Dear Chapter Leader,

I want to congratulate and welcome you as a chapter leader for the Association of Professionals in Infection Control and Epidemiology (APIC).

Thank you for your dedication and commitment to your profession and the field of infection prevention and control. The APIC board of directors, fellow members, staff and I look forward to your many contributions toward advancing our vision of “healthcare without infection” and our mission of “creating a safer world through prevention of infection.”

During my time spent with APIC leaders, I have come to learn and appreciate the important work you do within your facilities, local communities, and governments to leverage our impact on infection prevention issues and healthcare in general.

As past president of her local chapter, Michelle Farber, RN, CIC, 2012 president, knows first-hand the challenges and rewards associated with serving as a chapter leader. I hope that many of you will consider continuing you leadership journey through serving on an APIC committee or running for the board at some point in the future. With the significant changes in healthcare, infection preventionists (IPs) have an unprecedented opportunity to accelerate progress toward the elimination of healthcare-associated infections (HAIs) and APIC has developed a strategic plan to set our course through 2020. The detailed plan is available on the APIC website under About APIC, Vision and Mission, section.

Over the course of this year, there will be numerous opportunities for you to learn, grow and contribute to APIC’s strategic priorities in an effort to advance the profession and the field. This chapter resource guide will assist you along with a host of other resources at your disposal intended to make your time as a chapter leader both productive and enjoyable.

I hope to see you in San Antonio, Texas, at APIC 2012 and that you plan to attend the chapter officers’ dinner and meeting. I also look forward to attending more of your local events and meetings throughout the year.

Again, thank you for your leadership. The APIC staff and I look forward to working with you and your chapter.

Very sincerely yours,

Katrina Crist, MBA
Chief Executive Officer
# CHAPTER LEADER RESOURCE GUIDE

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I. FOREWARD

This Chapter Leader Resource Guide was created with you in mind and contains suggested guidelines for the ongoing operation of your local chapter. It is APIC’s goal to provide chapters with tools and resources that make conducting chapter business as easy and efficient as possible. The information contained in this handbook is presented to assist you in implementing the work of the organization at the local level. It is essential to your chapter’s success and your success as a chapter leader. Maximum benefit can be achieved when you do your best with these resources at your disposal.

All new chapter officers are provided with the resource guide via e-mail upon receipt of the chapter’s completed chapter officers’ data sheet. Ideally, this will occur prior to the start of the leader’s term of service. The guide is also available to any prospective chapter leader upon request. To increase accessibility, the chapter resource guide can be found on the APIC website via the leadership tab of your member profile, as well as in the online chapter leader community on MyAPIC. It should be used in conjunction with the other tools found on the community. You must be logged into the APIC website to access this page.

Please feel free to make suggestions, give comments or share success stories, examples, or additional tools by contacting the associate director of Membership and Component Relations at 202-454-2603. Thank you for your dedicated service as a chapter leader.
II. GENERAL INFORMATION

A. APIC’s PURPOSE AND PROGRAMS

APIC’s mission is to create a safer world through the prevention of infection.

The association’s more than 14,000 members direct infection prevention programs that save lives and improve the bottom line for hospitals and other healthcare facilities around the globe. The healthcare system has recently reached a critical juncture between patient safety, infection prevention and quality of care. APIC believes that this climate represents an unprecedented opportunity for infection preventionists (IPs) to accelerate progress toward the elimination of healthcare associated infections (HAIs). APIC advances its mission through education, research, collaboration, practice guidance, public policy and credentialing. The association conducts a variety of activities in these areas intended to achieve the following:

- **Member and Organizational Excellence:** To provide support, recognition and opportunities for professional growth and development for infection preventionists worldwide.
- **Practice and Credentialing:** To define, evaluate, and continually improve the practice of infection prevention and healthcare epidemiology.
- **Education:** To develop, promote, and provide meaningful, accessible and affordable educational resources and programs for infection preventionists, healthcare workers, and the general public.
- **Strategic Alliances:** To identify, evaluate, and pursue opportunities for alliances that advocate wellness, infection prevention and healthcare epidemiology.
- **Research:** To support, promote, and publicize research in healthcare epidemiology and infection prevention.
- **International Activities:** To identify, develop, and enhance international activities to improve the global practice of infection prevention and control and to promote the effective application of healthcare epidemiology worldwide.

To achieve these objectives, APIC continues to seek increased support for infection prevention and control at local, national, and international levels.

Each year the specific work of the organization is carried out by member volunteers, volunteer committees, and professional staff located at the APIC Headquarters (HQ) in Washington, DC.

APIC’s chapters play a critical role in helping APIC fulfill its mission and achieve its vision by:

- recruiting members and providing ongoing member support;
- expediting communication and networking opportunities among members;
- providing educational opportunities at the local level; and
- promoting advocacy of local and regional infection control issues.

B. ORGANIZATION

**APIC is a not-for-profit association exempt from U.S. taxation under Internal Revenue Code Section (501) (c) (3). It is governed and directed by a Board of Directors elected by the membership.**

APIC’s 124 chapters in the U.S. and abroad provide local resources to more than 14,000 APIC members. The association operates primarily in the following core competencies:

- Education
- Research
- Practice Guidance
- Public Policy
- Communications

APIC has two fully owned subsidiaries: The Certification Board of Infection Control, Inc. (CBIC) and APIC Consulting Services, Inc., (ACSI). CBIC is an affiliated not-for-profit organization responsible for providing certification for profes-
sionals in the fields of infection control and epidemiology. ACSI is a full-service consulting company specializing in infection prevention and control. It utilizes the expertise of industry-leading consultants to help acute care, ambulatory care, and long-term care facilities prevent and control dangerous healthcare infections.

The APIC Research Committee, previously known as ASK-IN™, was developed and endorsed by the 2010 board of directors to provide a more agile management structure and to expedite review of the increasing number of projects presented to the association.

The APIC Research Committee is committed to improving the quality, value, and cost-effectiveness of healthcare by supporting research aimed at preventing healthcare associated complications, and evaluating the efficacy of infection prevention practices by building a robust endowment to fund research that facilitates collaboration among practitioners, researchers, industry, and other members of the infection prevention and control community.

C. HISTORY

The need to control infections was recognized in the mid-1950s and early 1960s when outbreaks of severe staphylococcal infections occurred among hospital patients.

During the 1970s, infection control programs proliferated in hospitals throughout the U.S. Astute infection preventionists quickly realized that standardized educational programs were needed to promote a practice based on sound scientific principles. They also recognized the need to provide this education along with the opportunity for networking. To meet these needs, a steering committee was formed and met in North Carolina on April 18, 1972. The result was the establishment of the Association for Practitioners in Infection Control (APIC).

As the profession evolved and matured into the broader context of healthcare delivery, so too did APIC. In 1994, the organization was renamed the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC). Likewise, in an effort to more accurately reflect the true roles of those working on the front lines of the field, the name of the professional was changed from infection control professional (ICP) to infection preventionist (IP) in 2008.

The work of the profession continues largely through the efforts of local chapters, many of which also have a rich history. Other chapters are being added continuously and, collectively, APIC and its chapters are working toward a safer world through prevention of infection.

D. STRATEGIC PLAN

APIC’s vision is healthcare without infection. The association strategically endeavors to that end through the following goals:

- Promote and facilitate the development and implementation of scientific research to prevent infection.
- Influence legislative and regulatory agenda for infection prevention with consumers, policy makers, health care leaders and workers across the continuum of care.
- Define an effective infection prevention program as a mainstay and guiding principle of the culture of safety.
- Define, develop, and strengthen the IP competencies across the career span and support certification to obtain universal adoption.
- Promote and advocate for standardized quality and comparable healthcare-associated infection (HAI) data.
III. CHAPTER JOB DESCRIPTIONS/RESOURCES

This section contains job descriptions and links to relevant tools and resources for each chapter office. The job descriptions include internal chapter responsibilities as well as chapter officers’ responsibilities to APIC HQ. All templates, samples, and other specified tools and resources can be found in the Appendices.

Each officer should receive a copy of his or her job description at the beginning of the term being served.

A. CHAPTER PRESIDENT

The president shall:

a. Be directly responsible to the chapter board of directors (board) for the administration of the organization.
b. Delegate committee activities and appoint members to committees as necessary with board approval.
c. Preside at all board meetings of the chapter.
d. Be the principal spokesperson for the chapter.
e. In general, perform all duties and have all powers customarily incident to the office of the president and such other duties and powers as may be prescribed by the board from time to time.
f. Serve as chairperson of the Chapter Executive Committee.
g. Sign with the secretary, or any other proper officer of the chapter authorized by the board, any deeds, mortgages, bonds, contracts, and other instruments that the board has authorized to be executed.
h. Serve as the primary communication link with APIC HQ on matters such as reporting chapter leadership, chapter dues, and other business- and communication-critical information. Further, the president must respond to APIC requests, notices, and other communications in a timely manner or a designated deadline.

SPECIFIC DUTIES

The president should ensure that the following documents are completed and returned within the indicated time frame. Copies of these documents should be retained for the chapter’s records:

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>RETURN DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of Chapter Officers, Committee Chairs</td>
<td>Within 14 days of election</td>
</tr>
<tr>
<td>HQ will need lists of officers by December 1 to ensure that all incoming officers receive necessary information prior to the beginning of their terms</td>
<td></td>
</tr>
<tr>
<td>Chapter Logo Policy and License Agreement</td>
<td>Each chapter must read and agree to the logo usage policy by submitting a signed license agreement. HQ must have a signed logo license agreement on file from each chapter before the chapter is provided with, and authorized to use the APIC chapter-specific logo.</td>
</tr>
</tbody>
</table>

DUES

The president is responsible for reporting to HQ any changes to the chapter dues structure. The deadline for reporting of dues changes is August 15 of each year. (See Local Chapter Data Sheet). This will allow time for changes to APIC’s renewal billings, which begin in October.

MEETINGS

• Prepare and review the agenda in advance.
• Hold regular board meetings to:
  a. Establish chapter goals and objectives for the year. Do this at the first meeting.
  b. Review committee assignments and progress.
  c. Formulate policies according to which the chapter will function.
d. Prepare an agenda for the business meeting.

• Board meeting scheduling:
  a. Hold board meetings prior to each general membership (monthly) meeting, if possible.
  b. Appoint committee chairs prior to the first board meeting so they may attend.
  c. Establish board meeting times and notify all members. At the time of notification, ask for suggestions for agenda items.
  d. Prepare an agenda for the meeting and give a copy to the secretary.
  e. Conduct the meeting in a structured manner in order to cover the agenda items within a reasonable period of time.

PRESIDENT TOOLS and RESOURCES
SAMPLE: Meeting Agenda
SAMPLE: Board “Welcome” Letter
Chapter Officers’ Data Sheet
Chapter Logo Usage Policy and License Agreement
Do’s and Don’ts When Communicating with Media and External Organizations on behalf of APIC

B. PRESIDENT-ELECT

The President-elect shall:
  a. Assist the president in the discharge of the duties of the president as may be directed by the president, and shall perform such other duties as may be prescribed from time to time by the president or the chapter board of directors (board).
  b. Prepare to assume the office of president.
  c. Fills the office of president, should that office become vacant, and subsequently fills the office of president for a regular term, as is entitled to the president-elect.
  d. Serve as a communication link with APIC HQ 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.

SPECIFIC DUTIES
• Become familiar with the president’s duties, as well as the organizational system structure.
• Become familiar with the bylaws of the chapter.
• Become familiar with various committees within the chapter.
• Maintain communication with the president.
• Maintain chapter’s meeting and event calendar.
• Serve as the board liaison to the Program Planning/Education Committee (manage and submit requests for liability insurance to APIC HQ, as needed)
• Perform presidential duties in the absence of the president as delegated by the president.

PRESIDENT-ELECT TOOLS and RESOURCES
SAMPLE: Event Calendar Template
SAMPLE: Meeting Agenda
Chapter Liability Insurance Request Form

C. SECRETARY

The Secretary shall:
  a. Be responsible for the accurate recording and transcribing of the minutes of all association and Chapter Board
of Directors’ (board) meetings.

b. Submit all minutes to the board in accordance with established procedure.

c. See that all membership notices are duly given in accordance with applicable state laws and the chapter’s by-laws.

d. Be custodian of chapter records (including the seal of the corporation if applicable); be responsible for keeping a record of the mailing address 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 board.

f. Serve as a communication link with APIC HQ 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.

SPECIFIC DUTIES

• Be responsible for all official chapter correspondence as directed by the president. Assure that the president receives a copy of all official correspondence received or distributed.

• Accurately record, transcribe, and distribute to all board members, within 30 days, the minutes of all official meetings of the board or chapter membership.

• Become familiar with the chapter’s bylaws and Roberts’ Rules of Order.

FORMS

As the secretary maintains the chapter documents, he/she should keep on hand an ample supply of all necessary forms and distribute them as required.

RECORDS

The Secretary should maintain all organizational documents of the chapter. Within the Chapter Organizational Handbook, the secretary should store the:

a. Petition for Chapter Status

b. Bylaws

In new sections of the Chapter Organizational Handbook or in separate files, the Secretary should also maintain:

a. Membership rosters provided by APIC

b. Minutes of all board and Chapter Executive Committee meetings

c. Chapter correspondence

SECRETARY TOOLS and RESOURCES

SAMPLE: Minutes Form/Template

D. TREASURER

The treasurer shall:

a. Oversee and be responsible for the management of the financial affairs of the association in accordance with the Chapter Treasurers’ Manual (located in the chapter treasurers’ resources on the Chapter Leaders’ community).

b. Oversee the preparation of periodic financial reports for the board.

c. Review financial affairs of the chapter as necessary with legal counsel and/or accountant.

d. Oversee the preparation of the annual budget and present it to the board.

e. Be a member or consultant to any committee having to do with the association’s monies.

f. *Be bonded through the association. (Bonding is provided through APIC HQ. See Chapter Treasurers’ Handbook for more details.)*

*Not applicable for international chapters.

g. Serve as a primary communication link with APIC HQ on matters concerning the chapter’s monies and financial reporting. Further, the treasurer must respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline.
SPECIFIC DUTIES

The APIC chapter treasurer maintains, manages, and accounts for all records related to the finances of the local APIC chapter and submits reports in a timely manner. The treasurer has a fiduciary responsibility to exercise reasonable care for the assets of the chapter. The treasurer’s tasks include:

Maintaining
- Maintain a copy of the chapter's charter, bylaws, and tax ID number. (*Not applicable for international chapters)
- Organize files with five years’ of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks, and receipts.
- Establish and maintain a checking account.
- Organize the accounting system.

Managing
- Manage the chapter’s finances, including bank accounts.
- Monitor financial results compared to budget, income compared to expense.
- Work with officers and committees to develop new revenue sources.

Accounting
- Make deposits in bank account; record source and amount in Receipts Journal.
- Review expense requests, write checks, and maintain Disbursements Journal.
- Maintain bank account balance and reconcile bank statements.
- Prepare Quarterly and Annual Income and Expense Statements. (See chapter treasurers’ resources on Chapter Leaders’ community)
- Prepare quarterly and annual balance sheets. (See online community)

Reporting
- Present financial reports to the president, executive committee, board, committee chairs and membership as needed.
- Forward financial reports to APIC HQ at chapterreports@apic.org according to the schedule provided in the Chapter Treasurer’s Manual.

Budgeting
- Request budgets from chapter officers and committees.
- Develop next year’s budget with chapter officers and committee chairs.
- Manage the budget approval process.
- Forward budget to APIC HQ at chapterreports@apic.org according to schedule in Chapter Treasurer’s Manual on the chapter treasurers’ resources on the Chapter Leaders’ community.

TREASURER TOOLS and RESOURCES

All financial templates, tools and resources are located in the chapter treasurers’ resources on the Chapter Leaders’ community.

E. CHAPTER LEGISLATIVE REPRESENTATIVE (CLR)

As APIC’s representative to state and local policymakers on public policy matters, the Chapter Legislative Representative (CLR) is a high-level officer of his/her chapter. The CLR serves as the major link between his/her chapter, APIC HQ, and the Public Policy Committee. The success of APIC's public policy initiatives are highly dependent on the support and energies of chapter members, particularly the CLR.

APIC’s Public Policy staff is responsible for issuing communications, via the CLRs, to keep chapters apprised of the program's various activities including position statements. CLRs are expected to relay this information to all chapter members.
The partnership between APIC chapters and staff is dynamic and depends on effective two-way communications for matters of public policy. The APIC Public Policy staff provides chapters with updated state and federal legislative information on issues related to infection prevention and posts this information on APIC’s website. APIC HQ relies on chapters to provide updates on local policy developments that will help the organization provide guidance to chapters, respond to emerging issues, and develop new policies as needed.

