



Accepting Willingness to
Serve Forms

Become a part of your Indiana Chapter

- As our APIC Indiana Chapter President stated at the Spring Conference, everyone has something to contribute to infection prevention in Indiana as “many hands make light work”.
- No matter if you are a novice or expert, we all bring our experiences to the table and have opportunities to bring new leadership, new ideas, and establish networking opportunities with fellow infection preventionists.
- On our website we have the Willingness to Serve Forms available electronically for your ease of submission.
- We ask that you also submit your photo so we can add that to the website and ballot for the Fall election.
- Thank you for your Willingness to Serve in your APIC Indiana Chapter.



APIC INDIANA

WILLINGNESS TO SERVE FORM

Name: _____ Region: _____

Facility: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Number of years you have been an APIC IN member: _____

Areas of expertise: (Example: CAUTI, CLABSI, SSI, VAE, Long Term Care) _____

Positions needed for the 2016-2017 ballot are President Elect (1), Board of Directors (3), and Nominating Committee (1).

Areas of Interest (circle all that apply)

- President elect*
- Treasurer elect
- Secretary
- Board Member*
- Nominating Committee*
- Communications Committee
- Program Committee
- Membership Committee
- Public Policy Committee
- Regional Patient Safety Coalition
- Region Director
- Scholarship Committee
- Where needed most
- Other (please write in)
- _____
- _____

*These positions are on the ballot and will be voted on in the Fall election.



Specific Duties per APIC Indiana Chapter Handbook

This section contains job descriptions for the officers and committee chairs of the chapter. The job descriptions include internal chapter responsibilities as well as chapter officers' responsibilities to APIC National. Each officer should receive a copy of his or her job description at the beginning of served term.



President

The President Shall:

- Be directly responsible to the Board of Directors for the administration of the organization.
- Delegate committee activities and appoint members to committees as necessary with Board approval.
- Preside at all Chapter meetings and all Board meetings of the association.
- Be the principal spokesperson for the chapter.
- Represent the association at meetings of other organizations or designate an alternate to serve in the President's place.
- Present all communications received from APIC Headquarters to Board members.
- Represent the chapter at the annual APIC conference. A \$2000 stipend is available from APIC-IN to support attendance costs.
- Send agenda and notices of all meetings to Board members.
- Prepare and present written report from the Board at the Annual Business Meeting of the Chapter.
- In general, perform all duties and have all powers customarily incident to the office of President and such other duties and In general, perform all duties and have all powers customarily to time.
- Serve as chairperson of the Executive Committee.
- Sign with the Secretary or any other proper officer of the Chapter authorized by the Board of Directors any deeds, mortgages, bonds, contracts and other instruments that the Board of Directors has authorized to be executed.
- Appoint Committee Chairpersons annually.
- Appoint and terminate special committees and task groups. Act as ex-officio member of all committees



SPECIFIC DUTIES:

President

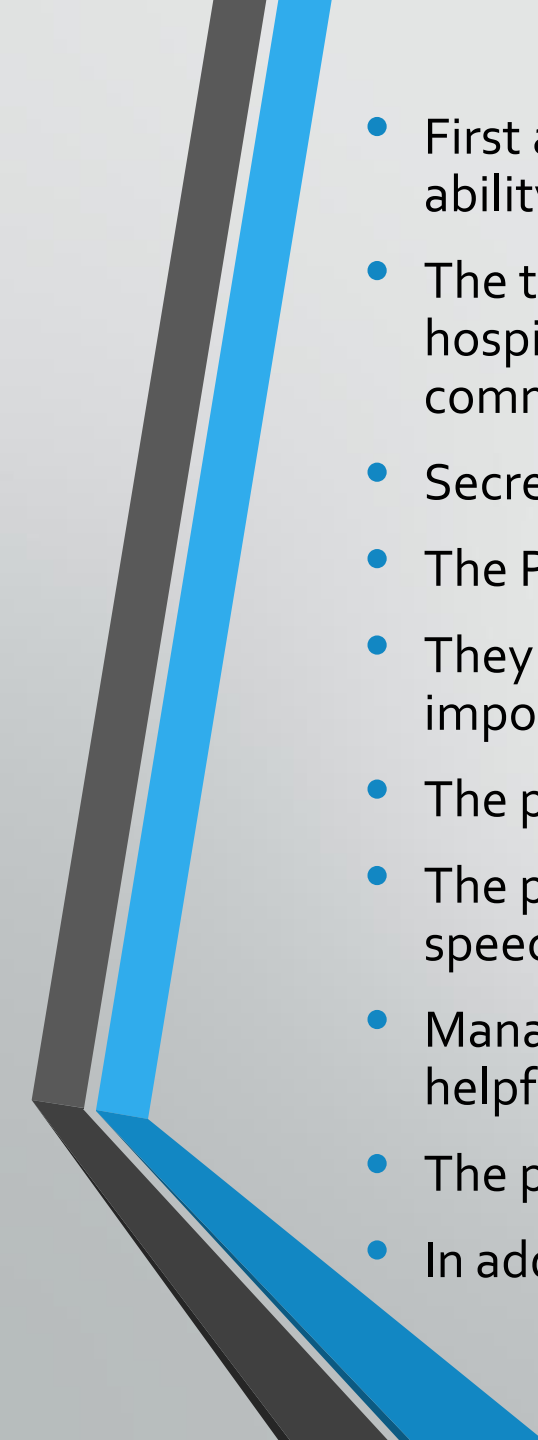
Term of office is one year.

