

Role Descriptions

Introduction To Role Descriptions

The Board of Directors of APIC-Greater New York has agreed that all members of the Board of Directors and all APIC-Greater New York Committee Chairpersons will have the following responsibilities:

Board of Directors:

- Attend Board meetings.
- Keep the President and Board informed of all activities.
- Report activities to the Board and membership.
- Summarize activities annually for the Board of Directors.
- Determine budgetary requirements and remain within the limits of the budget.
- Assume responsibilities as requested; perform other duties as delegated.
- Know the specific Bylaws, Policies, and Role Descriptions that relate to the position, and make recommendations for changes when indicated.

Committee Chairpersons:

- Interpret goals and objectives set by the Board.
- Define responsibilities of committee members and delegate tasks to be accomplished.
- Communicate with and be accountable to committee members regarding the Board activities.
- Communicate needs and concerns of committee members to the Board.

Board Members and Committee Chairpersons Should:

- Maintain concise records of activities and provide successor with the following information:
 - Position responsibilities
 - Committee activities and expenses
 - Projects and problems not yet completed or resolved

Executive Committee:

- Direct the business and financial affairs of the chapter.
- Foster growth and development of the chapter.
- Establish administrative policy.
- Assist the President in the structuring of committees.
- Review committee reports and determine action to be taken.
- Approve large budgetary allocations as submitted by the Treasurer.
- Approve fund raising functions.
- Serve on committees as assigned.

APIC Greater New York Chapter 13

Association for Professionals in Infection Control and Epidemiology, Inc.

Role Description: Past-President

1. Appointment Assumes the position the year after term as President.
2. Eligibility Active membership in APIC-GREATER NEW YORK and served as President of the chapter the previous year.
3. Term of Office One year.
4. Primary Function Serves as a consultant to the Board of Directors in the execution of all business by virtue of his/her experience on the Board. Is responsible for special projects that the APIC-GREATER NEW YORK undertakes as decided by the Board.
5. Responsibilities
 - Attends all Board meetings giving input from past experience.
 - Undertakes any special projects that the Board deems important for the betterment of the Chapter.

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Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: President

1. Appointment Election through a written ballot by the membership.
2. Eligibility Active Membership in APIC-GREATER NEW YORK for at least one year.
3. Term of Office One year.
4. Primary Function The President is the official representative and administrative officer of APIC-GREATER NEW YORK.
5. Responsibilities
 - Is directly responsible to the Board of Directors for the administration of the organization.
 - Delegates committee activities and appoints members to committees as necessary with Board approval.
 - Presides at all chapter Board and business meetings.
 - Is the principal spokesperson for the Chapter.
 - In general, performs all duties and has all powers customarily incident to the office of President and such other duties and powers as may be prescribed by the Board of Directors from time to time.
 - Represents the Chapter at the National APIC Educational Conference Presidents' meeting.
 - Represents the local organization at meetings of other professional organizations and governmental agencies.
 - Appoints and terminates special committees as necessary.
 - Serves as chairperson of the Executive Committee.
 - Communicates regularly by phone or mail with the members of the Board of Directors and Committee Chairpersons.
 - Prepares agendas for Board and Business meetings.
 - Represents chapter at quarterly NYSACC meetings in Albany.
 - Serves one year on Board as Past President.
6. Specific Duties
 - Ensure that the following documents are completed and returned within the indicated time frame. Copies of these documents should be retained for the chapter's records:
 - Report of Chapter Officers and Committee Chairs (within 14 days of election of officers. National Office will need lists of officers by December 1)
 - Annual Report (January 31)
 - Is responsible for reporting to the national office any changes to the chapter dues structure. (The deadline for reporting of dues changes is September 1 of each year.)
 - Prepares and reviews the agenda in advance
 - Holds regular Board meetings to:
 - Establish chapter goals and objectives for the year at the first meeting of the year.
 - Review committee assignments and progress.
 - Formulate policies by which the chapter will function
 - Prepare an agenda for the Business meeting.

