



Policy/Procedure

Policy # 01

Subject: Policy Format
Effective Date: November 1995
Reviewed by: Secretary
Approved by: APIC MN Board of Directors
Revision Dates: 3/2024

POLICY

1. This document serves as the policy/procedure template that has been approved for use in writing APIC MN policies and procedures.
2. The APIC MN Secretary will be responsible for maintaining a master copy of all chapter policies and procedures.
3. Each policy will be reviewed no less frequently than once every 3 years.
 - Exception: Policy #9 (Board & Committee Conference Expenses) and #17 (Speaker Honorariums) are reviewed at least every 2 years. A designated Board Member is assigned to each policy to coordinate the review.
4. All APIC MN policies/procedures will be posted to the APIC MN website in PDF format.
5. All polices will use Arial font and size 12.

PURPOSE

To provide a standardized policy/procedure format approved by the APIC MN Board of Directors

PROCEDURE

ATTACHMENTS & RELATED FORMS