SERVING AS A CLR

a. The CLR must be an active member of APIC.
b. The CLR must be knowledgeable about APIC policy positions.
c. The CLR should have an interest in and be willing to develop expertise in the legislative process on federal and state legislative and regulatory issues.
d. The CLR will report to the chapter president and serve as the primary contact between the chapter and APIC HQ on issues of public policy. The CLR is responsible for representing APIC’s policy positions to chapter members, APIC allies and partners, and policymakers. CLRs should use care to ensure that legislative and regulatory positions expressed by chapter members are consistent with APIC HQ.
e. The chapter as advised by the CLR is accountable to the APIC Board of Directors and is required to support and accurately represent APIC policy positions.
f. The CLR will provide APIC Public Policy Reports at all chapter meetings.
g. The CLR will mobilize chapter members to respond to issues, when requested by APIC HQ, and provide necessary follow up to both chapter members and HQ.
h. The CLR must have access to email to receive communications and requests for action from APIC HQ and to contact chapter members. Further, the CLR must respond to APIC Action Alerts, notices, and other communications in a timely manner, or by the designated deadline.
i. The CLR will share major outcomes of chapter grassroots efforts with APIC HQ.
j. The CLR must be willing to participate in APIC CLR training webinars and the CLR meeting at Annual Conference. If resources are available, the CLR is encouraged to attend Nurse in Washington Internship (NIWI) or a similar advocacy training program.
k. The CLR shall be appointed by the chapter president. The chapter shall assure that a high level of continuity exists in the transition from one CLR to another, implementing a system whereby a CLR’s term and responsibilities allow for the successful mentoring of a successor. Given the volume and complexities of ongoing regulations and legislation surrounding infection prevention, it is imperative that the role and transition of the CLR be honed and made as smoothly as possible. This can best be accomplished through the successful mentoring of an outgoing CLR to her/his successor.

F. IMMEDIATE PAST PRESIDENT

The immediate past president shall:

a. Serve as a consultant to the Chapter Board of Directors (board) in the execution of all business by virtue of his/her experience on the board.
b. In general, the immediate past president shall perform all duties and have all powers customarily incident to the office, and such other duties and powers as may be prescribed from time to time by the chapter president or the board.

G. COMMITTEE CHAIR

Each committee chair should maintain the records of the committee unless he or she chooses to delegate the responsibility to a secretary of the committee. The records should consist of:

a. The committee budget as approved by the board, along with quarterly updates of the status of the committee budget; a copy of which should be forwarded to the treasurer.
b. Minutes of committee meetings
c. Committee correspondence

*See more in Committee Descriptions/Resources section
IV. COMMITTEE DESCRIPTIONS/RESOURCES

**A. EXECUTIVE COMMITTEE**

The Chapter Executive Committee is charged with the overall responsibility of conducting the affairs of the chapter in the best interest of the membership. The Executive Committee shall:

- Direct the business and financial affairs of the chapter.
- Foster growth and development of the chapter.
- Establish administrative policy.
- Assist the president in the structuring of committees.
- Review committee reports and determine action to be taken.
- Approve large budgetary allocations as submitted by the treasurer.
- Approve fund raising functions.
- Identify potential chapter/committee leaders and oversee succession planning to ensure the sustainability of the chapter.
- Serve on committees as assigned.

**EXECUTIVE COMMITTEE TOOLS and RESOURCES**

**SAMPLE:** Meeting Guidelines and Protocol

**B. MEMBERSHIP COMMITTEE**

The Membership Committee shall:

- Foster and encourage growth of the chapter through membership recruitment and retention campaigns.
- Determine additional member eligibility requirements, if any, outside of those imposed by APIC.
- Determine categories of membership dues and assessments.
- Support the development of programs intended to affect the character or size of the membership of the chapter.
- Have membership brochures/application forms available at all regular meetings.

**SPECIFIC DUTIES**

**Records**

The Membership Committee chair shall:

- Review chapter membership rosters monthly for accuracy.
- Encourage chapter members to update contact and/or demographic information on MyAPIC, as needed.
- When necessary, report inconsistencies and any changes to name/address of members to the Senior Coordinator, Membership and Customer Service.

**MEMBERSHIP COMMITTEE TOOLS and RESOURCES**

Detailed Membership Committee Functions

**SAMPLE:** New Member Orientation Description and Agenda
C. PROGRAM PLANNING/EDUCATION COMMITTEE

The Program Planning Committee 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 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 HQ, as needed.

The Education Committee shall:

a. Promote the educational activities of the chapter.
b. Assess and respond to educational needs of the chapter membership at least every two years.
c. Plan educational sessions that will provide continuing education credit. Seek CE credit approval from local CE approver.
d. Develop educational goals and objectives for the coming year, based on needs indicated by the membership.
e. Review program evaluation results and provide feedback to speaker(s) and program committee.
f. Collaborate with the Program Committee on the planning and presentation of educational programs. Maintain a complete program file including, CE approval, roster of attendees, certificates, evaluations, summary of evaluation results, program announcement, and any program handouts.

SPECIFIC DUTIES

Meetings

APIC provides a number of services to assist local chapters in promoting their meetings and conferences at the local and national levels. Chapters may request that their chapter event(s) be posted to the ‘Chapter Events’ page of the APIC web site by submitting a Chapter Event Posting Request Form (available via the Chapter Leaders’ community library). The associate director of Membership and Component Relations may also assist chapters in sending promotional e-mail blasts to specified target markets upon request. Following any successful program, the chapters may submit a program summary to HQ for publishing consideration in the Chapter Leader News, Prevention Strategist, or other promotional pieces.

PROGRAM PLANNING/EDUCATION COMMITTEE TOOLS and RESOURCES

SAMPLE: Membership Meeting Protocol
SAMPLE: Event Planning Schedule
Chapter Event Posting Request Form
Educational Program Planning and Implementation Guide
APIC Annual Conference Host Chapter Handbook
SAMPLE: Educational Needs Assessment
SAMPLE: Chapter Speaker Guidelines
SAMPLE: Speaker/Faculty Letter
SAMPLE: Speaker/Faculty Evaluation Form
SAMPLE: Facility Needs Assessment/Inspection Form
SAMPLE: Session Evaluation Form
D. BYLAWS COMMITTEE

The Bylaws Committee shall:
   a. Review the bylaws and recommend amendments to ensure consistency with the actions of the policy-making bodies of the chapter and with the APIC Bylaws.
   b. Present proposed amendments to the membership thirty (30) days prior to voting.
   c. Submit proposed bylaws changes to APIC HQ for review and approval.

BYLAWS COMMITTEE TOOLS and RESOURCES

SAMPLE: Model Chapter Bylaws Instructions and Template

E. NOMINATING AND AWARDS COMMITTEE (NAC)

The Nominating Committee shall:
   a. Obtain a list of active 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. Prepare a ballot for voting.
   e. Present a ballot which includes a brief resume of candidates to the membership prior to the annual meeting.

NAC TOOLS and RESOURCES

APIC Award and Scholarship Information

F. AD-HOC COMMITTEES

Ad-Hoc Committees should be appointed by the president, as necessary, to investigate special problems or arrange specific projects (such as International Infection Prevention Week displays, seminars, etc.). Committee size should be determined by the magnitude of responsibilities.

Committees can be very important to the smooth running of the local chapter. Therefore, it is important to involve the maximum number of members in committee functions in order to encourage support of the organization and provide on-going interest in infection control activities. Local chapters will have varied needs and should develop their committees accordingly.

TOOLS and RESOURCES FOR ALL COMMITTEES

SAMPLE: Meeting Guidelines and Protocol
SAMPLE: Committee report form (should be completed and submitted by the chair to the President following each meeting)
SAMPLE: Committee chair position description
SAMPLE: Committee member position description
SAMPLE: Committee activity grid
V. ACCESSING CHAPTER ROSTERS

The chapter rosters are accessible to all chapter leaders identified in the APIC database as such. To login to APIC’s website, go to [www.apic.org](http://www.apic.org) and select the Sign In button on the top-right of the page. Your username is the email address on your member record (lowercase only) and your password is the first letter of your last name capitalized and your member ID number.

For example:

- **Username:** janedoe@usa.com
- **Password:** D12345

If you currently do not have an email address on file, use your password for both. Once you are logged in you will have the option to change your password. In the Quick Links box, select ‘Update my account’. To change your password, click the ‘Sign in settings’ tab. Please write this down in a safe place whereas once this information has been changed, APIC will not have a record of it. However, we can reset your password upon request, if needed.

Once successfully logged in, follow the instructions below to access your chapter’s rosters:

- Select the ‘Leadership’ tab on your account management page
- Once on the ‘Leadership’ page, click the ‘chapter reports’ link
- Read the technical specifications and instructions provided on the page before moving forward with running your report(s)
- Select desired report under second drop down box and click ‘Run’ *

To report inaccuracies please contact APIC’s Membership and Component Relations Department at [apicmembership@apic.org](mailto:apicmembership@apic.org).

- *Please be mindful of specifications, notes and directives on ‘Download’ page*
VI. APPENDICES

FORMS, TEMPLATES AND TOOLS

Provided for your use are forms and templates to assist chapters in communicating with APIC and performing general chapter business. These forms and other chapter-related resources are included in the following appendices and can also be found on the APIC website in the Chapter Leaders’ community:

1. President Tools and Resources
   • APIC Chapter Officers Data Sheet (p. 3-5)
   • Chapter-specific logo usage policy and license agreement (p. 7-11)
   • SAMPLE: Meeting Agenda (p. 11)
   • SAMPLE: Board “Welcome” Letter (p. 12)
   • SAMPLE: Induction Ceremony guide/template (p. 13)
   • Communication Guide: Do’s and Don’ts When Communicating with Media and External Organizations on behalf of APIC (p. 14-15)

2. President-elect Tools and Resources
   • SAMPLE: Event Calendar Template (p.17)
   • SAMPLE: Meeting Agenda (See Presidential tools and resources)
   • Chapter Liability Insurance Request Form (p. 18)

3. Secretary Tools and Resources
   • SAMPLE: Minutes Form/Template (p. 20)
   • Robert’s Rules of Order (available on [www.amazon.com](http://www.amazon.com) for approx. $15)

4. Executive Committee Tools and Resources
   • SAMPLE: Meeting Guidelines and Protocol (p. 22)
   • SAMPLE: Chapter Health Check Tool (p. 24-26)

5. Membership Committee Tools and Resources
   • Detailed Membership Committee Functions (p. 28-30)
   • SAMPLE: New Member Orientation Description and Agenda (p. 31)

6. Program Planning/Education Committee Tools and Resources
   • SAMPLE: Membership Meeting Protocol (p.33)
   • SAMPLE: Event Planning Schedule (p. 33)
   • Chapter Event Posting Request Form (p. 34)
   • Educational Program Planning and Implementation Guide (p. 35-42)
   • SAMPLE: Educational Needs Assessment (p. 43-44)
   • SAMPLE: Chapter Speaker Guidelines (p. 44-52)
   • SAMPLE: Speaker/Faculty Letter (p. 53)
   • SAMPLE: Speaker/Faculty Evaluation Form (p. 54)
   • SAMPLE: Facility Needs Assessment/Inspection Form (p. 55)
   • SAMPLE: Session Evaluation Form (p.56)
   • APIC Annual Conference Host Chapter Handbook (p. 57-61)

7. Bylaws Committee Tools and Resources
   • SAMPLE: Model Chapter Bylaws Instructions and Template (p. 63-73)

8. NAC Tools and Resources
   • APIC Award and Scholarship Information (p. 75-79)

9. Tools and Resources for All Committees
   • SAMPLE: Committee report form (should be completed and submitted by the chair to the president following each meeting) (p. 80)
   • SAMPLE: Committee chair position description (p. 81)
   • SAMPLE: Committee member position description (p. 82)
   • SAMPLE: Meeting Guidelines and Protocol (p.83)
   • SAMPLE: Committee activity grid (p.84)
APPENDICES

Leadership Tools & Resources
APIC CHAPTER DATA SHEET

(PLEASE PRINT OR TYPE)

CHAPTER NAME:_____________________________                 CHAPTER #______________

CHAPTER DUES for 2012: $_______________
(Dues may be changed each fall - Deadline September of each year)

CURRENT MEMBERSHIP COUNT: ______________

LOCATION AND FREQUENCY OF MEETINGS: ________________________________

CHAPTER WEBSITE ADDRESS: ________________________________

CHAPTER CONFERENCES: TITLE, LOCATION
1. ____________________________________________________________
2. ____________________________________________________________
3. ____________________________________________________________

GEOGRAPHICAL AREA(s) SERVED BY CITIES:
______________________________________________________________

(Checked Officer Data Sheet is due at the APIC Headquarters in November)

PRESIDENT
APIC Member ID (REQUIRED): ________________________________

NAME: ___________________________ WORK PHONE: ________________

FACILITY NAME: ___________________________ HOME: ________________

ADDRESS: ___________________________ FAX NUMBER: ________________

CITY, STATE, ZIP: ___________________________ EMAIL ADDRESS: ________________

PRESIDENT-ELECT
APIC Member ID (REQUIRED): ________________________________

NAME: ___________________________ WORK PHONE: ________________

FACILITY NAME: ___________________________ HOME: ________________

ADDRESS: ___________________________ FAX NUMBER: ________________

CITY, STATE, ZIP: ___________________________ EMAIL ADDRESS: ________________

SECRETARY
APIC Member ID (REQUIRED): ________________________________

NAME: ___________________________ WORK PHONE: ________________

FACILITY NAME: ___________________________ HOME: ________________

ADDRESS: ___________________________ FAX NUMBER: ________________

CITY, STATE, ZIP: ___________________________ EMAIL ADDRESS: ________________
APIC Chapter Logo Usage Policy

Policy Number:  4.1.10
Category: Local Chapters - General
Subject: APIC Logo and Chapter Logo Usage

Purpose: Defines the rules surrounding usage of the APIC Chapter logos vs. the APIC logo

Responsibility: Applies specifically to APIC chapters.

Scope:
The Chapters of the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) are the backbone of the organization; bringing their passion, experience and collective influence to impact local, national and global efforts.

While aligned in shared missions, visions and values, Chapters nevertheless largely operate independently from each other and the “parent” Association. For example:

- Individual Chapters often conduct state or regional educational courses/conferences, obtaining speakers, securing financial sponsors and marketing to prospective attendees
- Chapters often produce educational resources like toolkits, videos and pamphlets
- Chapters often engage in grassroots advocacy/policy efforts such as providing testimony, position statements, and/or consensus building within their state/region in response to specific proposed legislation
- Chapters often conduct outreach efforts to affiliate local groups to foster collaboration and networking

These Chapter-led activities are encouraged by APIC Headquarters’. When undertaken appropriately, they create strong local infection prevention/control communities as well as strengthen the reputation of the entire profession.

Chapter-led Activity = Chapter-led Acknowledgment

It is important to note that when a Chapter acts independently of the larger Association—even when engaged in seemingly benign activities—it is the Chapter which must be credited for that activity and not the Association.

This practice ensures that any individual or entity can make a clear distinction between the views, actions and work of a specific Chapter and that of the whole Association.

Further, it provides transparency as to the source of sponsorship, funding, and responsibility for events/materials. This transparency is in the best interests of APIC and its members; more importantly, it protects against negative legal or financial implications for the organization.

The Value of APIC’s Visual Identity

The APIC logo plays a critical role for the organization. It serves as an immediately recognizable visual identity for the people who know APIC—members and nonmember individuals within the infection prevention and control profession, journalists who cover healthcare, even Congress. Much like an individual’s face, APIC’s logo is the organization’s most recognizable feature.

The importance of properly representing the logo cannot be overstated. An organization’s logo needs to be, above all else, consistent. Consistent presentation of a logo suggests stability and reliability of the organization it represents. It suggests professionalism and commitment to detail—strong attributes that describe APIC.

Maintaining the Brand, Empowering Chapters

The integrity of APIC’s brand is at stake when the Association’s name, logo or visual identity is used without the knowledge and/or permission of APIC Headquarters.

In an ideal world, APIC would be able to review every outgoing communication from its Chapter base. While APIC does emphasize the value of Headquarters’ involvement for major Chapter activities, the reality is that Chapters can and must be able to conduct their localized activities without being hindered by a lengthy review/approval process.
As a result, the APIC logo may only be utilized by APIC Headquarters and authorized agents on official APIC correspondence, promotions and materials that represent the whole organization.

APIC has developed a spin-off APIC logo specifically for Chapter use. Built from the immediately recognizable APIC logo, each of the Chapters has a custom version of the logo identifying its specific Chapter Name. See an example below:

![APIC ARKANSAS](image)

The APIC Chapter logo enables Chapters to promote their affiliation to the larger Association with a unified but unique visual identity. These logos are available at www.apicbrandsite.org under the tab “Corporate ID Toolkit.”

