Epidemiology, Inc.

North Carolina
Region 2 Chapter 004

Operation Policies

Chartered 1974

https://community.apic.org/northcarolina/home

APIC NC Operation Policies Manual Editors

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Vision and Mission	
Vision	A Safer World Through the Prevention of Infection.
Mission	To Advance the Science of Infection Prevention and Control.

Association for Professionals in Infection Control and Epidemiology, INC.
North Carolina Chapter 004

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I. BOARD OF DIRECTORS

A. ROLES: The Board of Directors shall be the governing body of the Chapter and shall establish policy for conducting the business and management functions of the Chapter.

B. COMPOSITION: Elected by the Membership

1. Immediate Past President (1 year)
2. President (1 year)
3. President-Elect (1 year)
4. Treasurer (2 years, elected in even years)
5. Immediate Past Treasurer (2 years)
6. Secretary (2 years, elected in odd years)
7. Board Member #1; Bylaws & Strategic Plan (3 years)
8. Board Member #2; Membership (3 years)
9. Board Member #3; Education, Nominating & Awards (3 years)

C. DUTIES AND RESPONSIBILITIES:

1. Serve as the voting members of the Board of Directors.
2. Serve a term determined by the office held.
3. Attend and participate in all Board and general membership meetings. Attendance is required unless excused by the President.
4. Regular Board meetings are held before spring and fall educational conferences unless notified by the President of change.
5. Oversees committee activities.
6. Authorizes the official acts of the elected officials and committees.
7. Approves the slate of candidates for the ballot submitted by the nominating and awards committee.
8. Ensures five core responsibilities pertaining to the operation and management of the chapter and its activities.
    a. Determining and facilitating chapter's purpose
    b. Chapter management and governance
    c. Establishing strategy, planning, monitoring, and strengthening chapter programs
    d. Ensuring adequate chapter resources and managing them effectively
    e. Recruiting and orienting new leaders
9. Approves the budget (operational plan) for the year. Authorizes expenditures outside the budget throughout the year.
10. Monitors and evaluates compliance with the operational standards throughout the year. Operational Standards Compliance Checklist.
11. Meets in-person, by telephone or electronically to problem solve and determine policy a minimum of twice a year. Any issues decided electronically or by phone will be recorded in the minutes of the next in-person Board meeting.
12. Responsible for development and implementation of the strategic plan in line with national APIC and sets annual goals and objectives for the Chapter. Evaluates goal metrics annually and updates.
13. Reviews and approves revisions in the bylaws and operating policies as appropriate.
14. Appoints a member to serve remainder of term if vacancy occurs (or vacancy may remain open until next election).
15. Uses "Robert's Rules of Order" as necessary.

16. Participates in the year-end transitional hand-off meeting in December.
17. Incoming/new officers attend online leader orientation and training sessions prior to taking office (4th quarter).
18. Submits an APIC Conflict of Interest Form annually.

II. RESPONSIBILITY FLOW CHART (Refer to APIC NC Organizational Chart)

BOARD LIAISON	COMMITTEES
Immediate Past President	
President	
President-Elect	Education Committee
Treasurer	Budget & Finance
Immediate Past Treasurer	As requested by Treasurer
Secretary	Technology & Communications
Board Member #1	Bylaws & Operations Legislative
Board Member #2	Membership
Board Member #3	Nominating & Awards Education Teller's

III. DECEMBER TRANSITIONAL BOARD AND COMMITTEE CHAIRS MEETING

A. CHAIR OF MEETING: President

B. PURPOSE

To allow a smooth transition for new Board of Directors and committee chairs each year. The meeting will take place by December 31st prior to the January term beginning.

C. COMPOSITION

The incoming and outgoing Board of Directors and committee chairs and ongoing members.

D. MEETING AGENDA

1. The Outgoing President will invite all new committee chairs and Board of Directors to the meeting.
2. The Outgoing President will invite all ongoing committee chairs and Board of Directors members to the meeting.
3. Orientation/training will be provided for all new Board of Director members prior to taking office.
4. Review APIC Conflict of Interest Policy and submit APIC Conflict of Interest Form annually.
5. As appropriate, incoming President will have the following available at the meeting for all incoming Board of Directors members and committee chairs:
    a. Current operating policies
    b. Bylaws
    c. Budget
6. Each outgoing Board of Director member and committee chair should communicate information pertinent to the positions they have held and review.
7. Each outgoing person should:
    a. Review the operating policies with emphasis on the individual duties and responsibilities with each incoming person.
    b. Review the deadlines including requirement for preparation of an annual report including recommendations for the next year with submission to the Board Liaison by December 31st.
8. Items of emphasis include:
    a. Financial procedures and instructions, such as use of the Tax ID exempt status, reimbursement requests, etc.
    b. Website review and revision
    c. Utilization of the Board Liaison
    d. Timeline for important activities

IV. APIC NC TENTATIVE TIMELINE FOR IMPORTANT ACTIVITIES

January	▪ APIC Chapter Leader Orientation Call ▪ APIC Chapter President's (CP) Call ▪ APIC Chapter Legislative Rep (CLR) Call ▪ APIC Chapter Treasurers' Orientation (Call) ▪ Conference Committee sets locations, dates and times for both Spring and Fall conference ▪ Treasurer and Chapter bonding ▪ Forward signed Bylaws approved at end-of-year Board meeting to APIC, if necessary ▪ Treasurer sends year-end financials to APIC ▪ Willingness to Serve-Committees/Program Host ▪ Submit Chapter logo license agreement to national APIC
February	▪ APIC Chapter Leader Call ▪ APIC CLR Call
March	▪ APIC CP Call ▪ APIC Chapter Membership Chair (CMC) Call ▪ APIC CLR Call
April	▪ APIC Chapter Leader Call ▪ APIC CLR Call ▪ APIC Chapter Treasurer's Call
May	▪ APIC CP Call ▪ APIC CMC Call ▪ APIC CLR Call ▪ Spring Education Conference & Board Meeting ▪ Call for submissions of Willingness to Serve-Officer (fall election), Practitioner of the Year, Hall of Fame, and Educational Advancement Awards
June	▪ No Chapter Meeting: APIC Annual Conference held ▪ Chapter Leader Day (In-person at Annual Conference) ▪ Chapter Legislative Representative Meeting (In-person at Annual Conference) ▪ Chapter Leader Call ▪ APIC Annual Education Conference
July	▪ APIC CP Call ▪ APIC CLR Call ▪ Call for candidates closes for election; electronic ballot sent to membership (3 weeks)
August	▪ APIC Chapter Leader Call ▪ APIC CLR Call ▪ APIC CMC Call ▪ Electronic election voting closes

