



Job Description: Education Committee
Effective Date: 12/2013
Approved by: APIC MN Board of Directors
Review/Revise Date: 07/2025

1. General Committee Description
 - a. Plan educational agendas and coordinate regular scheduled general meetings and optional vendor-sponsored educational days.
2. General Committee Responsibilities
 - a. Must be a current active member of APIC MN.
 - b. Must be eligible to serve on a committee per the Bylaws.
 - c. The committee will represent the mission, vision, principles, and beliefs of APIC MN while serving in this role.
 - i. Committee members 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.
 - ii. Committee members are asked to not endorse a product or company on behalf of APIC MN, but express an opinion or comment based on personal experience.
 - d. Participate in 75% of committee meetings. If unable to attend, follow-up with the chair.
 - e. Actively participate in discussions.
3. Chair Responsibilities
 - a. This is a 2-year term, first year as vice chair.
 - b. 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.
 - c. Keep current contact list of active committee members.
 - d. Review job description annually and update as needed.
 - e. Contact committee members to update information at least once yearly in the absence of convened meetings.
 - f. Schedule Committee meeting dates, times, and locations.
 - g. Monitor and manage education@apicmn.org email inbox.
 - h. Create agendas and any necessary meeting documents.
 - i. Complete or delegate completion of Committee Tasks as outlined in #5 below.
 - j. Submit contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs and Appointed Representatives document and website.
 - k. Communicates any questions, concerns, or conflicts of interest that arise while serving in this role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary.
 - l. Submit an article to News and Views at least once during the year and as needed.



- m. Give a verbal report during chapter business meetings as needed.
 - n. Provide a verbal report at board meetings when requested.
 - i. Scheduled Education Committee reports to the BOD occur at the January and August BOD meetings
 - o. Review, at least annually, the APIC MN website for content pertaining to your role on a committee or on the Board. If you wish to make changes to the website, provide your committee's Board liaison with a copy of these changes.
 - p. Become familiar with the APIC MN policies (see APIC MN website).
 - q. Attend APIC National conference the second year of term. See Policy #11: Non-grant Funding to Attend Educational Offerings
 - 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).
 - r. Keep APIC MN laptop and coordinate its use at general meetings, use by BIP Facilitator if needed, and handoff of laptop to incoming Education Committee Chair.
 - s. Coordinate transfer of incoming Education Committee Chair (current Vice Chair)
 - i. Assist in planning first meeting of the year
 - t. Maintain records of Education Committee activities for two years, including:
 - i. Attendance rosters
 - ii. Speaker's biographical information
 - iii. Conflict of interest statements
 - iv. Summary of evaluations
 - v. Suggestions for future topics
 - vi. Education committee meeting minutes
4. Vice Chair Responsibilities
- a. Assist the chair with their responsibilities as needed or delegated by chair.
 - b. Record minutes from committee meetings.
 - c. Take over the position of chair the ensuing year.
5. Committee Tasks
- a. Select General Meeting dates for the next year's meetings and create the meetings in Microsoft Teams and on APIC MN website
 - i. At the beginning of the new calendar year, create Meeting events in StarChapter for every upcoming meeting with as much detail as able.
 - ii. Create meeting in Education Committee Chair Microsoft Teams account. This meeting link is used for virtual attendees to join online. Add link to meeting info in agenda and post-registration information.
 - iii. Enable registration. Allow members to register and include question for if they plan to attend in-person or virtually.
 - b. Select topics for education meetings, considering input from post-meeting evaluations.
 - i. Per MDH Grant ensure that APIC MN (in coordination with Conference Committee at either a General Meeting or at Fall Conference), "Provide education and training concerning emerging infections and the Emerging Infectious Program (EIP) to its members."
 - c. Select & contact speaker(s)



- i. Speaker ideas can be generated from past surveys/evaluations, committee or board member brainstorming, APIC National hot topics (National has a speaker repository idea list), CBIC, etc.
 - ii. Collaborate with speaker to formulate objectives and contact hours.
 - iii. Have speakers all complete "[General Meeting Speaker Form](#)"
 - iv. Confirm expectation for honoraria payment to speakers (\$350 standard honorarium for 1 hr presenter, \$50 for 15 min research article reviewer, anything in excess must have BOD approval), conflicts of interest and documentation for IRS. Obtain SSN# or the employer identification number to speakers whose fees are > \$600.00 (annually). Speakers who are paid > \$600.00 (annually) must sign IRS W-9 form. It can be printed/downloaded from this website. <http://www.irs.gov/pub/irs-fill/fw9.pdf> Form should be collected BEFORE the meeting, and before the speaker receives their check. Refer to Policy #17 Speaker Funding and Conflict of Interest for additional information.
- d. Create general meeting agenda.
- e. Advertise for meetings.
- i. APIC News and Views: Committee chair submits news and views advertisement by the previous months' due date to be featured in the previous months' publication (example: November meeting will be advertised in October News and Views). Include the link to the meeting details where members can register.
 - ii. Email reminder: Education committee sends email 1-2 weeks in advance to APIC MN chapter members through StarChapter as a reminder to register and attend the meeting.
- f. Create/revise forms as needed.
- i. Meeting schedule
 - ii. Attendance roster
 - iii. CEU form
 - iv. Evaluation (ex. Microsoft forms or StarChapter)
- g. Facilitate APIC MN General meetings.
- i. Ensure powerpoints are available for all presenters and assist with running the meeting day of (if additional admin support is not available)
 - ii. Ensure in-person attendees all sign in or register for the meeting (ex. QR code for onsite attendees to register onsite so they are documented)
 - iii. Obtain list of online attendees
- h. Post meeting tasks:
- i. Create feedback survey in StarChapter or Microsoft Forms (use template)
 - ii. Send feedback survey to registered members through StarChapter asking them to complete the survey within 2 weeks of the meeting to get IPU. The website can generate an email to this specific group automatically (will not go to all members).
 - iii. At the end of survey window, review responses to survey.
 - iv. Send email with IPU certificate to members that completed the survey. These members must be selected manually, currently no option to bulk email those that completed the survey.



- v. Provide speaker(s) with thank-you note and if available, summary of evaluations.
 - i. Consider coordinating Vendor Sponsored Education Day(s) (ex. Solventum Day, Ecolab Day) with vendor partners to include lunch, education, tour, etc.
- 6. Liaison Expectations to Committee
 - 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.