**With the launch of the Chapter logo, all utilization of the official APIC logo (outside of specifically authorized usage) by Chapters is to cease. Chapters who are carrying inventory of print materials with the official APIC logo should discard/discontinue use of those materials immediately. When revising materials or reprinting (etc.), the Chapter logo should be the only logo used.**

**Incorporating the Chapter Logo**

Over the years, many Chapters have developed their own visual identities, including creative logos, taglines and various elements. If desired, Chapters may continue to utilize their established visual identity; however, all Chapters also should consistently apply their supplied Chapter logo in their correspondence, marketing, resources, etc.

In oral communications and recorded messages (on telephone answering machines, for example), always be sure to identify the Chapter by name and/or number whenever the name.

**Rules and Restrictions**

Any entity that exercises its right to use the Chapter logo as outlined agrees to comply with all federal and state laws and regulations when it engages in any activity in connection with the Chapter logo.

Chapters ARE NOT AUTHORIZED to allow third parties (other organizations or companies) to use the APIC name or logo except in conjunction with the Chapter name and logo. APIC intends to rigorously enforce this provision, since such control assures the protection of the APIC name and logo for all stakeholders.

When using the Chapter logo in promotional materials or communications related to events, programs or products or the like, Chapters must complete and include the following disclaimer statement:

“[Name of the event/program/product] is not endorsed by the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC).”

The only exception to this disclaimer rule is when the Chapter logo is used on an item like a mug or teddy bear, but permission must be sought from APIC prior to doing so. APIC will review the graphics and placement and intended use prior to granting permission.

**Questions?**

Please contact Caroline Fuchs, APIC’s Senior Director of Marketing: (202) 789-1890, ext. 2646; or cfuchs@apic.org.

Approval Date: December 18, 2008
Reviewed & Revised: TBD
Review Responsibility: APIC Staff
Next Review Due: As needed
APIC Chapter Logo License Agreement

This License Agreement ("Agreement") is entered into by the Association for Professionals in Infection Control and Epidemiology, Inc. ("APIC") and the APIC Chapter listed below ("Licensee").

Name of Chapter: ________________________________________________________________

Contact Person & Email Address: ___________________________________________________

Street Address: __________________________________________________________________

City: __________________________ State: ____________________ Zip Code: _____________

Telephone Number: ________________  Fax Number: _________________________

1. Subject to the provisions of this Agreement, APIC hereby grants to Licensee a royalty-free, non-exclusive, non-transferable license to use the APIC logo shown on Exhibit A (the "Licensed Logo") but only in accordance with this Agreement.

2. Licensee agrees to use the Licensed Logo solely in connection with its activities as an APIC Chapter and only in the form provided on Exhibit A, including ensuring that all letters are in the same font, color and relative size as shown on Exhibit A, except that the Licensee may substitute its own Chapter name for the Chapter name provided on the attached. Licensee shall not make or allow any other variations to the Licensed Logo.

3. APIC shall remain exclusive owner of the Licensed Logo. Licensee agrees that nothing in this Agreement shall give Licensee any right, title, or interest in the Licensed Logo other than the right to use it in accordance with this Agreement.

4. Licensee shall supply APIC with suitable specimens of its use of the Licensed Logo to verify Licensee's compliance with this Agreement prior to its initial use.

5. APIC may terminate this Agreement for any reason upon five (5) days written notice to Licensee. At such time, Licensee shall cease and desist from further use and destroy all inventory containing the Licensed Logo.

6. This Agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Massachusetts. Any dispute arising under or involving this Agreement shall be brought in the courts of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on

this _____ day of __________, 20__.

APIC ___________________________________________  LICENSEE ___________________________________________

Signed by: ___________________________________________  Signed by: ___________________________________________

Name: ___________________________________________  Name: ___________________________________________

Title: ___________________________________________  Title: ___________________________________________

A0608384.DOC;1
SAMPLE: Chapter Business Meeting Agenda

APIC XXXXXX Chapter
Business Meeting
Meeting Date/Meeting Time

AGENDA

I. Opening
   President/Chair

II. Approval of Minutes
    Secretary

III. President's/Chairs' Report(s)
     President/Chair(s)

IV. Treasurers' Report
    Treasurer

V. Chapter Activity(s) Report
   As assigned

VI. Old Business
    As assigned

VII. New Business
     As assigned

VIII. Announcement/preview of next meeting
      As assigned

IX. Adjournment
    President

Chapter Officers:

Chapter Board of Directors:
February 24, 2012

Dear ____________:

Congratulations on your recent re-election to the Board of Directors of the Association for Professionals in Infection Control and Epidemiology (APIC). I know your colleagues on the APIC Board and the membership join me in welcoming you for your second term as you continue your role in Board leadership.

I'm sure you are aware of how important the Board of Directors' work is in providing governance to APIC, direction for the future and leadership to this professional community. As you work with APIC program teams, task forces and chapter members, with the general membership and with those professionals who may not yet be APIC members, I would urge you to identify and nurture the future leadership of this great Association.

APIC is only as strong as its members and volunteer leaders. As you renew this important role with APIC, be aware that the active support and encouragement you give to less experienced colleagues may be the most important long-term contribution you will make.

Sincerely,

Sample A. Sample
APIC President
SAMPLE: Induction Ceremony Agenda

APIC XXXXXX Chapter

Chapter Officers’ Induction Ceremony

Meeting Date/Meeting Time

AGENDA

I. Welcome
II. Introduction of Special Guest
   Outgoing President
III. Introduction of Master/Mistress of Ceremonies
   Outgoing President
IV. Vacate Current Offices
   Master of Ceremonies
V. Incoming Officer Introductions/Induction Ceremony
   Master of Ceremonies
   
VI. Presentation of Gavel (or other) to incoming President
VII. Presentation of gift to outgoing president
VIII. Closing Remarks
IX. Adjournment
   Master of Ceremonies
Communication Guide:
Do’s and Don’ts When Communicating with Media and External Organizations on behalf of APIC

As a local APIC chapter president (or other officer), there are some basic tips that you should follow when being interviewed by the media.

They are:

1) Take the opportunity to help the reporter understand what infection preventionists (IPs) do – most people do not have a clue about the profession. This is your chance to walk the reporter through a typical day in order to see the important role that IPs play in managing interventions throughout the healthcare system that prevent infections and save lives.

2) Know your audience. The interviewer is the conduit to the audience you are trying to reach, so know the audience the reporter represents.

3) Prepare – attempt to anticipate the interviewer’s toughest questions.

4) Prepare a few key messages – key points you want to make sure you cover.

5) Speak slowly in clear sentences. BE SPECIFIC and resist the temptation to use legal terms and professional jargon.

6) Be yourself. Be enthusiastic (if and when appropriate).

7) Listen very carefully to the interviewer. If you don’t understand the question, ask the interviewer to repeat the question.

8) Be anecdotal and communicate in human terms, not in cold professional or technical language. When appropriate, share your own story and experience at your institution. Personal experiences resonate with journalists and their audiences.

9) Be confident. Remember – you are the expert!

Interview Do’s and Don’ts:

Do:

- Address the interviewer by name
- Manage the message delivered
- Remember – you are an expert!
- Get your messages in early and often
- Keep it brief – less is more
- Anticipate questions and prepare
- Correct misconceptions, inconsistencies
- Be honest
- Use language your grandmother would understand
- Show your enthusiasm
- Be yourself
- Stay cool – even if provoked
- Assess the reporter’s level of knowledge and offer to explain if appropriate
- Rephrase questions if you are not sure you understand
- Offer the reporter to follow up with additional questions
- Respond with a key message when asked if there is anything you would like to add

Don’t:

- Speak “off the record” – it’s ALWAYS on the record
- Say “no comment”
- Guess. If you don’t know an answer, promise to get back to the reporter or have someone else respond.
- Use jargon
- Be defensive
- Repeat negative words or ideas, even to refute
- Say anything you wouldn’t want to read over breakfast tomorrow
- Ask for a sneak peak of the story – but make yourself available to check facts
- Tell the reporter how to do the story

* Please note: APIC members do not represent APIC officially. Only key officers are authorized to represent APIC. While you are free to discuss APIC, value of membership and what we do, you cannot make claims or take positions on behalf of APIC.
PRESIDENT-ELECT

TOOLS AND RESOURCES
SAMPLE: Chapter Meetings & Events Calendar Template

(Full calendar posted in Chapter Resource Center)

<table>
<thead>
<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2012</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>7</td>
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<td>30</td>
<td>31</td>
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</tbody>
</table>
CHAPTER LIABILITY INSURANCE REQUEST

Insured

Chapter Name/Number: ____________________________________________________________

Chapter Contact: _______________________________________________________________

Contact Address: _________________________________________________________________

Contact email: _________________________________________________________________

Phone: _________________________   Fax: ______________________

Description of Event: ____________________________________________________________

Date(s) of Event: _________________________________________________________________

Event Location/Address: __________________________________________________________

Estimated attendance: ____________________________________________________________

Are any athletic events being planned?  □ Yes  □ No

□ Additional Insured—We require a copy of any contract, permit or agreement that requires adding the interest of a third party as “Additional Insured”.

□ Yes  □ No  If you have entered into or signed any agreement, contract, or permit, a copy must be submitted with this request. Otherwise the certificate cannot be issued.

□ Yes  □ No  Original certificate mailed directly to the Certificate Holder?

□ Yes  □ No  Fax a copy to the Certificate Holder?

□ Yes  □ No  Fax a copy to you (Chapter Contact)?

Certificate Holder

Note: The Certificate Holder is the Party requesting certificate (not you, you are the Insured--usually EVENT LOCATION personnel; YOU MUST COMPLETE this section.

ATTN: _________________________________________________________________

Address: _________________________________________________________________

Phone: ___________________   Fax: ___________________

*This request must be submitted with the following materials:

1). A copy of the event’s marketing brochure/flyer/announcement

2). A check, made out to APIC, for $90 per day to cover the cost of coverage for the event.

Return all documents to:
APIC, Membership Department, 1275 K Street, NW, Suite 1000, Washington, DC 20005  crobinson@apic.org
SECRETARY

TOOLS AND RESOURCES
APIC Chapter Meeting/Conference Call
Tuesday, October 25, 2011  ·  2:00 pm Eastern

Attendees:

Absent:

Minutes

<table>
<thead>
<tr>
<th>#</th>
<th>Agenda Item</th>
<th>Discussion</th>
<th>Action/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Call to Order</td>
<td>President (name) called the meeting to order at 2:05 pm</td>
<td></td>
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<tr>
<td>2.</td>
<td>What’s New?</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Old Business</td>
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<tr>
<td>4.</td>
<td>New Business</td>
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<tr>
<td>5.</td>
<td>Annual Projects Update</td>
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<tr>
<td>6.</td>
<td>Adjourn</td>
<td>Next meeting will be held on Tuesday, November 22 @ 2 pm EST</td>
<td></td>
</tr>
</tbody>
</table>
EXECUTIVE COMMITTEE

TOOLS AND RESOURCES
Meeting Guidelines & Protocol

1. Board of Directors and Executive Committee Meetings

Business of the Board of Directors must be conducted by a majority of directors in office. For example, if your Board consists of seven directors, four must be present to conduct business. (This is known as a quorum). Once a quorum is in attendance, a majority of those people may act, unless the bylaws provide a different number.

Business shall be conducted by the President, or in his or her absence the President-elect, for board of directors and Executive Committee meetings. The Secretary is responsible for preparing the minutes of each Board and Executive Committee meeting. The Treasurer should report on the financial stability of the chapter at each meeting.

If a committee chair is not a member of the board of directors, he or she should be invited to the board meeting to report on activities being planned by the committee.

Either the Secretary of the Board or the Program Planning Committee Chair should plan and coordinate with the President for both Board of Directors and Executive Committee meetings. Delegation of this responsibility is at the discretion of the President.
SAMPLE: Chapter Health Check Tool

Minimum Annual Requirement
Effectiveness Measure

The purpose of this grid is to help chapter leadership identify areas of potential difficulty in maintaining its forward momentum in areas of significant impact on the health of the chapter. It is by no means the definitive measurement. It is simply a reflection, a snapshot for chapter leaders to use in isolating particular deficiencies or shortcomings. Once identified, it is a quick step to add work on solutions.

The scoring is designed to aid in assessing which of these areas needs the more immediate attention. For example, if the chapter already has mission and vision statements that have been reviewed during the current year, move on to the next item. On the other hand, if the chapter has attendance of fewer than 50% of its members at their annual meeting, this might call out for an examination of promotion, educational content, timing or other aspects that have an impact on attendance. Clearly, bad weather might be an anomaly for a southern state. But if the meeting is always held in January in some northern state, perhaps some thought could be given to addressing a change.

Scores attached to each item might be arbitrarily set to eliminate getting into the weeds on what scale to use. Some suggestions and rationale follow. Your own can suit the chapters and create an environment of positive usage and reporting.

Vision and Mission Statements
On the Board agenda at least annually, score 1 point.
On the bottom of the agenda each time the Board meets, 3 points.
Not reviewed in over two years, score -3

Strategic Plan
Score 3 if the plan matches APIC and has been reviewed during the current officer year.

Advocacy
If an active committee of some number exists and meets to implement action, score a plus 3
If your committee members can get a call back from legislators, take the bonus 3
Only 1 point if issues are shared at a board meeting.

Annual Meeting
Attendance of at least 50% of members is a plus 3.
Score lower if fewer attend
If the meeting reaches a target of some percentage (the example is 50%) of revenue for the chapter, score 3.

Communication
Plus 3 if communications are regular and timely, i.e., newsletter 6 times a year etc. with a focused editorial theme, message from President, notice of upcoming meetings, or even a short bio of a new member or officer.

Member Survey
An important aspect of communication is regularly assessing member needs and interests and assessing those findings against the professional needs of employers and future challenges to create educational programming directions. If your chapter does this formally, i.e., Survey Monkey, score plus 3.
If the information is collected only anecdotally, score a 1 or lower depending on how you gather and use the information.

Technology
Updating your chapter website is very important in the communication and member recruitment and retention arenas. Plus 3 if your webmaster updates monthly.
If you have list serves or at least some opportunity for members to share successes, plus 3. Additional plus scores if you allow members to renew membership or register for meetings on-line.

**Officers**

Though the president is listed, this could easily expand to all officers. How frequently does the whole gang change? Sure it’s nice to keep someone in a spot where they are effective for several years. What happens if they retire mid-term or move away? A succession plan, the regular rotation of new leadership through the chairs and onto the Board is just that...a plan for the chapter to succeed.

If the nominating committee can present a full slate at election time, a plus 3 for them.

**Membership**

How well has your chapter tapped the market? Reaching out to the full complement of potential members can bring energy to the workings of every chapter.

Bonus points if your chapter has had at least a 10% net growth over the last two years.

**Budget**

While not essentially an indicator of growth and effectiveness, the budget size can have an impact on activities ranging from annual meetings to committee sessions to being current with technology.
## Minimum Annual Requirements

### Effectiveness Measure Chart

<table>
<thead>
<tr>
<th>What's Your Score</th>
<th>-3</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
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<tbody>
<tr>
<td>Vision and Mission Statements</td>
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<tr>
<td>Strategic Plan</td>
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<tr>
<td>Advocacy (Minimum)</td>
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<tr>
<td>Advocacy (Bonus)</td>
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<tr>
<td>Annual Meeting (50% Mbrs)</td>
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<td>Annual Meeting (50% Budget)</td>
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<td>Communication</td>
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<td>Mbr Survey Drives Education</td>
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<td>Technology: Web Site - 30 Days</td>
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MEMBERSHIP COMMITTEE

TOOLS AND RESOURCES
Detailed Membership Committee Functions

Introduction

MEMBERSHIP IS YOUR CHAPTER. Every program your chapter sponsors should be based on this fact. Without members, your chapter could not exist. Therefore, membership promotion should be an ongoing process. The effectiveness of internal membership operations is reflected in your success in gaining and retaining new members. However, even the best effort can be unproductive if effective communication among officers, directors, committee chair and current members does not exist. After all, chapter leaders are working for the entire membership. The more members you retain, the more active participation the chapter will receive and vice versa.

A. APIC CHAPTER MEMBERSHIP REQUIREMENTS

As outlined in the Petition for Chapter Status and the Chapter Bylaws, there are specific membership requirements for maintenance of chapter status and for individuals to become members of the chapter. These requirements are summarized below.

- **APIC Requirements for Maintaining Chapter Status**
  The chapter must maintain a minimum of 15 members at all times in order to remain a chapter. Membership in the chapter must be open to all APIC members. All chapter members must also be APIC members.