September	▪ APIC CP Call ▪ APIC CLR Call ▪ Fall Education Conference and Board Meeting ▪ Election results and Awards announced
October	▪ APIC Chapter Treasurers' Call ▪ APIC Chapter Leader Call ▪ APIC CLR Call ▪ Promote IIPW across chapter ▪ President verifies committee chairpersons and elected officers for the coming year, including sending the letter and calendar invite regarding transitional meeting in December ▪ Submit new Chapter officer information to national APIC ▪ Submit any changes to the amount of Chapter dues to national APIC
November	▪ APIC CP Call ▪ APIC CLR Call ▪ APIC CMC Call ▪ Board Members 1-4 to submit annual report of activities to the President for year-end Transition meeting
December	▪ APIC Chapter Leader Call ▪ APIC CLR Call ▪ BOARD MEETING and annual Transition Meeting for new, outgoing & ongoing Committee Chairs and Board of Directors members (1st Friday in December)

V. CHAPTER OFFICERS

A. IMMEDIATE PAST PRESIDENT

1. **ROLE(S)**
   The immediate past President shall serve as a consultant to the Chapter Board of Directors in the execution of all business by virtue of his/her board experience.

2. **COMPOSITION**
   Elected by the membership (served previous year as President and year before that as President-Elect).

3. **DUTIES**
   a. Provides coordinated transition and support to the newly elected President and all officials.
   b. Directly assists with projects as assigned by the President.
   c. Appoints special interest groups/task forces/liaisons as requested by the President.

B. PRESIDENT

1. **ROLE(S)**
   The President shall be directly responsible to the Chapter Board of Directors for the administration of the Chapter. The President shall preside at all chapter Board meetings and all member meetings.

2. **COMPOSITION**
   Elected by the membership the preceding year (served previous year as President-Elect).

3. **DUTIES AND RESPONSIBILITIES**
   a. Schedule, plan agendas, and preside at all Chapter Board meetings.
   b. Delegate committee activities and appoint members to committees as necessary with Board of Directors approval.
   c. Be the principal spokesperson for the Chapter.
   d. In general, perform all duties and have all powers customarily incident to the office of the President and such other duties and powers as may be prescribed by the Board of Directors from time to time.
   e. Sign with the Secretary, or any other proper officer of the Chapter authorized by the Board of Directors, any deeds, bonds, contracts, and other instruments that the Board of Directors has authorized to be executed.
   f. Serve as the primary communication link with national APIC on matters such as reporting Chapter leadership, Chapter dues, and other business critical information. Further, the President must respond to national APIC requests, notices, and other communications in a timely manner or by designated deadlines.
   g. Mentor the successor to provide a smooth transition into the President role.
   h. Prepares electronic/written correspondence with the membership.
      1) Prepares electronic introduction letter with annual goals and upcoming opportunities to the membership in January.
   i. The President should ensure that the following documents are completed and returned to national APIC within the indicated time frame. Copies of these documents should also be retained for the Chapter's records.

Information to be submitted	Specifics	Due Date
Chapter Logo License Agreement	Prior to using the APIC chapter specific logo, Chapters must have a logo license agreement on file with APIC. The logo usage policy should be reviewed, with license agreements signed and submitted by the Chapter President each year.	January 31
Chapter Dues	Changes must be submitted via the online Chapter Dues Submission Form to ensure the new amounts are accurately reflected on marketing materials for the following year. If we do not hear from you, your Chapter members will be billed at the current rate for another year.	October 31
Chapter Officers	Chapter officers must be submitted via the Committee Management Module or online Chapter Officers' Submission Form.	October 31

C. PRESIDENT-ELECT

1. **ROLE(S)**
   Assist the President in the discharge of the Presidential duties as directed and perform such other duties as may be prescribed from time to time by the President or Chapter Board of Directors.

2. **COMPOSITION**
   Elected by the membership to serve for three years (President-Elect, President, Immediate Past President).

3. **DUTIES AND RESPONSIBILITIES**
   a. Prepare to assume the office of President. Fill the office of President, should that office become vacant, and subsequently fill the office of President for a regular term, as is entitled to the President-Elect.
   b. Become familiar with organizational system structure, including Chapter bylaws, policies, and committees.
   c. Serves as the Board Liaison to the education committee; manage and submit requests for liability insurances to APIC, as needed.
   d. Maintains Chapter meeting and event calendar.
   e. Serves as a communication link with national APIC on matters as designated by the President. Further, the President-Elect must respond to national APIC requests, notices, and other communications in a timely manner or by the designated deadline.
   f. Mentor the successor to provide a smooth transition into the President-Elect role.
   g. Serves as a member of the conference and education committee.
   h. Attend the President's meeting at the national APIC conference if possible, in order to facilitate the transition to the role of President.
   i. Oversee the presentation of a plaque and appreciation gift for the out-going President to be presented at the Fall conference.
   j. Serves on the education committee:
      1) Assists in the facilitation of conference planning activities.
      2) Assists in the coordination of the agenda, speaker selection, CE application, and all planning meeting arrangements.
      3) Approves program expenditures based on approved budget.
      4) In coordination with the Treasurer, reviews and submits expenditures and profit records from the Fall conference to the Board of Directors for the following year's budget preparation.

D. TREASURER

1. **ROLE(S)**
   The Treasurer maintains, manages, and accounts for all records related to the finances of the Chapter and submits reports in a timely manner.
   a. *The Chapter is exempt from Federal income tax under Section 501(c)(3) of the US Internal Revenue Service.

2. **COMPOSITION**
   Elected by the membership for two years (elected in even-numbered years).

