



Job Description

Job Description: Nominating Committee
Effective Date: 8/1989
Approved by: APIC MN Board of Directors
Date: 11/2024

I. General Description:

- 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
- Submit your contact information and a short bio to the Secretary and Communications Director for the APIC MN Board, Committee Chairs & Appointed Representatives Document and website
- Communicate clearly when making a statement or taking a position that does not represent the view of APIC MN or APIC National
- Refrain from endorsing a product or company on behalf of APIC MN. Members may express an opinion or comment based on personal experience
- Communicate any questions, concerns or conflicts of interest that arise while serving in an role to the designated board liaison for discussion and/or actions by the APIC MN Board as necessary
- Submit an article for News and Views at least once during the year relative to activities. This is to include an annual summary report
- Give a verbal report during chapter business meetings as desired/necessary
- Provide a verbal report at board meetings when requested
- Review, at least annually, the APIC MN website for content pertaining to the role. Changes to the website should be submitted to the committee's Board liaison.
- Review and become familiar with APIC MN Policies (see APIC MN website).

II. Specifics of Job:

1. **Committee Description**

- a. This committee composition is defined in the APIC Minnesota Chapter 018 Bylaws.
- b. The member serving the second year of the two-year Nominating Committee will serve as Chair and the member serving the first year of the two-year Nominating Committee

will serve as Vice Chair. The Past President serves as the Board Liaison for this committee.

- c. This committee is responsible for recruiting members to run for office (referring to bylaws as to which member categories are eligible) and will submit a slate of candidates for the ballot to the APIC MN Board for approval. Note that per the bylaws:
 - i. President, Secretary, and Treasurer shall not serve more than two consecutive terms.
 - ii. Director at Large (DAL) and Vice President may not serve consecutive terms in the same role. DAL, Vice President, and Past President must wait 1 year between ending role and being re-elected into DAL or Vice President role.
 - iii. Nominating Committee members are not eligible to run for elected positions.
 - iv. Members must have been a chapter member for at least one year to be eligible for an elected position.
 - v. No member in an elected position may hold office in a chapter and in APIC simultaneously. No Chapter member is permitted to hold elected or appointed positions in multiple chapters simultaneously.

| Position | Term | CIC Req. | Next Ballot |
|-------------------------|---|-----------------|--|
| President Elect | 3 yrs (2 nd year as President, 3 rd year as Past President) | Yes | Annually |
| Vice President | 3 yrs | Yes | 2025 (serving '26-'28) |
| Director at Large (DAL) | 3 yrs | Yes | 2026 (serving '24-'26) Note that due to a vacancy DAL elected in 2025 election will have a 2 year term of 2025-2026 to fill the unexpired portion of the term |
| Treasurer Elect | 3 yrs (1 st year as elect, 2 nd and 3 rd years as treasurer) | Yes | 2026 (serving '25-'27) |

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| Secretary | 2 yrs | Yes | 2025 (serving '26-'27) |
| Nominating Comm Vice Chair- 2 yr | 2 yrs (2 nd year as Chair) | No | Annually |
| Nominating Comm 1 yr (x3 positions) | 1 yr | No | Annually |

- d. If directed by the APIC MN Board, this committee will also recruit members to fill other APIC MN appointed positions and present names to BOD for final approval.

| Position | Term | CIC Req. | New appointment needed |
|------------------------------------|---------|----------|------------------------|
| Communications Director | 3 years | No | 2026 (serving '27-'29) |
| Membership Director | 3 years | No | 2027 (serving '28-'30) |
| Chapter Legislative Representative | 3 years | No | 2027 (serving '28-'30) |

2. Responsibilities of Chairperson

- a. Review Job Description and Bylaws annually.
- b. Schedule committee meetings
- c. Develop a timeline for the year. Use the first meeting to brainstorm (January) and identify what positions are on the upcoming ballot.
- d. Update standing piece for News and Views for how to nominate yourself or someone else for a position and send to Communications Director.
- e. Share information with the board liaison on a regular (e.g. monthly) basis. Board liaison will contact the Chair to arrange an annual verbal report to the Board of Directors.
- f. Send a thank you to anyone expressing interest in a position. Give them information about the job description, confirm their willingness to be placed on the ballot. If they will be placed on the ballot ask them for their bio and a photo for use in election materials.
- g. Present the complete slate of candidates to the Board for their information and approval at the August BOD meeting.
- h. Prepare ballot.