B. UNAFFILIATED/PROSPECTIVE MEMBERS

Unaffiliated members are APIC members who live in areas where there is a chapter but have not elected to join the chapter in the area in which he or she is located. Chapter officers may obtain a listing of these unaffiliated APIC members online from the Chapter Leaders community via the chapter rosters portal of MyAPIC.

Prospective members are those who are not members of APIC or the Chapter. Prospective members are not eligible to vote, hold office, or participate on chapter committees. Privileges for prospective members are determined by each chapter. The main question for most chapters is whether prospective members will pay the same amount as chapter members for educational meetings and seminars. In addition, if the chapter distributes a newsletter, they may choose to charge the prospective member a nominal fee to cover the cost of the newsletter production and mailing.

A written policy concerning prospective member’s privileges and fees should be approved by the chapter Board and filed in the chapter’s Organizational Handbook.

C. PROCEDURES FOR RECRUITING NEW MEMBERS

When speaking with an individual interested in joining the chapter, first determine if the person is currently an APIC member or if the person is willing to join. The response to these questions will permit accurate and complete information to be given to the potential chapter member.

The following requirements should be explained when recruiting or signing up chapter members.

- **Requirements for Chapter Membership**
  1. **All chapter members must also be members of APIC.** The chapter expiration date for current APIC members joining the chapter will be their current APIC expiration date. Chapter dues will not be prorated.
  2. **All individuals applying for chapter and APIC membership must complete an APIC membership application form.**

- **Payment of Dues**
  All chapter dues must be processed by APIC HQ. Payment and application must be received for each member in order to process the membership and have an accurate dues payment record in the APIC database. The dues payment is to be made payable to APIC. HQ will remit all chapter dues to the chapter(s) on a quarterly basis. This process ensures that members will be automatically billed in subsequent years by HQ for chapter and APIC membership.
Each individual may send the payment directly to APIC, or a chapter officer may collect the membership payments and send them in together. It is crucial that there is a completed enrollment form with each payment so the correct person receives membership benefits.

D. MEMBERSHIP RECRUITMENT

APIC HQ supports the local chapters by promoting chapters to new and prospective members. APIC regularly highlights the benefits of chapter membership and ways for members to get involved.

Reported chapter leaders can access a roster of unaffiliated members in the chapter’s geographic region through the ‘MyAPIC’ segment of the APIC web site. This information can then be used for the purposes of mailing brochures or other membership recruitment materials and communications.

Good planning and communication are critical to the success of any membership promotion. First, establish your objectives and goals for the campaign:

• What will be the focus of the campaign?
• What audience are you addressing?
• How many names of potential members need to be generated for the campaign?
• How many new members are required to qualify as a “successful” campaign?
• Will you be able to provide a specific additional benefit if your campaign is successful?

The type of campaign undertaken by your chapter will depend on the anticipated results the campaign will produce in your specific area.

1. Creating an APIC/Chapter Promotional Package

A promotional package can consist of membership brochures, flyers, registration forms for upcoming events, and information regarding other chapter and/or APIC activities. For the purpose of creating a promotional package or other membership campaign, chapter leaders can access a variety of sample promotional and marketing tools on the online chapter resource center. Templates of letters, newsletters and flyers are available for chapters to download and tailor to their specific needs. Chapters may also request promotional materials from APIC HQ that will be provided when available, upon request.

2. Advertising

An ad in your local newspaper or hospital newsletter on a specific activity being undertaken by the chapter can alert potential members and participants who may not otherwise be reached.

3. Social Events

Social events allow non-chapter members an opportunity to meet with chapter leaders and members. You could organize an informal reception and/or a meeting highlighting the chapter’s purpose and activities. Promotional materials should be readily accessible at the event.

4. New Member Orientation

An important promotion should be an orientation for new members that provides them with information not only on the chapter, but on how to become active within the chapter. After all, these new members represent the future and success of your chapter. The time and effort devoted to this activity will more than justify itself as members understand the purposes and objectives of the chapter and the importance of active membership. This meeting should be coordinated with the Program Planning Committee. Further information on the content and format of this meeting is later in this section of the Appendices.

CONCLUSION

The most important item to remember is that your membership is the lifeline of your chapter. The highest priority should be placed on the recruitment of new members and the retention of current members. A steadily growing membership of active participants will ensure a strong successful chapter.
NEW MEMBER ORIENTATION

Orientation of new members is essential to promote active participation in the chapter and will ultimately increase and retain members. Though chapters are encouraged to host new member meetings face-to-face, all chapters should send a welcome e-mail to new members at the very least. New members should be given background information on the chapter including its purpose, goals and current activities. It is also important to provide information on how to become actively involved in the chapter, i.e., how to become an officer, committee chair or committee member.

To ensure proper engagement, chapters should communicate with new members regularly. Invite new members to upcoming meetings and help them find ways to get involved in chapter activities and initiatives.

Suggested Agenda for New Member Orientation

a. Welcome and Introduction by President
   • Introduction of Board of Directors and Committee Chairs
   • Purpose and Goals of Chapter
   • Current Activities of the Chapter
   • How to Become a Chapter Leader

b. Presentations by Committee Chairs
   • Introduction of Committee Members
   • Function and Goals of the Committee
   • Current Activities of the Committee
   • How to Become a Committee Member

c. Closing by President
   • Appreciation for Attendance
   • Encourage Individual Discussion with Chapter Leaders Following the Meeting
PROGRAM PLANNING/ EDUCATION COMMITTEE

TOOLS AND RESOURCES
SAMPLE: Membership Meeting Protocol
(Program/Ed Committee)

Membership Meetings

As stated in your bylaws, the chapter should hold at least one regular business meeting of members annually for the election of officers and/or for the transaction of chapter business. The chapter may also choose to elect officers by mail or electronic ballot.

Special membership meetings may be called by the president or upon written request of 10% of the membership. Written notice of such meetings should be sent according to the chapter’s guidelines for the annual meeting.

A quorum of 10% of all chapter members, in person or by proxy, is required to conduct business at either regular or special business meetings. Applicable state law should be checked to ensure this quorum percentage is in accordance with state regulations.

Membership meetings should be planned and coordinated by the Program Planning Committee with the approval of the president.

SAMPLE: Event planning schedule

Planning Schedule

Once a meeting date is set, it is critical to plan a schedule. Establish key deadlines and work backwards.

Key Deadlines

Example:

Dec 1    Date of meeting
Nov 25   Delivery of program materials (handouts)
Nov 10   Printing date of program materials
Nov 8    Final revision date (program materials)
Oct 1    First draft date (program materials)
Sep 15   Deadline for receipt of speaker material
May 1    Date of mailing promotional brochure
Apr 15   Printing date of promotional brochure
Apr 10   Final revision date (promotional brochure)
Mar 1    First draft date (promotional brochure)
Mar 1    Deadline for ads insertion, calendar listings, ordering mailing lists
Feb 15   Outline of final program due, speakers contacted
Feb 1    Outline of preliminary program due
Jan 4    Planning Committee meeting dates scheduled
CHAPTER EVENT POSTING SUBMISSION FORM

**SUBMISSION FORM**

Chapter Name/Number: _______________________________________

Type of Event: _______________________________________

Title (If applicable): _______________________________________

Date(s)/Time(s) of Event _______________________________________

Event Address: _______________________________________

Will the chapter charge a registration fee?

YES _______ NO _______

Member _______ Non-member _______

Chapter Event Contact: _______________________________________

Contact Address: _______________________________________

Contact email: _______________________________________

Phone: ___________________ Fax: ___________________

* This request can be submitted with an (electronic) marketing brochure/flyer for posting on the APIC website

Return all documents to:
APIC
Membership Department
1275 K Street, NW, Suite 1000
Washington, DC 20005
or
cmoohn@apic.org
A. Program Planning

1. Educational Needs Assessment

When a program will provide CE credit(s), the subject matter should reflect the professional educational needs of the participants based on some assessment of their current and future needs. While a formal assessment might be necessary every 2-3 years, each activity that brings members together should have a portion of its agenda asking two or three simple questions. One, “What aspect of your work presents the most significant challenge at this time?” Two, “is there a role this chapter or APIC might play in helping solve this issue? If so, what could/should we do to provide support?” And, three, “if this issue were solved, how much differently would you be working?”

A more formal survey may be developed for a geographical area to determine the level of interest in several topics. Distribution to members can be through the mail, via email or even as part of a regularly scheduled meeting. An excellent source for questions might be other chapters similar in size to your own. The important demographic information you collect is essential to content, timing of the meetings, length and frequency of educational sessions as well as value for the broad range of professional experience among the members in your chapter.

2. Planning

Planning for a successful educational event, whether a one day meeting or a three hour session, should begin at least 12 months prior to the event (refer to sample planning schedule provided on page 30). Special note: If you intend to provide continuing education credit for program participants you will need to contact state nursing societies, community colleges accrediting nursing, CE offices in colleges, or continuing education offices in hospitals. Many approvers of CE credits require applications a minimum of 30-45 days in advance of the meeting.

Your planning committee should have a budget sufficient to ensure a successful program. The detailed budget and schedule of activities leading up to and through the event become the management tool for the event. Any assignment of tasks to individuals should be included. This will aid the event leader to do appropriate follow-up between meetings. A post meeting session of the committee to assess the successes and look for areas needing improvement becomes the foundation for the event(s) to follow.

When looking at scheduling educational sessions some often overlooked issues include school holiday breaks, religious or federal/state holidays, athletic events (the rivalry between colleges for example) and other similar events planned near the same time. All of these can have an impact on meeting space and room availability for your attendees. The APIC website is a great place to check for any large conflicts with the parent association. Additionally, any speaker considerations should be brought up, as well. Some situations that can cause disruptions may require special consideration for back-up dates, i.e., travel during the winter months, especially for those areas where snowfall can be significant or special needs of any out of town speakers.

3. Financial Planning

Availability of chapter funds for producing a conference should be an initial consideration. The availability of support from exhibitors or other industry sources should also be evaluated. Careful cost estimates for the conference should be made. Expenses for the seminar should be projected to include: meeting space; audiovisual requirements; food service; faculty honoraria; travel; lodging and meals; printing; advertising and mailing; and insurance fees. Revenues should be projected based upon registration fees, expected attendance, and exhibitor’s fees. The number of registrants required to break even on expenses should be determined in order to establish registration fees and determine the extensiveness of marketing initiatives.
4. The Planning Committee

An enthusiastic, hard-working, program planning committee led by a chair who has strong leadership capabilities and an understanding of group dynamics is vital to the development of a stimulating program and a smooth running meeting.

The length of the meeting will dictate various activities to delegate to members of a Planning Committee. Those activities may include: 1) program planning; 2) speaker contact, including speaker evaluations; 3) continuing education credit, including participant evaluations; 4) contracts and insurance; 5) facilities and food/breaks; 6) marketing; 7) registration; 8) exhibitors; 9) and financial accounting.

Minutes should be kept of all committee meetings and promptly distributed to committee members, as well as officers of the chapter. This will ensure that all committee members understand committee decisions and assigned responsibilities, and the officers of the chapter are kept informed of the committee’s progress. The officers will also be provided an opportunity to comment on committee actions and the program content.

The chair of the Program Planning Committee is responsible for the overall success of the educational meeting, both financial and substantive. He or she must prepare and follow agendas for all committee meetings; see that minutes are taken, prepared and circulated; assign responsibility for various aspects of the meeting to committee members; establish and oversee a system for handling expenses and revenue; and see to it that budget and planning schedules are adhered to.

The initial task of the Program Planning Committee is to address the “five W’s”. They are:

- **Why** - Why are we planning this event? Set educational and financial objectives. Continuing education accreditors require that educational objectives be written using behavioral terms that are measurable.

- **Who** - Who is the target audience? How many people will come?

- **What** - What do we want this meeting to communicate? What do we want attendees to learn or do as a result of attending? Broad or narrow in scope? Basic or advanced? Collect and use needs assessment data of members and audience anticipated. Sources of needs assessment data include: topics suggested at prior programs, evaluation forms, membership needs assessment surveys, clinical inquiries from colleagues, results of quality improvement surveys or changes in the Joint Commission standards, and articles in journals. The answers to these questions are the behavioral objectives that should drive the content planning, are required by CE accreditors, and are included on the evaluation form.

- **When** - Determine duration and select dates of the meeting, taking into consideration seasonal factors, national and religious holidays, and other events scheduled on or near the selected dates.

- **Where** - Select a facility taking into consideration target population, facilities available, accessibility, cost and appeal. Determine whether you want to hold the meeting in a hotel or at an academic/medical facility, considering cost, meeting and exhibit space, time of year (college campuses are generally available during the summer months only), and staff at the facility.

In some cases the “five W’s” are addressed after the establishment of a budget, in which case decisions must be made consistent with the limitations of the budget. In other instances, the budget is prepared based on the decisions made on the “five W’s”.

B. Goals, Purpose and Objectives

Programs should be educational in nature and should reflect the goals and objectives of APIC’s Strategic Plan 2020. The program goal should be a broad statement that reflects the intent of the seminar and will aid in marketing the program.

1. Learner Objectives

Objectives must state expected outcomes for the participants and should be developed for all offerings. The objectives should be clearly stated, relevant to infection control and epidemiology, utilized as a basis for determining content, and for evaluation of the effectiveness of the offering. A program of 1 hour should have a 2-4 behavioral objectives. Full day programs may have 12-20 objectives. The objectives should contain action verbs to signify what the learner must achieve. The action verbs must not be open to wide interpretation, or difficult to measure, and should closely reflect the domain of learning (cognitive and affective) and the level of learning desired within the domain.
C. Content Development

The content of the offering, as stated previously, should evolve from the educational needs assessment and be consistent with the stated objectives, adaptable to infection control and epidemiology, and outlined for each topic to meet specific objectives. If multiple subjects are being taught to a varied audience, concurrent sessions may be considered if meeting space allows and financial resources are adequate.

D. Teaching Strategies

A variety of adult education principles and teaching methodologies can be utilized to ensure that teaching methods are appropriate for the topics, type and size of the audience, and will meet stated objectives. The following teaching methods can be considered when a large amount of information must be provided in a relatively brief period of time:

- **Lecture** - a one-way organized formal presentation of information or the point of view by a resource person.
- **Symposium** - three to six lectures presented in turn by resource persons in various phases of a single subject or problem; includes open discussion with the audience.
- **Forum** - open discussion with short comments by one or more speakers.
- **Panel** - four to seven expert individuals present facts and opinions about an issue. Questions from the audience are taken at the end of the presentation for open discussion. The presentation is conducted in an orderly fashion.

Workshop type formats should be considered if the purpose of the offering is to provide situational learning experiences. Workshop formats are not effective for large audiences.

E. Faculty Selection and Contact

Assign planning committee members the task of contacting specific speakers to provide a consistent contact for each member of the faculty throughout the planning process. Speaker Contact Forms may be helpful during these communications. (See sample Speaker Faculty Letter on page 54)

1. **Qualifications**
   Assessment of the faculty member’s qualifications should be based on the: 1) curriculum vitae; 2) academic and / or experiential expertise relevant to subject matter; 3) prior history of quality presentations heard by committee members or other persons whose recommendation would be considered reliable.

2. **Honoraria**
   The standard amount of honoraria to be offered to the faculty should be determined prior to contacting the faculty. The amount of honoraria is often based on the amount of time for each lecture/session a person is presenting. If a selected speaker requests a variation in honoraria, the Program Committee and/or Board of Directors should consider the request. Having certain speakers can increase the marketability of the conference. Some faculty is routinely sponsored by industry and should make their own arrangements to receive honoraria with the sponsoring company. Persons who work in government agencies are usually not permitted to receive honoraria, however, this could vary depending on current federal or local regulations.

   Once the amount of honoraria is agreed upon, inform the faculty member in writing of what and how expenses will be provided or reimbursed. This may include: 1) travel expenses (airfare / auto mileage, ground transportation, car rental, tips); 2) lodging expenses (number of nights); 3) and food allowance (should be consistent with APIC policy). The airline ticket can be purchased by the chapter and mailed to the speaker; and the hotel room may be on a master account.

3. **Speaker Information**
   Faculty should be informed in writing of information they are required to submit such as curriculum vitae, lecture outline, bibliography, conflict of interest declaration, handouts, travel arrangements, faculty reimbursement form, and audiovisual requirements. (See Chapter Speaker Guidelines on pages 46-53 and Sample Faculty Letter on page 54)

4. **Handouts**
   Handouts are often desirable and necessary for workshop-type formats. The faculty member should be informed of handout requirements determined by the Planning Committee. If the chapter will duplicate and provide handouts for participants, the deadline for submission should be at least one to two months prior to the
conference. If the chapter will allow for handouts to be individually distributed at the conference, the deadline for submission should be at least one week prior to the conference.