The President is responsible for reporting to the national office any changes to the chapter dues structure, along with officers for the upcoming year. The deadline for reporting of dues changes is September 1 of each year.

- Conduct Meetings:
 - Prepare and review the agenda in advance.
 - Hold regular Board meetings to:
 - Establish chapter goals and objectives for the year. Do this at the first meeting.
 - Review committee assignments and progress.
 - Formulate policies by which the chapter will function.
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 - Prepare an agenda for the Business Meeting.
 - Board meeting scheduling.
 - Hold Board meetings prior to each state Education meeting, if possible.
- Appoint committee chairs prior to the first Board Meeting so they may attend.
- Establish Board Meeting times and notify all members. At the time of notification, ask for suggestions for agenda items.
- Prepare an agenda for the meeting and give a copy to the Secretary.
- Attempt to conduct the meeting in a structured manner in order to cover the agenda items within a reasonable period of time.
- Represent the APIC Indiana Chapter at the annual national APIC conference.
- Prepare and present the report from the Board at the Annual Chapter Business Meeting.



QUALIFICATIONS FOR PRESIDENT AND PRESIDENT-ELECT

- 
- First and foremost, the persons must have a strong desire to serve to the best of their ability.
 - The time commitment for the President's office should have support from your local hospital to allow 8-10 hours per week- fluctuating and dependent on issues at hand and committee involvement.
 - Secretarial assistance and a supportive employer are helpful.
 - The President spends many hours communicating with others via phone and computer.
 - They should have knowledge of parliamentary procedure since chairing effectively is important.
 - The president must make speeches and talk frequently before large groups of people.
 - The president authors written communication including published messages, articles, speeches and correspondence.
 - Management skills and historical knowledge of APIC and committee experience are also helpful.
 - The president must attend many meetings.
 - In addition, she/he also represents the chapter at APIC and non-APIC functions.



