



# 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	
<b>Responsibilities</b>	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.
<b>Time Commitment</b>	Approximately 10 hours per month plus travel (board meetings, etc.)

Board Member #2: Membership, Zone Committees, Professional Development (3-year term)	
<b>Responsibilities</b>	Maintain an accurate roster of the membership, facilitate transition into the Chapter for prospective and new members, Chair of the Membership and Zone committees, provide a list of eligible members who can run for positions and/or vote, strategize to increase membership numbers, develop & send electronic Chapter needs assessment every 2 years. Attendance to all Board meetings (2-4 per year). Voting member of Board.
<b>Time Commitment</b>	Minimum of 4-6 hours per month (varies during conference planning, special projects or duties assigned), plus travel (board meetings, etc.).

Treasurer (2-year term)	
<b>Responsibilities</b>	Maintain bank accounts of the Chapter, maintain tax ID/legal documents with State and Federal governments, develop new revenue sources, prepare annual budget, share monthly financial statements, follow retention schedule for financial files, provide appropriate reimbursement to members for monies spent. Attendance to all Board meetings (2-4 per year). Voting member of Board.
<b>Time Commitment</b>	Minimum of 1-10 hours per month, plus travel (board meetings, etc.)

Nominating and Awards Committee Member (2-year term): 2 Open Positions	
<b>Responsibilities</b>	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 operations manual. Attend Committee meetings.
<b>Time Commitment</b>	Minimum of 2 hours per month (varies during election & awards planning), plus possible travel (board meetings, etc.)