3. **DUTIES AND RESPONSIBILITIES**
   a. The Treasurer shall follow all duties and responsibilities as laid out in the APIC Chapter Treasurers' Manual, including but not limited to:
      1) Establish and maintain bank accounts.
      2) Maintain copies of the chapter's bylaws, tax ID number, legal documents and correspondence with state and federal governments.
      3) Work with the chapter Board and committees to develop new revenue sources.
      4) Prepare the annual budget and present it to the board.
      5) Share monthly financial reports (balance sheet and income statement) with the board.
         i. Reports may be shared electronically.
      6) Be a member of or consultant to any committee having to do with the chapter's monies.
      7) Follow retention schedule for retention and destruction of financial files and information.
         i. See APIC NC Principles, Guidelines and Policies for document retention requirements.
      8) Serve as a link between APIC and the chapter regarding the chapter's monies and financial reporting.
      9) Respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline(s).
      10) Be bonded through APIC.
      11) Review financial affairs of the chapter with legal counsel and/or accountant if/as necessary.
   b. Provides appropriate reimbursement to members for monies spent. Members requesting reimbursement for approved expenditures will complete the Reimbursement Request form and submit it along with receipts within one month of the expenditure.
      1) Reimbursement Guidelines
      2) Reimbursement Request Form
   c. APIC Chapter Treasurer Manual (refer to APIC Chapter Leader Resource Center)

E. IMMEDIATE PAST TREASURER

1. **ROLE(S)**
   The Immediate Past Treasurer shall serve as a consultant to the Treasurer for two years and assume the office of Treasurer should that office become vacant for the remainder of the term.

2. **COMPOSITION**
   Elected by the membership (served as Treasurer for the previous two years).

3. **DUTIES AND RESPONSIBILITIES**
   a. Ensure the new Treasurer receives all required documentation, following the transition checklist found in the APIC Treasurer's Manual, to include:
      1) Bylaws – for reference
      2) Board minutes – for historical information and reference
      3) Financial statements – balance sheets and income statements
      4) Budgets
      5) Case receipts journals
      6) Cash disbursements journals
      7) Checkbook, bank statements, and canceled checks (if applicable)
      8) Passwords for online banking, password protected files, and other applicable online accounts
      9) Federal Tax Identification number (TIN or EIN) – required for opening bank accounts, non-profit mailing postal accounts, and correspondence with the IRS
   b. Maintain communication with the Treasurer during term as Immediate Past Treasurer and assist in transition.
   c. Serve as a member of the chapter Board of Directors and attend scheduled meetings.
   d. Assist the Treasurer and perform duties as needed or as directed by the Board.
   e. Assume the duties and responsibility of the Treasurer should that office become vacant.
   f. Assists as needed in the preparation of the annual budget.
   g. Represents the Chapter, in the event the Treasurer is unable to do so, at the parent Association's Annual Treasurer activity held during the annual conference.

F. SECRETARY

1. **ROLE(S)**
   Accurately records and distributes minutes from all meetings held by the Chapter and serves as Historian.

2. **COMPOSITION**
   Elected by the membership to serve for two years (elected in odd-numbered years).

3. **DUTIES AND RESPONSIBILITIES**
   a. Serves as a member of the Board of Directors and attends scheduled meetings.
   b. Accurately records, transcribes, and provides Board meeting minutes with attendance to the President for approval at the following Board meeting.
   c. Accurately records, transcribes, and provides Chapter business meeting minutes to the President for presentation and approval at the following business meeting.
   d. Maintains minutes of current year's meetings.
   e. Includes election results in the subsequent Chapter business meeting minutes.
   f. Vote results taken between Board meetings should be recorded in the following Board meeting minutes.
   g. Submits minutes to the Technology and Communications Chair for posting on the APIC NC website after final approval.
   h. Composes and sends any correspondence as requested by the President.
   i. Historic Board meeting and Chapter business meeting minutes must be saved to a central chapter location.
   j. Maintains standard work documents and ensures smooth transition to successor at the end of term. Meeting agenda and minute templates can be found in the 'Secretary' folder on Google Drive.
   k. Manage updates to the historical data for the Chapter to include:
      1) Pictorial/digital history of Chapter activities and members as available
      2) Copy of any document packet submitted to national APIC for the Chapter
   l. Provides oversight to the Technology and Communications Chair/Committee.
4. RECORDS
   a. The secretary should maintain all organizational documents of the chapter. Within the chapter's Organization Handbook (cloud-based document storage), the Secretary should store the:
      1) Petition for Chapter Status (if available)
      2) Bylaws
   b. In the Organizational Handbook (cloud-based document storage), the secretary should also maintain:
      1) Membership rosters provided by APIC (advised for at least 1 year)
      2) Minutes of all Board and Chapter Executive Committee meetings
      3) Chapter correspondence

G. BOARD MEMBERS

1. **ROLE(S)**
   Assist the President and Board of Directors in guiding activities of the Chapter.

2. **COMPOSITION**
   Elected by the membership to serve for three years (three members).

3. **DUTIES AND RESPONSIBILITIES**
   a. Serves as a member of the Board of Directors and attends scheduled Board meetings.
   b. Accepts the responsibilities and carries out the duties of the Board of Directors.
   c. Serves as a resource to and receives reports from assigned Committee Chairs/ Task Force Chairs/ Liaisons throughout the year. The reports are to include progress in achieving goals, activities, accomplishments, and concerns of the committees.
      1) Receives reports and updates at least three times a year and reports at the Board meetings.
         i. Spring, Fall and Transition meetings
      2) Receives annual committee reports prior to the year-end Transition meeting held by December 31st.
   d. Prepares an annual report of all activities and submits to the President by November 30th. This report should include the annual reports from all committee chairs.

4. **BOARD MEMBER #1** is responsible for strategic planning, bylaws, operations policy, and government affairs for the Chapter which include but are not limited to:
   a. Strategic plan oversight and updates at the business meetings; summary at Transition meeting.
   b. Serves as liaison for the bylaws chairperson and committee.
   c. Serves as liaison to the Chapter Legislative Representative (CLR) and legislative committee.
   d. Requests proclamation from the Governor for Infection Prevention Week and distributes to the membership.
   e. Collaborates with the bylaws chairperson and responsible for ensuring the Chapter operating policies are updated as the Board of Directors makes changes throughout the year. Following Board of Directors approval of any revisions and membership approval, sends to Technology and Communication Chair to post on website and upload to designated cloud-based storage site.