President-elect

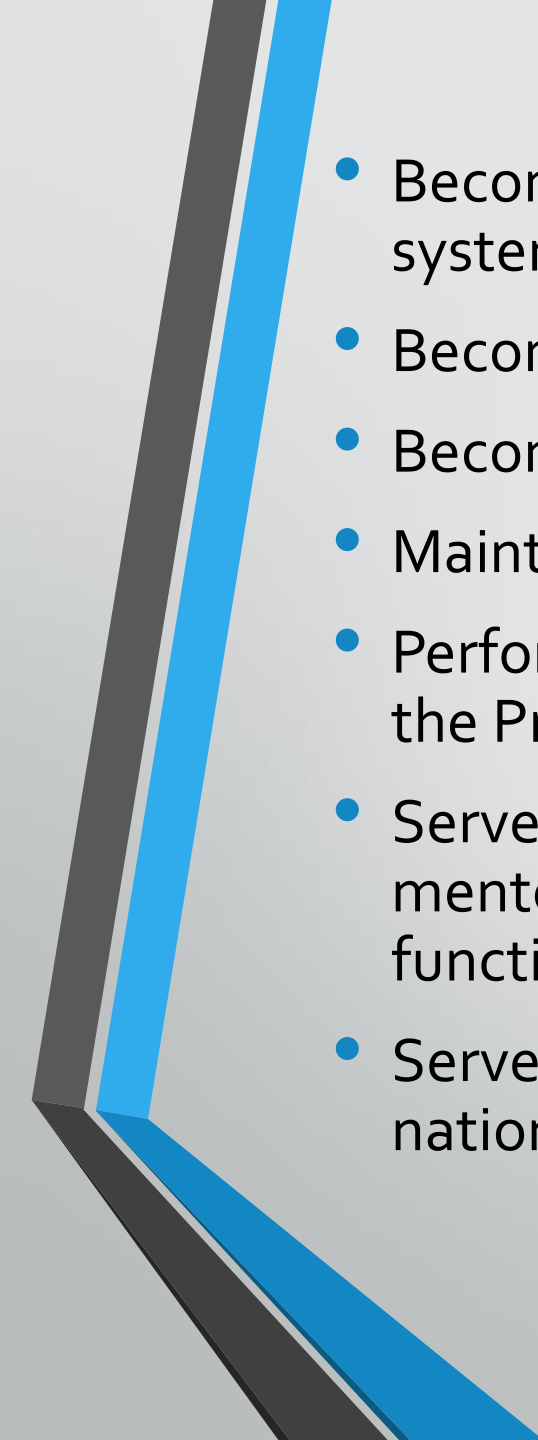
The President-elect shall:

- Assist the President in the discharge of the duties of the President as the President may direct, and shall perform such other duties as may be prescribed from time to time by the President or the Board of Directors.
- Prepare to assume the office of President.
- Fill the office of President should that office become vacant and subsequently fills the office of President for a regular term as is entitled the President-elect.



SPECIFIC DUTIES:

President-elect

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- Become familiar with the President's duties as well as the organizational system structure.
 - Become familiar with the bylaws of the chapter.
 - Become familiar with various committees within the chapter.
 - Maintain communication with the President.
 - Perform Presidential duties in the absence of the President as delegated by the President.
 - Serve as Board Liaison for the Regional Directors, networking and mentoring in order to assure strong Regional participation in the Chapter functions.
 - Serve as the coordinator for the annual "APIC Indiana Night" dinner at the national APIC conference.



Secretary

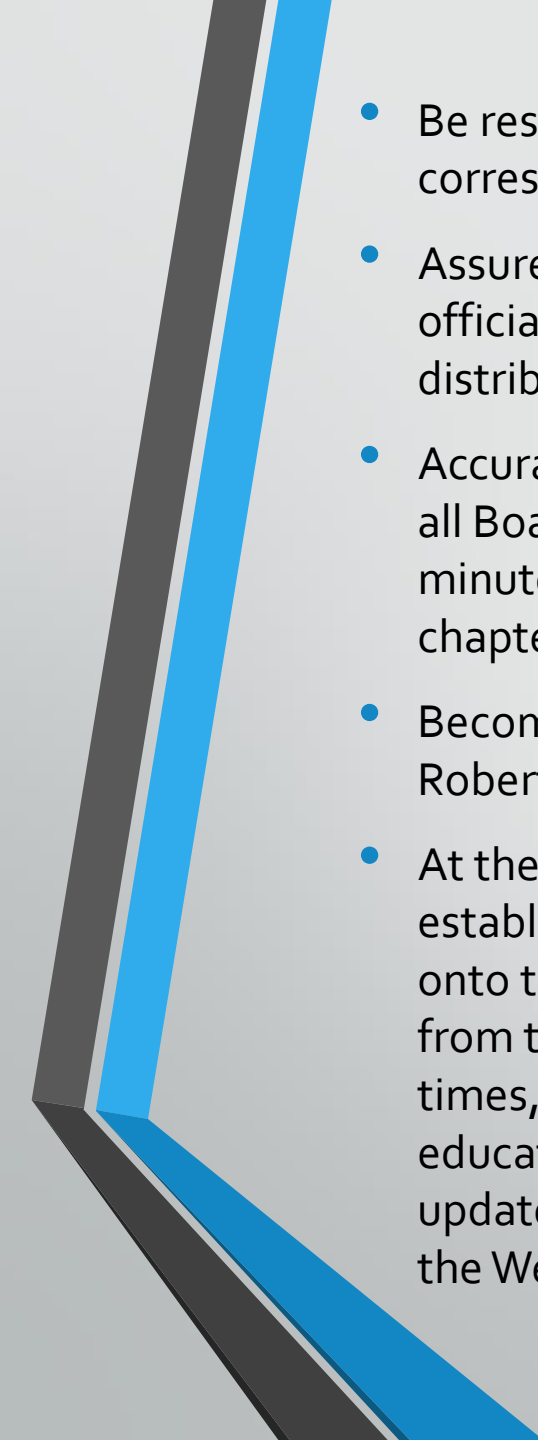
The Secretary shall:

- Serve a 2 year term and participate as a member of the Board of Directors.
- Be responsible for the accurate recording and transcribing of the minutes of all Association and Board of Directors meetings.
- Submit all minutes to the Board of Directors in accord with established procedure (i.e. 30 days from time of meeting).
- See that all membership notices are duly given in accordance with applicable state laws and the Chapter's bylaws.
- Be custodian of Chapter records (including the seal of the corporation).
- Shall be responsible for keeping a record of the mailing address of each Director and officer of the Chapter.
- In general, 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 Board of Directors.



SPECIFIC DUTIES:

Secretary

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- Be responsible for all official chapter correspondence as directed by the President.
 - Assure that the President receives a copy of all official correspondence received or distributed.
 - Accurately record, transcribe and distribute to all Board members, within 30 days, the minutes of all official meetings of the Board or chapter membership.
 - Become familiar with the Chapter's bylaws and Roberts Rules of Order.
 - At the beginning of the calendar year, establish the Calendar of Events to be posted onto the web site. This will include information from the Regional Directors about meeting times, locations and topics and other educational events. The calendar should be updated every 1-2 months in coordination with the Website Liaison.
 - As the Secretary, maintains the chapter documents, he/she should keep on hand an ample supply of all necessary forms and distribute them as required. These include the official Chapter stationary (as available) as well as Sympathy Cards for the chapter needs.
 - Secretary should maintain all organizational documents of the chapter. Within the Chapter Organizational Handbook, the Secretary should store the:
 - Petition for Chapter Status
 - Bylaws
 - In new sections of the Chapter Organizational Handbook or in separate files, the Secretary should also maintain:
 - Membership rosters provided by APIC (as of December 31st of the year)
 - Minutes of all Board of Directors and Executive Committee Meetings, including conference calls and other electronic meeting correspondences.
 - Chapter correspondence

Qualifications for Secretary

- The secretary must have the ability to participate as an active Board Member, take accurate minutes, and express herself/himself well in writing.
- The secretary must attend Board Meetings.
- Secretarial service for the secretary is very helpful, along with easy access to mail service and telephone.
- The average time commitment is about 2 hours per week.
- Experience at a local or regional level would be helpful.
- The secretary must be organized, punctual and have good computer skills.



TREASURER

The Treasurer shall:

- Oversee and be responsible for the management of the financial affairs of the Association.
- Oversee the preparation of periodic financial reports for the Board.
- Review financial affairs of the Association as necessary with legal counsel and/or accountant.
- Oversee the preparation of the annual budget and present it to the Board of Directors.
- Be a member or consultant to any committee having to do with the Association's monies.
- Be bonded through the national Association.
- Attend the APIC National Treasurers Meeting at the annual National Conference.
- A \$2000 stipend is available from APIC-IN to support meeting attendance costs.



SPECIFIC DUTIES:

Treasurer

- The APIC Chapter Treasurer maintains, manages, and accounts for all
- records related to the finances of the local APIC Chapter and submits reports
- in a timely manner. The Chapter Treasurer has a fiduciary responsibility to
- exercise reasonable care for the assets of the chapter. The Chapter
- Treasurer's tasks include:
- *Maintaining*
 - Maintain a copy of your chapter's charter, bylaws, and tax ID number.
 - Organize files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, and receipts.
- Establish and maintain a checking account.
- Organize the accounting system.

