

Association for Professionals in Infection Control and Epidemiology, Inc.

# ***New Members Welcome and Chapter Resources Guide 2024***





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## About APIC

The Association for Professionals in Infection Control and Epidemiology (APIC) stands as the leading professional association for infection preventionists (IPs), boasting over 15,000 members. Established in 1972, APIC was created to address the need for an organized, systematic approach to controlling infections acquired during hospitalization. The organization is dedicated to advancing the science and practice of infection prevention and control.

APIC pursues its mission through various avenues, including education, research, collaboration, practice guidance, and credentialing. The association publishes magazines, journals, articles, and case studies. Headquartered in Washington, D.C., APIC is comprised of 111 U.S.-based regional chapters and three international ones. Additionally, APIC has fifteen topic-specific sections or interest groups that members can join, allowing for the exchange of focused information and ideas between IPs in a variety of specialized fields.

APIC members are nurses, physicians, public health professionals, epidemiologists, microbiologists, or medical technologists, who:

- ♦ Collect, analyze, and interpret health data to track infection trends, plan interventions, measure success, and report data to public health agencies.
- ♦ Establish scientifically based infection prevention practices and collaborate with the healthcare team to assure implementation.
- ♦ Work diligently to prevent healthcare-associated infections (HAIs) by isolating sources of infections and limiting their transmission.
- ♦ Educate healthcare personnel and the public about infectious diseases and effective prevention measures.

Many IPs are employed within healthcare institutions and serve in diverse roles that include educators, researchers, consultants, and clinical scientists. While the majority of APIC members are affiliated with acute care settings, an increasing number practice in ambulatory and outpatient services, directing programs to protect patients and personnel from HAIs. Many members are actively involved in long-term care, home care, and other practice settings where nurses and other healthcare personnel are increasingly responsible for infection prevention and control practices.



**National APIC's Vision:** A safer world through the prevention of infection

**National APIC's Mission:** To advance the science and practice of infection prevention and control.

**APIC Greater NY Chapter Vision:** To be recognized for innovation and excellence in promoting Infection Prevention and Control practices within the facilities represented by our membership.

**APIC Greater NY Chapter Mission:** To enhance the health and safety of patients/residents, employees, and the greater NYC community by serving as the premier association that evaluates, disseminates, and implements science-based strategies dedicated to the prevention and control of healthcare-associated infections.

**Welcome APIC Greater NY Chapter 13 Members**



APIC Greater New York Chapter 13 would like to extend a warm welcome to you as a chapter member. Your experience in our chapter will be an educational and collegial one. You will have many opportunities to network with other professionals representing a variety of facilities and expertise in infection prevention and control within the New York City metropolitan area.

As an APIC member, you gain access to many benefits:

- Connect with the largest network of infection preventionists for valuable insights and educational resources to assist you in developing effective infection prevention programs.
- Enjoy a subscription to the American Journal of Infection Control (AJIC), providing online access current and past issues of this journal.
- Network with colleagues, both online and in-person.
- Access professional development resources to expand your expertise and advance your career at [www.apicnyc.org](http://www.apicnyc.org).
- Explore leadership opportunities, both within the Greater NY chapter and at the national level.

Our meetings are held virtually once per month, 2:00 PM to 4:00 PM (except July/August). Details of these meetings, including agendas, minutes, and special announcements, are included in your monthly calendar invitations.

These monthly meetings feature presentations by qualified speakers on current topics in our profession, often tailored to the educational needs expressed by members in the annual survey and throughout the year. We include a brief journal club session with relevant publications at the beginning of each meeting.

Our business meetings cover officer reports, old and new business. Each meeting concludes with an *Infection Control Moment* where a member relates a vignette that encourages our novice members to ask questions, and our experienced infection preventionists to respond with advice and allows them to share their expertise.

We strongly encourage your attendance at these meetings to maximize the benefits of your chapter membership. Should you have any queries or require assistance, please feel free to reach out.

Sincerely,

Sue Stone, MPH BSN RN CIC

Membership Chair 2024 APIC Greater NY Chapter 13

[Membership@apicgny.org](mailto:Membership@apicgny.org)



## **APIC Greater NY Chapter 13 Leadership and Governance**

APIC Greater NY operates under its Bylaws and Code of Conduct for chapter leaders, each of which is available on our chapter website.

APIC Greater NY Chapter 13 is governed by an elected board including four officers, four directors and the immediate past-president, and a team of appointed committee chairs. Our leadership team is made up of chapter members who are elected or selected to serve as leaders for a specified period. We strongly encourage all chapter members to seek opportunities to join the chapter leadership team.

