



# APIC Sierra Chapter 044 Upcoming Openings for Leadership Positions in 2025

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June 2024

APIC Sierra webpage: <https://community.apic.org/sierra/home>





# Chapter Officer Openings for 2025

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Position	Term
President-Elect	1 year
Treasurer	2 years
Secretary	2 years
Membership Secretary	2 years
Board Director	2 years
Board Director	3 years
Nominating Committee Member x 2	2 years

## Eligibility:

- Must be a member in good standing of the APIC Sierra Chapter 044;
- Not currently serving as a committee member for APIC national;
- Willingness to serve



# Benefits of Participating in a Chapter Leadership Role

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- Grow as a leader:
  - Enhance your communication and organizational skills;
  - Develop presentation and computer skills;
  - Improve public speaking skills;
  - Network with IP colleagues;
  - Build long-lasting friendships.





# Benefits of Participating in a Chapter Leadership Role (cont'd)

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- Earn IPU's for professional organization participation for CIC/LTC-CIP recertification:
  - 3 IPU's per year
  - CICs/LTC-CIPs who serve on a local, state, or national level in an elected position or in a position of voluntary leadership, such as a committee chair or a board member.
  - An appointment letter on letterhead of organization or board (separate letter for each role held) containing your name, your role, the dates of term, and the signature from the organization leader or committee chair.





# Benefits of Participating in a Chapter Leadership Role (cont'd)

- APIC Sierra offers the Chapter President to adequately cover registration, transportation and lodging for the National APIC Annual Conference. If the amount budgeted for a said officer is not used, that amount may be applied towards another attending officer. If the funds allow APIC Sierra may budget for more than one officer to attend the National APIC Conference
- If interested, reach out to APIC Sierra chapter leaders – info located on our [“Meet our Board”](#) webpage.





# Job Responsibilities

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## Chapter President

- Chapter President is not an elected role, rather President-Elect becomes the Chapter President after completing a term as President-Elect;
- Responsible for chapter administration;
- Principal spokesperson for the chapter;
- Liaison with national APIC and local APIC chapter;
- Schedule, plan agendas, and preside at board meetings and general membership meetings;
- Delegate committee activities and appoint members to committees;
- Mentor other officers and members on the chapter;
- Ensure efficient leadership transition.

## Chapter President-Elect

- Collaborate and support Chapter President to fulfill duties.
- Prepare to assume office of president;
- Prepare to transition for the Chapter President role;
- Understand organizational system structure as outlined in the Chapter By-Laws and policies;
- Liaison as communication link with APIC as designated by president;
- Serve as Education Chair, who is responsible for planning of the education events for the chapter at the quarterly meetings and the annual fall conference;
- Ensure efficient leadership transition.



# Job Responsibilities

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## Treasurer

- Prepare annual chapter budget and oversee financial activities;
- Prepare quarterly financial reports and present to the Board of Directors (BOD);
- Handle chapter fiscal and budgetary issues;
- Be bonded through APIC, maintain chapter's bank accounts;
- Maintain tax ID number, legal documents and correspondence with state and federal governments and government agencies;
- Prepare and submit annual tax filings;
- Consult on issues around chapter's monies;
- Abide by the national APIC Document Retention policy;
- Liaison with national APIC and APIC local chapter on fiscal and monetary matters;
- Review local chapter financial transactions and report with national APIC accountant or designee as required and/or as needed;
- Ensure efficient leadership transition.

## Secretary

- Responsible for accurate recording and transcribing of the minutes of all BOD meetings;
- Prepare timely meeting minutes and present to the chapter BOD;
- Ensure all membership notices are disseminated in accordance with chapter and National APIC by-laws;
- Responsible for safekeeping of chapter records, in accordance with the national APIC;
- Perform all duties and have all powers customarily incident to the office of secretary and such other duties and powers as may be prescribed from time to time by the president or the BOD;
- Liaison with National APIC on matters as designated by the president;
- Ensure efficient leadership transition.



# Job Responsibilities

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## Nominating Committee Member

- Solicit nominations for elected positions in the Chapter;
- Develop procedures for the conduction of elections consistent with the Chapter By-laws, applicable law, and APIC's By-laws and policies, and submit such procedures for Chapter Board approval;
- Develop and present a roster of candidates for the Chapter ballot for BOD approval;
- Provide candidacy status update/notification to election nominees;
- Ensure efficient leadership transition.

## Membership Secretary

- Maintain a record of active chapter members;
- Prepare membership roster and present to the Chapter Board. Provide updates at membership meetings.
- Prepare a list of eligible voters for the Nominating Committee;
- Screen applicants and verify eligibility to hold office and/or chapter leadership position.
- Ensure efficient leadership transition.



# Job Responsibilities

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## Chapter Legislative Representative (Board Director Position)

- Liaison between the APIC chapter and national APIC on public policy;
- Provide legislative and regulatory updates to the Chapter BOD and membership meetings;
- Uphold APIC public policy positions;
- Mobilize chapter members during legislative and regulatory campaigns such as participation in the annual legislative day capitol visit to meet with the law-makers;
- Ensure efficient leadership transition.

## Board Director

- Act as the governing body of the Chapter
- Establish chapter policies on conducting the business and management functions of the Chapter in accordance with chapter Bylaws and national APIC guidelines;
- Authorize and/or approve committees as well as elected leaders' duties and responsibilities including other activities necessary to perform the job;
- Review and approve eligibility of candidates included in the ballot;
- Ensure efficient leadership transition.



# Please consider joining your chapter's leadership team as we continue our focus of advancing IP practices !

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If you would like to learn more, please reach out at  
<https://community.apic.org/sierra/contactus>