



Association for Professionals in
Infection Control and Epidemiology, Inc.

Dallas - Fort Worth Region
Chapter 005

Operating Policies

Chartered May 6, 1976

www.APIC-DFW.org

Revised December 2017 for 2018

**ASSOCIATION FOR PROFESSIONALS IN
INFECTION CONTROL and EPIDEMIOLOGY, INC.
DALLAS-FORT WORTH REGIONAL CHAPTER (005)**

TABLE OF CONTENTS

Vision and Mission	<u>3</u>
I. Board of Directors.....	<u>4</u>
A. Responsibility flowchart (board liaison/committee)	<u>5</u>
B. January transitional board and committee chairs meeting	<u>6</u>
C. Sample incoming committee chair/board member/officer letters.....	<u>7</u>
D. APIC-DFW timeline for important activities	<u>9</u>
E. Chapter officers	<u>10</u>
1. Immediate Past President.....	<u>10</u>
2. President.....	<u>11</u>
3. President elect.....	<u>12</u>
4. Treasurer	<u>13</u>
i. Expense Report	<u>14</u>
5. Secretary.....	<u>15</u>
6. Board members.....	<u>16</u>
II. Committee duties and responsibilities.....	<u>17</u>
A. Awards Committee	<u>17</u>
B. Conference Committee	<u>19</u>
C. Education/Program Committee	<u>20</u>
D. Governmental Affairs Committee	<u>21</u>
E. APIC Chapter Legislative Representative (CLR)	<u>22</u>
F. Historian	<u>23</u>
G. Nominating Committee.....	<u>24</u>
H. Professional Advancement Committee	<u>25</u>
I. Social Committee	<u>26</u>
J. Vendor Display Policy.....	<u>27</u>
K. Sunshine Committee	<u>28</u>
L. Teller's Committee.....	<u>29</u>
M. Public Relations Committee.....	<u>30</u>
III. Other liaisons, taskforces, & special interest groups (SIGs).....	<u>31</u>
A. TSICP liaison	<u>31</u>
B. Surveillance SIG	<u>31</u>
IV. Other	<u>32</u>
A. Dues for Chapter 005	<u>32</u>
B. Termination of membership	<u>32</u>
C. Removal from office	<u>32</u>
D. Annual reports	<u>32</u>
E. Other policies.....	<u>32</u>
F. National conference reimbursement/donation award	<u>32</u>
G. Inclement weather.....	<u>32</u>
H. Board/Officer Shadowing.....	<u>32</u>
I. Annual report.....	<u>33</u>

VISION AND MISSION

VISION

APIC-DFW will be recognized as the leader in infection prevention and control by both the healthcare community and the public we serve.

MISSION

APIC-DFW's mission is to influence, support, and improve the quality and safety of healthcare through the practice and management of infection prevention and control and the application of epidemiology in various healthcare settings. This is accomplished through education, collaboration, evidence-based practice, advocacy, and certification.

I. BOARD OF DIRECTORS

A. ROLES: The Board of Directors shall be the governing body of the Chapter and shall establish policy for conducting the business and management functions of the Chapter.

B. COMPOSITION: Elected by the Membership

Immediate Past President

President

President Elect

Treasurer (2 years)

Secretary (2 years)

Board Member #1 (3 years)

Board Member #2 (3 years)

Board Member #3 (3 years)

Board Member #4 (3 years)

C. DUTIES AND RESPONSIBILITIES:

1. Approves the budget for the year. Authorizes expenditures outside the budget throughout the year.
2. Meets formally, by telephone, or electronically to problem solve and determine policy. Any issues decided electronically or by phone will be recorded in the minutes of the next Board meeting.
3. Approves the ballot submitted by the Nominating Committee before it goes to the membership for a vote.
4. Sets annual goals and objectives for the Chapter.
5. Reviews and approves revisions in the Bylaws as appropriate.
6. Reviews and approves revisions in the Operating Policies as appropriate.
7. Appoints member to serve remainder of term if vacancy occurs (or vacancy may remain open until next election).
8. Approves Conference Committee plans and budget.
9. Selects Chapter Leadership Award Nominee and reviews any chapter award nominations.
10. Uses "Roberts Rules of Order" as necessary.
11. Provides oversight for CNE contract.
12. Responsible for development and implementation of the Strategic Plan.
13. Participates in the year end meeting & Board retreat.
14. Participates in the Transitional hand-off meeting in January.

RESPONSIBILITY FLOW CHART

<u>BOARD LIAISON</u>	<u>COMMITTEES</u>
IMMEDIATE PAST PRESIDENT	PUBLIC RELATIONS/WEBSITE TSCIP, SIGs, other liaisons
PRESIDENT	TELLER'S
PRESIDENT-ELECT	CONFERENCE
TREASURER	
SECRETARY	
BOARD MEMBER #1	EDUCATION/PROGRAM NOMINATING CNE PROVIDER
BOARD MEMBER #2	PROFESSIONAL ADVANCEMENT SOCIAL, MENTORING PROGRAM
BOARD MEMBER #3	GOVERNMENTAL AFFAIRS SUNSHINE AWARDS HISTORIAN
Board Member # 4	MEMBERSHIP/WELCOMING COMMITTEE STRATEGIC ALLIANCE

JANUARY TRANSITIONAL BOARD AND COMMITTEE CHAIRS MEETING

CHAIR OF MEETING – President

PURPOSE:

To allow a smooth transition for new Board members and Committee Chairs each year. The meeting will take place prior to the January educational offering and business meeting.

COMPOSITION: The incoming and outgoing Board members and Committee chairs.

