

GOVERNMENTAL AFFAIRS COMMITTEE CHAPTER REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Chapter Governmental Affairs Representative

- Appointed for one year (renewable) by Chapter President
- Must be a current APIC member

1. Primary Functions and Responsibilities

- a. Interact with legislative/regulatory bodies (e.g. state legislators, state and local health departments, area health care councils, school districts, etc.). Facilitate individual membership response to infection control issues to appropriate government representatives.
- b. Communicate information on legislative/regulatory issues to membership, and Governmental Affairs Committee (GAC) Regional APIC representative
- c. Communicate recommendations related to legislative issues from GAC to membership
- d. Seek input from chapter members for issues that need to be addressed
- e. Chair and coordinate a task force, when needed
- f. Maintain and update GAC notebook. Transfer updated notebook to incoming GAC representative (currently don't know if there is one)...
- g. Prepare and maintain balanced annual committee budget to treasurer. If one anticipates spending more money than is budgeted, notify the President and Treasurer immediately.

2. Specific Responsibilities

- a. Local/state: Liaison Group of Nebraska Nurses Organizations (LGNNO)
 1. Attend LGNNO meetings (quarterly: alternating Omaha and Lincoln sites); facilitate President appointing second person from APIC to

attend meetings; renewable position (LGNNO allows two voting representatives).

2. Prepare APIC handout (use APIC logo) for each LGNNO meeting indicating current activities, esp. legislative issues
 3. Facilitate payment of annual LGNNO membership dues (by Nov.)
 4. Present current state legislative bill tracking information from LGNNO meetings (copies of hand-out from LGNNO meeting)
 5. Facilitate timely individual member's response related to infection control practice to appropriate legislators, when appropriate
 6. Stress that your comments at meetings are those of an individual ICP and NOT those of an official representative of APIC
 7. Offer to facilitate an APIC member to attend other organizations' meeting to educate/explain infection control practices and issues
- b. Regional: GAC representative of APIC
1. Inform representative of local and state issues related to infection control practices
 2. Communicate with membership national information shared by GAC
 3. Facilitate timely individual membership responses related to infection control practice to appropriate federal government representative, when appropriate
- c. National: APIC
1. Be familiar with and supportive of APIC's national goals
 2. Attend/delegate APIC's national education conference GAC meetings