



Job Description: Long Term Care Committee

Effective Date: 1999

Approved by: APIC MN Board of Directors

Review/Revise Date: 10/2024

1. General Committee Description
 - a. The long-term care committee provides education, updates, and new information related to long term care.

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 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. Communicates and collaborates with other organizations, such as the Minnesota Department of Health (MHD) related to long term care.
 - p. Actively participates in the National APIC Long Term Care section.
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.