



Job Description: Past President

Effective Date: 12/1991

Approved by: APIC MN Board of Directors

Review/Revise Date: 7/2026

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.
- f. Give a verbal report during chapter business meetings as necessary.
- g. Communicate any questions, concerns, or conflicts of interest that arise while serving in an appointed representative role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary.

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. Be available as a resource person to the current President and APIC MN officers to assist them in fulfilling their duties and responsibilities.
- d. Act as an official representative of APIC MN.
- e. Serve as an alternate representative for President-elect for other organizations.
- f. Serve as liaison to the nominating committee and NHSN coordinator.
- g. Coordinate the APIC MN Chapter Leader Award:
 - i. Provide advance notice to the membership in the News and Views.
 - ii. Ask those who are submitting a nomination to include a cover letter that states how the nominee meets the criteria.
 - iii. After a person is selected, prepare the certificate for this award.
 - iv. Present the certificate to the recipient at the December holiday luncheon.
 - v. Add the name of the recipient to the list of those who have won the chapter leader award on the chapter website.



3. Monthly Duties Checklist for APIC MN President

Month	Action
January	• Reach out to President to ensure the first board meeting is ready. • Review list of policies/procedures to be updated that are assigned to Past President. • Make connection with nominating committee chair for annual plans/transition from previous year chair
February	•
March	• Discuss appoint positions needed for the next year with nominating committee chair. Nominating committee is to coordinate seeking interested persons along with willingness to serve for elections. Board liaisons should verify the chair/vice-chair status for their respective committees.
April	• Provide nominating ballot update at board meeting. • NHSN Coordinator update to board
May	•
June	•
July	• Post information about the APIC MN chapter leader award in News & Views. • Check progress of nominating committee on recruiting candidates.
August/September /October	• Remind membership to submit names for chapter leader award. • Check progress of nominating committee on recruiting candidates.
November	• Determine APIC MN Chapter Leader award winner. Submit to board for review and approval. • Submit the APIC MN Chapter leader award to National APIC. • Get nominating committee election returns for board review. Notify, with nominating committee chair, election winners.
December	• Review Past President job description and update as necessary. • Obtain certificates for chapter leader award and outgoing president for holiday luncheon. • Submit chapter leader award recipient to the communications director for News and Views • Announce chapter leader award winner to membership at the holiday luncheon. • Invite nominating to report out at board meeting. • Watch the National APIC website for information about awards and submission deadlines. • Submit chapter leader to APIC National



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.