



Job Description: President Elect
Effective Date: 6/1988
Approved by: APIC MN Board of Directors
Review/Revise Date: 2/2025

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. Prepare to assume the office of APIC MN President the following year.
- d. Assume the office of President automatically should the office become vacant.
- e. Prepare and submit application for Chapter Excellence Award application according to National APIC deadline.
- f. Serve as a liaison for:
 - i. Pediatrics Committee
 - ii. Emerging Infections Committee
 - iii. Mental/Behavioral Health Addiction Services Committee
- g. Facilitate and plan annual Board retreat
 - i. Review annual action plan
 - ii. Update metric for strategic plan outcomes
 - iii. Reserve location for the BOD's yearly strategic planning meeting.
- h. Every 3 years coordinate the development of a new 3-year strategic plan, using member survey results.



- i. Survey members for the purpose of getting information to develop a new strategic plan.

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 APIC MN website • Review President Elect 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.
January	<ul style="list-style-type: none"> • Contact committees to introduce yourself as their liaison. • Contact Pediatric committee and Mental/Behavioral Health Addiction Services committee to report out at the February BOD meeting.
February	<ul style="list-style-type: none"> • Ensure Pediatric committee and Mental/Behavioral Health Addiction Services committee are ready to report out at BOD meeting.
March	<ul style="list-style-type: none"> • Contact Emerging Infections Committee to report out at the April BOD meeting.
April	<ul style="list-style-type: none"> • Ensure Emerging Infections committee is ready to report out at BOD meeting. • Start planning for the October BOD retreat. Secure location and work with President on agenda.
May	<ul style="list-style-type: none"> • Start planning for the October BOD retreat. Secure location and work with President on agenda.
June	<ul style="list-style-type: none"> • If attending APIC National Conference, attend chapter leadership session.
July	<ul style="list-style-type: none"> • Collect information for the Chapter Excellence application and supporting documentation.
August	<ul style="list-style-type: none"> • Collect information for the Chapter Excellence application and supporting documentation.
September	<ul style="list-style-type: none"> • Send agenda to BOD for October BOD retreat.
October	<ul style="list-style-type: none"> • Facilitate October BOD retreat.
November	<ul style="list-style-type: none"> • Watch for and obtain APIC National Chapter Excellence application information when available and acknowledge due date. Choose category that best represents our Chapter. Collaborate with BOD as needed to select appropriate category.



APIC MINNESOTA

	<ul style="list-style-type: none">• Set up APIC MN BOD and Committee Leader retreat time for Q1 of the following year to review goals, resources and other essential information.
December	<ul style="list-style-type: none">• Setup meeting with President to plan for transition.• Participate in Holiday Luncheon.
Other	<ul style="list-style-type: none">• Participate in APIC National Chapter Leader conference calls