- *Managing*
 - Manage the chapter's finances including bank accounts.
 - Monitor financial results compared to budget, income compared to expense.
 - Responsible for renewal of APIC chapter membership and website related renewals.
 - Work with officers and committees to develop new revenue sources.
- *Accounting*
 - Make deposits in bank account; record source and amount in Receipts Journal.
 - Review expense requests, write checks and maintain Disbursements Journal.
 - Maintain bank account balance and reconcile bank statements.
 - Prepare Quarterly and Annual Income and Expense Statements.
 - Prepare Quarterly and Annual Balance Sheets.

- *Reporting*

- Present financial reports to the chapter president, executive committee, board, committee chairs and membership as needed.
- Forward financial reports to National APIC Regional Representative via National Office.

- *Budgeting*

- Request budgets from chapter officers and committees.
- Develop next year's budget with chapter officers and committee chairs.
- Manage the budget approval process.
- Forward budget to APIC Regional Representative via National Office.

- **Qualifications for Treasurer**

- The ability to deal with facts and figures is essential. Computer skills are required.
- The treasurer must attend the Board Meetings. Treasurer must be bonded by the Chapter.
- Time commitment is estimated at 2 hours per week.



BOARD OF DIRECTORS

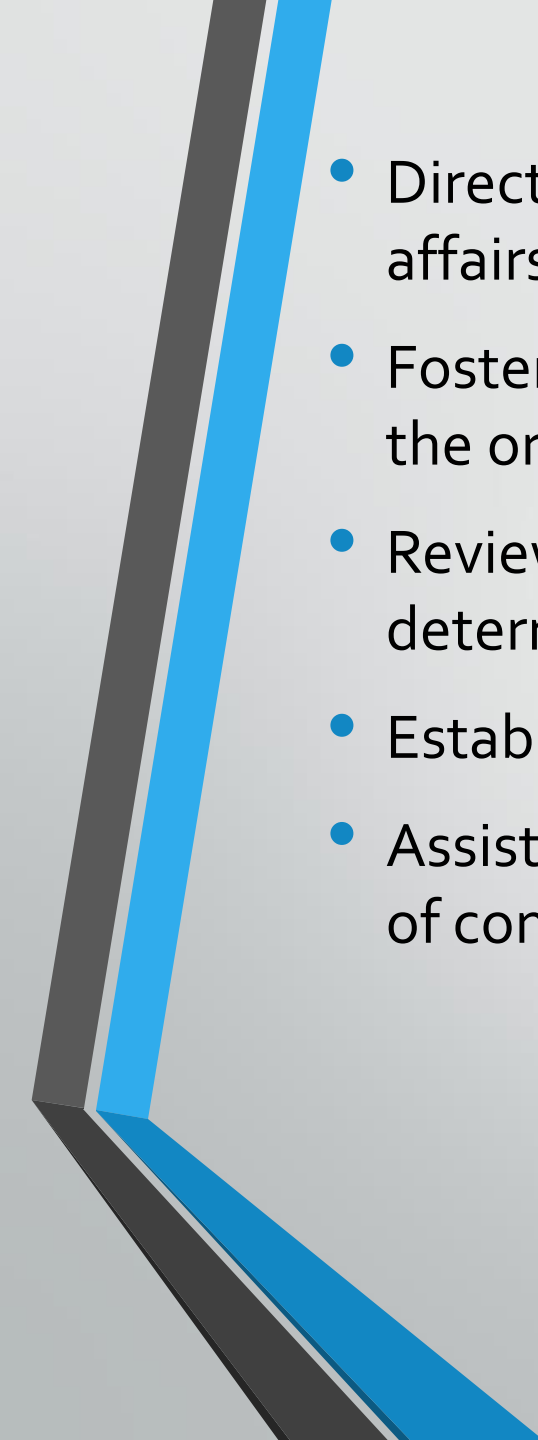
The Board of Directors shall:

- The Board of Directors (BOD) is composed of the in-term officers as well as those elected to the position of BOD by membership.
- The BOD is charged with the overall responsibility of conducting the affairs of the chapter in the best interest of the membership.



SPECIFIC DUTIES:

Board of Directors

- 
- Direct the business and financial affairs.
 - Foster growth and development of the organization.
 - Review committee reports and determine action to be taken.
 - Establish administrative policies.
 - Assist the President in structuring of committees.