MEETING AGENDA:

1. Incoming President will invite all new Committee Chairs to the meeting (see sample letter on pg. 7).
2. Incoming President will invite all new Board members to the meeting (see sample letter on pg. 8).
3. As appropriate, incoming President have available at the meeting: current Operating Policies, Bylaws, and budget for all incoming Board members and Committee Chairs.
4. Each outgoing Board member and Committee Chair should communicate information pertinent to the positions they have held and review same.
5. Each outgoing person should:
 - a. Review the Operating Policies with emphasis on the individual duties and responsibilities with each incoming person.
 - b. Review the deadlines including requirement for preparation of an annual report including recommendations for the next year with submission to the Board Liaison by November 15th.
6. Items of emphasis include:
 - a. Financial procedures and instructions such as use of the Tax ID exempt status, reimbursement requests, etc.
 - b. Website review and revision
 - c. Utilization of the Board Liaison
 - d. Timeline for important activities.

Sample incoming committee chairperson letter



Date
Name—Incoming Chairperson
APICDFW _____ Committee

Dear (NAME),

Thank you for accepting the responsibility of APIC DFW Chairman of _____ Committee for (YEAR). Attached is the job description for your position from the (YEAR) Operating Policy. You will be provided with the complete APIC DFW Operating Policy in January. Please review the section for your position and committee to familiarize yourself with your duties and responsibilities.

Your Board of Directors Liaison is (NAME). She/He will be available to you via e-mail or phone throughout the year for assistance with problems or concerns, to answer questions that come up, etc.

Your committee budgeted funding for (YEAR) is \$ _____. Any funds over your committee budget must be approved by the Board of Directors prior to any expenditure. Please contact (BOARDLIASION) should you anticipate such a need.

We will have a transitional committee chairman meeting on (DATE) at 11:00 a.m. prior to our APIC DFW Chapter meeting at (LOCATION).

The chapter member who was responsible for this committee last year will meet with you to hand over responsibility and any and all procedural information, timelines, etc. Please take this opportunity to review the Operating Policy for your position with the previous chairman. This should be a wonderful opportunity to get off to a great start for (YEAR).

Your attendance at the Transitional board meeting is imperative to a smooth transition. You will be given important information during this meeting that will impact your year as a committee chair. We want to give you every opportunity to excel in the role you have agreed to fill.

Let me extend my appreciation and that of the (YEAR) Board of Directors to you for your dedication to our chapter. I am looking forward to working with you.

Sincerely,

(YEAR) APIC DFW President

Sample incoming board member/officer letter



Date
Name—Incoming Officer
APIC DFW

(POSITION) Dear

(NAME),

Congratulations on your election to the APIC DFW Board of Directors for (YEAR). Attached is the job description for your position from the (YEAR) Operating Policy. You will be provided with the complete APIC DFW Operating Policy in January. Please review the section for your position and committee to familiarize yourself with your duties and responsibilities.

Your responsibilities as (POSITION) include oversight of (LIST LIASION RESPONISBILITY IF APPROPRIATE)

We will have a transitional Board Meeting on (DATE) at 11:00 a.m. prior to our APIC DFW Chapter meeting at (LOCATION).

The Board Member who was responsible for this position last year will meet with you to hand over responsibility and any and all procedural information, timelines, etc. Please take this opportunity to review the Operating Policy for your position with the previous chairman. This should be a wonderful opportunity to get off to a great start for (YEAR).

Your attendance at the Transitional board meeting is imperative to a smooth transition. You will be given important information during this meeting that will impact your year as a Board Member. We want to give you every opportunity to excel in the role you have agreed to fill.

Let me extend my appreciation to you for your dedication to our chapter. I am looking forward to working with you.

Sincerely,

(YEAR) APIC DFW President

APIC-DFW TENTATIVE TIMELINE FOR IMPORTANT ACTIVITIES

January	Transitional meeting for new board members and new committee chairs with outgoing members - 1st meeting of the year
	Board approves final budget and Treasurer sends approved budget to National
	President and Treasurer bonding
	Send out application for National Conference Assistance (due Feb 9, 2018)
	Board Meeting
February	Forward signed Bylaws approved at end of year Board meeting to APIC HQ, if necessary
March	First meeting of Nominating Committee
	Board selects recipients of National Conference Assistance
April	Board Meeting
	President selects restaurant for chapter dinner at APIC Annual Education Conference
June	Nominating committee distributes biography forms & "Willingness to Serve" forms
	Arrange chapter dinner at APIC Annual Education Conference
	Donation National Research Foundation annual contribution at APIC Annual Conference
	Nominating committee continues collection of biography & "Willingness to Serve" forms
	Remind membership that "Hero's in Infection Prevention & Control" nominations due in July (APIC Headquarters Award)
August	Board Meeting
	Discuss Chapter awards including Unsung Heroes
September	Treasurer to arrange liability insurance for annual conference if necessary
	Awards committee coordinates/encourages nominations for Star Awards
	Applications for Strategic Partners for 2018 to be posted
October	Annual chapter educational conference to coincide with IIPW
	Final ballot to the Board for review
	Official ballot submitted with voting to be open for 1 month & completed by end of Nov.
	Letter of thanks to host facility and rooms booked with host facility for upcoming year
	Chapter Leadership Award Nomination due
	Chapter Excellence Award application due
November	Annual reports with budget recommendations due to Board liaisons by November 15th, to President via liaison by November 30th.
	Awards committee submits recommendations to Board for approval of award winners at Holiday Party by November 15th
	Board Meeting – Select recipient(s) for Strategic Partner Award(s)
December	Holiday party with awards presentation, announcement of election results, committee chair recognition, strategic partner recipient, and recognition of other members as appropriate
	Incoming President appoints new committee chairmen for the coming year
	Annual year-end Board retreat to prepare for upcoming year: review & revise bylaws and operating policies,