- i. Send bios & photos to the Communications Director to be posted on the APIC MN website.
- j. Review Nominating Committee job description changes with Board liaison.
- k. Submit expense vouchers to the APIC MN treasurer for reimbursement as needed.
- l. Confirm budget with the current Treasurer. (Example: approx. \$150.00 for roses for Holiday Luncheon)
- m. Collaborate with APIC MN President and APIC MN Conference Chair to introduce election winners at MN Fall Conference.
- n. The President will collaborate with the Nominating Chair to thank outgoing BOD members and Committee Chairs as well as hand off the gavel to incoming president at the December Holiday Luncheon.
- o. Provide sign-up sheets for open position interest at Holiday Lunch

3. Responsibility of Committee Members

- a. Review job description.
- b. Participate in nominating committee meetings if/as scheduled.
- c. Fill the Board position candidates with qualified members (focusing on President-elect) prior to filling the remaining positions if possible.
- d. If directed by the Board, recruit members for other APIC MN roles.
- e. Provide potential candidates names to Nominating Chair along with the candidate's bio and picture.

4. Responsibilities of Vice Chair

- a. Review job description
- b. In addition to the duties as a committee member, the vice chair will:
 - i. Assist Chair with preparation of ballot.
 - ii. Assist Chair with announcement of candidates.
 - iii. Validate election results with Chair.

5. The Election

- a. Elections are held annually, no less than two (2) months prior to the beginning of the calendar year and prior to terms of office.
- b. All voting members (as defined by bylaws) of the Chapter as of August 1st each year will be eligible to vote.
- c. The Nominating Chair will forward the election results to the President and Secretary.
- d. ALL CANDIDATES will be notified of election results prior to the APIC MN Fall Conference.
- e. The complete election results are sent to the APIC MN Secretary, President and Past President. President submits results to the Board. This is to include:
 - i. The names of the candidates for each office.
 - ii. The number of ballots received.

- iii. The number of votes each candidate received.
- f. The election results are submitted to the National APIC office by the President.

6. Board Liaison Expectations to Committee and Appointed Representatives

The board is to provide vision, guidance, and policy to ensure committees and members representing 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.

Mission – to maintain a line of communication between the committee and the board.

- Ensure activities are consistent with APIC MN Mission and policies
- Verify that you are the liaison (other contact person) with the Board
- Communicate with committee chair/appointed representative on a regular basis to keep abreast of projects, priorities and needs.

Share information from the Board to committee chairs

- Include policies, funding, spending and vision updates

Share information from committee with board liaison monthly

Annually request that the committee chair attend a board meeting and present a brief update (see BOD document: Committee Report to the Board Schedule) to include the committee concerns.

Nominating Committee Monthly Action Checklist

| MONTH | ACTION | RESPONSIBLE PARTY | COMMENTS |
|--------------|--|--------------------------|---|
| January | Review job description and bylaws to establish timeline for the year. Contact committee members if applicable. | Chair | |
| February | Identify open positions for officers/committees | Chair/Board Liaison | Verify conference registration incentives for open positions. |

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|-----------|---|----------------------------|---|
| | Update standing piece for News and Views for how to nominate yourself or someone else for a position and send to Communications Director. | Chair | |
| March | Recruit Members | All committee members | |
| April | Recruit Members | All committee members | |
| | Possible additional advertising and outreach as needed Ask board liaison if recruitment of other positions is needed | Chair | May be helpful if having difficulties filling positions |
| May | Provide update on status of ballot to Board Possible additional advertising and outreach as needed | Chair | |
| June | Contact Prospective candidates if information still needed | Chair | Bio and photo |
| July | Contact Prospective candidates if information still needed | Chair | |
| August | Present slate of candidates to BOD | Chair | |
| | Prepare and send ballot to voting eligible members | Chair | |
| | Submit candidate bios/photos to Communications Chair for website | | |
| September | Contact all candidates with results of election | Chair or designated member | |