The chapter may choose to have the faculty member provide copies of the handout and reimburse the speaker. This sometimes can save money if the printing costs are lower where the person is employed, but can increase costs if they use an expensive duplicating company.

5. Moderators

Moderators can be selected from the chapter membership. Those selected should be able to field questions and have at least one question prepared for the speaker upon completion of the lecture. They should be instructed to keep the sessions on time. Announcements should be given to the moderators in writing. Invited moderators may be used for selected sessions such as a point-counterpoint in which you desire the moderator's perspective. Moderators usually do not receive an honoraria or free registration.

F. Continuing Education Credit

Continuing education credits should be sought for the professional specialties included among those for whom the conference is planned. Each professional organization may have different requirements for awarding credit that may vary from state to state. In general, nursing requirements tend to be the most stringent. To assist in obtaining credit, the following actions may be helpful.

- Check with local hospitals and universities to see if they can approve credit for one or more professional groups.
- If no local hospital or university can approve continuing education credit, contact the professional associations, such as your state nurses' association, to determine their requirements for continuing education credits.
- Seek assistance from other chapter members who have experience in applying for continuing education credit.
- If physician credit is to be offered, many states require the physician's involvement in the planning of the conference. ANCC Nursing credit requires an RN with a BSN to serve on the planning committee. This should be determined prior to program planning.
- Develop the seminar assessment tools to be used for conference evaluation.
- Collect and collate speaker information (CV's, objectives, handouts, evaluation tools) from the Program Planning Committee to forward to accrediting associations for reviewers.
- Provide documentation of credits to seminar participants.

G. Conference Site

1. Selection of Facility

Before selecting a facility for the conference, determine the format of the program, projected attendance, seating requirements (e.g., schoolroom, theater, small groups), lecture and audiovisual requirements, exhibit space requirements, food services, restroom facilities, and budget restraints. Facilities to consider are healthcare institutions, hotels, conference centers, convention centers, retreat centers, etc. Several sites should be visited early in the planning process. Suggestions for sites that would meet your needs may be available from a local convention bureau. A checklist of requirements should be developed before visiting facilities. (See Sample Facility Needs Assessment/Inspection Form on page56)

2. Contracts

A contract with the facility should be signed as soon as possible to ensure room space will be held. The contract should include all room fees, food service, equipment and services, and dates and sleeping room blocks. If there are specific questions, contact APIC legal counsel.

A joint venture agreement must be filed if the conference is being co-sponsored by another organization. Contact APIC legal counsel for the current joint venture agreement.

3. Insurance

Chapter liability insurance is necessary to protect the chapter if someone is injured during the conference and is provided at a daily rate of $90. Chapter liability insurance request forms are available on the Chapter Resource Center (Presidential-elect tools & resources) and include instructions for submission.

4. Food Service

Meals and breaks can be simple or elaborate. They are often the most expensive item of the seminar. They can be planned as follows:
- **Continental breakfast** (30 minutes to 1 hour) - coffee, tea (decaffeinated or herbal beverages also may be included), bakery items during registration. Fruits and juices are usually very expensive.

- **Breaks** (15 to 30 minutes depending on conference size) - coffee and tea in the morning; and coffee, tea and sodas in the afternoon.

- **Lunch** (45 minutes to 1 hour) - lunch should be provided unless there are nearby restaurants that can serve large parties quickly. If provided, consideration can be given to sit down versus buffet lunches to save time. Additional time may be considered for breaks and lunch if exhibits are being shown. When providing the caterers with an estimate of attendance, include the number of faculty, Planning Committee, exhibitors, guests, and extra meals for onsite registrants if needed.

### H. Marketing the Conference

**1. Marketing Tools - Journal Advertisements and Registration Flyers**

A list of appropriate journals and newsletters should be formulated for advance advertising of the conference. The advertisement information should include: date of seminar; location; name of the seminar; target group(s); and basic content and contact information. Professional journals and newsletters to contact include *AJIC (American Journal of Infection Control)*, *Prevention Strategist*, *Infection Control and Hospital Epidemiology*, nursing journals, local nursing organization newsletters and newsletters of professional associations. This should be done early to allow ample time to meet deadlines for publication. Information regarding chapter conferences should also be shared with APIC HQ for posting on the Chapter Events page of the APIC website. *(See Chapter Event Posting Request Form on page 35)*

*A conference registration flyer or brochure should be developed as soon as possible.* The selection of the type of flyer should be based on weight, ease of mailing, and the amount of printing space needed. The brochure should contain, at a minimum, the following information: 1) meeting title and chapter name; 2) date, location, and site; 3) CE accreditation/contact hours provided; 4) behavioral program objectives, goals, and target audience(s); 5) faculty list and title/content of presentations - highlight details that will attract attendees; 6) registration form and fees; 7) name, address, phone and fax numbers of a contact person; 8) and registration deadline if applicable.

**2. Use of National Logo**

The use of the official APIC logo is strictly prohibited. Instead, chapters should adopt and use their individual chapter specific logo. Before using the chapter logo, chapters should refer to the *Chapter Logo Usage Policy* and must submit a signed *Logo License Agreement* to APIC HQ. *(See pages 5-8 of this Appendices or APIC Brand Site at www.apicbrandsite.org.)*

### I. Exhibitors

Formulate a list of potential exhibitors and assign Planning Committee members to contact them. Contact local pharmaceutical companies and product representatives about sponsorship. Industry representatives also may be asked to sponsor other items such as coffee breaks or faculty expenses. They should receive credit for their contributions in the flyer, handout material, and verbally during the conference.

Information outlining all of the site specific needs (space, tables, electrical outlets for equipment and advertisement signs, and number of exhibitors) must be compiled. Exhibit times and fees should be determined and a letter verifying the agreement sent to the vendor. Exhibit fees can be based on square footage of the exhibit space as well as the location of the exhibit in the hall. Exhibitors can be encouraged to provide educational handout materials at their booths. Persons should be assigned to coordinate the vendor exhibits and to maintain a list of representatives from each company. This information can be used for promoting future educational conferences.

### J. Registration

The process for registration includes:

- Documentation of receipt of registration, including development of a registrant list.
- On-site processing of registrants.
- Provision of chapter members to staff the registration desk for conference participants and exhibitors.
- Provision of name tags, conference handouts, and answering general questions.
- Awarding the continuing education credit certificates may also take place at the registration desk.
K. Handouts and Packets
Handouts should be prepared well in advance. Distribute packets at the registration desk to prevent disruption during presentations.

L. Evaluation and Summary of Conference
Evaluation forms should be distributed to each registrant upon registration. To increase the return rate of evaluation forms (and therefore the value of the data), you might consider collecting the completed evaluation form in exchange for the signing of CE forms, if CE credit is given.

The evaluation of the conference should include evaluation of the faculty, facilities, and program content. The evaluation tool should measure the program’s learner objectives. Faculty can also be asked to evaluate the conference. Space can be provided on the form to allow for future topic suggestions. (See Sample Faculty Evaluation Form on page 40 of this Appendices)

M. Post-meeting Activities
For future planning purposes it is important to collate the evaluation data, complete a report of attendance, and send thank you letters to faculty and staff. Make a program file that includes records of registration, handout materials, evaluation form, evaluation results, statement of credit or certificate, and any promotional material(s). This master file should be retained for 5 years. Send any required report to CE accreditation group.

- **Evaluation Report** - will tell you what the attendees liked, what they didn't like, and what topics might be covered in future meetings.
- **Attendance Report** - will help you to assess your promotion and advertising efforts, and determine which groups you may not have reached.
- **Thank You Notes** - are very important for creating good will among faculty and those who worked on planning the meeting. This should be done in writing and also in any other public way that is appropriate, i.e., chapter newsletter, certificates, etc.

It is important that all correspondence and records be collected from the planning committee members, organized, and stored with other chapter records. Of particular importance are CE records (including correspondence with accrediting bodies and copies of attendance verification), and financial records. Complete records will greatly assist the committee that plans the next educational meeting.
SAMPLE: Educational Needs Assessment

For the areas below use the following scale:
1 = Strongly Disagree 2 =Disagree 3 =Not Applicable 4 = Agree and 5 =Strongly Agree

Short Needs Assessment

1. With one being most important, rank in order the FIVE most pressing educational needs for yourself and your facility. (NOTE: When marking bubbles, be sure to keep all marks within the circles.)

<table>
<thead>
<tr>
<th>RATE YOUR NEEDS</th>
<th>AREAS</th>
<th>RATE YOUR FACILITY NEEDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5</td>
<td>Patient Safety</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Hepatitis A-E</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Environment of Care</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Disaster Response related to IC</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Regulatory Standards &amp; Guidelines</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Interventional Epidemiology</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Reprocessing/Reuse of Equipment</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Benchmarking</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Antimicrobial Resistant Organism</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>IC in Home Care</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Smallpox</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>IC in Long Term Care</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Emerging Infectious Diseases of Concern</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Quantifying the Value of IC Program</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Occupational Health</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Surveillance Methodologies</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>New Antiviral Therapies</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>New Antimicrobials</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Agents of Bioterrorism</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Dialysis</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Endoscopy</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Tuberculosis</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Public Health</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>IC in Behavioral Health</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>IC in Ambulatory Care</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>New Technologies in Sterilization &amp; Disinfection</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Computer Tools for Managing IC Program</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Construction &amp; Environmental Assessments</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>1 2 3 4 5</td>
<td>Other: ____________________</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>
2. With one being most important, rank in order the **FIVE** educational products you prefer to use.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Books</td>
</tr>
<tr>
<td>2</td>
<td>Video</td>
</tr>
<tr>
<td>3</td>
<td>CD-ROM</td>
</tr>
<tr>
<td>4</td>
<td>Toolkit</td>
</tr>
<tr>
<td>5</td>
<td>E-learning</td>
</tr>
<tr>
<td>6</td>
<td>PDA (palm pilot)</td>
</tr>
<tr>
<td>7</td>
<td>Wall charts</td>
</tr>
<tr>
<td>8</td>
<td>Pamphlets/fact sheets</td>
</tr>
<tr>
<td>9</td>
<td>Audiotape – independent study</td>
</tr>
<tr>
<td>10</td>
<td>Journal article with CE</td>
</tr>
<tr>
<td>11</td>
<td>Train-the-Trainer packets</td>
</tr>
<tr>
<td>12</td>
<td>Audio conference (via telephone)</td>
</tr>
<tr>
<td>13</td>
<td>Pre-made overheads/slides (Ppt) with lesson plan</td>
</tr>
<tr>
<td>14</td>
<td>Distance learning (web cast, internet course)</td>
</tr>
<tr>
<td></td>
<td>Other: _____________________</td>
</tr>
</tbody>
</table>

3. With one being most important, rank in order the **FIVE** educational products you prefer to use when educating employees in your facility.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Books</td>
</tr>
<tr>
<td>2</td>
<td>Video</td>
</tr>
<tr>
<td>3</td>
<td>CD-ROM</td>
</tr>
<tr>
<td>4</td>
<td>Toolkit</td>
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<td>5</td>
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</tr>
<tr>
<td>6</td>
<td>PDA (Palm Pilot)</td>
</tr>
<tr>
<td>7</td>
<td>Wall charts</td>
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<tr>
<td>8</td>
<td>Pamphlets/fact sheets</td>
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<td>9</td>
<td>Audiotape – independent study</td>
</tr>
<tr>
<td>10</td>
<td>Journal article with CE</td>
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<td>Train-the-Trainer packets</td>
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<td>12</td>
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<tr>
<td>13</td>
<td>Pre-made overheads/slides (Ppt) with lesson plan</td>
</tr>
<tr>
<td>14</td>
<td>Distance learning (web cast, internet course)</td>
</tr>
</tbody>
</table>

4. With one being most important, rank your preference for the following types of education product packaging.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Packaging Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bound book</td>
</tr>
<tr>
<td>2</td>
<td>Spiral bound book</td>
</tr>
<tr>
<td>3</td>
<td>Three ring binder</td>
</tr>
</tbody>
</table>

5. Due to additional production cost associated with the 3-ring binder, would you be willing to pay an additional $30-$50 more for the 3-ring binder packaging.

- Y Yes
- N No

6. Using one as your most preferred and seven as the least preferred, rank your preferred education medium.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Medium Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CD-ROM</td>
</tr>
<tr>
<td>2</td>
<td>Audiotape</td>
</tr>
<tr>
<td>3</td>
<td>Floppy disk</td>
</tr>
<tr>
<td>4</td>
<td>E-learning</td>
</tr>
<tr>
<td>5</td>
<td>Web cast</td>
</tr>
<tr>
<td>6</td>
<td>Hard copy</td>
</tr>
<tr>
<td>7</td>
<td>Video</td>
</tr>
</tbody>
</table>

7. What is the length of time you’ve been in the Infection Control field?

- 1 Less than 1 year
- 2 Between 1 – 5 years
- 3 Between 5 – 10 years
- 4 Greater than 10 years

**PLEASE RETURN TO:** Education Department, APIC, 1275 K Street, NW, Suite 1000, Washington, DC 20005-4006
SAMPLE: Chapter Speaker Guidelines

[Insert Chapter Logo]

SPEAKER CHECKLIST

Meeting
Date & Location

Check off each item upon completion. (Note: Keep this form for your records.)

APIC HANDOUT STANDARDS:

☐ Use the approved (if applicable) PowerPoint presentation template

☐ Include all additional materials such as case studies, charts, work sheets, documents, etc.

☐ Number all pages

☐ Add all financial disclosures to first slide; if there are no financial disclosures please note it on the first slide.

QUESTIONS - CONTACT:

NAME

EMAIL

Phone #

APIC

1275 K Street, NW Suite 1000

Fax: 202.789.1899

THANK YOU
Chapter Speaker Guidelines

For your convenience, [INSERT CHAPTER NAME] has compiled presenter guidelines for you to follow. These guidelines will aid in your planning and preparation for your presentation. Included are forms, key points for commercial support, and expectations for successful completion.

GENERAL INFORMATION

Handouts:
[INSERT CHAPTER NAME] requires all presenters to use the [INSERT CHAPTER NAME] branded PowerPoint template when creating presentations and handouts.

Financial Disclosures:
Please list all financial disclosures on the introductory slide or indicate that there is nothing to disclose.

Objectives:
Please include learning objectives in your handout.

POWERPOINT SLIDE TIPS

Remember that your PowerPoint presentation will be viewed from a variety of distances and angles.

Including your slides (handout: 3 per page) in your materials is highly recommended. Please reference the link below for helpful tips for creating PowerPoint Presentations.

http://www.bates.edu/powerpoint-tips.xml

STANDARDS TO FOLLOW

1. Helpful Tips:
   • Remember that not all Infection Preventionists (IPs) are nurses nor female
   • Do not single out members of the audience to tease or embarrass
   • Avoid sexist jokes and comments
   • Do not assume that you know your audience: physicians, quality management professionals, government agency representatives, and international participants are all equal members of APIC.
   • [INSERT CHAPTER NAME] does NOT allow speakers to distribute any marketing material on their own products or services.

2. [IF APPLICABLE] American Nurses Credentialing Center (ANCC) criteria require that learners be informed of any "off-label" use of commercial products presented in education activities; in other words, uses discussed but not approved by the FDA.

3. The content or format of the presentation must promote improvements or quality in health care and not a specific proprietary business interest of an entity with a commercial interest.

4. Presentations must give a balanced view of options. Use of generic names will contribute to this impartiality. If the continuing nursing education content includes trade names, when available, trade names from several companies should be used, not just trade names from a single company.

5. Any inappropriate biases and/or commercial endorsement will result in your not being invited back to present and may reflect poorly on the evaluation of your presentation.

We look forward to your participation in another hugely successful [INSERT CHAPTER NAME] Meeting at the meeting location, in City, State, Date.