CHAPTER OFFICERS

IMMEDIATE PAST PRESIDENT

A. ROLES: Immediate Past President

B. COMPOSITION: The immediate past President of the Chapter (elected two years prior as President Elect).

C. DUTIES:

1. Serves as Board liaison to the Public Relations committee chairperson
 - a. Receives reports and updates at least three times a year and reports at the Board meetings.
 - b. Receives annual report by November 15th. Reviews report prior to the Annual Year-end Board Retreat in December.
2. Serves as the Board Liaison for any Special Interest Groups (SIGs)
 - a. Receives reports and updates at least three times a year and reports at the Board meetings.
 - b. Receives annual report by November 15th. Reviews report prior to the Annual Year-end Board Retreat in December.
3. Prepares annual report with position budget recommendations for the next year and submits to the President by November 30th.
4. Appoints special interest groups/taskforces/liasons as necessary.

PRESIDENT

- A. ROLES:** The President shall be directly responsible to the Chapter Board of Directors for the administration of the Chapter. The President shall preside at all Chapter Board of Directors meetings and all member meetings.
- B. COMPOSITION:** Elected by the membership the preceding year (served previous year as President Elect).
- C. DUTIES AND RESPONSIBILITIES:**
1. Conducts Board meetings in a structured manner, including:
 - a. Following “Robert’s Rules of Order”
 - b. Providing an agenda allowing specific time for a changed agenda item
 - c. Reviews minutes and distributes to Board members
 2. Conducts monthly business meetings in a structured manner including:
 - a. Following “Robert’s Rules of Order”
 - b. Providing an agenda
 - c. Reviewing minutes and providing to Webmaster for posting to Chapter website
 3. Appoints Committee Chairs for the year
 4. Prepares line listing of Board members and committee chairs with contact information for distribution to same.
 5. Serves as a member of the Board of Directors and attends scheduled meetings
 6. Serves as an ex-officio member of all committees except the Nominating Committee.
 7. Represents the Chapter at the annual national conference.
 8. Represents the Chapter at the National APIC Business meeting
 9. Submits Chapter Leader Award application to APIC Headquarters
 10. Directs the preparation of and signs all official correspondence of the Chapter.
 11. Responsible to the Board and obtains the approval of the Board for activities of the Chapter.
 12. Obtains a vote from Board members if special issues arise between Board meetings. If the vote is conducted electronically or by telephone, a record of the vote must be recorded at the next Board meeting. If discussion is required regarding an issue, members will “Reply to All” electronically.
 13. Prepares annual report with budget recommendations and reports to the Board at annual Board retreat.
 14. Oversees Holiday Party with chairman of the Social Committee and recognizes Committee Chairs
 15. Prepares a list of newly elected officers and submits it to the APIC DFW Board members and APIC Headquarters
 16. Reviews all evaluations for all Chapter events.
 17. Provides summation of each board meeting at monthly business meetings.

PRESIDENT ELECT

- A. ROLES:** The President-elect shall prepare to assume the office of President and fill the office of President should that office become vacant for the remainder of the term. The President-elect shall fulfill the role and duties of secretary in the event of a vacancy of said office.
- B. COMPOSITION:** Elected by the membership to serve for three years (President Elect, President, Immediate Past President)
- C. DUTIES AND RESPONSIBILITIES:**
1. Assists the President as needed.
 2. Serves as a member of the Board of Directors and attends scheduled meetings.
 3. Conducts business meetings in the President's absence.
 4. Responsible for purchasing a plaque for the current President, to be presented at the December Holiday party.
 5. Responsible for keeping the Chapter Operating Policies updated as the Board makes changes throughout the year. Following Board approval of the revisions at the December Annual Year-end Board Retreat and send to **Webmaster to post on Website and upload to Dropbox**
 6. Prepares annual report with budget recommendations from designated committees and submits to the Treasurer by November 30th.
 7. Serves as Parliamentarian, using "Robert's Rules of Order."
 8. Serves as Board Liaison to the Conference Committee.
 - a. Receives reports and updates at least three times a year and reports at the Board meetings.
 - b. Receives annual report by November 15th. Reviews report prior to the Annual Year-end Board Retreat in December.

TREASURER

A. ROLE: The Treasurer shall oversee and be responsible for the management of the financial affairs of the Association.

*The Chapter is exempt from Federal Income tax under Section 501(c)(3) of the US Internal Revenue Service. Under the Texas Comptroller of Public Accounts we have an exempt status from limited sales, excise, and use tax. Therefore committee chairs may make purchases related to our business without having to pay any tax. Committee chairman will be given this information by the Treasurer and a copy of the appropriate form which is attached to this policy to use at the yearly transitional meeting in January.