### **Current Chapter Leaders – 2024**

#### **Officers**

President (2024) – Diana Yacoub, MPA BSN RN CIC CPHQ  
President-Elect (2024) – Marie Moss, MPH RN BSN CIC CPHQ FAPIC  
Secretary (2023 - 2024) – Leah Shayer, MPH CIC  
Treasurer (2024 - 2025) – Ella Berroya, MBA MSN RN CIC  
Past President (2023) – Talia Lefkowitz, BSN RN CIC  
Director (2023 - 2024) – Karen Brody, MSN RN GERO-BC CIC  
Director (2023 - 2024) – Alexandra Prorock Grizas, MPH CIC  
Director (2024 - 2025) – Kinta Alexander, DrPH MS MPH CIC  
Director (2024 - 2025) – Briana Episcopia, MPH RN CIC

#### **Committee Chairpersons**

Education Program (2024) - Marie Moss, MPH RN BSN CIC CPHQ FAPIC  
Membership (2024-2025) – Sue Stone, MPH BSN RN CIC  
Nominating (2024-2025) – Mary Ann Caruana, BSN RN CIC  
Bylaws (2024-2025) – Sheron Wilson, MPH RN CIC  
Ambulatory Care (2024-2025) – Faith Skeete, MSN RN CIC FAPIC  
Governmental Affairs (2024-2025) – Ranekka Dean, PhD RN CIC FAPIC  
Conference & Resource (2024-2025) – Marisa M. Robles, BSN RN CIC  
Special Projects (2023-2024) – Barbara Smith MPA BSN RN CIC FAPIC  
Community Service & Engagement (2024-2025) – Arsenia Golfo, MSN RN CIC  
Webmaster (2024-2025) – Holly Kassner, MPH CIC  
Social Media (2024-2025) – Ashley Crawford-Martinez, BS MIRC  
Networking (2024-2025) – Peachy T. Josue, BSN RN CIC



## Brief Chapter Leadership Role Descriptions

### **Role Description:** [President](#)

Selected by: Ballot

Term of Office: One year

Primary Function: The President is the official representative and administrative officer of APIC Greater New York Chapter 13. The president sets meeting agendas and runs meetings, directs the planning and operations of chapter conferences, and appoints committees and committee chairs, in accordance with chapter bylaws.

### **Role Description:** [President-Elect](#)

Selected by: Ballot

Term of Office: One year

Primary Function: Under the direction of the president, coordinates and oversees activities of the standing committees, and performs other duties as delegated by the president, including serving as the chair of the educational committee. Works closely with the president to become familiar with and knowledgeable of the duties and obligations of the president. Functions in place of the president when the president is not available to attend and lead meetings. Becomes chapter president for the year following the term of president-elect.

### **Role Description:** [Recording Secretary](#)

Selected by: Ballot

Term of Office: Two years

Primary Function: Responsible for accurate record keeping for the chapter, including the recording, transcribing, and distribution of minutes of all official meetings of the chapter and the maintenance of chapter correspondence, reports, records, and archives in a permanent file. Works closely with the chapter president, president-elect, and webmaster to promote timely and consistent dissemination of chapter information.

### **Role Description:** [Treasurer](#)

Selected by: Ballot

Term of Office: Two years

Primary Function: Responsible for accurate financial record keeping for the chapter. The duties include the following: management of all sources of income and disbursement; preparation and timely submission of

financial reports, including submission of required tax forms for the chapter; continuous supervision of the chapter's financial status; and participation in all financial decision-making through active Board membership. The treasurer is bonded through National APIC.

***Role Description:*** **Immediate Past President**

**Selected by:** The president transitions to the role of immediate past president in the following year, serving in a director capacity.

**Term of Office:** One year

**Primary Function:** Serves as an advisor to the chapter president and board of directors in the execution of all business by virtue of experience as president. Advises on past chapter practices and operations in accordance with the chapter bylaws. Upon request, assists in special projects decided by the board. Is a full voting member of the chapter's elected leadership team.

***Role Description:*** **Board of Directors**

**Selected by:** Ballot

**Term of Office:** Two years

**Primary Function:** As the governing body, sets policy and provides oversight for conducting the business and functions of APIC Greater NY Chapter 13. Directs the strategic planning for the chapter. Works on projects or other assignments, as directed by the chapter president or the Board.