Should you have any questions, you may direct them to NAME, Position at EMAIL or by calling Phone #.
Program Documentation Form

SAMPLE

PROGRAM: The Fundamentals of Basic Program Documentation

EDUCATIONAL SESSION TITLE: How to Correctly Create a Program Documentation Form (PDF)

SESSION NUMBER: 1234

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>CONTENT (Topics)</th>
<th>TIME FRAME</th>
<th>PRESENTER</th>
<th>TEACHING STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the educational objectives.</td>
<td>Provide an outline of the content/topic presented and indicate to which</td>
<td>Provide a</td>
<td>List the presenter for each topic or content area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>objective(s) the content/topic is related.</td>
<td>time frame</td>
<td></td>
<td>List the teaching strategies by each</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for topic/</td>
<td></td>
<td>presenter for each topic or content area.</td>
</tr>
<tr>
<td>1. Format a PDF correctly using a five (5)</td>
<td>I. Format</td>
<td>60 minutes</td>
<td>Just A. Sample</td>
<td>Handouts, Questions &amp; Answers, Lecture, Discussion</td>
</tr>
<tr>
<td>column model.</td>
<td>A. The form must be titled Program Documentation Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. The form must have subtitles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Program</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>2. Educational Session Title</td>
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</tr>
<tr>
<td></td>
<td>3. Speaker</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>C. The PDF must have five columns</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Objectives</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>2. Content</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Time Frame</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>4. Faculty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Teaching Methods</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>D. There must be at least one topic area per objective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. List objectives in operational and</td>
<td>II. Objectives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>behavioral terms.</td>
<td>A. Operational</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>1. In terms of experimental and observable procedures or operations</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>2. Examples include verbs such as describe, discuss, identify, outline, explain</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>B. Behavioral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. In terms of being quantifiable and observable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Examples include verbs such as calculate, list, define, enumerate, differentiate, construct</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTINUED ON FOLLOWING PAGE
<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>CONTENT (Topics)</th>
<th>TIME FRAME</th>
<th>PRESENTER</th>
<th>TEACHING STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the educational objectives.</td>
<td>Provide an outline of the content/topic presented and indicate to which objective(s) the content/topic is related.</td>
<td>Provide a time frame for topic/content area.</td>
<td>List the presenter for each topic or content area.</td>
<td>List the teaching strategies by each presenter for each topic or content area.</td>
</tr>
<tr>
<td>3. Structure the content column in outline form.</td>
<td>II. Outline</td>
<td>See Above</td>
<td>See Above</td>
<td>See Above</td>
</tr>
</tbody>
</table>

II. Outline
A. The content material must be displayed in outline form
   1. The outline cannot have any level that is not followed or preceded by a topic on the same level (there can be no I. without II, A. without B., etc.)
   2. Proper outline format consists of the following ordered levels
      a. Roman numeral (I, II, III, etc.)
      b. Capital arabic letters (A, B, C, etc.)
      c. Ordinal numbers (1., 2., 3., etc.)
      d. Lower case letters (a., b., c., etc.)
      e. Lower case roman numerals (i., ii., etc.)
B. Each roman numeral heading topic must have a corresponding objective in the previous column, marked by the corresponding ordinal number
Conflict of Interest and Disclosure of Financial Relationships Policy

[INSERT CHAPTER LOGO]

Commercial Support is defined as financial or in-kind contributions given by a commercial interest, which is used to pay all or part of the cost of the educational activity.

All presenters and planning partners for [INSERT CHAPTER NAME] activities must disclose any financial relationships with commercial interest(s). These include relationships that have occurred within the last 12 months, related to the content of the activity or providing grant support to the activity, including financial interest for spouses/partners. At the beginning of each of their presentations, presenters are required to verbally disclose any financial relationship(s) information to the learners. Presenters are also required to display a slide at the beginning of their presentation(s) containing disclosure information. If there are no financial relationships to disclose, you are required to indicate ‘nothing to disclose.’

The intent of the disclosure(s) is to provide attendees, prior to the beginning of the learning activity, with information on which they can make their own independent judgments pertaining to program content. [INSERT CHAPTER NAME] will review and identify potential conflicts of interest, and resolve all conflicts of interest prior to your participation in the learning activity. Conflicts of interest may occur when individuals have both a financial relationship with a commercial interest and the opportunity to affect the content of learning activity about the products or services of that commercial interest. Presenters who fail to provide adequate disclosure, consistent with this policy, will be prohibited from participation as presenters or planners in any [INSERT CHAPTER NAME] educational activities.

If you agree to comply with the [INSERT CHAPTER NAME] Conflict of Interest and Disclosure of Financial Relationships Policy, please sign below and complete the form.

- I have read and AGREE to the terms and conditions of the [INSERT CHAPTER NAME] Conflict of Interest and Disclosure of Financial Relationships Policy
- I have read and DO NOT AGREE to the terms and conditions of the [INSERT CHAPTER NAME] Conflict of Interest and Disclosure of Financial Relationships Policy (NOTE: Presenters who fail to provide adequate disclosure, consistent with this policy, will be prohibited for one year from participation as faculty members or planners in any [INSERT CHAPTER NAME] educational activity.)

Signed by:

_______________________________________
Faculty Printed Name

_______________________________________   ____________________________________
Signature         Date
Disclosure of Financial Relationships Form

Course/Conference Title: ________________________________________________________________

Date(s): __________________________________________________________________________

Location: ___________________________________________________________________________

Title of Presentation(s): __________________________________________________________________

Presenter’s Name (Print): __________________________________________________________________

Degrees/ Credentials: _____________________________________________________________________

1. Do you have any financial relationships with a commercial interest related to the content of the CNE activity?
   - Yes (please complete the questions below)
   - No

2. Do you plan to discuss any unlabeled or investigational uses of products?
   - Yes (please make the learners aware of this during the activity)
   - No

Required:

A. List the names of proprietary entities producing health care goods or services (with the exception of non-profit, government organizations, and non-health care related companies) that you or your spouse/partner have, or have had, a financial relationship with over the past 12 months. [INSERT CHAPTER NAME] considers the financial relationships of your spouse/partner, that you are aware of, to be yours (a financial relationship includes any amount of $1 or more). These relationships include, but are not limited to: employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities.

B. Describe what you or your spouse/partner received. **What was received:** Salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds, or other financial benefit).

C. Describe your role or your spouse/partner’s role. **Role(s):** Employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities (please specify).

*(Please attach additional listings as necessary)*

<table>
<thead>
<tr>
<th>Commercial Interest</th>
<th>Nature of Financial Relationship (Include all those that apply)</th>
<th>What was received</th>
<th>For What Role?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Company ‘X’</td>
<td>Honorarium</td>
<td>Faculty</td>
<td></td>
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</tbody>
</table>

I attest that I have disclosed all financial relationships to [INSERT CHAPTER NAME] and will disclose any subsequent relationships to learners verbally and in print.

__________________________________________
Printed Name
__________________________________________   ______________________________
Signature         Date
Presenter/Author Release Form

[INSERT CHAPTER LOGO]

(All Continuing Education Activity Contributors must complete this form)

I, _________________________________________, (insert faculty name) certify the following:

• I have participated sufficiently in the work to take public responsibility for the content of the presentation and have given final approval of the version to be presented.
• My presentation represents valid work and that my presentation does not, in whole or in part, copy or otherwise infringe upon the copyright or other proprietary right of another party.
• I have obtained, and will deliver if requested, written authorization to disclose any identifiable or potentially identifiable private health information of patients discussed in my presentation.
• I hereby grant [INSERT CHAPTER NAME] permission to video and/or audio record my presentation for future distribution. APIC will retain copyright to the presentation and may use or distribute all or portions of the presentation for educational purposes in any form of electronic, web, or print media, with appropriate acknowledgement each time the presentation is distributed.

For [INSERT CHAPTER NAME] Copyrighted Material:

• I will not, at any time or for any purpose, make use of, disseminate, or reproduce any [INSERT CHAPTER NAME] copyrighted material without the express written consent of [INSERT CHAPTER NAME].

__________________________________________  ______________________________
Printed Name        Signature        Date
SAMPLE: Speaker/Faculty Letter

Dear [INSERT NAME HERE],

On behalf of APIC Chapter XXXXX, thank you for agreeing to speak/facilitate at our upcoming course:

[INSERT EVENT INFO HERE]

Title
Date
Location

There are three (3) forms included with this letter. The information requested is required of ALL faculty/facilitators. Please make additions/corrections directly on the forms; there is no need for retyping. Return ALL forms by fax/mail, even if you have not made any changes. Please e-mail your bio to [insert contact e-mail here].

Please send ALL completed forms and handouts by the following date to [insert name here]:

Due Date: [Insert Date Here]

Required Forms:
1. Speaker Contact & Biographical Data Form
2. Faculty Consent and Declaration/Faculty Form
3. Disclosure Form

Please note: NO ON-SITE PRINTING WILL BE AVAILABLE. You are responsible for duplicating and shipping any handouts to the course site if you do not make prior arrangements. Reimbursement must be pre-approved.

Should you have any questions, please feel free to contact me at [Insert Phone # here] or [Insert E-mail address here]. I look forward to seeing you!

Best regards,

Insert Name Here
Title
SAMPLE: Speaker/Faculty Evaluation Form

**FACULTY EVALUATION FORM**

- Use a No. 2 pencil or blue or black ink pen only.
- Do not use pens with ink that soak through the paper.
- Make solid marks that fill the oval completely.
- Make no stray marks on this form.

**I am evaluating:**
- EPI 101 Course
- EPI 201 Course
- Conference
- Pre-conference
- Post conference
- Other: __________________

This is your opportunity to let us know how we did in our effort to facilitate your presentation. Please share your thoughts by responding to the following statements.

| For the areas below use the following scale: 1 = Strongly Disagree 2 =Disagree 3 =Not Applicable 4 = Agree and 5 =Strongly Agree |
|---|---|
| Speaker Name: (PRINT NAME) |  |
| I discussed the content and objectives of my presentation with the course/conference coordinator(s). | 1 2 3 4 5 |
| I received the objectives and content outline for my presentation. | 1 2 3 4 5 |
| I was actively involved in planning my presentation. | 1 2 3 4 5 |
| Communications from the APIC Nat’l Office and course/conference coordinator(s) was clear and informative. | 1 2 3 4 5 |
| The faculty guide was helpful in preparing for my presentation and in understanding the logistics of my presentation. | 1 2 3 4 5 |
| I received my registration materials in an organized and timely manner. | 1 2 3 4 5 |
| The moderator set a positive tone for my session presentation. | 1 2 3 4 5 |
| The facilitator(s) were helpful in assisting with participant’s understanding of group activities. | 1 2 3 4 5 |
| Participants appeared interested in my presentation. | 1 2 3 4 5 |
| My experience as a presenter was positive. | 1 2 3 4 5 |
| I would recommend teaching in an APIC conference to others. | 1 2 3 4 5 |
| I was able to participate in other events at the meeting (i.e. receptions, sessions). | 1 2 3 4 5 |

What other topics are you interested in presenting?

Please share any comments, observations, or questions from participants following your session.

---

Additional comments/suggestions:
## SAMPLE: Facility Needs Assessment/Inspection Form

### Facility Inspection Form

**APIC Chapter XXXXXX Educational Meeting**

**Name of Hotel/Facility:** ____________________________________________________________

# Sleeping Rooms:__________________________  # Smoking Rooms:__________________________

### Type of Venue/Hotel:

- [ ] Full-Service
- [ ] Limited Service
- [ ] Standard Rooms
- [ ] All-Suite
- [x] Extended-Stay
- [ ] Tower
- [ ] Garden Style

### Has the Following Sleeping Room Amenities:

- [ ] Irons/Ironing Boards
- [ ] Hair Dryers
- [ ] Coffeemakers/Coffee
- [ ] Data Ports
- [ ] HS Internet Access

### Hotel Has (Check if YES):

- [ ] Full-Service Restaurant
- [ ] Lounge/Bar Area
- [ ] Gift Shop
- [ ] Room Service (Hours: _________________)
- [ ] Complimentary Continental Breakfast
- [ ] Complimentary Airport Shuttle
- [ ] Complimentary Area Shuttle
- [ ] Complimentary Parking
- [ ] High-Speed Internet Access
- [ ] Pool/Sauna
- [ ] Fitness Center

### Comments:

_________________________________________________________________________________

<table>
<thead>
<tr>
<th>Question</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Space Adequate?</td>
<td></td>
</tr>
<tr>
<td>Computer Classroom Adequate?</td>
<td></td>
</tr>
<tr>
<td>Exhibit Space Adequate?</td>
<td></td>
</tr>
<tr>
<td>Registration Area Adequate?</td>
<td></td>
</tr>
<tr>
<td>Good Flow for Catered Events?</td>
<td></td>
</tr>
<tr>
<td>Lunch places within walking distance?</td>
<td></td>
</tr>
<tr>
<td>Evening activities - walking distance?</td>
<td></td>
</tr>
</tbody>
</table>

Airwall condition ________________________________________________________________

Meeting space carpet/walls/tables/chairs ____________________________________________

Reception Area ________________________________________________________________

Sleeping rooms ________________________________________________________________

Hallways ________________________________________________________________

Restaurants ________________________________________________________________

Pool Area(s) ________________________________________________________________

Front of hotel ________________________________________________________________
### SAMPLE: Session Evaluation Form

**Meeting/Session Title**

**Date**

**Location**

**Speaker Name:**

<table>
<thead>
<tr>
<th>Topic:</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
</tr>
</tbody>
</table>

Please share your thoughts about this presentation by responding to the following statements. Rate each item/statement using the following scale.

**For the areas below use the following scale:**

1 = Strongly Disagree 2 = Disagree 3 = Not Applicable 4 = Agree and 5 = Strongly Agree

<table>
<thead>
<tr>
<th>Statement</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>The content presented in this session was appropriate to my learning needs.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I will apply at least 85% of the concepts presented in this session to my work and/or volunteer activities.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I received practical tips on how to achieve greater influence in my facility.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I would recommend this course or something similar to other leaders or aspiring leaders.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The speaker was knowledgeable of the topic and answered questions with ease.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The speaker shared examples or additional explanation appropriately.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The speaker incorporated interactive exercises to engage and enhance participant learning.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>The speaker’s presentation style and rate of speech contributed to my learning.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I would attend another program by this speaker.</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>I would be interested in learning more about influence or other professional/leadership development topics via online webinars.</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

What other topics are you interested in learning more about?

| ______________________________________________________________________ |
| ______________________________________________________________________ |
| ______________________________________________________________________ |

Please share any additional comments, suggestions, observations, or questions regarding this session.

| ______________________________________________________________________ |
| ______________________________________________________________________ |
| ______________________________________________________________________ |
Table of Contents

I. Introduction
II. Choosing your representative
III. Planning for your tabletop exhibit
IV. Annual Conference Committee Member Helpful Hints
   A. Confirming Speakers
   B. Organizing the Monitors
I. Introduction

This handbook is designed to assist the Annual Conference Host City chapter and contains guidelines for the planning and execution of the chapter’s annual conference tasks, events and activities. It is APIC’s goal to make your role as host city chapter as easy, efficient, and advantageous as possible.

Thank you for your dedicated service as a chapter leader and for helping make the APIC Annual Conference in your city one to remember!

II. Choosing Your Representative

Each year, the Annual Conference Committee (ACC) requests that one individual from the local chapter in the annual conference host city sit on the ACC to help plan that year’s conference. The member serving in the chapter representative capacity will be a liaison between the ACC, APIC HQ staff, and the local chapter, as well as a resource for information on local speakers, venues, and attractions. They are required to attend two face-to-face committee meetings (Spring & Early Fall) and to attend the annual conference. As a member of the ACC, the chapter representative will be asked to handle specific tasks, including:

- Speaker invitations and confirmations
- Write a brief (300 word) welcome article for the preview issue of the Show Daily Newspaper (samples available)
- Provide brief introductory and welcome remarks during the conference opening ceremony (3 minutes)

In selecting the Chapter Representative, the chapter should consider the following qualities that are associated with a successful representative:

- Prior involvement in conference planning?
- Well organized?
- Reliable?
- Prior attendance at a national APIC meeting?

The chapter may opt to hold an election to fill this position; if so, volunteers must have an opportunity to share their relevant experience(s). Otherwise, the chapter can elect to have the existing leaders/BOD appoint someone.

While the chapter representative will work closely with a number of ACC volunteers and APIC HQ staff, his/her main point of contact will be the Associate Director, Membership and Component Relations.

As a member of the Annual Conference Committee, the chapter representative receives the same volunteer benefits as all other Committee members, including:

- Fully covered travel expenses (and hotel accommodations) for the Spring and Fall planning meetings as well as travel to annual conference
- Complimentary annual conference registration
- Complimentary set of annual conference audio recordings

III. Planning for your tabletop exhibit

APIC offers the host chapter a display table, typically situated in the main registration area. The chapter should plan to staff the table with at least two (2) local volunteers during time(s) that registration areas are open. The names of all local chapter volunteers and the times they will cover the chapter table should be communicated to APIC at least one month before the conference.

The host chapter may use their table to promote the chapter and any of their local projects and/or initiatives. The host chapter may also choose to offer specialized chapter items for sale. All plans surrounding the chapter table and any special activities should be shared with APIC HQ and the ACC as soon as possible. Any updates and changes to existing plans should also be communicated early and often.