B. COMPOSITION: Elected by the membership for two years.

C. DUTIES AND RESPONSIBILITIES:

1. Supervises and maintains all funds and securities of the Chapter.
2. Serves as a member of the Board of Directors and attends scheduled meetings.
3. Collects and receives all funds for all Chapter activities (e.g., conference, holiday party).
4. Maintains bonded status thru the National association and coordinates bonding of an additional officer, as appointed by the Board, every three years or as needed.
5. Provides financial reports to the Board.
6. Provides appropriate reimbursement to members for monies spent. Members requesting reimbursement for approved expenditures will complete the Reimbursement Request form (see next page) and submit along with receipts within one month of the expenditure.
7. Follows established book keeping procedures of APIC including the preparation of quarterly reports and includes bank statements with all reports.
8. Prepares a brief financial statement for each business meeting to include the prior month's expenses, disbursement, and total holdings.
9. Prepares a financial summary at the end of the year.
10. Maintains record of all book keeping procedures and related APIC Headquarter correspondence.
11. Assesses bonds for maturation and reports recommendations to the Board
12. Serves as a member or consultant to any committee having to do with the Chapter's monies.
13. Represents the Chapter at the National APIC Business meeting treasurer activity held during the annual national conference
14. If necessary, arranges for liability insurance for the annual conference. Facility hosting the annual conference may have liability insurance that covers the event.
15. Works with the Board to develop and approve a final budget for the upcoming year during the annual year-end retreat in December.
16. Prepares annual report and submits to President by November 30th.
17. Presents final budget to National by the January deadline.
18. Reapplies as necessary for 501(c)(3).
19. Maintains the following financial and tax related documents for 7 years
 - a. Final copy of Board approved budget
 - b. Quarterly/ Year-End financial report submitted to National APIC
 - c. Copy of the chapter's Tax ID information



[Return to Table of Contents](#)

EXPENSE REPORT

Activity: _____
Name: _____
Address: _____
City/State/Zip: _____

Date: _____
Email: _____
Phone: _____

This request for reimbursement is being sent for the following items:

Item or expense:	Amount	Totals
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	\$ -	\$ -

MAIL WITH RECEIPTS TO
 Teri Mauldin
 1311 Bramble Ln.
 Mansfield, TX 76063

I certify that this accounting is accurate as to actual and necessary business expenses incurred.

Signature

Date

Comments:

FOR APICDFW USE ONLY <u>Approved:</u> _____ <u>Date paid:</u> _____

SECRETARY

A. ROLES:

Accurately records and distributes minutes from all meetings held by the Chapter.

B. COMPOSITION: Elected by the membership to serve for two years.

C. DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the Board of Directors and attends scheduled Board meetings
2. Attends all regular Board and Chapter meetings
 - a. Accurately records, transcribes, and provides Board minutes to the President
 - b. Accurately records, transcribes, and provides Chapter Business meeting minutes to the President.
3. Maintains minutes of current year's meetings.
4. Prepares annual report with budget recommendations and submits to President by November 30th
5. Includes election results in the Board Retreat minutes

BOARD MEMBERS

A. ROLE: Assist the President and Board of Directors in guiding activities of the Chapter.

B. COMPOSITION: Elected by the membership to serve for three years (four members).

C. DUTIES AND RESPONSIBILITIES:

1. Serves as a member of the Board of Directors and attends scheduled Board meetings.
2. Accepts the responsibilities and carries out the duties of the Board.
3. Serves as a resource to and receives reports from assigned Committee Chairs/ Task Force Chairs/ Liaisons throughout the year. The reports are to include progress in achieving goals, activities, accomplishments, and concerns of the committees.
 - a. Receives reports and updates at least three times a year and reports at the Board meetings.
 - b. Receives annual committee reports by November 15th. Reviews report prior to the Annual Year-end Board Retreat in December.
4. Prepares an annual report of all activities and submits to the President by November 30th. This report should include the annual reports from all committee chairs.

Board Member #1 is liaison to and responsible for receiving updates and reports from Education/ Program Committee, Nominating Committee, and CNE Provider.

Board Member #2 is liaison to and responsible for receiving updates and reports from, Professional Advancement and Social Committees and champions mentoring program. In addition, reviews and revises the Bylaws per APIC Headquarters' requirements, as applicable.

Board Member #3 is liaison to and responsible for receiving updates and reports from Governmental Affairs, Awards, and Sunshine committees, and the Historian.

Board Member #4 is liaison to Strategic Alliance Partners and maintains an accurate roster of the membership and facilitates transition into the chapter for prospective and new members as identified below:

- a. Provides information to New and Prospective Members, as appropriate.
- b. Responds promptly to requests for membership information.
- c. Serves as liaison with APIC Headquarters' office.
- d. Maintains and updates member database downloads from APIC HQ
- e. Provides membership roster to committees as needed
- f. Provides a list of eligible members who can vote to the Nominating Committee prior to ballot election.
- g. Strategizes on ways to increase membership numbers.
- h. Serves as greeter at monthly meetings with committee members.
- i. Reviews webinar attendees for Business meetings and Professional Advancement meetings.
- j. Other duties as position develops

II. COMMITTEE DUTIES AND RESPONSIBILITIES

AWARDS COMMITTEE

ROLE: Tracks members for eligibility for annual Star awards; informs members of other award opportunities; assists with chapter award applications

COMPOSITION: Chairperson appointed by the President
Members appointed by the Chairperson

BOARD LIAISON: Board Member #3

DUTIES AND RESPONSIBILITIES:

1. Submits criteria and nomination form for awards to the Webmaster for posting.
2. Deadline for Star Award nominations is October 15th.
3. Receives nominations and reviews for eligibility.
4. After reviewing nominations, selects award recipients.
5. Submits list of awardees to the Board for approval
 - a. Submission to the board should be no later than November 1st
 - b. After approval notification by the Board, awards should be purchased for distribution at the Holiday Party in December
 - c. Awards Committee will distribute the awards as part of the holiday party agenda
6. Can utilize the sample letter (see p. 18) to notify recipients' employers of their selection to receive an award
7. Reports to the membership at monthly meeting as necessary
8. Recognizes members for other IP-related accomplishments such as FAPIC.
9. Utilizes Board Member #3 as Board liaison/ resource person to assist with problem-solving.
10. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th

SAMPLE AWARD NOTIFICATION LETTER



APIC

Spreading knowledge.
Preventing infection.™

Date

Name and address of CEO

Dear:

We are pleased to inform you that your Infection Prevention & Control Professional, _____, has been selected by the Dallas-Fort Worth Chapter of the Association for Professionals in Infection Control and Epidemiology (APIC) to receive the (Year) Chapter _____ Award. S/he will be recognized at the (fill in event, depending upon type of award). S/he will receive _____.