5. **BOARD MEMBER #2** is responsible for the membership, zone committees, and promoting professional development activities for the Chapter which include but are not limited to:
   a. Serves as chair of the membership and zone committees
   b. Maintains an accurate roster of the membership and facilitates transition into the Chapter for prospective and new members as identified below
   c. Reviews chapter membership rosters monthly for accuracy
   d. Encourage chapter members to update contact and/or demographic information on the APIC Connect, as needed
   e. Report inconsistencies and/or member demographic changes to chapters@apic.org
   f. Provides information to new and prospective members, as appropriate
   g. Responds promptly to requests for membership information
   h. Serves as liaison with national APIC

i. Maintains and updates member database downloads from national APIC
j. Provides membership roster to committees as needed
k. Provides a list of eligible members who can run for positions and/or vote to the nomination committee prior to election
l. Strategizes on ways to increase membership numbers
m. Responsible for developing and sending electronic Chapter membership needs assessment every two years (even years).

6. **BOARD MEMBER #3** is responsible for nominations, awards, and education needs for the Chapter which include but are not limited to:
   a. Serves as parliamentarian at Board of Directors meetings.
   b. Serves as liaison to the education committee along with President-Elect.
   c. Responsible for serving as nurse planner for conference CE applications or delegates duty to a committee member as needed.
      1) Follows guidance and maintains storage of all application documents per North Carolina Nurses Association.
   d. Participates and provides updates in all conference and education planning committee meetings.
   e. Serves as liaison to nominations and awards committee assuming the role of co-chair.
   f. Responsible for developing and sending electronic Chapter educational needs assessment every two years (even years).
   g. Assists with management of the electronic program utilized for surveys, willingness to serve forms (officer or volunteer), award submission forms, and election ballot.

VI. COMMITTEE CHAIRS/REPRESENTATIVES

A. APIC CHAPTER LEGISLATIVE REPRESENTATIVE (CLR)

1. **ROLE(S)**
   The Chapter Legislative Representative (CLR) is APIC's representative to state and local policymakers on public policy matters. The CLR serves as a major link between the APIC NC Chapter Board of Directors, membership, and APIC public policy committee. The Chapter Legislative Representative is selected from the legislative committee members and shall be appointed by the committee members and approved by the Chapter Board of Directors. APIC public policy committee is responsible for issuing communication, via the CLRs, to keep Chapters apprised of the program's various activities including position statements.

2. **BOARD LIAISON**
   Board Member #1

3. **DUTIES AND RESPONSIBILITIES**
   a. Attends all APIC NC Board meetings.
   b. Must be knowledgeable about national APIC policy positions.
   c. Must have an interest in and be willing to develop expertise in the legislative process on Federal and State legislative and regulatory issues.
   d. Serve as a primary contact between the Chapter and national APIC staff on public policy.
   e. Provide APIC NC legislative and regulatory updates as well as APIC public policy reports during Chapter meetings.
   f. Mobilize Chapter members during legislative and regulatory campaigns.
   g. Update national APIC staff on issues that arise in State legislative and regulatory bodies.
   h. Inform national APIC staff about concerns being discussed in your Chapter.
   i. Report to Board Member #1 and the Chapter President and serve as the primary contact between the Chapter and national APIC on issues of public policy.
   j. Represents national APIC's policy position to Chapter members, APIC allies/partners and policymakers.
   k. Uses care to ensure that legislative and regulatory positions expressed by Chapter members are consistent with national APIC.
   l. Respond to national APIC action alerts, notices, and other communications in a timely manner, or by the designated deadline.
   m. Share major outcomes of Chapter grass roots efforts with the national APIC.
   n. Participate in national APIC CLR training webinars.
   o. Attends or delegates a representative to attend the Public Policy committee meeting at the national APIC annual conference.
   p. Mentors the successor to provide a smooth transition into the CLR role.
   q. Follow additional guidance found in the LEGISLATIVE COMMITTEE**.**
   r. The CLR role and responsibilities are detailed further in the APIC Chapter Legislative Representative (CLR) Manual (refer to APIC Chapter Leader Resource Center).

B. BYLAWS AND OPERATION POLICIES CHAIR

1. **ROLE(S)**

Chair appointed by the President for a 1-year renewable term up to three consecutive years. After three years, a mandatory 1-year reprieve is required**.** Review/revise amendments to the bylaws and operation policies.

2. **BOARD LIAISON**
Board Member #1

3. **DUTIES AND RESPONSIBILITIES**
   a. Attends all APIC NC Board meetings.
   b. Schedule and lead committee meetings, as needed.
   c. Develop proposed and/or follow approved annual budget and submit expenses to the Treasurer and Board of Directors for review.
   d. Mentor the successor to provide a smooth transition into the committee chair role.
   e. Provide the Board of Directors with a summary of updates for programs, projects, and activities at scheduled Board meetings as appropriate.
   f. Ensure all documents are current and revised as needed.
   g. Follow additional guidance found in the BYLAWS AND OPERATION POLICY COMMITTEE.

C. NOMINATIONS AND AWARDS CHAIR

1. **ROLE(S)**
The nominating and awards chair serves a 1-year term and is selected from the members of the nominations and awards committee. The chair and co-chair (Board Member #3) are responsible for the overall committee promoting elections with approved candidates and awards for eligible members.

2. **BOARD LIAISON**
Board Member #3

3. **DUTIES AND RESPONSIBILITIES**
   a. Collaborate with Board Member #3 who serves as committee co-chair**.**
   b. Attends all APIC NC Board meetings.
   c. Schedule and lead committee meetings.
   d. Chair holds the first meeting by March of each year to allow time to approach members for placement on the ballot.
   e. Develop proposed and/or follow approved annual budget and submit expenses to the Treasurer and Board of Directors for review.
   f. Maintain records and/or delegates consisting of budget, meeting minutes, and committee correspondence.
   g. Provide the Board of Directors with a summary of updates for programs, projects, and activities at scheduled Board meetings as appropriate.
   h. Maintain a record of award recipients and update historical documents.
   i. Mentor the successor to provide a smooth transition into the committee chair role.
   j. Co-chair presents “Practitioner of the Year Award” and the “Hall of Fame Award.”
      1) Presentation will include highlights of the accomplishments and achievements of the winner as submitted during the nomination process.
   k. Co-chair responsible for delegation of plaques/gift purchase.
   l. If directed by the Board of Directors, the committee chairperson will apply to national APIC for the “Chapter of Excellence” award.

m. At the direction of the President, the committee chair will apply for or present other awards.
n. The committee chair will submit notice on APIC NC website annually regarding "The Great One Hundred Award" application and deadline.
o. Follow additional guidance found in the NOMINATING AND AWARDS COMMITTEE.