Should a chapter consider or opt to sell merchandise, they should give serious consideration to the following:

- Some states have regulations regarding gambling and raffles. A chapter conducting a raffle or any gaming activity is responsible for communicating with the state’s gaming commission to obtain necessary clearance. Proof of clearance must be provided to APIC HQ prior to the start of annual conference
- Needs for the table and any sales activities (ie. Credit card machines, phone/electric line drops, internet, etc.) must be communicated to the Associate Director, Membership and Component Relations at least 60 days prior to the start of annual conference.
IV. Annual Conference Committee Member Helpful Hints

Participating in the planning of an APIC conference gives the Chapter representative the opportunity to contribute to the selection of topics and speakers for the annual conference. Chapter representatives are encouraged to seek input from their local chapter regarding what they would like to see included at the conference and bring those suggestions to the committee. The planning meetings are two days of intensive work so in most cases you will want to arrive the day before the meeting starts so you can be fresh for the first day of work. The meetings are usually held over a weekend with full days on Saturday and Sunday. Committee members enjoy a wonderful dinner at one of the many excellent restaurants in DC on Saturday night.

A. Confirming Speakers

APIC HQ will provide the chapter representative with the necessary templates and instructions. The assigned chapter designee should follow the instructions given by APIC closely.

B. Organizing the Monitors

APIC relies on the use of monitors to ensure participants have a successful experience. Monitors’ responsibilities are typically as follows:

- Stand at session doors and take tickets (as necessary)
- Remain in the meeting room for the entire duration of the session
- Be sure monitors are registered for annual conference. (Acting as a monitor does not give unregistered chapter members entry into the conference.)
- Assist participants with finding seats in session rooms
- Notify APIC staff of any issues related to AV problems or room capacity problems. The process for contacting APIC staff will be reviewed in the monitor orientation.

The host chapter will receive instructions from APIC HQ at the spring planning meeting to begin the process of monitor solicitation. To help facilitate and track the process, the chapter representative will be given a spreadsheet listing of all sessions, as well as a list of chapter presidents and a letter template to distribute requesting monitors.

When communicating with potential monitors, chapters should make note that those who sign up for pre- and post-conferences and Thought Leader sessions can attend those sessions for free (as long as they are registered for the rest of the conference).

In preparation for the conference and managing monitors onsite, be sure to have the following:

- print out of all sessions with the monitor names (this can be used as the sign-in sheet)
- master list sorted by monitor name to remind monitors of what they’ve committed to
- disk or drive with spreadsheet in case modifications and/or reprints are needed
- check with APIC and/or conference planner a few weeks ahead to ensure that an accurate number of monitors has been obtained (depends on room set up)

C. Monitor Orientation

The Host City Chapter is responsible for facilitating the monitor orientation which will be held at the convention center the day before the opening keynote and prior to any pre-conference sessions. APIC HQ will share monitor instructions directly with the chapter representative.

This may or may not change from year to year. APIC HQ will make host chapters aware of the system to use for pre- and post-conference sessions and exactly what the monitor responsibilities are before the conference.
BYLAWS COMMITTEE
TOOLS AND RESOURCES
The following section provides guidance on the responsibilities of the Chair of your chapter’s Bylaws Committee. The template cover sheet, reviewer sheet, and Model Bylaws with instructions are a complete package of required documentation to properly obtain approval for the guidance of your local chapter activities.

The model chapter bylaws are based on current APIC bylaws. As such, chapters should review their bylaws annually to ensure that their verbiage is in line with that of the APIC bylaws. Outside of maintaining conformity with APIC’s bylaws, there is no requirement of how often a chapter should revise its bylaws. Rather, when a chapter proposes to amend a process, policy, procedure or rule that is outlined in the bylaws, the document must be revised and approved to avoid a breach of the current bylaws.

The sequential steps involved in the review, revision, and approval process follows:

1. Read the documents provided in this section to familiarize yourself with its contents.
2. Compare the model bylaws and instructional comments with your local chapter’s bylaws.
3. Revise the chapter’s bylaws by filling in the blanks and adding to the template bylaws
4. Present the proposed changes and amendments of the local APIC chapter bylaws to your chapter in accordance with the bylaws revision process.
5. Once chapter approval has been granted, obtain the initials of three board members on each sheet of the bylaws in the spaces provided, as well as on the reviewer sheet.
6. Submit in a Word document via e-mail to Associate Director, Membership & Component Relations at HQ.
7. The Associate Director, Membership & Component Relations reviews the chapter bylaws for accuracy and forwards a copy to APIC’s legal counsel for approval.
8. The APIC legal counsel notifies the Associate Director, Membership & Component Relations of the necessary revisions and/or approval status in writing.
9. The Associate Director, Membership & Component Relations notifies the local APIC Chapter Bylaws chair of the approval status in writing.
10. Once bylaws have been approved, chapter should send a final copy of the document, including electronic signatures, to Associate Director, Membership & Component Relations via e-mail.
11. APIC’s legal counsel retains a copy of the bylaws and a copy is retained in chapter files at HQ, along with the approval date.

If you require further assistance, feel free to contact the Associate Director, Membership & Component Relations, at (202) 454-2603.
CHAPTER MODEL BYLAWS WITH INSTRUCTIONS

A copy of the chapter’s bylaws as approved by APIC and any amendments approved by the chapter and APIC should be maintained using this section. In the case of a bylaws amendment, updated bylaws should be inserted in this section, and previous bylaws should be dated and stored in a historical file.

ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

TEMPLATE COVER SHEET

(FULL NAME OF CHAPTER)

(COMPLETE IDENTIFICATION NUMBER)

ORIGINAL BYLAWS               DATE: MONTH DAY YEAR

REVISION #1               DATE

REVISION #2               DATE

REVISION #3               DATE

REVISION #4               DATE

NAME CHANGED TO _________________   DATE

REVIEWS, BUT NOT REVISED               DATE

DISBANDED               DATE

CHAIRPERSON, BYLAWS

NAME

WORK ADDRESS

WORK PHONE NUMBER

FAX NUMBER

HOME PHONE NUMBER
SAMPLE BOARD MEMBER REVIEW SHEET

ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

BYLAWS

(FULL NAME OF CHAPTER)

(COMPLETE IDENTIFICATION NUMBER)

DATE OF REVIEW/REVISION

POSITION
NAME
ADDRESS
PHONE
INITIALS

POSITION
NAME
ADDRESS
PHONE
INITIALS

POSITION
NAME
ADDRESS
PHONE
INITIALS

THESE INITIALS APPEAR ON EACH PAGE OF THE LOCAL CHAPTER BYLAWS ATTACHED.
MODEL BYLAWS (WITH INSTRUCTIONS) FOR LOCAL CHAPTERS

ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

ARTICLE I - NAME AND SEAL

Section 1. Name
The name of this organization is the Association for Professionals in Infection Control and Epidemiology, Inc., (insert chapter name), hereafter referred to as APIC (insert name and identification number) or as APIC (insert short number) or the Chapter.

Section 2. Seal
The seal of the Association shall be a circular impression seal with the words “Association for Professionals in Infection Control and Epidemiology, Inc., Massachusetts 1987” affixed thereto.

INSTRUCTIONS FOR ARTICLE I: The chapter name and identification number should be inserted where indicated above. All other information in this section is MANDATORY as written.

ARTICLE II - PURPOSE AND GOALS

Section 1. Purpose
The general purpose of the Association is to improve health by serving the needs and aims common to all disciplines that are united by infection control and epidemiology activities.

Section 2. Goals
A. To direct, support and improve the practice and management of infection control and the application of epidemiology
B. To position APIC as the leader in the practice of infection control and the application of epidemiology
C. To ensure that APIC’s mission is supported by its resources and activities
D. To support the APIC public policy efforts and other association positions

INSTRUCTIONS FOR ARTICLE II: This section is MANDATORY as written and should not be changed.

ARTICLE III - TAX STATUS

Section 1. Tax Status
The Association for Professionals in Infection Control and Epidemiology, Inc. (APIC) is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute. APIC is organized exclusively for educational, charitable, scientific, and literary purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

The Association intends to obtain the full benefit of any tax exemption it may be entitled to under the Internal Revenue Code. Accordingly, the Association and its chapters shall be managed in a manner consistent with such exempt statutes.

INSTRUCTIONS FOR ARTICLE III: This section is MANDATORY as written and should not be changed.
ARTICLE IV - MEMBERSHIP

Section 1. Privileges
A. Membership in the Association is a privilege and is achieved by compliance with these bylaws.
B. Categories

1. Active Membership
   Active members shall be individuals occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees, and hold elected office.

2. Associate Membership
   Associate members shall be individuals not actively involved in the practice and management of infection control and/or the application of epidemiology. Such members may not vote or hold elected office.

3. Retired Membership
   Retired members shall be individuals who are no longer employed in any capacity and who have had five consecutive years of Active or Associate APIC membership prior to retirement. Retired members may not vote or hold elected office; however, they may serve in appointed capacities.

4. Honorary Membership
   Honorary Members shall be individuals elected to this category by the APIC Board of Directors in recognition of their contribution to the Association. Honorary members shall not be occupationally or professionally involved in the practice or management of infection control or the application of epidemiology. Such members may serve the association in any manner mutually agreeable to themselves and to the board, but may not vote or hold office.

5. Lifetime Membership
   Lifetime Members shall be individuals elected to this category by the APIC Board of Directors in recognition of their contribution to the field of infection control and/or epidemiology or to the Association. Lifetime members are those individuals who are currently or have been occupationally or professionally involved in the practice and management of infection control and/or the application of epidemiology. Such members may vote in elections, serve on committees, and hold elected office.

6. Patron Membership
   Patron members support the efforts of APIC to improve, influence and support the quality of health care through the practice and management of infection control and the application of epidemiology in all health settings. Patron member companies are entitled to list up to 10 individuals as patron associates. Patron associates cannot vote or hold elected office

C. Membership Renewals
   Membership is based on an anniversary year.

D. Membership in Local Chapters
   All members of the local chapters of the Association must also be members of APIC. Active Members of APIC are the only persons eligible for Active Member status in the chapter. If a chapter leader does not follow the public policy position papers and overall stance of APIC HQ, their chapter membership could be in jeopardy.

INSTRUCTIONS FOR ARTICLE IV: Chapter membership categories must be consistent with APIC categories. Honorary and Lifetime memberships can only be conferred by the APIC Board of Directors. Patron membership applies only to the national level and should not be referred to in chapter bylaws. Letters A, C, and D above are MANDATORY as written.

Section 2. Fiscal Year
The fiscal year shall be the calendar year.

Section 3. Dues
A. Dues for each calendar year shall be determined by the Board of Directors.

B. Local chapter membership dues shall not exceed those of the national Association.
C. All dues shall be remitted according to Board policy.

D. Membership cards shall be issued contingent upon receipt of current dues.

INSTRUCTIONS FOR ARTICLE IV, SECTIONS 2 & 3: Dues amounts are not specified in the Bylaws. Any increase or decrease in Chapter dues does require a vote by the Chapter membership after presentation at a Chapter meeting. Because it is not a Bylaws change, it does not require a 30-day advance notice. Dues for Retired Members on the national level are set at a reduced rate. Local chapters may follow suit or establish a rate equitable to them including up to a full rate.

Section 4. Termination
A. If the dues of any member are not paid in accord with the policies of the Chapter, membership shall be automatically terminated.
B. In the event a chapter member ceases to be a member of APIC, membership in the chapter shall also automatically terminate.
C. Any member may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the Chapter would be served thereby. Such member, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.
D. The Board of Directors may provide for subsequent reinstatement.

INSTRUCTIONS FOR ARTICLE IV, SECTION 4: This section on Termination is **MANDATORY as written** and should not be changed.

ARTICLE V - MEETINGS OF THE MEMBERSHIP

Section 1. Meetings
A. Annual Meetings
   The annual business meeting of this organization shall be held on the (insert the day of the week and month) or at such time as directed by the Board of Directors.
B. Quorum
   Those members present at the annual business meeting shall constitute a quorum.

INSTRUCTIONS FOR ARTICLE V: The annual meeting day of the week and month should be inserted where indicated above.

ARTICLE VI – OFFICERS

Section 1. Composition
The officers shall consist of a president, president-elect, treasurer, and secretary, who shall perform their duties as prescribed by the bylaws and by the Board of Directors.

Section 2. Duties
A. President
   1. Shall be directly responsible to the Board of Directors for the administration of the organization.
   2. Shall delegate committee activities and appoint members to committees as necessary with Board approval.
   3. Shall preside at all Board meetings of the chapter.
   4. Shall preside at all business meetings of the chapter.
B. President-Elect
   1. Shall prepare to assume the office of President.
   2. Shall fill the office of President should that office become vacant and subsequently fill the office of President for a regular term as is entitled the President-elect.
C. Treasurer
   1. Shall oversee and be responsible for the management of the financial affairs of the chapter.
2. Shall oversee the preparation of periodic financial reports for the Board.
3. Shall review financial affairs of the chapter as necessary with legal counsel and/or accountant.
4. Shall oversee the preparation of the annual budget and present it to the Board of Directors.
5. Shall be a member or consultant to any committee having to do with the Association's monies.
6. Shall be bonded through the Association.

D. Secretary
1. Shall be responsible for the accurate recording and transcribing of the minutes of all chapter and Board of Directors meetings.
2. Shall submit all minutes to the Board of Directors in accord with established procedure.

INSTRUCTIONS FOR ARTICLE VI: Chapters may choose to alter the number and functions of officers based on the needs of their chapter and the number of individuals available to fill the positions. More specific details of officers’ responsibilities should be described in chapter policies to avoid frequent Bylaws revisions.

Section 3. Terms Of Office
A. The President shall serve for a term of one year or until a successor has assumed office.
B. The President-elect shall serve for a term of one year or until a successor has assumed office.
C. The Secretary shall serve for a term of two years or until a successor has assumed office; and shall be elected in the odd-numbered years.
D. The Treasurer shall serve for a term of two years or until a successor has assumed office and shall be elected in the even-numbered years.
E. No officer or director shall serve more than two consecutive terms in the same office.
F. All terms of office shall begin at the first Board of Directors meeting of the calendar year.

Section 4. Qualifications
A. The President-elect shall have automatically succeeded to the presidency after having held the office of President-elect the preceding year.
B. The President-elect shall have served at least one year as a member of the chapter Board of Directors prior to assuming the office of President-elect.

Section 5. Vacancies
A. If any office with the exception of President-elect becomes vacant, it may:
   1. Remain vacant until the next election.
   2. Be filled by appointment by the Board of Directors for the unexpired term.
B. If the office of President-elect becomes vacant, it shall be filled by a special election of the membership.

Section 6. Removal
Any officer, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the chapter would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

INSTRUCTIONS FOR ARTICLE VI: The terms of offices can be individually altered to meet the needs of the Chapter.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. Composition
The Board of Directors shall consist of the four officers, the immediate Past President and no less than (insert number) and no more than (insert number) directors.
SECTION 2. TERMS
A. The directors shall serve a term of two years or until a successor has assumed office. They shall be elected on a rotating basis with no less than four and no more than six elected each year.
B. The immediate Past-President shall serve as a director for one year upon completion of the term of office of President.

Section 3. Duties
A. The Board of Directors shall be the governing body of the chapter and shall establish policy for conducting the business and management functions of the chapter.
B. The Board reviews committees and officers reports and makes recommendations concerning committee activities.
C. The Board authorizes the official acts of the elected officials and committees.
D. The Board approves the slate of candidates for the ballot.

Section 4. Meetings
A. Meetings shall be held a minimum of twice yearly, at the discretion of the board or upon the call of two or more of the directors.
B. Dates, notices, and agenda shall be according to the policy set by the Board of Directors.
C. A minimum of fourteen days notice shall be required prior to a Board of Directors meeting.
D. Two-thirds (2/3) of the Board of Directors shall constitute a quorum.

Section 5. Removal
Any officer, regardless of the manner of election or appointment, may be removed by the Board of Directors upon two-thirds (2/3) affirmative vote of the entire Board of Directors then in office, whenever, in its judgment, the best interests of the chapter would be served thereby. The officer, to be removed, shall be given notice of said meeting, at which a decision for removal is to be made and shall be given an opportunity to be heard prior to the final decision.

INSTRUCTIONS FOR ARTICLE VII: The composition of the Board and the number of people on the Board may be more or less. An odd number of directors is recommended to avoid ties in votes.

ARTICLE VIII – ELECTIONS

Section 1.
Elections shall be held annually prior to the beginning of the terms of office.

Section 2. Voting
A. Only Active members may vote.
B. Voting shall (may) be by mail ballot.
C. A majority vote shall elect when there are less than three candidates.
D. A plurality vote shall elect when there are three or more candidates.
E. Tie votes shall be broken by drawing lots.