List criteria by which recipient was chosen.

APIC DFW strives to prevent and control infections, improve outcomes, and provide infrastructure for Infection Prevention & Control Professionals to achieve and maintain excellence. We thank you for supporting this individual's participation in the chapter. Together we can make a difference in healthcare in our communities.

Sincerely,

Chapter President
APIC DFW

CONFERENCE COMMITTEE

ROLE: To provide at least one full-day educational conference annually for the members of the Chapter.

COMPOSITION: Chairperson(s) appointed by the President
Members: Treasurer, Other members as appointed by Chair

BOARD LIAISON: President Elect

DUTIES AND RESPONSIBILITIES:

1. Presides at conference planning meetings.
2. Assigns duties and responsibilities to each member.
3. Presents plans for program, location, speakers, projected expenses, etc. to Board for approval.
4. Utilizes the Chapter tax ID number as appropriate for all Chapter expenditures. Presents bills in a timely manner to the Treasurer for payment.
5. Proof of liability insurance must be submitted to APIC Headquarters one month prior to conference date.
6. Business agreement with venue selected must be approved by the Board.
7. The Treasurer shall collect all money from registrants and vendors. Only the Treasurer is to handle Chapter monies.
8. Oversees the Vendor Display policy (see below and pg 27) for the conference.
9. Coordinates CNEs for the conference.
10. Reports to the membership at monthly meeting as necessary.
11. Utilizes President Elect as Board liaison/resource person to assist with problem-solving issues.
12. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.

Vendor policy: For yearly Conference:

1. A fee of \$300.00 will be assessed for Annual Conference displays.
2. Conference Committee will coordinate, as appropriate, on plans for conference vendors including options available other than just a table (i.e. sponsor a speaker or lunch, etc.), date fee must be paid for the Conference display, set update and time, what fee pays for (i.e. number of tables, lunch, etc.), etc.

EDUCATION/PROGRAM COMMITTEE

ROLE: Plans programs for monthly meetings.

COMPOSITION: Chairperson(s) appointed by Chapter President
Members appointed by Chairperson(s)

BOARD LIAISON: Board Member #1

DUTIES AND RESPONSIBILITIES (Chair and Committee members):

1. Plans programs for all regular membership meetings.
2. Provides speaker with guidelines.
3. Webmaster - Works with PR liaison to advertise upcoming monthly educational offerings.
4. Sends confirmation and thank you letters to each speaker as appropriate. Reimbursement for postage may be obtained from the Treasurer.
5. An honorarium of a maximum of \$200.00 may be offered to a speaker if he/she is non-corporate or unsponsored. Exceptions to this policy must receive Board approval.
6. Coordinates with Treasurer regarding honoraria.
7. Submits summary of program content or copy of presentation (if available) for each educational program to the Webmaster for inclusion on the website.
8. Coordinates Contact Hours for the monthly presentations.
9. Introduces speaker or delegates this responsibility.
10. Works with Board of Directors to plan for impromptu programs such as audio conferences.
11. Delegates responsibilities to committee members as necessary.
12. Develops, reviews, and revises content related to Education/Program on the website throughout the year.
13. Reports to the membership at monthly meeting as necessary.
14. Utilizes Board Member #1 as Board liaison/resource person to assist with problem-solving.
15. Along with committee develops a learning needs assessment
16. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.

GOVERNMENTAL AFFAIRS COMMITTEE (GAC)

ROLE: To monitor local, state, and federal legislation, regulations or standards affecting Infection Prevention & Control Practice. The chairperson serves as the Chapter Legislative Representative (CLR) to National APIC. See CLR role description.

COMPOSITION: Chairperson appointed by the President
Members appointed by the chair

BOARD LIAISON: Board Member #3

DUTIES AND RESPONSIBILITIES (Chair and Committee members):

1. The chairperson reviews APIC Headquarters guidance related to the role of the CLR.
2. Evaluates impact of new or existing regulations and/or standards on Infection Prevention & Control Practice in local, state, or federal regulatory and accrediting agencies.
3. As necessary, prepares response with approval by the Board and the membership to appropriate authorities/agencies regarding pending legislation or standards.
4. Maintains close communication with the President and the Board of Directors regarding legislative or regulatory issues.
 - a. Notifies the President, Board of Directors and President Elect regarding urgent Infection Prevention & Control issues.
5. Routinely monitors relevant websites for issues related to Infection Prevention & Control
6. Represents chapter at national CLR meeting during national conference, coordinates visits and meetings with applicable legislators as needed.
7. Develops, reviews, and revises content related to Governmental Affairs on the website throughout the year.
8. Reports to the membership at monthly meetings and as necessary
9. Utilizes Board Member #3 as Board liaison/resource person to assist with problem-solving.
10. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th

APIC CHAPTER LEGISLATIVE REPRESENTATIVE (CLR)

As APIC's representative to state and local policy makers on public policy matters, the Chapter Leadership Representative (CLR) is a high-level officer of his/her chapter. The CLR serves as the major link between his/her Chapter, APIC headquarters, and the Public Policy Committee. The success of APIC's public policy initiatives are highly dependent upon the support and energies of the Chapter members, particularly the CLR.