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Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: President-Elect

1. Appointment Election through a written ballot by the membership.
2. Eligibility Active membership in APIC-GREATER NEW YORK for at least one year.
3. Term of Office One year.
4. Primary Function Under the advisement of the President, coordinates and oversees activities of the standing committees, and performs other duties as delegated by the President. Becomes familiar with and knowledgeable in the intricate duties and responsibilities of the President. Works closely with the President during the year prior to assuming the office of President.
5. Responsibilities
 - Be prepared to assume the office of the President in the absence or incapacity of the President.
 - Fill the office of the President, should that office become vacant, with the title of President-Designee and subsequently fill the office of president for the regular term as is entitled the President Elect.
 - Rotate to the office of the President after term in office has been served.
 - Serve as the parliamentarian.
 - Perform such duties as may be delegated by he president.
 - Preside at meetings without previous notice when:
 1. The President is unable to attend a scheduled meeting
 2. The President relinquishes the chair to speak at an issue
 3. A personal motion is made about the President
 4. The official time of the meeting has come, a quorum is present and the President has not arrived. After 10 minutes lapses, the President-Elect will open the meeting and conduct the meeting, relinquishing the chair to the arriving President when the pending item of business has been disposed.
 5. Coordinates and oversees educational activities.
 6. Attends quarterly NYSACC meetings in Albany and presents information addressed back to the chapter membership at the chapter meeting following NYSACC meeting.
 - Coordinates educational program for the chapter.
 1. Prepare and submit a plan and budget for the program to the Board of Directors for review and approval.
 2. Secure place and equipment for any seminars or programs.
 3. Secure speakers for the planned programs.
 4. Prepare program announcements and mailings.
 5. Obtain all necessary food, supplies and handouts for the program.

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Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: Recording Secretary

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function Responsibility for accurate record keeping for the Chapter. The duties include: the recording, transcribing and distribution of minutes of all official meetings of the chapter; and the maintenance of chapter correspondence, reports, records, and archives in a permanent file.
5. Responsibilities
 - Takes minutes of all Board and chapter meetings.
 - Maintains original minutes of all meetings.
 - Records the review of the minutes of previous meetings and documents amendments as appropriate.
 - Receives and maintains all committee reports.
 - Maintains the chapter documents and keeps on hand an ample supply of all necessary forms and distributes them as required.
 - Minutes keeping:
 - The purpose of keeping minutes is to compile the history of the organization's activities and accomplishments.
 - The items pertinent to the minutes are those acts that are accomplished by the assembly and not what the members have said.
 - The secretary shall not include his/her personal opinion in the minutes.
 - The minutes shall contain:
 - The kind of meeting: regular, Board, special, etc.
 - Name of the organization.
 - Date, time, and place of the meeting.
 - Whether the regular presiding officer and secretary were present or, in their absence, the names of their substitutes.
 - A statement that the minutes of the previous meeting were approved, corrected, or their reading dispensed with.
 - All main motions, motions to bring a question again before the group, except those withdrawn; notation as to whether motion adopted or defeated.
 - Balance in the Treasury.
 - Time of adjournment.
 - Board minutes shall contain all of the above as well as the names of those present.
 - Distributes minutes of Board meetings to all members of the Board of Directors and Committee Chairmen.
 - Distributes all regular meeting minutes to the all chapter members.
 - Distributes meeting announcements/agenda at least 5 days prior to the scheduled meeting to the chapter.

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- Distributes material to Webmaster as required for posting on Webpage.
- Keeps email list of membership up-to-date using APIC National office records, updating email roster list at least quarterly and as new members are identified.
- Assists President & President-Elect with other duties, as assigned.

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Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: Treasurer

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function Responsible for accurate financial record keeping for the Chapter. The duties include; the management of all sources of income and disbursements, preparation of the annual budget, continuous supervision of the Chapter's financial status, and participation in all financial decision-making through active Board membership. Is bonded through the National Association.
5. Responsibilities
 - Is the custodian of all funds; receives and disburses funds as authorized.
 - Records and preserves all financial records of the Chapter in a permanent file.
 - Recommends policies regarding finances.
 - Prepares the annual budget and submits it to the Board of Directors for consideration and adoption before the last meeting of the year.
 - Reports to the Board on the expenditure of funds. Opening and terminating any accounts is subject to Board approval.
 - Is informed about all Chapter issues and projects, which will impact financial resources.
 - Submits records for audit as requested.
 - Prepares and submits quarterly reports to national office per current Chapter Treasurer Manual schedule.
 - Reviews financial affairs of the Chapter as necessary with legal counsel and/or accountant.
 - Acts as a member or consultant to any committee having to do with the Chapter's monies.
6. Specific Duties
 - Maintains a copy of the chapter's charter, bylaws and tax ID number.
 - Organizes files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks and receipts.
 - Establishes and maintains a checking account.
 - Organizes the accounting system.
 - Manages the chapter's finances including bank accounts.
 - Monitors financial results compared to budget, income compared to expense.
 - Works with officers and committees to develop new revenue sources.
 - Makes deposits in bank account; records source and amount in Receipts Journal
 - Reviews expense requests, writes checks and maintains