***Role Description:*** **Education Chairperson**

**Selected by:** Appointment by Chapter Officers and Board of Directors

**Term of Office:** One year

**Primary Function:** Responsible for overseeing and organizing educational initiatives, ensuring the delivery of relevant and impactful content to members. Plays a crucial role in enhancing the knowledge and professional development of the membership.

***Role Description:*** **Membership Chairperson**

**Selected by:** Appointment by Chapter Officers and Board of Directors

**Term of Office:** Two years

**Primary Function:** Responsible for membership recruitment and retention. Works with the chapter secretary to report activities.

***Role Description:*** **Nominating Chairperson**

**Selected by:** Appointment by Chapter Officers and Board of Directors

**Term of Office:** Two years

**Primary Function:** Responsible for recruiting members to become active in the leadership of the chapter. Works with the chapter board, particularly the chapter secretary, to prepare and receive the Willingness to Serve documents and the chapter ballots. Collects and tallies ballots and reports results of the chapter election to the chapter leadership.

**Role Description:** [By-Laws Chairperson](#)

**Selected by:** Appointment by Chapter Officers and Board of Directors  
**Term of Office:** Two years  
**Primary Function:** Performs a review of the chapter by-laws at least annually to assure National APIC by-laws are being followed. Always confirms that the chapter functions within the national and chapter by-laws. Prepares updates to the chapter by-laws as needed for approval by the chapter officers and the Board at the chapter's business meeting.

**Role Description:** [Ambulatory Chairperson](#)

**Selected by:** Appointment by Chapter Officers and Board of Directors  
**Term of Office:** Two years  
**Primary Function:** Serves as the advocate for Ambulatory Care IPs and Ambulatory Care IP issues to the chapter leadership team and the chapter membership. Promotes chapter membership and involvement of Ambulatory Care IPs. Functions as a subject matter expert on Ambulatory Care infection prevention and control.

**Role Description:** [Governmental Affairs Chairperson](#)

**Selected by:** Appointment by Chapter Officers and Board of Directors  
**Term of Office:** Two years  
**Primary Function:** Serves as the link between APIC Greater New York Chapter 13 and the national APIC Governmental Affairs Committee. Coordinates the various government affairs activities of the chapter. Keeps the board and membership updated on legislation that has an impact on infection prevention and control practices.

**Role Description:** [Conference Resource Chairperson](#)

**Selected by:** Appointment by Chapter Officers and Board of Directors  
**Term of Office:** Two years  
**Primary Function:** Coordinates conferences and obtains vendors/resources. Ensures the seamless execution of this event and provides members with access to relevant information for professional growth. Maintains a list of the vendors for future reference.

**Role Description:** [Special Projects Chairperson](#)

Selected by: Appointment by Chapter Officers and Board of Directors  
Term of Office: Two years  
Primary Function: Assists the chapter leadership team with special activities or projects, including recognition of retiring members and/or to members facing special challenges.

**Role Description:** [Community Service & Engagement Chairperson](#)

Selected by: Appointment by Chapter Officers and Board of Directors  
Term of Office: Two years  
Primary Function: Serves in initiatives aimed at organizing and coordinating volunteer activities and outreach programs, actively engaging committee members in contributing to and supporting the local community.

**Role Description:** [Webmaster Chairperson](#)

Selected by: Appointment by Chapter Officers and Board of Directors  
Term of Office: Two years  
Primary Function: Serves in the maintenance and optimization of the organization's website, ensuring a user-friendly experience, timely updates, and effective communication of information to members and the public.

**Role Description:** [Social Media Chairperson](#)

Selected by: Appointment by Chapter Officers and Board of Directors  
Term of Office: Two years  
Primary Function: Serves in the development and execution of the organization's online presence, strategically managing social media platforms to enhance visibility, promote events, and maintain a positive online community.

**Role Description:** [Networking Chairperson](#)

Selected by: Appointment by Chapter Officers and Board of Directors  
Term of Office: Two years  
Primary Function: Serves a pivotal role in fostering connections and relationships among committee members and external stakeholders, facilitating the exchange of ideas, resources, and opportunities within the network.

## **Detailed Chapter Leadership Job Descriptions**

### **Role: President**

#### **Appointment**

- Election through a written ballot by the membership

#### **Eligibility Criteria**

- Membership in APIC Greater NY Chapter 13 for at least one year; one year of service as an officer on the Board

#### **Term of Office**

- One year as President-Elect, one year as President, and one year as Immediate Past President

#### **Primary Function**

- The President is the official representative and administrative officer of the APIC Greater NY Chapter 13.

