



Job Description: Vice President
Effective Date: 9/2009
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 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 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
- Provide a verbal report at board meetings.
- Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on a 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: Three years as a voting member on the Board of Directors.
- CIC certification required.
- Attend all meetings of APIC-Minnesota and Board of Directors
- Assume the duties of the President in the Absence of the President and President-elect
- Assume the office of President-elect should the office become vacant
- Serve as liaison to the APIC-MN basic infection prevention (BIP) course. (See and follow BIP Policy)
 - Review contract for BIP course facilitator and obtain board approval
 - Coordinate with BIP Facilitator to ensure conflict of interest statement signatures of all BIP course instructors
- Serve as Liaison to Conference Committee
- Serve as Liaison to the Education Committee



- Facilitate joint educational ventures with companies to assure that all content and income is controlled by APIC-MN. Provide conflict of interest oversight.
- Contact National APIC legal department for counsel as needed
- Submit projected budget for, BIP, Education and Conference Committees for the ensuing year to the current Treasurer by the Second Thursday in October. Budgeted expenses should be itemized in the projection.
- Attend the APIC National Conference during the third year of term. Consider attending the officers meeting
- Annually arrange or designate and secure the physical set-up of the monthly meeting place. Confering/in collaboration with the Education Chairperson.
 - Reserve rooms for Board Meeting
 - Reserve location for committee meetings if needed
 - Reserve room for membership/education/business meeting and work with facility representative or with Best Meetings to reserve AV equipment as needed
 - Evaluate site of monthly meeting with Education Committee Chairperson and recommend new site as needed, subject to approval from the Board of Directors.
- Schedule and coordinate annual Holiday Luncheon in collaboration with Membership Director and assistance of Board of Directors.

3. Monthly Action Checklist APIC-MN VICE PRESIDENT

Month	Tasks
DECEMBER	● Review Vice President job description and duties checklist. Update as needed. ● Consider reviewing past meeting minutes and agendas to get an idea of the content and issues carrying over into the next year. ● Review strategic plan and chapter policies/procedures for familiarity.
JANUARY	● Review VP job description and duty checklists. ● Review expectations of Conference and Education committee chairs. Review <i>Guidelines for Board and Committee Chairs</i> and <i>Liaison Expectations</i>. ● Review job expectations with the Executive assistant for committees and BIP. See Executive Assistant JD. ● Confirm meeting schedule for the year. ● Check that host sites are in place for the Spring and Fall BIP courses. ● Verify the chair/vice-chair status for Conference and Education Committees. ● Reach out to conference committee chair to report out at Feb Board meeting
FEBRUARY	● During the 3rd year of term, register for the National Conference and check the deadline and refer to policy on Educational or National conference expenses. ● Reach out to education committee chair to report out at March Board meeting
APRIL	● Reach out to conference committee chair to report out at May Board meeting



JUNE	• Reach out to education committee chair to report out at July Board meeting
AUGUST	• Start planning Holiday Lunch in collaboration with Membership Director
SEPTEMBER	• Continue with Holiday Lunch planning • Promote APIC membership at Fall Conference by presentation, education materials, forms, etc. in conjunction with BMI. • Reach out to education committee chair to report out at Oct Board meeting • Reach out to conference committee chair to report out at Oct Board meeting
OCTOBER	• Review budget
NOVEMBER	• Review budget with Treasurer in preparation for December board meeting. • Finalize Holiday Lunch plans
DECEMBER	• Holiday Lunch • Submit annual reports and ensure liaison committee chairs have submitted their annual report. Include accomplishments and major activities. Annual reports are to be submitted to the News/Views editor. These should be published in the January (or February) newsletter. • Help finalize budget and approve at December meeting. This may carry over to January if necessary for unresolved issues. • Reach out to BIP Facilitator to report out at Jan BOD meeting

- Arrange a time to meet with the incoming VP to review job description and duties checklist and to hand-off documents.
- Review with new board member: meeting schedule, liaison responsibilities, conflict of interest and job description as scheduled for review and updating.

4. 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
- Check monthly to know what their projects, priorities and needs are

Share information from board to committee chairs

- Include policies, funding, spending and vision

Share information from committee with board monthly

- Request that the committee chairs 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 committees may have before it goes to treasurer



- Board members should have vouchers signed by president elect, president or past president 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.