APIC Public Policy department is responsible for issuing communication, via the CLR's, to keep Chapters apprised of the program's various activities including position statements. CLR's are expected to relay this information to all Chapter members.

The dynamic partnership between APIC Chapters and Headquarters depends on effective two-way communication for matters of public policy. The APIC Public Policy staff provides Chapters with updated state and federal legislative information on issues related to infection prevention, and posts their information on APIC's website. APIC will help the organization provide guidance to Chapters, respond to emerging issues and develop new policies as needed.

SERVING AS CLR

1. The CLR must be an active member of APIC-DFW
2. The CLR must be knowledgeable about APIC policy positions.
3. The CLR should have an interest in, and be willing to develop expertise in the legislative procession federal and state legislative and regulatory issues.
4. The CLR will report to the Chapter President and serve as the primary contact between the Chapter and APIC Headquarters on issues of public policy. The CLR is responsible for representing APIC's policy position to Chapter members, APIC allies and partners, and policy makers. CLR's should use care to ensure that legislative and regulatory position expressed by Chapter members are consistent with APIC headquarters.
5. The CLR and the Chapter are account able to the APIC Board of Directors and are required to support and accurately represent APIC policy positions.
6. The CLR will provide APIC Public Policy Reports at all Chapter meetings
7. The CLR will mobilize Chapter members to respond to issues, when requested by APIC headquarters, and provide necessary follow-up to both Chapter members and Headquarters.
8. The CLR must have access to email to receive communications and requests for action from APIC Headquarters, and to contact chapter members. Further, the CLR must respond to APIC Action Alerts, Notices and other communications in a timely manner, or by the designated deadline.
9. The CLR will share major outcomes of Chapter grass roots efforts with the APIC Headquarters.
10. The CLR must be willing to participate in APIC CLR training webinars and the CLR meeting at the Annual Conference
11. The Chapter President shall appoint the CLR. The chapter shall assure that a high level of continuity exist in the transition of one CLR to another, implementing system whereby a CLR's term and responsibilities allow for the successful mentoring of a successor. Given the volume and complexities of ongoing regulations and legislation surrounding infection prevention, it is imperative that the role and transition of the CLR be honed and made as smoothly as possible. This can best be accomplished through the successful mentoring fan outgoing CLR to her/his successor.

HISTORIAN

ROLE: Documents and maintains history and official records of the chapter.

COMPOSITION: Chairperson appointed by the President
Members appointed by the Chair

BOARD LIAISON: Board Member #3

DUTIES AND RESPONSIBILITIES:

1. Maintains electronic copies of the following historical documents indefinitely
 - a. Pictorial history of chapter activities/members as available
 - b. A copy of any document packet submitted to APIC Headquarters for Chapter Excellence Award
2. Develops, reviews, and revises content related to the Historian committee on the website throughout the year.
3. Updates APIC DFW social media site
4. Reports to the membership at monthly meeting as necessary.
5. Utilizes Board Member #3 as Board liaison/ resource person to assist with problem-solving.
6. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.

NOMINATING COMMITTEE

ROLE: Provide qualified candidates for ballot each year.

COMPOSITION: Three member selected by the membership for one year: Chairperson is the one receiving most votes

BOARD LIAISON: Board Member #1

DUTIES AND RESPONSIBILITIES (Chair and Committee members):

1. Distributes and receives "Willingness to Serve" forms with summary of qualifications/activities for each office. These forms are to be available at all subsequent meetings and on the Chapter website
2. Obtains list of candidates eligible for President-Elect.
3. Solicits nominations from the active membership in beginning in June.
4. Holds the first meeting by March of each year to allow time to approach members for placement on the ballot.
5. Collects a biographical profile for each nominee.
6. Confirms that a "Willingness to Serve" statement from each nominee is received.
7. Obtains a current membership list from Board Member #1 to verify eligibility for potential nominees
8. Presents the ballot to the Board of Directors for approval by October 15th.
9. Presents the ballot to the membership with at least 30 days allowed for voting. Ballot can be made available via email, on the website and/or via paper as appropriate.
10. Ballot will contain a biographical profile and credentials from candidates and instructions for submitting ballot (e.g. fax, electronic mail, postal service, hand delivery).
11. Works with the Webmaster to have electronic voting available for the election.
12. Receives the votes and forwards them to the Teller's Committee for verification and counting.
13. Develops, reviews, and revises content related to Nominating on the website throughout the year.
14. Reports to the membership at monthly meeting as necessary
15. Utilizes Board Member #1 as Board liaison/resource person to assist with problem-solving.
16. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.

PROFESSIONAL ADVANCEMENT COMMITTEE

ROLE: Provide avenues toward professional advancement (e.g. certification) in Infection Prevention & Control for all members.

COMPOSITION: Chairperson(s) appointed by the President (must be currently certified in Infection Prevention & Control). Members appointed by the Chair.

BOARD LIAISON: Board Member #2

DUTIES AND RESPONSIBILITIES:

1. Facilitates a monthly study group for Infection Prevention & Control certification.
2. Provides an annual study calendar for the membership.
3. Maintains CBIC study guides as provided by the chapter.
4. Recognizes new and recertifying members at the annual holiday luncheon.
5. Develops, reviews, and revises content related to the Professional Advancement committee on the website throughout the year.
6. Reports to the membership at monthly meeting as necessary.
7. Utilizes Board Member #2 as Board liaison/ resource person to assist with problem-solving.
8. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.

SOCIAL COMMITTEE

ROLES:

1. Schedules vendors as necessary for regular monthly meetings
2. Makes provisions for the annual Holiday Party in December.