#### **Responsibilities**

- Serves as part of the chapter's executive leadership board
- Is directly responsible to the Board of Directors for the administration of the organization
- Delegates committee activities and appoints members to committees, as necessary, with Board approval
- Presides at all Chapter Board and business meetings
- Is the principal spokesperson for the Chapter
- Mentors and prepares the President-Elect to become chapter president
- Fulfills all standard duties and wields the usual powers inherent to the position, alongside potentially being assigned further responsibilities, and is granted additional authority as deemed necessary by the Board of Directors
- Represents the Chapter at the National APIC Educational Conference
- Represents APIC Greater NY Chapter 13 at other APIC events and at meetings of other professional organizations and governmental agencies.
- Appoints and terminates special committees, as necessary
- Serves as chairperson of the Executive Committee
- Communicates regularly by phone or mail with the members of the Board of Directors and Committee Chairpersons
- Recognizes and thanks speakers who present at chapter meetings
- Co-leads and delegates as appropriate, the planning of chapter educational conferences
- Prepares agendas for Board and Business meetings
- Represents chapter at quarterly NYSACC meetings
- Serves one year on the Board as Past President

### **Specific Duties**

- Ensures 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:
  - Report of Chapter Officers and Committee Chairs within 14 days of election of officers to national APIC as required by APIC
  - Annual Report (January 31)
  - Notifying national APIC office of any changes to the chapter dues by the deadline set by national APIC
- Prepares and reviews the agenda in advance
- Holds regular Board meetings to:
  - Establish chapter goals and objectives for the year
  - Review committee assignments and progress
  - Formulate policies by which the chapter will function
  - Prepare an agenda for the chapter business meeting

### **Role: President-Elect**

#### **Appointment**

- Election through a written ballot by the membership

#### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year; one year of service as an officer on the Board.

#### **Term of Office**

- One year as President-Elect, one year as president, and one year as Immediate Past President

#### **Primary Function**

- Under the President's guidance, coordinates and oversees standing committee activities, performs delegated duties, becomes familiar with the President's responsibilities, receives mentorship and training from the current President, and collaborates closely in preparation for assuming the role the following year

#### **Responsibilities**

- Serves as part of the chapter's executive leadership board
- Be prepared to assume the office of the President, in the absence or incapacity of the President
- Fill the office of the President, should that office become vacant, with the title of President-Designee and subsequently fill the office of president for the regular term as is entitled by first being the President-Elect
- Rotate to the office of the President after term in office has been served
- Serve as the parliamentarian
- Perform such duties as may be delegated by the president

- Assists the board and the chapter president with other duties, as needed
- Attends board meetings as a full voting member of the board
- ❖ **Preside at meetings without previous notice when:**
  1. The President is unable to attend a scheduled meeting
  2. The President relinquishes the chair to speak to an issue
  3. A personal motion is made about the President
  4. The official time of the meeting has come, a quorum is present, and the President has not arrived. After 10 minutes lapses, the President-Elect will open the meeting and conduct the meeting, relinquishing the chair to the arriving President when the pending item of business has been disposed
  5. Coordinates and oversees educational activities as Education Program Chairperson (if not assigned)
  6. Attends quarterly NYSACC meetings in Albany and presents information addressed back to the chapter membership at the chapter meeting following NYSACC meeting
  7. Coordinates educational programs at monthly chapter meetings
    - Prepare and submit a plan and budget for the program to the Board of Directors for review and approval
    - Secure place and equipment for any seminars or programs
    - Secure speakers for the planned programs
    - Prepare program announcements and mailings
    - Obtain all necessary food, supplies and handouts for the program

## **Role: Recording Secretary**

### **Appointment**

- Election through a written ballot by the membership

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Responsibility for accurate record keeping for the Chapter. The duties include: the recording, transcribing, and distribution of minutes of all official meetings of the chapter; and the maintenance of chapter correspondence, reports, records, and archives in a permanent file.