D. EDUCATION CHAIR

1. **ROLE(S)**
The education chair serves a 1-year renewable term and should be selected from existing members of the education committee and approved by the President-Elect. The chair is responsible for the overall education of the Chapter membership.

2. **BOARD LIAISON**
President-Elect

3. **DUTIES AND RESPONSIBILITIES**
   a. Collaborate with the President-Elect who serves as education committee member.
   b. Attends all APIC NC Board meetings.
   c. Schedule and lead conference and education committee meetings.
   d. Plan, develop, and execute educational offering for the membership, to include but not limited to, one Spring and one Fall educational conference.
   e. Chair holds the first meeting by January of each year to allow time to prepare for the annual Spring and Fall conferences.
   f. Develop proposed and/or follow approved annual budget and submit expenses to the Treasurer and Board of Directors for review.
   g. Maintain records and/or delegates consisting of budget, meeting minutes, and committee correspondence.
   h. Mentor the successor to provide a smooth transition into the committee chair role.
   i. Provide the Board of Directors with a summary of updates for programs, projects, and activities at scheduled Board meetings as appropriate.
   j. Follow additional guidance found in the EDUCATION COMMITTEE.

E. MENTORSHIP CHAIR

1. **ROLE(S)**
The Mentorship Chair serves a 1-year renewable term and should be selected from existing members of the mentorship committee and approved by the President. The chair is responsible for the overall mentorship activities of the Chapter membership.

2. **BOARD LIAISON**
Board Member #2

3. **DUTIES AND RESPONSIBILITIES**
   a. Attends all APIC NC Board meetings.
   b. Must be knowledgeable about chapter mentorship activities and priorities.
   c. Plan, develop, and execute mentorship opportunities for the membership (e.g., peer-to-peer mentorship activities, open forum discussions, small group activities, etc.)
   d. Provide the Board of Directors with a summary of updates for activities at scheduled Board meetings, as appropriate.

e. Follow additional guidance found in the MENTORSHIP COMMITTEE.

F. PUBLIC HEALTH REPRESENTATIVE

1. **ROLE(S)**
   The state public health representative is responsible for providing updates and input on activities relevant to the science of infection prevention and public health practice.

2. **BOARD LIAISON**
   Board Member #1

3. **DUTIES AND RESPONSIBILITIES**
   a. Attend all APIC NC Board meetings or provide input in advance of Board meetings.
   b. Provide updates on surveillance trends for reportable HAI conditions and other diseases of infection prevention/public health interest.
   c. Provide insight on emerging science and legislation relevant to infection prevention and public health practice.
   d. Collaborate with partners on grant activities and educational sessions.

G. STATEWIDE REPRESENTATIVE

1. **ROLE(S)**
   APIC-NC strategic partner and liaison between the Statewide Program for Infection Control and Epidemiology (SPICE) and APIC NC Chapter. Filled by either the Director or Associate Director of SPICE.

2. **BOARD LIAISON**
   Board Member #1

3. **DUTIES AND RESPONSIBILITIES**
   a. Attend all APIC NC Board meetings or provide input in advance of Board meetings.
   b. Assist APIC NC in promoting infection prevention initiatives.
   c. Advise on the APIC NC strategic plan.
   d. Provide updates on educational offerings across the continuum of care that support the APIC NC strategic plan.
   e. Provide the William Rutala certification scholarship to promote Infection Prevention and Control Certification.

H. TECHNOLOGY & COMMUNICATIONS CHAIR

1. **ROLE(S)**
   is responsible for technology and communication needs for the Chapter. The technology and communications chair is appointed by the President for a 1-year renewable term.

2. **BOARD LIAISON**
   Secretary

3. **DUTIES AND RESPONSIBILITIES**
   a. Attend all APIC NC Board meetings or provide input in advance of Board meetings.
   b. Update and maintain a phone tree inclusive of Board of Directors, members, and committee chairpersons (post on website).
   c. Maintain the APIC NC website as editor.

d. Provide communication to the Chapter regarding events from the education committee.
e. Prepare and develop conference brochures, communication, registration documents, name badges, etc. in collaboration with the conference and education committee.
f. Strategize ways to advertise National Infection Prevention Week including social media options.
g. Send all communications related to Chapter activities to the membership via email.
h. Maintain a complete email listing for all APIC NC members.

VII. COMMITTEE DUTIES AND RESPONSIBILITIES

A. NOMINATING AND AWARDS COMMITTEE

1. **ROLE(s)**
   Provide qualified candidates for the election ballot each year. Informs members of available award opportunities (Practitioner of the Year, Hall of Fame, and Education Advancement). Provide award applications and determine recipients based on standardized criteria.

2. **COMPOSITION**
   Six members: Board Member #3 (co-chair), 5 elected members (3 elected in odd years, 2 elected in even years). The chairperson is selected from the members and shall be appointed by the committee members and approved by the Chapter Board of Directors. Committee members serve a 2-year term.

3. **BOARD LIAISON**
   Board Member #3

4. **DUTIES AND RESPONSIBILITIES**
   a. General
      1) Develop, maintain, and monitor the following electronic forms.
         i. Reviewed/updated by January 31st:
            a) Willingness to Serve-Committee/Program Host
         ii. Reviewed/updated by April 30th:
            a) Willingness to Serve-Officer
            b) Practitioner of the Year
            c) Hall of Fame
            d) Educational Advancement Awards
      2) Develop, review, and revise content related to nominations on the website throughout the year.
      3) Promotes submissions for APIC awards.
      4) Chair holds the first meeting by March of each year to allow time to approach members for placement on the ballot.
      5) Attends committee meetings and actively participates in the election/awards process.
      6) Provide summary of activities at scheduled Board meetings as appropriate.
      7) Committee members are not eligible as election candidates or award recipients during service.
      8) Coordinate gift/plaque orders for the following recipients (Follow 'Reimbursement Guidelines'):
         i. Current President
         ii. Practitioner of the Year
         iii. Hall of Fame
         iv. At the President's Direction for additional recognitions

   b. Elections
      1) Develop Willingness to Serve-Officer form with summary of qualifications/activities for each available office.
         i. Share electronic link with Technology and Communications Chair for website publishing
      2) Follow APIC NC election and award timeline template.

