



Job Description: International Committee
Effective Date: 3/1997
Approved by: APIC MN Board of Directors
Review/Revise Date: 10/2024

1. General Committee Description
 - a. Needs a description

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 meeting dates, times, and locations.
 - g. Create agendas and any necessary meeting documents.
 - h. 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.
 - i. Communicates and any questions, concerns, or conflicts of interest that arise while serving in this role to the designated board of liaison for discussion and/or actions by the APIC MN Board as necessary.
 - j. Submit an article to News and Views at least once during the year and as needed.



- k. Give a verbal report during chapter business meetings as needed.
 - l. Provide a verbal report at board meetings when requested.
 - m. 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.
 - n. Become familiar with the APIC MN policies (see APIC MN website).
 - o. Ensure that there will be speakers on international topics for the APIC MN educational meeting designated for the international committee (meeting held early in the year).
 - p. Serves as a liaison to the infection control community when volunteers are needed for international speaking, to attend meetings or to provide hosting for international visitors with an interest in infection control.
 - q. Maintains an awareness of work at the APIC National level, international level (IFIC), and maintains a relationship with our sister chapter (HAPIC) in Hungary.
 - r. For expenses, refer to the [Voucher policy](#).
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. 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.
6. Monthly Action Checklist

Month	Action	Comments
January	Committee meeting- discuss goals for this year	
February	Continue to discuss goals for year	Goals will direct our work during the year. Projects/goals vary year to year
March	Committee meets when APIC MN meets. If no meeting a telephone conference call may be held	
April		
May		
June	Hold a conference call(s) over the summer.	Utilize members with conference call capabilities at their work sites.
July		
August	Committee meets at 3M (either before meeting or during lunch)	



APIC MINNESOTA

September	Begin budget process. Hold meeting sometime during the Fall conference	Quite often it is the afternoon after the chapter business meeting
October	Ongoing budget discussions. Discuss speakers for general membership meeting early next year. Collaborate with education committee chair to determine dates.	International committee provides one speaker for one 60 minute session. In addition the international committee will provide a poster session on one of their activities at the fall conference
November	Secure speakers for general membership meeting early next year. Give budget to Board liaison Attend APIC MN Board meeting	
December	Budget approved Submit annual report for Jan News and Views. Review job description as needed.	