



Job Description: President
Effective Date: 12/1991
Approved by: APIC MN Board of Directors
Review/Revise Date: 07/2025

1. General Description

- a. Complete a conflict-of-interest statement at the time of appointment and update this document during the year if there are any changes in status.
- b. Submit your contact information and a short bio to the secretary and communications director for the APIC MN website.
- c. Representatives are asked to be clear in their communication if a statement made/position is taken that does not represent that of APIC MN but rather is an opinion.
- d. 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.
- e. Review job description annually and update as needed.

2. Specifics of the job

- a. Term of office: 1 year as a voting member of the Board of Directors.
- b. CIC certification required.
- c. Act as an official representative of APIC MN.
- d. Communicate the opinions of APIC MN membership to the National APIC office as necessary.
- e. Communicate highlights of the National Board of Directors meetings to the APIC MN Board and general membership as necessary.
- f. Contact National Board liaison regarding any questions or concerns raised by APIC MN members.
- g. Represent APIC MN at the National Conference.
 - i. 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).
- h. Review Treasurers manual and other chapter official guidance documents that are online at the National APIC website.
- i. Sign contracts or designate an appropriate person on behalf of APIC MN Chapter.
- j. Consider legal counsel from APIC National as needed.



- k. Preside over all meetings of APIC MN and the APIC MN Board of Directors (if absent, president-elect will preside as stated in the APIC MN Bylaws).
 - i. Shall be counted in the quorum.
 - ii. Shall set the agenda for meetings with input from members.
 - iii. Shall establish ground rules and board member responsibilities.
- l. Assist APIC MN Secretary in complying with APIC National bylaws.
- m. Be available as a resource person to APIC MN officers to assist them in fulfilling their duties and responsibilities.
- n. Provide verbal or written directions to committees or attend committee meetings as requested by committee chairpersons. Committee and task force board liaison will elevate relevant issues to the President and APIC MN Board of Directors.
- o. Committee assignments of the President include:
 - i. Chapter legislative rep
 - ii. MN State HAI Advisory Group Committee Representative
- p. Notify APIC National of the election results in December after the installation of officers.
- q. Write a column for each edition of News & Views.
- r. Make appointments:
 - i. Appoint, with approval of the APIC MN Board of Directors and recommendations from current committee chairperson, all new chairs or vice-chairs of standing and special committees, except otherwise provided by the bylaws.
 - ii. When possible, appoint persons from different professional health entities, and from separate geographical areas.
- s. Lead development of goals for the year based on the strategic plan. Present these goals at the beginning of the year and publish a progress report halfway through the year in News & Views.
- t. Develop the projected budgets for the ensuing year (for chapter expenses) with the current treasurer and board of directors.
- u. Transition for the next President.

3. Monthly Duties Checklist for APIC MN President

Month	Action
December (month before taking office)	<ul style="list-style-type: none"> • Select a picture for News & Views. • Review President job description and duties checklist. • Review strategic plan and chapter policies and procedures for familiarity. • Use the Robert's Rules Book as a guide for parliamentary role.



APIC MINNESOTA

January	<ul style="list-style-type: none"> • News & Views article • Verify you can access the chapter leaders section of the APIC National website. Contact APIC member services for assistance. • Confirm meeting scheduled for the year. • Email the board meeting agenda at least 1-week before the scheduled meeting.
February	<ul style="list-style-type: none"> • APIC National- remind members of early bird registration; notify board members, committee chairs, and Louise Krisko and Chapter leader winners (if applicable) that are eligible to go that year. • News & Views article • Contact liaisons to committee chairs that are due to report in March and get them on the agenda.
March	<ul style="list-style-type: none"> • Start planning (or delegate) the APIC MN activities (dinner and group picture locations and dates/times) for the APIC National conference, if applicable. • News & Views article • Contact liaisons to committee chairs that are due to report in April and get them on the agenda.
April	<ul style="list-style-type: none"> • News & Views article • Contact committee chairs that are due to report in May and get the on the agenda.
May	<ul style="list-style-type: none"> • Email all APIC conference attendees the conference dinner gathering and picture information. • News & Views article
June	<ul style="list-style-type: none"> • Plan on attending APIC National Officer's Luncheon and meetings during the annual conference. National will notify you of when that is. • Strategic plan review. Support the President-Elect in facilitating the planning process as needed.
July	<ul style="list-style-type: none"> • News & Views article
August	<ul style="list-style-type: none"> • News & Views article
September	<ul style="list-style-type: none"> • Prepare a brief welcome presentation for the opening morning session of the APIC MN fall conference. Discuss with the conference committee chair. • News & Views article
October	<ul style="list-style-type: none"> • Recognize conference supporters and conference committee in News & Views.
November	<ul style="list-style-type: none"> • Submit names of new board/chapter officers to APIC National using the National APIC chapter data sheet. This is due by December 1st.



APIC MINNESOTA

	<ul style="list-style-type: none"> • Update the APIC MN organizational chart of officers, committee chairs, appointed representatives, and board liaisons. This may be coordinated with the chapter secretary. • Develop draft of the next year committee board report schedule for approval by the board. Finalize at the November board meeting and ask board liaisons to communicate the schedule and expectations with their committee chairs. • Send emails of congratulations and welcome to the newly elected board members and invite them to the December board of directors meeting. • Discuss December luncheon with the nominating committee chair (see installation of officer's template). • News & Views article
December	<ul style="list-style-type: none"> • Notify each board member and committee chairperson to review job descriptions. Request board liaisons to forward job descriptions to respective committee chairs and representatives. • Finalize budget and approve at December meeting, if not already done. This may carry over to January if necessary for unresolved issues. The treasurer needs to submit the budget to the national office by January 31. • At holiday luncheon, present gavel to the incoming president during officer installation ceremony. • Allow time for outgoing members to meet with incoming board members to review job descriptions and duties checklist and to hand-off documents. • Review with new board: meeting schedule, liaison responsibilities, conflict of interest. • News & Views article
Other	<ul style="list-style-type: none"> • Participate in APIC National Chapter Leader conference calls • Respond or delegate questions received from the 'Contact Us' section on the apicmn.org website.

4. Liaison Expectations to Committee and Appointed Representatives

- a. The board is to provide vision, guidance, and policy to ensure committees and members representing the APIC MN comply with the direction from the board. This is a summary of the Board members' role as liaison to the committee and/or appointed representative they are aligned with.