i. Solicit nominations from active membership beginning in May, traditionally notifying at Spring education conference and via Chapter list serve email (Technology and Communications Chair).
ii. Set final deadline for Willingness to Serve-Officer form submissions in July.
iii. Obtain a current membership list from Board Member #2 to verify eligibility for potential nominees (Note, President-Elect must have prior APIC NC Board position to be eligible).
iv. Eligibility requirements include that all candidates MUST:
    a) Be a current active member of APIC and the NC Chapter
        1. Active members shall be individuals occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections or when a membership vote is required by the Massachusetts General Laws (Chapter 180) or requested by the Board of Directors of the Chapter or of APIC, serve on committees, and hold elected office (per APIC & APIC NC bylaws).
    b) Have been a member of the NC Chapter for at least one year PRIOR to submitting your name on the Willingness to Serve form.
    c) Take into consideration the attendance and participation of the nominees.
v. Submit the slate of candidates to the Board of Directors for approval by July 31st.
vi. Confirm with candidates each nominee's interest in position and ballot approval or ineligibility via email, request headshot for ballot.
vii. Develop ballot including biographical profile, credentials, and headshots of candidates. Include instructions for voting timeline and submission of ballot (e.g., electronic voting via email or website).
viii. Send a ballot via email by communications representative to all voting members by August for a period of 3 weeks.
ix. Receive the votes and forwards them to the Teller's Committee for final verification and counting.
x. Notifies candidates of the outcome of the election via email communication.

c. Awards
    1) Awards include (forms and descriptions on website):
        i. APIC NC Practitioner of the Year
            a) Description: The mission is to recognize a member of APIC NC for major accomplishments in the realm of Infection Prevention. Nominees must be an active member of APIC NC, active in the practice of infection prevention, and have achieved noteworthy accomplishments in one or more of the following categories: clinical, education, research, contribution, or service. In hope of making the process easier

for the nominators, we have made the written portion of this nomination much shorter and will supplement by scheduling an interview with the nominator(s).

b) Selection criteria is based on the national APIC competency model. Refer to scoring rubric.

c) Award is presented at the Fall education conference business meeting and kept confidential between committee members and the Board of Directors.

d) Nominations that were not chosen will be included in the next year's nominations pool for one time only.

e) Nominations that were not received by the submission deadline may be retained for consideration the following year.

ii. APIC NC Hall of Fame

a) Description: The mission is to recognize individuals who have helped make our state and our profession great through outstanding contributions to the establishment, development, advancement, or improvement of Infection Prevention. This award is not a replacement for Practitioner of the Year and should be viewed as the ultimate in recognition.

b) Selection criteria is based on the national APIC competency model.

c) Nominations that were not received by the submission deadline may be retained for consideration the following year.

d) Nominations that were not chosen will be included in the next year's nominations pool for one time only.

iii. APIC NC Educational Advancement

a) Description: The mission is to reward those APIC members who possess dedication, passion, and the initiative to provide education to other infection preventionists, staff members, patients, and visitors thereby improving outcomes in their healthcare communities.

b) Two Educational Awards are available for attending the APIC NC Fall educational conference. These awards are available to APIC NC members only and recipient(s) will have the conference registration fee waived.

c) Recipient(s) will be chosen by random lottery drawing.

d) Recipients will be required to provide an education update to APIC NC in the form of a presentation at the following Spring education conference (poster or session) or submitting a written presentation to the APIC NC website or per board approval.

1. If the recipient fails to fulfill the educational offering obligation, then the registration fee from the fall Education Conference will be reimbursed to APIC NC by the recipient, and they will not be eligible for future education advancement awards.

2) Award submissions will be submitted electronically.

3) Review and update Practitioner of the Year award to align with national APIC competency model; submit to Board of Directors for approval as needed.
4) Follow APIC NC election and award timeline template.
    i. Solicit nominations from active membership beginning in May, traditionally notified at Spring education conference, APIC NC website and via Chapter list serve email (Technology and Communications Chair).
    ii. All submissions for awards due by July 31st.
    iii. Review submissions, perform interviews (Practitioner of the Year).
    iv. Determine award recipients by the end of August.
    v. Award is presented at the Fall education conference business meeting and kept confidential between committee members and the Board of Directors.
        a) Once announced, a notification of recipients will be emailed out via Technology and Communications Chair.

B. EDUCATION COMMITTEE

1. **ROLE(S)**
To provide at least one, two-day educational conference in the Spring and one, two-day educational conference in the Fall for the members of the Chapter. Promote additional educational activities of the Chapter.

2. **COMPOSITION**
Education Chairperson, President-Elect, Board Member #3; Members: Education Committee Members (as appointed from board approved, willingness to serve forms submitted prior to the annual transition meeting for the following year), Treasurer, Technology and Communications Chair. Education committee members serve a renewable 1-year term up to three consecutive years. After three years, a mandatory 1-year reprieve is required. The term limit applies to individuals who are serving as committee members only (e.g., not serving in the capacity of board members like Treasurer, President-Elect, etc.).

3. **BOARD LIAISON**
President-Elect and Board Member #3

4. **DUTIES AND RESPONSIBILITIES**
    a. Assess educational needs of the chapter membership at least every two years (even years) by developing and sending an electronic Chapter Assessment Survey.
    b. Develop educational goals and objectives for the coming year, based on needs indicated by the membership.
    c. Plan educational sessions that will provide continuing education credit.
    d. Seek CE credit approval from a local CE provider.
        1) Follows guidance and maintains storage of all application documents per North Carolina Nurses Association.
    e. Plan and present educational programs, seminars, workshops, and social functions for the Chapter.
    f. Plan, coordinate, and secure location for biannual conferences. Any business agreement with the venue must be approved by the Board of Directors.
    g. Secure speakers for the program.
    h. Support program setup and management.
    i. Promote program schedule and activities.

j. Request event liability insurance from national APIC at least one month prior to the event, as needed.
k. Review program evaluation results and provide feedback to the speaker(s) and program committee.
l. Maintain a complete program file for each offering to include CE approval, roster of attendees, certificates, evaluations, summary of evaluation results, program announcements, program handouts, etc.
m. Ensure the program falls within annual conference budget parameters as outlined by Chapter Treasurer.
n. Delegate responsibility and duties to committee members as needed.
o. Utilize Conference Planning Grid.
p. Utilize conference Reimbursement Guidelines as outlined by the Board of Directors.
q. Oversee CIC study session offerings, as applicable.