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|----------|--|-----------------|--------------|
| | Announce election winners at Fall Conference | President | |
| October | Submit election results to the Secretary and Board and to News and Views | Chair | |
| December | Collaborate with the President for thanking outgoing BOD members and committee chairs and handing off gavel and holiday lunch. | President/Chair | Obtain roses |
| | Provide sign-up sheets for open position interest at Holiday Lunch | Chair | |

Appendix A: Thanking outgoing BOD members and Committee Chairs and Gavel Handoff

President should meet with the Nominating Committee Chair to discuss the meeting flow and agenda. Have the Nominating Committee Chair get roses (one for each candidate announcement). Vase/water or individual stem holders.

1. Recognition of Committees

The **President** will announce the outgoing chairperson of these committees and any others associated who deserve recognition. They should come to the front and receive a rose. Applause and photo after all are presented.

| | |
|---|--|
| Conference Committee | |
| Chapter Legislative Representative (applicable years/if outgoing from role) | |
| Education Committee | |
| International Committee | |

| | |
|--|--|
| Emerging Infections Committee | |
| Nominating Committee (outgoing chair) | |
| Nominating Committee members (when applicable) | |
| Long Term Care Committee | |
| Ambulatory Committee | |
| Pediatric Committee | |
| Reprocessing Committee | |
| Mental Health Committee | |
| EHR Committee | |
| BIP Facilitator (if outgoing from role) | |

2. Incoming Committee Chairs

The **President** will announce the incoming chairperson of these committees and any others associated who deserve recognition. They should come to the front and receive a rose and join the outgoing Chairs. Applause and photo after all are presented.

| | |
|---|--|
| Conference Committee | |
| Chapter Legislative Representative (applicable years) | |
| Education Committee | |

| | |
|--|--|
| International Committee | |
| Emerging Infections Committee | |
| Nominating Committee (ongoing Chair and incoming Vice Chair) | |
| Nominating Committee members (when applicable) | |
| Long Term Care Committee | |
| Ambulatory Committee | |
| Pediatric Committee | |
| Reprocessing Committee | |
| Mental Health Committee | |
| EHR Committee | |
| BIP Facilitator (if applicable) | |

3. Retiring Board Members

The **President** will announce the names of retiring officers. They should come to the front and receive a rose. Applause and photo after all are presented.

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|---|--|
| Past President | |
| Director at Large (in applicable years) | |
| Treasurer (in applicable years) | |

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|--|--|
| Vice President (in applicable years) | |
| Secretary (in applicable years) | |
| Membership Director(in applicable years) | |
| Communications Director(in applicable years) | |

4. Continuing and New BOD members

The **President** will announce the outgoing continuing and new officers. They should come to the front and receive a rose. Applause and photo after all are presented.

| | |
|---------------------|--|
| President Elect | |
| President | |
| Past President | |
| Director at Large | |
| Treasurer Elect | |
| Treasurer | |
| Vice President | |
| Secretary | |
| Membership Director | |

| | |
|-------------------------|--|
| Communications Director | |
|-------------------------|--|

5. Presentation of the Gavel: _____
The **outgoing President** will present the **President-Elect** with the gavel using this statement:
“THIS GAVEL WAS PRESENTED AS A GIFT BY LOUISE KRISKO TO INFECTION CONTROL PRACTITIONER OF MINNESOTA IN JULY 1976. THE GAVEL IS A SYMBOL OF LEADERSHIP TO BE PASSED ON FROM PRESIDENT TO PRESIDENT” (APPLAUSE)

6. The **Past President** gives a rose and certificate to the outgoing President.