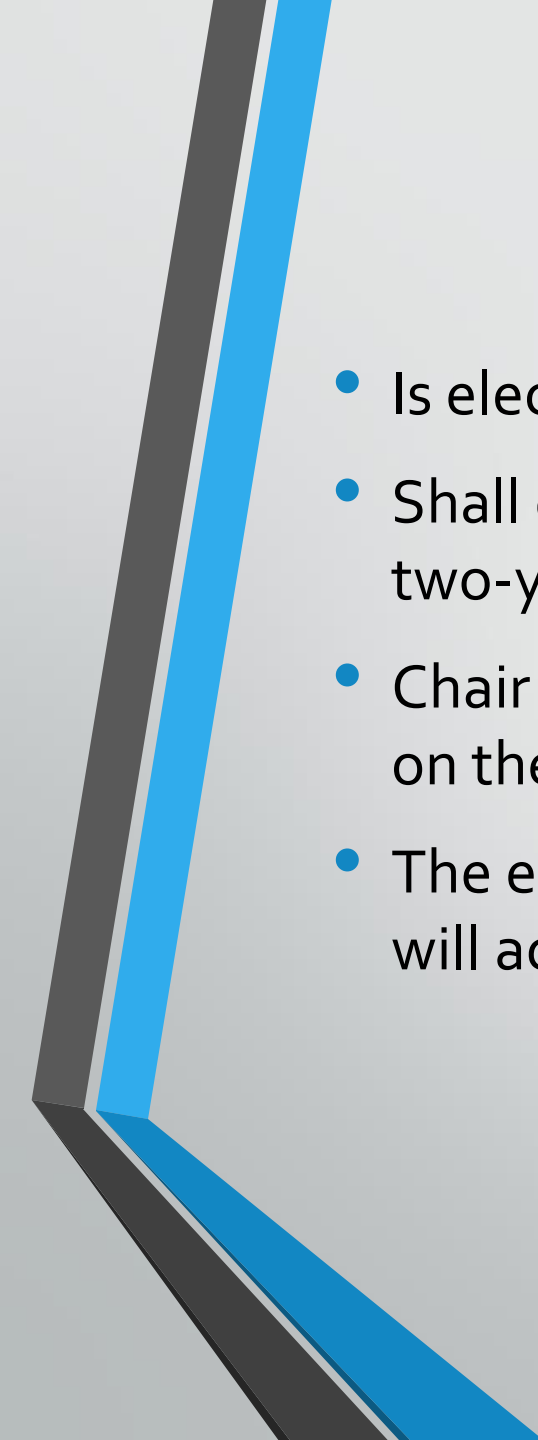
- Assist the President in structuring of committees.
- Approve large budgetary allocations as submitted by the treasurer.
- Board members are expected to keep well informed on the activities of the chapter.
- Attend all APIC Indiana Board meetings. Board members may request mileage reimbursement at federal rate if their facility does not pay.

Qualifications of the Board of Director Members

- Board members must be current APIC Indiana members. Qualifications of Board Members vary widely, but infection control experience in a variety of settings is an asset.
- The Board Members are on various committees and task forces, so necessary skills will vary.
- Knowledge of the legislative process, financial skills and management skills are useful.
- They must attend Board Meetings and Committee meetings as assigned.
- Time commitment varies with assignments but is expected to average less than 1 hour per month in addition to the 4 Board Meetings during the year which are usually a 1 day commitment.



NOMINATING COMMITTEE

- 
- Is elected by membership and as such are voting members of the Board.
 - Shall consist of two (2) members to be elected by the membership for a two-year term on a rotating basis with one member elected each year.
 - Chair appointed by President, approved by Board from the active members on the committee.
 - The elected member becomes the Chair when serving the second year and will act as a mentor to the newly elected member.

The Nominating Committee shall:

- Obtain a list of active members from which to consider candidates.
- Select qualified candidates for each office, taking into consideration attendance and participation of the nominees.
- Inform each nominee, in writing, of specific duties of nominated office.
- Prepare a ballot for voting. The ballot preparation shall begin by March and be finalized by September.
- A picture ballot is recommended.
- Present a ballot with pictures to the Board of Directors for approval and then to membership at the Spring Conference if possible.
- Submit ballot for electronic voting by October 1st.
- Tally votes and provide written confirmation of winners to the President prior to the Fall Conference.
- Introduce new members to chapter at Fall Conference.