

Zone Coordinator Incentive: APIC NC Fall Conference Registration Discount

Overview

This incentive has received board approval for a 50% discounted registration rate for the APIC NC Fall Conference for APIC NC Zone Coordinators who demonstrate full compliance with operational expectations and active participation in the APIC NC Strategic Plan Goals applicable to zones.

This incentive is intended to recognize volunteer leadership, reinforce accountability, and advance statewide strategic initiatives at the zone level.

Rationale

APIC NC Zone Coordinators play a vital role in supporting member engagement, education, advocacy, and outreach across the state. Their responsibilities require sustained leadership, planning, and collaboration throughout the year. Providing a significant registration discount acknowledges this commitment while ensuring that recognition is linked to measurable contributions and strategic alignment.

Eligibility Requirements

To qualify for the discounted registration rate, Zone Coordinators must meet all of the following requirements during calendar year:

Operational Requirements

- Compliance with all Zone Coordinator Operation Policies
- Minimum of four (4) zone meetings scheduled during calendar year
- Serves as primary Zone Coordinator
- Complete application for Zone Coordinator discount by second Friday in August.

Strategic Plan Engagement

Documented participation and demonstrated effort toward the Strategic Plan Goals, may be revised based on APIC NC need and mission every 2-3 years.

- Use of the APIC NC Zone Meeting/Agenda Tool for zone meeting

Originated 7/10/2026; Revised:

- **Participation in efforts** supporting the goal that 50% of zones host a North Carolina legislator or lobbyist at a zone meeting
 - **Promotion** of Infection Prevention as a profession through participation in at least one Board-approved event identified in the APIC NC Strategic Plan within a two-year period. Examples include participation in college and/or high school career fairs or engagement in other professional organization meetings, conferences, or educational events.
 - **Follow-up with Infection Preventionists new to the profession** within the assigned zone when notified via the *Welcome to APIC NC* email
 - **Demonstrated outreach to Skilled Nursing Facilities and Public Health entities within the zone.** Examples of acceptable documentation include invitations to attend zone meetings; a maintained log or spreadsheet of outreach attempts (including date and method of contact); and meeting agendas and minutes reflecting attendee names and their affiliated organizations.
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Documentation and Approval Process

- All required activities must be supported by written documentation
 - Application with supporting documentation must be reviewed and signed by Board Member 2 (Membership)
 - The discounted registration rate will be applied only after formal approval
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Annual Review and Oversight

This incentive shall undergo an annual review by the APIC NC Board of Directors, with input from Board Member 2 (Membership). The review will evaluate Zone Coordinator compliance, alignment with strategic priorities, and financial considerations. Continuation, modification, or discontinuation of the incentive will require annual board reaffirmation.

Financial and Organizational Impact

- Financial impact is limited and controlled through defined eligibility and documentation requirements
 - Incentive is targeted exclusively to active, compliant Zone Coordinators
 - Anticipated benefits include increased zone engagement, improved consistency, enhanced outreach efforts, and stronger alignment with APIC NC strategic objectives
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