



**Job Description:** Vice President  
**Effective Date:** 9/2009  
**Approved by:** APIC-MN Board of Directors  
**Review/Revise Date:** 01/2026

### 1. General Description

- Complete a conflict-of-interest statement at the time of appointment/election and update this document during the year if there are changes in status
- Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
- Representatives are asked to be clear in their communication if a statement made/position taken does not represent that of APIC MN but rather is a personal opinion.
- Representatives are asked to not endorse a product or company on behalf of APIC MN, but may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in an appointed representative role to the designate board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for the News and Views at least once during the year related to activities.
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings.
- Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on a Board.
- Become familiar with APIC MN Policies (see APIC MN website).

### 2. Specifics of Job

- Term of office: Three years as a voting member on the Board of Directors.
- CIC certification required.
- Attend all meetings of APIC-Minnesota and Board of Directors.
- Assume the duties of the President in the Absence of the President and President-elect.
- Assume the office of President-elect should the office become vacant.
- Serve as liaison to the APIC-MN basic infection prevention (BIP) course. (See and follow BIP Policy).
  - Review contract for BIP course facilitator and obtain board approval.
  - Coordinate with BIP Facilitator to ensure conflict of interest statement signatures of all BIP course instructors.
- Serve as Liaison to Conference Committee.
- Serve as Liaison to the Education Committee.
  - Facilitate joint educational ventures with companies to assure that all content and income is controlled by APIC-MN. Provide conflict of interest oversight.
  - Contact National APIC legal department for counsel as needed.
- Attend the APIC National Conference during the third year of term.
  - Attempts should be made to arrive prior to APIC business meetings (i.e. arrive Saturday night or early Sunday morning prior to the start of Chapter Leader Day).
- Annually arrange or designate and secure the physical set-up of the meeting places. Conferring/in collaboration with the Education Chairperson.



- Reserve rooms for Board Meeting.
- Reserve location for committee meetings if needed.
- Reserve room for membership/education/business meeting and work with facility representative to reserve AV equipment as needed.
- Evaluate site of general meeting with the Education Committee Chairperson and recommend new site as needed, subject to approval from the Board of Directors.
- Schedule and coordinate annual Holiday Lunch or Social in collaboration with the Membership Director and assistance of the Board of Directors.

**3. Monthly Action Checklist APIC-MN VICE PRESIDENT**

Month	Tasks
DECEMBER	<ul style="list-style-type: none"> <li>● Review Vice President job description and duties checklist. Update as needed.</li> <li>● Consider reviewing past meeting minutes and agendas to get an idea of the content and issues carrying over into the next year.</li> <li>● Review strategic plan and chapter policies/procedures for familiarity.</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>● Review VP job description and duty checklists.</li> <li>● Review expectations of Conference and Education committee chairs. Review <i>Guidelines for Board and Committee Chairs</i> and <i>Liaison Expectations</i> below.</li> <li>● Confirm meeting schedule for the year.</li> <li>● Check that host sites are in place as needed for BIP courses.</li> <li>● Verify the chair/vice-chair status for Conference and Education Committees.</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>● During the 3rd year of term, register for the National Conference and check the deadline and refer to policy on Educational or National conference expenses.</li> <li>● Start planning Holiday Lunch or Social in collaboration with Membership Director</li> </ul>

APRIL	<ul style="list-style-type: none"> <li>● Reach out to conference committee chair to report out at May Board meeting</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>● Reach out to education committee chair to report out at July Board meeting</li> </ul>
AUGUST	
SEPTEMBER	<ul style="list-style-type: none"> <li>● Ensure Holiday Lunch or Social planning is on track</li> <li>● Reach out to education committee chair to report out at Oct Board meeting</li> <li>● Reach out to conference committee chair to report out at Oct Board meeting</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>● Advertise Holiday Lunch or Social</li> </ul>
NOVEMBER	<ul style="list-style-type: none"> <li>● Advertise Holiday Lunch or Social and coordinate programming with President and Nominating Chair</li> </ul>
DECEMBER	<ul style="list-style-type: none"> <li>● Holiday Lunch or Social</li> <li>● Submit annual reports and ensure liaison committee chairs have submitted their annual report. Include accomplishments and major activities. Annual reports are to be submitted to the News/Views editor. These should be published in the January (or February) newsletter.</li> <li>● Arrange a time to meet with the incoming VP to review job description and duties checklist and to hand-off documents.</li> <li>● Review with new board member: meeting schedule, liaison responsibilities, conflict of interest and job description as scheduled for review and updating.</li> </ul>



#### **4. Liaison Expectations to Committee and Appointed Representatives**

The board is to provide vision, guidance, and policy to ensure committees and members representing APICMN comply with the direction of the board. This is a summary of the Board members' role as liaison to the committee(s) and or Appointed Representative they are aligned with.

##### **Mission – to maintain a line of communication between the committee and the board**

- Make sure their pursuits are consistent with APIC MN mission and policies
- Verify that you are the contact person with the board
- Check monthly to know what their projects, priorities and needs are

##### **Share information from board to committee chairs**

- Include policies, funding, spending and vision

##### **Share information from committee with board monthly**

- Request that the committee chairs attend a board meeting and present a brief update (see BOD document: Committee Report to the Board Schedule) to include the committee concerns, needs, help and guidance

##### **Expense Vouchers**

- Provide guidance on how the Chapter finance methods are maintained: vouchers are a standard method used nationally for bookkeeping purposes and provide a consistent method of tracking expenses and assist in documentation when audits occur.
- Expenses should be what are budgeted for. If expense is greater than what is budgeted, approval is required by the Board or liaison. If there are minor deviations, board liaison may approve using their discretion. Larger deviations require board approval.