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Disbursement Journal.

- Maintains bank account balance and reconcile bank statements.
- Prepares Quarterly and Annual Income and Expense Statements.
- Prepares Quarterly and annual Balance Sheets.
- Presents financial reports to the chapter president, executive committee, board, committee chairs and membership as needed.
- Forwards financial reports to National APIC Regional Representative via National Office.
- Requests budgets from chapter officers and committees.
- Develops next year's budget with chapter officers and committee chairs.
- Manages the budget approval process.
- Forwards budget to APIC Regional Representative via National Office.

APIC Greater New York Chapter 13

Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: Membership Chairperson

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function Responsible for membership recruitment, maintenance of membership roster, and roster updating twice yearly.
5. Responsibilities
 - Promote and maintain growth of the chapter through membership promotion and retention campaigns.
 - Determines member eligibility requirements.
 - Determines categories of membership dues and assessments.
 - Assists in the development of programs intended to affect the character or size of the membership of the chapter.
 - Have membership brochures/application forms available at all regular meetings.
 - Maintains accurate records of membership.
 - Is responsible for all correspondence related to membership.
 - Provides the Chairperson of the Nominating Committee with a list of eligible voters for election.
 - Maintains communication with National Membership Chairperson and Regional membership Liaison.
 - Provides changes in membership roster to APIC National as requested.
 - Provides Chapter members with an updated membership list twice yearly.
 - Distributes a *New Member Packet* to each new Chapter member.

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Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: Nominating Chairperson

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function Responsible for recruiting members to become active in the leadership of the chapter.
5. Responsibilities
 - Promotes and maintains growth of the chapter through development of chapter leaders from among the Chapter's general membership.
 - Determines member eligibility requirements for leadership position candidacy.
 - Receives from Chapter Secretary and/or Membership Chair a mid-year membership attendance roster to help determine which chapter members may be solicited to run for a leadership position.
 - Determines positions up for election at each annual election.
 - Prepares ballot and related ballot resource material such as candidate biographies.
 - Coordinates ballot distribution via US Mail and email through the Chapter Secretary.
 - Receives ballots from Members during election.
 - Reports ballot totals to Chapter President and Board.
 - Provides the Chairperson of the Nominating Committee with a list of eligible voters for election.
 - Assists the Board and the Chapter President with other duties on an ad-hoc basis.
 - Attends Board meetings as a full voting member of the Board.

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Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: By-Laws Chairperson

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function Responsible for participating in the activities of the By-Laws Committee of national APIC. Also responsible for coordinating the local APIC-GREATER NEW YORK chapter By-Laws activities.
5. Responsibilities
 - To make changes in accordance with APIC National By-Laws Policies and review APIC Greater NY chapter By-Laws as required by the local chapter.
 - Submits approved National By-Law revisions for inclusion in the local chapter By-Laws.
 - Submits local APIC By-Laws to the local chapter Board of Directors for approval.
 - Makes available the APIC By-Laws to members.
 - Submits local approved By-Laws revisions to National By-Laws committee

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Role Descriptions: Legislative Representative

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function Serves as the major link between APIC-GREATER NEW YORK chapter and the National Governmental Affairs Committee. Coordinates the various government affairs activities of the Chapter.
5. Responsibilities
 - Keeps the Board and the general membership aware of the current political and regulatory issues that directly impact the practice on infection control.
 - Works with chapter members and the GAC to influence federal or state policy that directly impacts the practice of infection control and provision of quality health care.
 - Attends quarterly NYSACC meetings.
 - Addresses legislative and/or regulatory issues as directed by the Chapter President.
 - Interacts with policy makers on behalf of the Chapter, on issues related to infection prevention and control practice.
 - Distributes materials and information from the GAC to chapter members and recommend appropriate chapter action.
 - Mobilizes chapter members to respond to issues, when requested by GAC, and provide follow-up to GAC or National Office as requested.
 - Responds to Alerts, Notices, Take Actions, and other communication in a timely manner or by the designated deadline.
 - Identifies and conveys chapter priority issues and action to the GAC Regional Representative.
 - Attends or arrange for a substitute to attend the annual CLR meeting during the APIC Annual Educational Conference and International meeting.

