in January 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.
    - 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 of Directors (BOD), as necessary.
    - Submit information toNews and Views as it relates to activities. .
    - Give a verbal report during chapter business meetings .
    - Provide a verbal report at board meetings if requested.
    - Review this job description for updates annually and update as needed.
    - Review, at least annually, the APIC MN website for content pertaining to your role on the APIC MN BOD. If you wish to make changes to the website, provide the Communication Director these changes.
    - Become familiar with APIC MN Policies (see APIC MN website) and bylaws. .

2. **Specifics of Job**
    - The position is a one year term.
    - This position is a voting member on the Board of Directors.
    - It prepares to assume the office of APIC MN President the following year.
    - Assumes the office of President automatically, should the office become vacant.
    - Exercise all powers to perform the duties of the President in their absence or inability to act.
    - Prepare and submit application for Chapter Excellence Award (application deadline according to National APIC deadline). https://apic.org/About-APIC/Awards/chapter-awards/Chapter-Excellence/
    - Reserve a location for the board meetings that do not fall on monthly APIC meeting days for the year of Presidency.

- Act as parliamentarian.
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- Serve as liaison for:
    - Pediatric Committee
    - Emerging Pathogens Task Force
    - Mental Health/Behavioral Health/Addiction Services Committee
- Facilitate and plan annual Board retreat including:
    - Review annual action plan
    - Update metrics for strategic plan outcomes
    - Reserve a location for the BOD's yearly strategic planning meeting.
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- Every 3 years, coordinate the development of a new 3-year strategic plan, using member survey results.
    - Member survey is on a three year cycle prior to the fall conference, survey members for the purpose of getting information to develop a new strategic plan the following year. Use the most practical method that will reach the majority of the membership, e.g., Survey Monkey.

3.**Monthly Action Checklist**

Month	**Action**
January	● Contact Liaisons/Representatives (introduction, initial contact) ● ● Contact the Mental Health/Behavioral Health/Addiction Services Chair for a report out at the February BOD meeting.
February	● Mental Health/Behavioral Health/Addiction Services to report out at the February BOD meeting. ● Contact the Pediatric Chair for a report out at the March BOD meeting.
March	● Pediatric chair to report out at the March Board meeting ● Contact Emerging Pathogen Chair for a report out at the April Board meeting.
April	● Emerging Pathogen Chair to report out at the April Board meeting. ● Start planning for the OctoberJuly BOD strategic planning meeting. President Elect will facilitate this meeting focused on strategic planning, action plan results, outcomes; Verify location with BMI and/or President.
May	● Watch for and obtain National APIC Chapter Excellence application information when available and acknowledge the due date. • Choose a category that best represents our Chapter. • Collaborate with the BOD, as needed, to select appropriate category.
June	● If attending the APIC National Conference, attend chapter leadership session
July	● ● ● Work to finalize the Chapter Excellence application and supporting documentation by the due date to APIC National.
September	● Send the Chapter Excellence application and supporting documentation by the due date to APIC National. ● Retain a copy of submission and update APIC MN BOD of progress. ● Review job description and update as needed. ● Ensure APIC MN BOD has calendar invite for APIC MN BOD retreat.

October	• Send agenda to BOD for retreat day first week of July • Facilitate annual review/update of APIC MN three year strategic plan. • Ensure plans are in place for the Holiday Luncheon in December.
November	• • Reserve rooms for next year's BOD meetings that do not fall on monthly APIC meeting days. • Set up APIC MN BOD and Committee Leader retreat time for Q1 of the following year to review goals, resources, and other essential information.
December	• Set up a meeting with the President to plan for transition. • Participate in the Holiday Luncheon. •

4. Liaison Expectations to Committee and Appointed Representatives

The APIC MN BOD is to provide vision, guidance, and policy direction to ensure committees and members representing APIC MN comply with the direction from the APIC MN BOD.

Mission – to maintain a line of communication between the Committees and the BOD

- Make sure their pursuits are consistent with APIC MN mission, vision, and policies
- Verify that you are the contact person with the BOD.
- Check monthly to know what their projects, priorities and needs are.

Share information from BOD with Committee Chairs

Include policies, funding, spending and vision

Share information from Committee Chairs with BOD 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 non-budgeted expense vouchers that they may have before it goes to treasurer
- BOD members should have vouchers signed by pres elect, pres or past pres for their own non-budgeted 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.
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- 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 per their discretion. Larger deviations require Board approval.