



APIC NORTH CAROLINA

Eligibility requirements, available positions, brief description of responsibilities & time commitment

All candidates MUST:

- Be a current **Active** member of APIC and the NC chapter
 - 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).
- Be a member of the NC Chapter for at least one year **PRIOR** to submitting your name on the Willingness to Serve form.

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. Chair fall conference Program 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: Bylaws, Legislation, Operations, Strategic Planning (3-year term)

Responsibilities	Involvement with maintaining Chapter bylaws & operations manual, liaison to the Chapter Legislative Representative/committee, and oversee the Chapter strategic plan. 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)

Responsibilities	Oversees the accurate recording and transcribing of the minutes of all Chapter membership and Chapter Board of Directors meetings, and submits all minutes to the Chapter Board of Directors in accord with the procedure established by the Chapter Board of Directors. 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 Member (2-year term): 3 Open Positions

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.)