



Job Description

Job Description: Director at Large

Effective Date: 8/1989

Approved by: APIC MN Board of Directors

Review/Revise Date: 5/2025

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 to the Secretary to be included in the APIC MN Board, Committee Chairs & Appointed Representatives Document.
- Represent the mission, vision, principles and beliefs of APIC MN while serving in this role.
- 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 not to 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 a position to the APIC MN Board of Directors for discussion and/or actions.
- Submit an article for the News and Views at least once during the year related to activities. This is to include an annual summary report.
- Review job description annually and update as needed.
- Give a verbal report during chapter business meetings as desired/necessary.
- Provide a verbal report at board meetings if requested.
- Review, at least annually, the APIC MN website for content pertaining to Director at Large role.
- Become familiar with APIC MN Policies (see APIC MN website).

2. Specifics of Job

- A. Term of office: three years as a voting member of the Board of Directors
- B. CIC certification required
- C. Serve as a voting member on the Board of Directors as a representative for the chapter members
- D. Coordinate Louise Krisko Travel Support



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- i. See APIC MN Policy #15: Louise Krisko Education and Travel Support
- ii. Coordinate Long Term Care Travel Support
 - i. See APIC MN Policy #21: Long Term Care Education and Travel Support
- E. Promote CIC Certification
 - i. Promote CIC study groups by identifying and providing demographic information to those who would like to participate in the group
 - ii. Publish a list of newly and re-certified CIC members in *News & Views*
 - iii. For newly certified members (not recertified members), send congratulatory email to member and copy member's direct report (if available)
- F. Submit projected budget for the ensuing year to the current Treasurer by the second Thursday of October. Budgeted expenses should be itemized in the projection.
- G. Serve as board liaison to APIC MN International Committee, Long Term Care Committee, and Ambulatory Care Committee
- H. Work on special projects as requested by the President

3. Monthly Action Checklist

Month	Action
January	<ul style="list-style-type: none"> • Remind LK recipient(s) to reserve conference lodging and airfare (encourage recipient(s) to reserve room at conference hotel) • Submit photo and bio of LK recipient(s) to News and Views
February	<ul style="list-style-type: none"> • Confirm LK recipient(s) have completed conference registration • Contact chairs of Ambulatory Care and LTC committees to prepare for March board report
March	<ul style="list-style-type: none"> • Present report from Ambulatory Care and LTC committees to the board in the absence of committee chairs
April	<ul style="list-style-type: none"> • Prepare LTC travel support promotional piece and application for June News and Views • Reserve table for Fall conference display with the Fall Conference Committee (contact Conference Committee Chair for instructions) • Contact chair of International committee to prepare for May board report
May	<ul style="list-style-type: none"> • Publish LTC support application information in News and Views • Present report from International committee to the board in the absence of committee chair
June	<ul style="list-style-type: none"> • Prepare LK application and promotional piece for August News & Views • Publish LTC support application information in News and Views

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July	<ul style="list-style-type: none"> • Publish LTC support application information in News and Views • Review applications for LTC support • Coordinate LTC travel support random recipient selection process with the Board (OK to do via email) • Confirm LTC support recipient(s) travel distance and APIC membership • Notify LTC recipient(s) in writing • Attend strategic planning meeting
August	<ul style="list-style-type: none"> • Publish LK travel support information in News and Views
September	<ul style="list-style-type: none"> • Publish LK travel support info in News and Views and have applications available at DAL table • Prepare fall conference display promoting CBIC, LK, and showing APIC MN history • Recognize newly certified and recertified members at Fall Conference business meeting • Connect with committee chairs about budget for upcoming year: <ul style="list-style-type: none"> ▪ International committee ▪ Ambulatory committee ▪ LTC committee • Coordinate photo of LTC recipient(s)
October	<ul style="list-style-type: none"> • Publish LK travel support info in News and Views • Contact chair of International committee for November report to the board • Submit projected budget by 2nd Thursday • Remind recipient(s) of LTC to submit bio/article/photo for News & Views
November	<ul style="list-style-type: none"> • Finalize budget proposals • Review LK applications and randomly select recipient(s) • Confirm APIC membership of selected recipient(s) • Confirm recipient(s) of LK support will be at December luncheon
December	<ul style="list-style-type: none"> • Notify LK recipient(s) in writing (email OK) prior to Holiday luncheon • Announce LK winners at Holiday luncheon • Coordinate photo of LK recipient(s) • Submit DAL annual report to News and Views • Inform chairs of the International committee, Ambulatory committee, and LTC committee of final budget
Ongoing	<ul style="list-style-type: none"> • Send letters of recognition to newly certified members (copy their direct report if available)