Section 3. Tellers
A. A Tellers’ Committee shall be appointed annually from the membership-at-large by the president and approved by the board of directors.
B. Shall count the ballots in accord with established procedure approved by the board of directors.
C. Shall submit to the board of directors a written analysis of ballots cast and the number cast for each candidate.
D. Shall not be eligible to run for any office while serving on the Tellers’ Committee.

Section 4. Eligibility Of Candidates - General Qualifications
A. Shall be current Active member of APIC.
B. No Officer or Director may hold local and national office in the Association, simultaneously.

INSTRUCTIONS FOR ARTICLE VIII: The election process may be altered to fit chapter size, but Section 4. B. is MANDATORY as written and should not be changed.
ARTICLE IX – COMMITTEES

Section 1. Executive Committee
A. Shall consist of three members of the Board of Directors: the President, the President-elect, and one member elected by and from the current Board of Directors.
B. Shall make all necessary decisions between Board meetings to insure the continuous functioning of the chapter.

Section 2. Standing and Special Committees
Standing and special committees are appointed by the Board. The composition, terms, and duties of these committees shall be determined by the Board of Directors. Appointments shall be made on a year-by-year basis.

Section 3. Budget and Finance Committee
A. Shall be comprised of the President, President-elect, Treasurer and such other members as determined by the Board of Directors.
B. Shall be chaired by the Treasurer.

Section 4. Nominating Committee
A. Qualifications: To be eligible to serve on the Nominating Committee, an individual must meet those qualifications stated in Article VIII. Section 4, subsections A & B.
B. Composition and Duties
1. Shall consist of seven (7) members to be elected by the membership for a two-year term on a rotating basis with three members elected each even-numbered year and four members elected each odd-numbered year.
2. Shall not be eligible to run for any office while serving on the Nominating Committee.
3. Shall be headed by a chairperson appointed from the committee members and approved by the Board of Directors.
4. Shall solicit nominations representative of a multidisciplinary international organization.
5. Shall develop procedures for the conduction of elections and submit for Board approval.
6. Shall develop and submit a slate of candidates for the chapter ballot to the Board of Directors for approval.
7. Shall notify all nominees of their status regarding their candidacy.

INSTRUCTIONS FOR ARTICLE IX: The number of Nominating Committee members and its policies will vary depending upon the size of the chapter. Standing committees and their composition are up to the chapter.

ARTICLE X - OFFICIAL PUBLICATION
A. The official publication of the Association shall be the American Journal of Infection Control.
B. All members shall receive the American Journal of Infection Control.

INSTRUCTIONS FOR ARTICLE X: This section is MANDATORY as written and should not be changed.

ARTICLE XI - LIABILITY AND INDEMNIFICATION

Section 1. Limitation Of Liability
No officer or director shall be personally liable to the chapter or its members for monetary damages for breach of fiduciary duty as an officer or director not withstanding any provision of law imposing such liability, provided however, that this provision shall not eliminate the liability of an officer or director to the extent that such liability is imposed by applicable law, (i) for any breach of the officer’s or director’s duty of loyalty to the chapter or its members, (ii) for acts or omissions not in good faith which involve intentional misconduct or a knowing violation of law, or (iii) for any transaction from which there is improper personal benefit. This provision shall not eliminate the liability of an officer or director for any act or omission occurring prior to the date upon which this provision becomes effective. No amendment to nor repeal of this provision shall apply to or have any effect on the liability or alleged liability of any officer or director for or with respect to any acts or omissions of such officer or director occurring prior to such amendment or repeal.
Section 2. Indemnification

The chapter may, in the sole discretion of the Board of Directors, indemnify in whole or in part any person (and his heirs, executors, administrators, or other legal representatives) who is or shall have been an officer or director of the chapter or any person who is serving or shall have served at the request of the chapter against all liabilities and expenses (including judgments, fines, penalties, and attorney’s fees and all amounts paid, other than to the chapter, in compromise or settlement) reasonably incurred by any such officer, director, or person who may be a party defendant or with which he may be threatened or otherwise involved, directly or indirectly, by reason of his having or having been an officer or director of the chapter or such other chapter, except in relations to matters as to which any such officer, director, or person shall be finally adjudged, other than by consent, in such action, suit, or proceeding to have been liable for bad faith or misconduct in their performance of his duty as such officer or director.

INSTRUCTIONS FOR ARTICLE XI: This section is MANDATORY as written and should not be changed.

ARTICLE XII - PARLIAMENTARY AUTHORITY

The parliamentary writings of General Henry M. Roberts, Roberts Rules of Order, most recently revised, govern the association in all cases not covered by these bylaws.

INSTRUCTIONS FOR ARTICLE XII: This section is MANDATORY as written and should not be changed.

ARTICLE XIII - AMENDMENTS

Section 1. Process

These bylaws may be amended upon two-thirds (2/3) vote of those Active Members present at a meeting of the membership, provided that such proposed amendments have been presented, in writing, to the voting membership at least thirty (30) days prior to the vote.

Section 2. Approval

Amendments approved by the voting membership shall not become final until they have been submitted to the APIC Senior Manager of Component Relations, who will then seek final approval from APIC’s legal counsel. The Senior Manager of Component Relations shall notify the local chapter of approval or non-approval. Approved bylaws (original copy) shall be sent to APIC Headquarters for inclusion in the local chapter’s permanent file.

INSTRUCTIONS FOR ARTICLE XIII: This section is MANDATORY as written and should not be changed.

ARTICLE XIV - FINANCIAL OPERATIONS

The chapter shall keep accurate and complete books and records of its accounts, meetings, and proceedings of the organization. There may be an annual audit of the books and accounts of the chapter in such a manner as directed by the board of directors of APIC. The Treasurer shall submit necessary documentation as required by APIC.

INSTRUCTIONS FOR ARTICLE XIV: This section is MANDATORY as written and should not be changed.

ARTICLE XV - DISSOLUTION OF THE ORGANIZATION

In the event of dissolution, the Board of Directors, after payment or making provision for the payment of all liabilities, shall dispose of all the assets of the chapter by distributing the assets to the said organization known as the Association for Professionals in Infection Control and Epidemiology, Inc. (APIC), as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute.

INSTRUCTIONS FOR ARTICLE XV: This section is MANDATORY as written and should not be changed.
NOMINATING & AWARDS COMMITTEE

TOOLS AND RESOURCES
APIC Award and Scholarship Information

Please contact APIC HQ or go to [www.apic.org/awards](http://www.apic.org/awards) for additional information on the awards listed below.

**APIC Chapter Excellence Awards**

APIC is pleased to announce the Chapter Excellence Awards. The award recognizes and rewards chapters that support APIC’s mission by advancing the goals of the organization’s strategic plan. An award will be given in each of the following categories, which correlate with the strategic plan:

- Member Support and Organizational Excellence
- Clinical and Professional Practice
- Education, Communication, and Information Resources
- Strategic Alliances
- Research
- Worldwide Activities

**Award**

$500 in APIC products of your choice for each award category. We encourage all APIC chapters to submit information on chapter activities and projects that pertain to the six categories above.

**Chapter Leadership Award**

**Purpose:** To provide an opportunity for chapters to recognize one of their members at the Annual Educational Conference and International Meeting.

**Award:** Recipients receive chapter leader ribbon, certificate, and recognition during awards ceremony at APIC Annual Conference.

**Selection Criteria:** Selection criteria are left to the chapter board of directors. However, the Nominating and Awards Committee suggested the following:

- Chapter member for at least two years
- Served as an officer; on the board of directors, as a committee chair or member
- Serves as a mentor
- Participates in community activities

**Carole DeMille Achievement Award**

**Purpose:** Carole DeMille was a pioneer in the development of the role of the infection control professional. A founder of APIC, Carole served as its president and board chair, as well as the initiator of the APIC-New England Chapter. She became an internationally recognized authority in the developing field of hospital infection control. Her contributions to the field of infection control and to improved patient care will live far beyond her death in 1979. Carole was known for her reverence of the past, vision of the future, and optimistic approach to present day realities. Many adjectives have been used to describe Carole, e.g., creative, charismatic, friendly, tireless and finally as one who stood firmly behind her ideals. It is in her honor, and to perpetuate her ideals, that this award was established in 1980.

**Award:** The recipient receives a commemorative plaque and $1,000.
Distinguished Service Award in honor of Pat Lynch

**Purpose:** The APIC Distinguished Service Award is presented to a member of APIC in recognition of outstanding professional contributions in a volunteer capacity at the national level. Recipients of this award will be selected based upon their commitment to furthering the goals of APIC, their ability to inspire commitment from others and the significance of their contributions to the membership of APIC and its various audiences.

**Award:** The recipient will receive a commemorative item, registration and travel expenses (up to $1,000) to the APIC Annual Educational Conference where the award is presented.

**Selection Criteria:** The following criteria represent the qualities that demonstrate the nominee’s dedication and commitment to APIC. Nominees will be evaluated based on the following characteristics: Leadership, Collegially, Service/Productivity and Mentorship.

Heroes of Infection Prevention

**Purpose:** In 2005, APIC established the Heroes of Infection Prevention Award to celebrate the accomplishments of our “unsung heroes on the frontline” of infection prevention. The award recognizes APIC members and groups who have work tirelessly to reduce infection, raise awareness, and improve the health and well-being of patients, healthcare workers and the public.

**Award:** Recipients of the Heroes Award receive complimentary registration to the APIC Annual Conference and are featured throughout the year on APIC.org and in Prevention Strategist and e-News.

**Candidate Requirements:**
1. Be an APIC member in good standing the year of the nomination and the award
2. Be currently responsible for infection prevention and control activities
3. Have demonstrated a significant impact in any one or more of the following areas:
   • Process and Systems Improvement
   • Program Development
   • Advocacy and Influence
   • Education
   • Patient Safety
   • Cost Savings
4. Must not be a current member of the Nominating and Awards Committee or the APIC Board of Directors

**Selection Criteria:**
1. Sustainability of the program, process or activity
2. Quantitative proof of success of program, process or activity
3. Diversity of award winners to cover a broad spectrum in the infection prevention and control profession in the following ways:
   • Geographic location to representing all regions of the United States and our international membership
   • Practice setting
   • Specialty area
   • Length of time and experience in the profession to include both seasoned and new professionals
   • Program reach to include both setting-wide and targeted, facility-based and community-wide impact.
4. Source of nomination
5. Adequately detailed information and completeness of response on which to base judgment

Elaine Larson Lectureship

**Purpose:** To honor an individual best able to present a lecture on the state of the science of infection control and/or epidemiology in the area for which he/she is a major contributor over a lifetime of pursuit.

**Award:** A $500 honorarium, airfare to conference, two-day per diem, waiver of conference registration fee, and a plaque.
Selection Criteria:

1. A recognized expert who has created, delivered, or promoted an infection control and epidemiology service that has influenced public perception, attitudes and awareness.
2. Evidence of outstanding and significant contribution, demonstrating excellence toward the science of infection control and epidemiology research, education, administration or clinical practice.
3. Reputation for giving a dynamic presentation.

Selection:

The Annual Conference Committee selects the recipient of this award. For more information or to make a recommendation, please contact education@apic.org.

Healthcare Administrator Award

Purpose: Organizations experience extraordinary success in achieving their patient safety goals due to the cooperation of executive leadership and collaboration at all levels. Over the past several years organizational collaboration between the C-suite and the infection preventionists and/or the infection prevention department has increased. As healthcare organizations focus their financial and human resources to eliminate healthcare associated infections, collaboration and innovation among administrators and executives become essential. APIC recognizes the pivotal role these individuals play in establishing an organizational culture that enables and supports infection prevention efforts in their facility.

Successful organizations celebrate positive contributions and results. The APIC Healthcare Administrator Award has been created to recognize and celebrate the efforts of administrators and/or physicians who champion infection prevention efforts within their organization.

The 1st annual Healthcare Administrator Awardee was announced during International Infection Prevention and Control Week, October 18-24, 2009.

Award: Commemorative plaque, $1,000 in APIC products and services, invitation to participate in APIC’s International Infection Prevention Week Press Conference, including travel to Washington, DC

Candidate Requirements: The candidate must be a member of the healthcare organization’s executive team (CEO, COO, CFO, CNO, CMO, etc.) who has demonstrated significant and sustained support of the organization’s infection prevention and control team. The results of this ongoing support include evidence documenting:

1. Process by which leadership made infection prevention an organizational priority;
2. Substantial support of the infection prevention program through the provision of resources to achieve organizational goals to target zero (or eliminate) healthcare associated infections for at least three years;
3. Reduction in one or more healthcare associated infections in one or more areas of the facility.

Criteria for Selection:

The nomination for this award consists of:

• Nomination letter describing why the nominee should be considered for this prestigious award
• Two letters of support from persons who work with the candidate in promoting the organization’s infection prevention and control agenda

The nomination letter and letters of support must include:

• Quantitative evidence of reduced HAIs in one or more areas of the organization
• Evidence of continuous administrative support to sustain the improvement
• Description of the leadership strategies implemented to achieve HAI reduction

*Either the nominator or reference letter must be submitted by the facility’s infection preventionist.*

For information on all other APIC awards, visit the web site at http://www.apic.org/Member-Services/Awards.
TOOLS AND RESOURCES
FOR ALL COMMITTEES
SAMPLE: Committee Report Form

Report to the APIC XXX Chapter Board of Directors

Committee Name:
Report Date:

Person Completing Report:

For the Period:

Chair:
Co-Chair:
Committee members:

The Committee is addressing the following goals established by APIC XXXXX Chapter:

<table>
<thead>
<tr>
<th>Initiative or Project Description</th>
<th>Lead Person(s)</th>
<th>Objective/Deliverable</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Accomplishments; Barriers; Needs; Celebrations; Action Items, etc.] <em>add new information as year progresses</em></td>
</tr>
</tbody>
</table>


SAMPLE: Committee Chair Position Description

Committee Chair Job Description

The following description was adapted from materials from BoardSource. Note that materials apply to both for-profit and nonprofit unless otherwise noted.

1. Is a member of the Board
2. Sets tone for the committee work.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the logistics of committee's operations.
5. Reports to the Board’s Chair.
6. Reports to the full Board on committee's decisions/recommendations.
7. Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
8. Initiates and leads the committee's annual evaluation.
SAMPLE: Committee Member Position Description

Committee Member Job Description

1. Learns committee goals and mission statement.
2. Makes a serious commitment to participate actively in committee work.
3. Regularly participates in committee conference calls, and attends important related meetings.
4. Attends chapter and committee meetings when possible.
5. Seeks guidance from committee chair when needed.
6. Requests the information needed to do their jobs from committee chair.
7. Maintains active communications with committee chair.
8. Reports to the committee chair.
9. Desirable qualities:
   a. Willingness to serve.
   b. Organizational skills.
   c. Objective knowledge of issues.
   d. Commitment to spend time regularly.
   e. Meets deadlines.
1. **Committee Meetings**

Committee meetings are called at the request of the committee chair. Committee members should be sent notice at least ten days before the meeting. A majority of committee members must be present at each meeting in order to conduct business.

The committee chair is responsible for planning and coordinating each committee meeting and preparing the minutes of each meeting unless such responsibility is delegated to a secretary of the committee. The Program Planning Committee Chair can be consulted for assistance in planning the meeting.

Any motion approved by a committee that may have a financial impact on the chapter must be referred to the board of directors for final approval.

2. **Parliamentary Procedure**

Parliamentary Procedure suggests to them they purchase *Parliamentary Procedure at a glance* (Jones and Fess) easy to follow and simple language. About 15 bucks.

Business should be conducted at all meetings according to the current version of *Robert’s Rules of Order Newly Revised*. The President and each committee chair should obtain a copy of these rules.

Basically, the President (in the case of Membership, Board of Directors and Executive Committee) and the committee chairs will preside over all business of their respective meetings. All recommendations for action must be presented in the form of motions with business being conducted in the following fashion:

1. Motion introduced
2. Motion seconded
3. Motion discussed
4. Amendments offered, if any
5. Amendments seconded
6. Amendments discussed
7. Amendments voted upon for approval/disapproval
8. Motion voted upon for approval/disapproval

A motion must be approved by a majority of members present provided the quorum requirement is met.
**SAMPLE: Committee Activity Grid**

**Instructions:** Healthy and highly functioning committees exist when there are irresistible opportunities for involvement for all. Use this grid to create a menu of activities that will allow willing volunteers to regularly engage with and participate in your committee.

<table>
<thead>
<tr>
<th>Time/Frequency</th>
<th>Once</th>
<th>Monthly</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 hour</td>
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<td></td>
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<tr>
<td>2 hours</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Multiple hours</td>
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