C. LEGISLATIVE COMMITTEE

1. **ROLE(S)**
   To monitor local, state, and federal legislation, regulations or standards affecting Infection Prevention and Control Practice.

2. **COMPOSITION**
   The Chapter Legislative Representative will serve as chair. Committee members may be chosen by the committee chair and approved by the Board of Directors for a 1-year renewable term.

3. **BOARD LIAISON**
   Board Member #1

4. **DUTIES AND RESPONSIBILITIES**
   a. Evaluates impact of new or existing regulations and/or standards on Infection Prevention Practice in local, State, or Federal regulatory and accrediting agencies.
   b. Prepares response with approval by the Board of Directors and the membership to appropriate authorities/agencies regarding pending legislation or standards.
   c. Maintains close communication with the President and the Board of Directors regarding legislative or regulatory issues.
   d. Routinely monitors relevant websites for issues related to Infection Prevention.
   e. Develops content related to Governmental Affairs for the APIC NC website throughout the year.
   f. Assist in notifying and educating membership of upcoming legislation or regulations.

D. BYLAWS AND OPERATION POLICY COMMITTEE

1. **ROLE(S)**
   Review the bylaws and recommend amendments.

2. **COMPOSITION**
   Chair appointed by the President for a 1-year renewable term. Committee members chosen by the committee chair and approved by the Board of Directors for a 1-year renewable term.

3. **BOARD LIAISON**
   Board Member #1

4. **DUTIES AND RESPONSIBILITIES**
   a. Report changes in APIC national bylaws to Board of Directors and membership at Chapter business meetings.
   b. Suggest and/or receive all proposed amendments to the bylaws of the Chapter.
      1) Amendments to the bylaws may be proposed by any member of the Chapter.
      2) Bylaws must be in harmony with national APIC bylaws.
      3) The model for APIC chapter bylaws should be consulted prior to consideration of draft changes, since there are sections of the bylaws which cannot be altered according to the model.
   c. Prepare revisions in a suitable form and present to the Board of Directors for review and make any changes recommended by the Board.
   d. Present proposed amendments to the membership thirty (30) days prior to voting.
   e. Present suggested bylaw revisions to the membership for vote at Chapter membership business meeting. A majority vote is needed to pass the amended bylaws.
   f. Submit proposed bylaws changes to national APIC in the designated form for review and approval.
   g. Report to the Board of Directors and membership the approval or denial of proposed changes from national APIC.
   h. Maintain and update the operation policies at least every three years by the Fall business meeting in accordance with the bylaws and at the direction of the Board of Directors.
   i. Submit approved bylaws and operations policy to Technology and Communications Chair to post on the website.
   j. Bylaws chair attends or delegates a representative to attend the bylaws committee meeting at the national APIC annual conference.

E. MEMBERSHIP COMMITTEE

1. **ROLE(S)**
   Maintains an accurate roster of the membership and facilitates transition into the Chapter for prospective and new members.

2. **COMPOSITION**
   Board Member #2 (Chair), zone coordinators (appointed by committee chair Selected by Willingness to Serve Forms), committee members

3. **BOARD LIAISON**
   Board Member #2

4. **DUTIES AND RESPONSIBILITIES**
   a. The chair (Board Member #2) will attend all board meetings unless excused.
   b. Assist chair in APIC NC membership promotion.
   c. Assist chair in developing goals and objectives regarding promotion of membership.
   d. Develop communication links with new members.
   e. Serve as the communication link with geographical networking groups (zone coordinators).
   f. Conduct zone coordinator meetings at least three to four times per year either in person or via online meeting platform or conference calls.
   g. Ensure updated APIC NC membership roster is available on APIC NC website (login required).
   h. Serve as contact between APIC NC members and national APIC on issues pertaining to membership.
   i. Send "Welcome Email" to new APIC NC members.
   j. Email membership information (APIC NC) to prospective members as names are received.
   k. Email reminders to lapsed members to renew their Chapter membership.
   l. Email APIC members who do not belong to APIC NC to solicit their membership at least annually.
   m. Provide for the nominating committee with a roster of eligible voters for the election.
   n. Provide validations to the awards committee chairman of eligibility of nominations/selection of members for scholarships and educational awards.
   o. Prepare and present reports to the Board of Directors at business meetings.
   p. Attend national APIC membership chair meetings if possible or delegate attendance to a committee member if unable to attend.
   q. Liaison for the zone coordinators
      1) Maintain one map
      2) Oversee zone activities and reimbursement approval
      3) Communicate information to zone coordinators for upcoming activities and needs as it becomes available
      4) Select zone coordinator replacements if positions vacant
   r. Zone coordinators
      1) Serve minimum of 2 years not to exceed 3
         i. May exceed 3 years if no volunteers to serve are submitted
      2) Time commitment 1 – 10 hours per month
      3) Conduct Zone meetings are least three or four times per year either in person or via online meeting platform or conference calls

4) Zone Coordinators will serve as the communication link with new members within their zones.
5) Coordinators will elicit requests for Infection Prevention topics to be addressed at their individual zone meetings.
6) Each membership zone will have an amount of money allocated by the chapter each year in the budget. Zones may combine funds up to individual annual allocation.
7) The Membership Chair will collaborate with the Treasurer about the coordination of the disbursement of these funds. Any use of these funds beyond the approved educational functions must be approved by the Board of Directors.
8) Criteria for use of these monies include that which assists the zone in planning their meetings. Examples include food, room rental, speakers, brochures, mailing expense, teleconferences, and local seminars. The Board must approve any other type of use of funds.
9) Zones may request up to the budgeted amount annually for educational purposes for the Zone. Additional funds may be available after September 1 if unused funds exist from other Zones. This may be requested from the Board if additional activities are planned.
10) Each Zone Coordinator should contact the Treasurer when money is requested and complete an APIC NC voucher form. The Board Treasurer shall report on zone expenditures at every Board meeting. Submit documentation of other expenses on Voucher form to the President within 30 days of expenditure. See the Reimbursement Guidelines for details.
11) Zones may combine to have larger zone meetings for educational opportunities.
12) In the event the zone membership is unhappy with the Zone Coordinator, a representative from the zone is to contact the Membership Chair for guidance.

F. MENTORSHIP COMMITTEE

1. **ROLE(S)**
   Responsible for mentorship needs for the Chapter.

