

APIC NE BOARD Positions: Overview of Positions

CHAPTER PRESIDENT and PRESIDENT ELECT:

The president position is a 3-year term, with the first year served in the elect role. You must have served previously on the board to run for the President role.

President guides the chapter in fulfillment of its mission and vision, serving its members and the profession. The elect shall:

- a. Assist the president in the discharge of the presidential duties as directed and perform such other duties as may be prescribed from time to time by the president or the BOD.
- b. Prepare to assume the office of president. Fill the office of president, should that office become vacant, and subsequently fill the office of president for a regular term, as is entitled to the president-elect.
- c. Become familiar with organizational system structure, including chapter bylaws, policies, and committees.
- d. Serve as the BOD liaison to the Program Planning/Education Committee; manage and submit requests for liability insurance to APIC, as needed.
- e. Maintain chapter meeting and event calendar.
- f. Serve as a communication link with APIC on matters as designated by the president. Further, the president-elect must respond to APIC requests, notices, and other communications in a timely manner or by the designated deadline.
- g. Mentor the successor to provide a smooth transition into the president-elect role.

CHAPTER SECRETARY/MEMBERSHIP

The secretary shall:

- a. Be responsible for the accurate recording and transcribing of the minutes of all BOD meetings.
- b. Submit all minutes to the BOD in accordance with established procedure.
- c. See that all membership notices are duly given in accordance with applicable state laws and the chapter's bylaws.
- d. Be custodian of chapter records (see Records section); be responsible for keeping a record of the

mailing and email addresses of each director and officer of the chapter.

e. In general, perform all duties and have all powers customarily incident to the office of secretary and such other duties and powers as may be prescribed from time to time by the president or the BOD.

f. Serve as a communication link with APIC on matters as designated by the president. Further, the Secretary must respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline.

g. Mentor the successor to provide a smooth transition into the secretary role.

h. Foster and encourage chapter growth through membership recruitment and retention campaigns.

i. Develop and implement member programs to increase member engagement (e.g. mentoring).

j. Create membership brochures and make information available at all regular chapter meetings.

k. Develop and conduct member needs assessment at least every two years.

NOMINATING AND AWARDS (NAC) Director – Elect

The Nominating and Awards Director is a 2-year term, with the first year served in the elect position. The director (and elect) shall:

a. Obtain a list of eligible members from which to consider candidates.

b. Select qualified candidates for each office, taking into consideration the attendance and participation of nominees.

c. Inform each nominee, in writing, of specific duties of nominated office.

d. Confirm each nominee's interest in serving in position nominated for.

e. Prepare a ballot for voting.

f. Present a ballot, which includes a brief resume of each candidate, to the membership prior to the annual meeting.

PROGRAM DIRECTOR – ELECT

The Program Director Elect is a 2-year term, with the first year served in the elect position. The director (and elect) shall:

a. Plan and present educational programs, seminars, workshops, and social functions for the chapter with the assistance of the Education Committee.

- b. Plan, coordinate, and secure meeting place for each monthly meeting.
- c. Submit tentative program plans to the Executive Committee or BOD for review and approval.
- d. Secure speakers for program when requested.
- e. Support program setup and management.
- f. Promote program schedule and activities.
- g. Request event liability insurance from APIC, as needed.
- h. Plan educational sessions that will provide continuing education credit. Seek CE credit approval from local CE approver.
- i. Review program evaluation results and provide feedback to speaker(s) and program committee.
- j. Collaborate with the Program Committee on the planning and presentation of educational programs. Maintain a complete program file for each offering including, CE approval, roster of attendees, certificates, evaluations, summary of evaluation results, program announcement, and any program handouts.

COMMUNICATION DIRECTOR – ELECT

This is a 3-year term, with the first year served as an elect. The communication director shall:

- a. Maintain APIC NE website with current information.
 - This includes updating/maintaining social media sites
- b. Collaborate with Program Director and committee on educational offerings:
 - Develop flyer/emails/events to advertise upcoming educational offerings.
 - Maintain current registration information for educational offerings
- c. Develop and maintain the quarterly newsletter
 - Collaborate with board members and APIC NE members on topic contents
- d. Work with the nominating and awards director on the open board positions and sending out the ballots.
- e. Maintain the APIC NE communication Gmail account and respond as needed to email requests.