

PRESIDENT DUTIES AND RESPONSIBILITIES

1. Be familiar with and follow the Chapter Bylaws.
2. Utilize Robert's Rules of Order. A summary of Robert's rules will be kept in the President's binder and passed along at the end of the term.
3. Be responsible to the Board of Directors.
4. By January of your term in office, make committee assignments (or during first Board meeting of the year, as appropriate). It is suggested that you develop a listing of officers and committee/taskforce/etc. members and chairs. Distribute the listing to the Board and all the members of the organization. You may also want to ask for volunteers for the committees in the December meeting. Review with them the rules on spending chapter funds.
 - Budget and Finance Committee - consists of the President, President-elect, treasurer, and other members as determined by the Board.
 - Nominating Committee – appoint a chairperson from the elected members.
 - Program Committee
 - Senior Board member is the chair.
 - Junior Board member is the chair elect.
 - Professional Growth Day committee
 - Professional Growth Day – The past-president is the chair. Appoint additional members as needed.
Note: Junior and Senior Board Members are to be on this committee.
 - Bylaws Committee – The President-elect is the chair. Appoint members as needed.
 - Governmental Affairs Representative – Appoint a member.
 - Librarian – Appoint a member.
 - Historian – Appoint a member.
 - Awards Committee – Consists of the members that won the awards the previous year and the treasurer. Distinguished Service Award winner serves as chair of this committee.
 - State-Wide Bioterrorism Plan- Appoint a member.
 - Web-Site- Appoint a member.
 - Special Committees – appoint members and chair as needed. Terminate the Special Committees when the work is accomplished.
5. Hold regular Board of Directors meetings so that the following may be accomplished:
 - Establish chapter goals and objectives.
 - Review committee assignments and progress.
 - Develop policies by which the chapter will function.
 - Have Board specify exact date of annual election to be held by December 1st.

- Determine annual local chapter dues. (You will receive a letter late summer from National APIC asking for any changes in dues for the next year.)
 - Approve annual proposed budget by November.
 - Communicate information from the National APIC as needed.
8. National APIC will send you “APIC Local Chapter Information” forms for the next year late in the year. Complete and return to national APIC as soon as possible following elections.
 9. Call an annual meeting of the Board of Directors prior to the annual membership meeting that is the first Thursday in February or as requested by the Board of Directors. It is suggested that a combined Board meeting with current Board members and new Board members be held in December.
 10. December and January is the time for the officers and committee chairman to pass on the notebooks that contain all the information about their office/committee and responsibilities. It is suggested that you set up a formal time for doing this or frequently announce it. (Notebooks have been lost and information not passed on in recent years.)
 11. Appoint tellers for counting of ballots at election.
 12. Serve as Ex-Officio member of all committees except the Nominating Committee.
 13. Conduct all Chapter meetings with preparation and review of the agenda in advance with the recording secretary.
 14. Communicate information from National APIC as needed to the membership during the Chapter meetings.
 15. Approve and update meeting agendas.
 16. Review minutes of Chapter and Board meetings prior to Recording Secretary mailing to members.
 17. Assure that the Chapter is being represented at all officer meetings and other meetings at the national APIC conference.
 18. The president receives reimbursement to attend the national APIC conference. The Board determines the amount of funding. The president represents the organization at the national conference and is charged with bringing back information to the chapter. Bringing information back is a requirement of National APIC if an officer receives any financial support from the organization. (The current amount of funding for the president is \$1000. In order to receive reimbursement, an expense report with receipts must be given to the treasurer.) NOTE: Verify this amount each year with the board since it will be determined with budget money.

19. Other Members of the Board may receive reimbursement as well, if Board has budgeted more for conference spending. The Board determines the amount of funding. Bringing information back is a requirement of National APIC if an officer receives any reimbursement from the organization. Any proposed reimbursement will be presented to GO APIC membership for vote of approval.

Note: Verify each year the dollar amount since it will be determined with budget.

20. Prepare with assistance of other officers, the Local Chapter Annual Report at the end of the fiscal year which is January 1 through December 31, for presentation at annual meeting. Remind members to send in awards and honors, committee reports, etc. for the annual report starting in the October or November meeting.

21. Rotate to the Board of Directors as an ex-officio member for one year after term of office.

22. Serve as member of Nebraska Infection Control Network Board Organization, pending creation of a position within the membership for this activity.

23. Sign checks in the absence of the treasurer.

24. Notify Chairman of Nominating Committee of offices to be filled for election.

25. Before buying anything for APIC, check with treasurer. Non-profit rate for purchases/postage may be available.

27. Keep the President's notebook up-to-date and current. Pass the President's notebook to the incoming president at the end of the term.

Reviewed and Revised May 2016