2. **COMPOSITION**
   Mentorship Chairperson, Board Member #2; Committee members appointed by committee chair (Selected by Willingness to Serve Forms).

3. **BOARD LIAISON**
   Board Member #2

4. **DUTIES AND RESPONSIBILITIES**
   a. Assess chapter membership needs for mentorship opportunities through ongoing discussions, polls, and evaluation surveys during and following mentorship activities.
   b. Develop annual goals and objectives based on feedback from participants.
   c. Plan and deliver mentorship activities such as open forum round tables, topic-focused guided discussion, etc.

G. TECHNOLOGY AND COMMUNICATIONS COMMITTEE

1. **ROLE(S)**
   Responsible for technology and communication needs for the Chapter.

2. **COMPOSITION**
   Committee members appointed by committee chair (Selected by Willingness to Serve Forms).

3. **BOARD LIAISON**
   Secretary

4. **DUTIES AND RESPONSIBILITIES**
   a. Update and maintain a phone tree inclusive of Board of Directors, members, and committee chairpersons (post on website).
   b. Maintain the APIC NC website as editor.
   c. Provide communication to the Chapter regarding events from the conference and education committee.
   d. Prepare and develop conference brochures, communication, registration documents, name badges, etc. in collaboration with the conference and education committee.
   e. Work with conference planning and education committees to coordinate technology needs for APIC NC conferences and other events.
   f. Strategize ways to advertise National Infection Prevention Week including social media options.
   g. Send all communications related to Chapter activities to the membership via email.
   h. Maintain a complete email listing for all APIC NC members.

H. TELLER'S COMMITTEE

1. **ROLE(S)**
   Verifies election results.

2. **COMPOSITION**
   Board #3, Chair of the nominating and awards committee and President.

3. **BOARD LIAISON**
   President

4. **DUTIES AND RESPONSIBILITIES**
   a. Review, verifies, and counts all electronic ballots in accordance with established procedures approved by the Board of Directors.
   b. Notify the nominating committee of final election results.
   c. Coordinate with the nominating committee to notify candidates.
   d. Elected candidates will be notified prior to the December Transitional meeting to allow additional time for them to attend.
   e. Maintain record of e-votes and submits to Secretary for inclusion in the minutes.
   f. Election results are announced by the President at the Fall education conference and via email notification to the Chapter membership.

VIII. OTHER

A. DUES for Chapter #004

1. Annually, the Board of Directors will determine the necessity and amount of Chapter dues. Chapter dues are currently $20.00.
2. APIC NC dues are also required for regular and associate memberships.
3. Membership applications are available through the national APIC website.

B. Termination of membership

Refer to national APIC bylaws.

C. Removal from office

Any officer, regardless of the manner of election or appointment, may be removed by the Chapter Board of Directors upon affirmative - super majority (2/3) vote of the entire Chapter Board of Directors then in office whenever, in its judgment, the best interests of the Chapter and APIC would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made, and shall be given an opportunity to be heard prior to the final decision.

D. Annual report

See Chapter Leader Toolkits on Dropbox and business meeting template to record annual reports by all committee chairs, liaisons, task force chairs, special interest group leaders, and Board Members.

E. Other policies

Chapter will adhere to all other applicable laws and follow all policies of the parent organization, nation APIC.

F. Board/Officer shadowing

APIC NC will allow members to shadow positions on the Chapter Board of Directors. Shadowing must be approved by the Board. Shadowers will not vote on decisions made by the Board.

IX. APPENDIX

A. Summary of Duties for Elected Positions and Estimated Time Commitment

President – Elect (1 year) followed by 1 year as President and 1-year Past President	
Responsibilities	Prepare to become president. Fill the Presidential office if it should become vacant & subsequently fill the office of president for a regular term. Serve on the Education Committee. Must have served as a voting member of the board. Attendance to all Board meetings (2-4 per year). Participate in APIC Leadership orientation & calls.
Time Commitment	Approximately 10 hours per month plus travel (board meetings, etc.)

Board Member #1; (3-year term)	
Responsibilities	Oversight of the strategic plan, bylaws and operation policies along with government affairs. Attendance to all Board meetings (2-4 per year). Voting member of Board.
Time Commitment	Minimum of 4-6 hours per month (varies during conference planning, special projects or duties assigned), plus travel (board meetings, etc.).

Board Member #2; (3-year term)	
Responsibilities	Membership chair, zone membership committee and professional advancement. Oversees APIC-NC membership and identifies/works with Zone Coordinators. Attendance to all Board meetings (2-4 per year). Voting member of Board
Time Commitment	Minimum of 4-6 hours per month (varies during conference planning, special projects or duties assigned), plus travel (board meetings, etc.).

Board Member #3; Education, Nominations & Awards (3-year term)	
Responsibilities	Involvement with all educational activities/planning committees, nurse planner for CE application to NCNA, Co-Chair of Nominating & Awards Committee assisting with election process and awards. Attendance to all Board meetings (2-4 per year). Voting member of Board.
Time Commitment	Minimum of 4-6 hours per month (varies during conference planning, special projects or duties assigned), plus travel (board meetings, etc.).

Secretary (2-year term/elected odd years)	
Responsibilities	Oversees the accurate recording and transcribing of the minutes of all Chapter membership and Chapter Board of Directors meetings, submit all minutes to the Chapter Board of Directors in accord with the procedure established by the Chapter Board of Directors. Serves as Historian. Attendance to all Board meetings (2-4 per year). Voting member of Board.

Time Commitment	Minimum of 1-10 hours per month, plus travel (board meetings, etc.)

Treasurer (2-year term/elected even years) followed by 2 years as Immediate Past Treasurer	
Responsibilities	Oversees and responsible for the financial affairs of the Chapter. Member of conference planning committees. Attendance to all Board meetings (2-4 per year). Voting member of Board.
Time Commitment	Minimum of 1-10 hours per month, plus travel (board meetings, etc.)

Nominating and Awards Committee (2-year term/ 3 elected odd years & 2 elected even years)	
Responsibilities	The chair is typically a second-year member of the current serving committee. Duties consist of solicitation of nominations for APIC-NC awards & officers, candidate review, ballot creation for annual elections, and select award recipients per criteria in the operational manual. Attend Committee meetings.
Time Commitment	Minimum of 2 hours per month (varies during election & awards planning), plus possible travel (board meetings, etc.)