COMPOSITION: Chairperson(s) appointed by the President
Members: Treasurer and others appointed by the Chair

BOARD LIAISON: Board Member #2

DUTIES AND RESPONSIBILITIES (Chair and Committee members):

1. Arranges vendors for the monthly meeting according to the Vendor Display policy and provides vendor calendar to the Treasurer.

Vendor Display Policy-

- a. Vendor will contact the APIC DFW Social Chair to arrange the date and time of display for monthly meetings.
- b. The Social Chair will ensure vendors are aware of the Vendor Display policy (see pg. 27)
- c. No more than three vendors may present a display at any monthly meeting, unless approved by the Board. Noise or activity during any APIC educational presentation or business meeting will not be allowed.
- d. Vendors that owe money for previous displays should not be scheduled

For monthly meetings:

- a. Small signage and one table per vendor will be allowed outside of educational presentation room. Business cards, product literature, educational information, and samples may be provided to the membership.
- b. Table setup will be completed before 12:30 PM
- c. All display items will be removed immediately upon conclusion of the business meeting.
- d. A fee of \$150.00 will be assessed for monthly meeting displays.
- e. A vendor who sponsors the speaker cannot have a table to display products or distribute or promoting any product information during the same meeting.

Fees:

- a. Fees will be paid directly to the Treasurer on or 60 days before the day of the display for monthly meetings.
 - b. The Chapter President and/or Board of Directors have the authority to deny the request of any vendor if the established guidelines are not followed.
 - c. A vendor that has sponsored a monthly speaker may display products on a different date
2. Chair directs Committee activities to achieve objectives within the Board-approved budget.
 3. Notifies President of vendors for upcoming meetings for inclusion in the business meeting agenda.
 4. Organizes the annual Holiday Party held in December. Works with the Treasurer to utilize the Chapter Tax ID for purchases.
 5. Coordinates with the Webmaster for advertising the holiday party.
 6. Develops, reviews, and revises content related to the Social committee and Vendor Display policy on the APIC DFW website throughout the year.
 7. Reports to the membership at monthly meeting as necessary
 8. Utilizes Board Member #2 as Board liaison/ resource person to assist with problem-solving.
 9. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.

APIC-DFW
Vendor Display Policy and Agreement

The Chapter will welcome vendors to display products at monthly meetings and yearly conference as long as these established guidelines are followed:

- Vendor will contact the APIC DFW Social Committee to arrange the date and time of display for monthly meetings and the Conference Committee to arrange for the Annual Conference.
- The Social Chair will make this policy available to vendors via email or the APIC DFW Chapter website
- No more than three vendors may present a display at any monthly meeting. The number of Conference Vendor displays will be decided on a year to year basis by the Conference Chair.
- Noise or activity during any APIC educational presentation or business meeting will not be allowed.

For Monthly Meetings:

- Small signage and one table per vendor will be allowed outside of educational presentation room. Business cards, product literature, educational information, and samples may be provided to the membership.
- Table setup will be completed before 12:30 pm
- All display items will be removed immediately upon conclusion of the business meeting.
- A fee of \$100.00 will be assessed for monthly meeting displays.
- ALL FEES WILL BE PAID DIRECTLY TO THE TREASURER 60 days before the day of the display

For Annual Conference:

- A fee of \$300.00 will be assessed for Annual Conference displays.
- Details related to time, place, set-up, and payment due dates will be provided prior to Annual Conference
- ALL FEES WILL BE PAID DIRECTLY TO THE TREASURER 60 days before the day of the display

Once arrangements for exhibiting have been made with the Social Chair, please complete this form and mail to the APIC-DFW Treasurer:

Treasurer's name
Treasurer's address
Treasurer's City, State, Zip

I have read and agree to abide by the APIC DFW Vendor Display Policy

Name _____

Company _____

Telephone _____

Email address _____

APIC DFW appreciates the support of its Vendors!

SUNSHINE COMMITTEE

ROLES: Provides encouragement, support and sympathy to members as appropriate.

COMPOSITION: Chairperson(s) appointed by the President
Members appointed by the Chair

BOARD LIAISON: Board Member #3

DUTIES AND RESPONSIBILITIES:

1. Support for Chapter Members will be distributed within the following guidelines:
 - a. Flowers or other gift may be sent to chapter members
 - i. Not to exceed \$50.00 for:
 - 1) Birth or adoption of a child
 - 2) Minor illness of member
 - 3) Ambulatory surgery of a member.
 - ii. Not to exceed \$70.00 for:
 - 1) Death of a spouse, parent, or child
 - 2) Hospitalization or serious illness of the member
 - iii. Not to exceed \$75.00 for:
 - 1) Death of the member
 - b. Greeting cards may be sent for appropriate occasions such as the following:
 - i. Other types of member illness
 - ii. Death of a more distant relative
 - iii. Member marriage
 - iv. Member certifying for the first time
 - v. Other occasions as appropriate
2. Should an occasion arise when expenditure would exceed the limits set above or extenuating circumstances exist, Board approval must be obtained.
3. Should an occasion or event not captured above, arise that warrants sunshine, Board approval must be obtained.
4. Provides a door prize for monthly meetings, per meeting.
5. Prepares itemized accounting of expenditures to be submitted to the Treasurer for reimbursement. Uses the Chapter Tax ID number for purchases when possible.
6. Develops, reviews, and revises content related to Sunshine on the website throughout the year.
7. Reports to the membership at monthly meeting as necessary.
8. Utilizes Board Member #3 as Board liaison/resource person to assist with problem-solving.
9. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.