APIC Greater New York Chapter 13

Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: Board of Directors

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function The Board of Directors is the governing body which establishes policy for conducting the business and management functions of Chapter 13 APIC GREATER NEW YORK.
5. Responsibilities
 - Together with the President, President-Elect, and other elected and appointed officers (Executive Committee) solicit input from the membership to develop and implement short term and strategic plans for the Chapter.
 - Approves appointment of committee members, committee activities, and committee reports.
 - Authorizes the official actions of elected officers.
 - Approves the slate of candidates for the ballot.
 - Approves changes in the Chapter Bylaws.
 - Serves as a liaison to national APIC and industry for the Executive Committee.
 - Act as an official representative of the Chapter in the absence of the President or President-Elect.
 - Mentors chapter members about chapter leadership and chapter participation.
 - Act as a resource for Chapter activities and programs.
 - Solicit educational programs for presentation at chapter meetings.
 - Assist the President in developing the Annual Report.
 - Approves the Annual report.
6. Specific Duties
 - Regularly attend Board Meeting, General Membership Meeting, and other meeting(s) called by the President.
 - Actively participate in approved programs, activities, and Chapter projects.
 - Solicit new members.

APIC Greater New York Chapter 13

Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: Resource Committee Chair

1. Appointment Election through a written ballot by the membership
2. Eligibility Active membership in APIC GREATER NEW YORK for at least one year
3. Term of Office Two years
4. Primary Function Serves as the Chapter's Coordinator of educational and professional resources owned and maintained by the Chapter.
5. Responsibilities
 - Keeps the Board and the general membership aware of resources owned by the Chapter.
 - Advises the Board of what resources we should consider purchasing or otherwise obtaining.
 - Solicits input from Chapter Members about resources we should obtain.
 - Works with Board to purchase or otherwise obtain resource materials deemed relevant / appropriate for the chapter to own.
 - Holds, maintains, and protects resources owned by the chapter.
 - Distributes resources to chapter members on an individual or group basis; distribution may be done directly or via the Secretary and/or Webmaster.
 - Retains records of resources loaned out to chapter members and makes sure they are returned in good condition.
 - Assists the Board and the Chapter President with other duties on an ad-hoc basis.
 - Attends Board meetings as a full voting member of the Board.
 - Coordinates solicitations of vendors for the chapter Educational Conference (every two years).

APIC Greater New York Chapter 13

Association for Professionals in Infection Control and Epidemiology, Inc.

Role Descriptions: Webmaster

1. Appointment Appointment by Chapter President
2. Eligibility Active membership in APIC GREATER NEW YORK; may concurrently serve in another office or leadership position, at discretion of President or President-Elect.
3. Term of Office Two years, subject to revocation by simple majority vote of Board
4. Primary Function Serves as the major link between APIC-GREATER NEW YORK chapter and the chapter membership via chapter website. Maintains chapter website, including software coding, content writing, updating, etc.
5. Responsibilities
 - Receives materials for website from chapter president, president-elect, or secretary for posting on chapter website.
 - Establishes and maintains contract with external webhosting company to assure continuous website operation.
 - Attends chapter Board meetings at invitation of President or President-Elect.
 - Writes content appropriate for chapter website; seeks out relevant material to add or to update where appropriate
 - Chooses page layout, structure of website to reflect professional nature of organization and also communicate information clearly and concisely.
 - Coordinate website link from APIC National website.
 - Coordinate website link(s) with nearby chapters, where possible.
 - Update website at least monthly with information regarding upcoming meetings.
 - Troubleshoot website function for individual chapter members as requested.
 - Assist chapter secretary, President, or President-Elect with electronic mail communications for chapter, as requested.