

APIC
Association for Professionals in
Infection Control and Epidemiology

APIC Chicago Positions Available for 2008

Eligibility for All Positions

Must be a current active member of APIC and a member of APIC for the last two years. No Officer or Director may hold a local and National office at the same time.

President Elect

Duties: Perform the duties of the President in his/her absence.
Perform such duties as delegated by the President.
Automatically rotate to the office of the President after term of office has been served.
If the office of President becomes vacant, fill the position with the title, President Designee and subsequently fill the office of President for the regular term.
Actively recruit new members to the association.

Term: Three years

- First year as President Elect
- Second year as President
- Third year as Immediate Past President

Membership Secretary

Duties: Maintain and update the membership roster, as updates from the National office are made available.
Oversee the distribution of notices of meetings, newsletter, ballot and other pertinent information to the membership.
Ensure that the ballot is sent 30 days prior to an election. The mailing must include the ballot, resumes of the candidates and a return envelope marked "Ballot" with the name and mailing address of the chairperson of the tellers.
Maintain a mailing list for notices of educational program meetings or other pertinent information. The mailing list shall be defined as parties who are not members of Chicago Metropolitan APIC chapter.

Term: Two years

Treasurer

Duties: Manage the funds of the association.
Maintain a record of all receipts and disbursements.
Submit financial records at least yearly to the Board of Directors for audit.
Submit a yearly budget to the Board of Directors.
Submit an annual financial report to the membership.
Be bonded through the National Association.
Recruit members for and serve as chairperson of the Finance Committee.

Term: Two Years

Director, Chair Education Committee

Duties: Offer a minimum of one business meeting and four educational programs per year from January 1st through December 31st.
Select appropriate facilities, which are geographically rotated, for all meetings.
Include written objectives, course content, faculty member identification and credentials as well as a method of evaluation for each educational meeting.
Submit each program to the Board of Directors for approval.
Prepare contractual agreements between facility members, industry, or commercial interests and APIC for the signature of the President.

Term: Two Years

Nominating Committee

Duties: Prepare a willingness to serve form. The form contains the candidate's signature, which indicates their consent to serve.
Solicit the names of eligible members that are willing to serve.
Communicate the deadline for receipt of the willingness to serve form.
Prepare the ballot and submit it to the Board 45 days prior to the date of the election.
Submit a resume for each nominee on the ballot.
NOTE: Members can only serve one term on the Nominating Committee.
Members of the Nominating Committee cannot be placed on the ballot.
The nominating committee consists of five members.

Term: One Year