TELLER'S COMMITTEE

ROLES: Verify election results

COMPOSITION: Immediate Past President, President, and President Elect

BOARD LIASON: President

DUTIES AND RESPONSIBILITIES:

- Review, verifies, and counts all electronic and paper ballots in accordance with established procedures approved by the Board of Directors.
- Notifies Nominating Committee of final election results.
- Coordinates with Nominating Committee to notify candidates.
- Elected candidates will be notified prior to the Holiday party to allow additional time for them to make arrangements to attend the end of year Board retreat.
- Maintains record of e-votes and submits to secretary for inclusion in the minutes.

PUBLIC RELATIONS COMMITTEE

ROLES: Advertises and promotes the vision and mission of the Chapter to the community, various strategic partners, and members; facilitates communication to the membership; Chapter website will be used to provide relevant and current information and networking opportunities for chapter members.

COMPOSITION: Webmaster; Appointed by the Board
Public Relations Liaison: Appointed by the Board, Historian

BOARD LIASON: Immediate Past President

DUTIES AND RESPONSIBILITIES:

1. Strategic planning for website content.
2. Submits proposed website content to the President, President Elect, and Immediate Past President for approval. All website postings should be approved by the Board
3. Updates, notifications and other communications will be sent to the membership as needed and appropriate. Mass communications must be approved by the Board leadership.
4. Reviews website content regularly. Prompts committee chairpersons to update information as needed.
5. Makes additions and improvements to website content and design with Board approval.
6. Develops strategies for advertising and promoting the website and the Chapter vision and mission to all Chapter members, the community, and other infection prevention & control strategic partners.
7. Reviews committee policies and procedures annually.
8. Reports to the membership at monthly meeting as necessary.
9. Utilizes Board Chairperson as Board liaison/resource person to assist with problem-solving.
10. Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by November 15th.
11. Monthly salary may be paid to the Webmaster only.
12. Webmaster should be bonded.
13. Public Relations Liaison will be knowledgeable about all Webmaster activities and website management. The Liaison may assume the role of Webmaster as necessary.

III. OTHER LIAISONS, TASK FORCES, & SPECIAL INTEREST GROUPS (SIGs)

A. TSICP LIAISON

1. Appointed by the President.
2. Provide information to the Chapter regarding TSICP activities and events such as their yearly conference.
3. The Liaison will also communicate with TSICP regarding Chapter meetings, activities and events such as the Annual Conference.
4. Reports to the membership at monthly meetings as necessary.
5. Utilizes the Immediate Past President as liaison/resource person to assist with problem-solving.
6. Develops, reviews, and revises content related to TSICP Liaison on the website throughout the year.
7. Submits an annual report to Board Liaison by November 15th.

B. SURVEILLANCE SIG

1. Facilitates regular meetings to provide information and education to members regarding HAI surveillance and participation in NHSN.
2. Reports to the membership at monthly meeting as necessary.
3. Utilizes the Immediate Past President as liaison/resource person to assist with problem-solving.
4. Develops, reviews, and revises content related to Surveillance SIG on the website throughout the year.
5. Presents surveillance questions at the monthly Business meetings and submits questions/answers to Webmaster for posting on the chapter website
6. Submits an annual report to Board Liaison by November 15th.

C. Community Standards SIG - TBD

IV. OTHER

A. DUES for Chapter #005

1. Annually, the Board will determine the necessity and amount of Chapter dues. Chapter dues are currently \$20.00.
2. National dues are also required for regular and associate memberships.
3. Membership applications are available through the National APIC website.

B. Termination of membership

Refer to APIC Headquarters Bylaws

C. Removal from office

Any officer, regardless of the manner of election or appointment, may be removed by the Chapter Board of Directors upon two-thirds (2/3) affirmative vote of the entire Chapter Board of Directors then in office whenever, in its judgment, the best interests of the Chapter and APIC would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made, and shall be given an opportunity to be heard prior to the final decision.

D. Annual report

See attached form for recommended format for annual reports by all committee chairs, liaisons, task force chairs, Special Interest Group leaders, and Board Members.

E. Other policies

Chapter will adhere to all other applicable laws and follow all policies of the parent organization, APIC Headquarters

F. National conference reimbursement/donation award(s)

1. The Board will solicit requests and will choose at least 1 member each year to receive this award.
2. The chosen member(s) will receive up to \$600.00 to apply towards the costs of the national conference.
3. After the conference, the award recipient(s) will present a summary of his or her experience or learning for the benefit of the membership.
4. Monies will be budgeted for this award each year, but other fundraising efforts can also be used to add to the monies available.

G. Inclement weather

APIC DFW will follow the decision of the school district in which the meeting is scheduled for cancellations due to inclement weather.

H. Board/Officer shadowing

APIC DFW will allow members to shadow positions on the Chapter Board of Directors. Shadowing must be approved by the Board. Shadows will not vote on decisions made by the Board.

**ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND
EPIDEMIOLOGY-DFW CHAPTER**

Annual Report

Year _____

(Name of Committee, Liaison, Taskforce, SIG, Board Member)

I. List of members if applicable

II. Objectives of Committee (indicate met **and** not met)

Duties and responsibilities	Status (met or not met)

III. Summary of activities (meetings held, decisions made, etc.)

Activity	Status

IV. Financial Report (describe expenses, monies spent, budget, etc.)

Budget	
Actual expenditures	

V. Recommendations to Board (e.g. changes to Operating Policies or budget, etc.)

VI. Proposed chair for the upcoming year and any potential committee members:

Signature:
Date:

Submit report to your Board Liaison by November 15th