

BOARD OF DIRECTORS AT-LARGE SENIOR MEMBER AND PROGRAM CHAIR DUTIES AND RESPONSIBILITIES

1. Assist in directing the business and financial affairs of the organization.
2. Serve as a member of the Board of Directors.
3. Assist in establishing administrative policies.
4. Assist in reviewing committee reports and determining action to be taken.
5. Foster growth and development of the organization.
6. Serve as Program Chairman.
7. Plan and coordinate, along with Junior Board member and any conference planning committee members and others designated by President. Be sure to include the prior years the Bright Ideas Award recipient for annual meeting (February) program plans.
8. Write Thank-you notes to each guest speaker.
9. Submit to Chapter members a current educational calendar of the date, site, and topic/speaker for the upcoming year (usually in November).
10. Coordinate the application for nursing contact hours through (? To Be Determined). If using a state nursing association, one member of the committee must be a BSN to meet requirements for the CEU application.
11. Complete paperwork for each program as required by requesting agency:
 - a. Contact hours
 - b. Attendance record
 - c. Biographical data
 - d. Objectives and outline
 - e. Evaluation forms
 - f. Thank-you letters to speakers
12. Arrange for monthly location, meeting room, speaker, and directions (map) with the host facility IP. Communicate information to the GOAPIC web master one-two weeks prior to the event.
13. Collaborate with the Nebraska Infection Control Network (NICN) when scheduling meetings and events.

14. Before buying anything for APIC, check with treasurer (if Board pre-approved) or Board (if not budgeted). Non-profit rate for purchases/postage may be available.
15. Orient and include Junior Board Member in completing program duties.
16. Maintain and update program notebook. Turn notebook over to incoming senior board member.
17. Be a member on the committees for Professional Growth Day and APIC Fall conference. Assist in program planning and complete application for contact hours as needed.