### **Responsibilities**

- Serves as a member of the chapter's executive leadership board
- Takes the minutes of all Board and chapter meetings
- Maintains original minutes of all meetings

- Records the review of the minutes of previous meetings and documents amendments or corrections, as appropriate
- Receives and maintains all committee reports
- Maintains the chapter documents and keeps on hand an ample supply of all necessary forms and distributes them, as required
- The purpose of keeping minutes is to compile the history of the organization's activities and accomplishments
- The items pertinent to the minutes are those acts that are accomplished by the assembly and not a verbatim record of who said what
- The secretary shall not include personal opinions or comments in the minutes
- The minutes shall contain:
  - The kind of meeting: regular, Board, special, etc.
  - Name of the organization
  - Date, time, and place of the meeting
  - Whether the regular presiding officer and secretary were present or, in their absence, the names of their substitutes.
  - Name of those present (may be generated/ saved by remote platform- WebEx/Teams/Zoom)
  - A statement that the minutes of the previous meeting were approved, corrected, or their reading dispensed with
  - All main motions, motions to bring a question again before the group, except those withdrawn; notation as to whether motion adopted or defeated
  - Balance in the Treasury
  - Time of adjournment
  - Board minutes shall contain all the above, as well as the names of those present
- Distributes minutes of Board meetings to all members of the Board of Directors and Committee Chairs
- Distributes all regular meeting minutes to the all-chapter members
- Distributes meeting announcements/agenda within 5 days of meeting
- Distributes material to Webmaster Chairperson as required for posting on the chapter's webpage
- Keeps an email list of the membership up to date using APIC National office records, updating the email roster list at least quarterly, and as new members are identified
- Assists the board and the chapter president with other duties, as needed
- Attends board meetings as a full voting member of the board

## **Role: Treasurer**

### **Appointment**

- Election through a written ballot by the membership

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Responsible for accurate financial record keeping for the chapter. The duties include: the management of all sources of income and disbursements, preparation of the annual budget, continuous supervision of the chapter's financial status, and participation in all financial decision-making through active participation in board meetings and business.
- Is bonded through the national APIC office

### **Responsibilities**

- Serves as part of the chapter's executive leadership board
- Is the custodian of all funds; receives and disburses funds as authorized
- Records and preserves all financial records of the chapter in a permanent file
- Recommends policies regarding finances
- Prepares the annual budget and submits it to the board of directors for consideration and adoption end of the first quarter of the year
- Reports to the Board on the expenditure of funds
- Opens and closes any accounts with approval by the executive board (president, president-elect, secretary, elected director board members)
- Is informed about all chapter issues and projects which will involve financial resources
- Submits records for audit as requested
- Prepares and submits quarterly reports to national office per current Chapter Treasurer Manual schedule and processes established by the national APIC office
- Reviews financial affairs of the chapter as necessary with legal counsel and/or accountant
- Acts as a member or consultant to any committee having to do with the chapter's financial resources

### **Specific Duties**

- Maintains a copy of the chapter's charter, bylaws, and tax ID number
- Organizes files with five years of financial information, including budgets, financial reports, checkbooks, bank statements, canceled checks and receipts
- Establishes and maintains a checking and/or savings account
- Organizes the accounting system

- Manages the chapter's finances, including bank accounts
- Monitors financial results compared to budget, income compared to expense
- Works with officers and committees to develop new revenue sources
- Makes deposits in bank account, records source and amount in a receipts journal
- Reviews expense requests, writes checks and maintains all account records and statements
- Shares bank statements or other financial records of the chapter with the board, at the request of the chapter president, president-elect, secretary, or the elected director board members

#### **Disbursement Journal**

- Maintains bank account balances and reconciles bank statements
- Prepares quarterly and annual income and expense statements
- Prepares quarterly and annual balance sheets
- Presents financial reports to the chapter president, executive committee, board, committee chairs and membership, as needed
- Forwards financial reports to the national APIC office as needed
- Requests budgets from chapter officers and committees
- Develops the next year's budget with chapter officers and committee chairs
- Manages the budget approval process
- Assists the board and the chapter president with other duties, as needed
- Attends board meetings as a full voting member of the board

### **Role: Immediate Past President**

#### **Appointment**

- Election through a written ballot by the membership, as president-elect for one year, chapter president for one year, and finally as immediate past president in the third and final year of the role.

#### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year; one year of service as an officer on the board

#### **Term of Office**

- One year as President-Elect, one year as president, and one year as Immediate Past President

#### **Primary Function**

- Serves as an advisor to the chapter president and president elect. Also serves as an advisor to the entire leadership team

#### **Responsibilities**

- Serves as a member of the chapter's executive leadership board

- Assumes the office of the President in the absence or incapacity of the President or president-elect.
- Assists the board and the chapter president with other duties as needed
- Attends board meetings as a full voting member of the board

## **Role: Board of Directors**

### **Appointment**

- Election through a written ballot by the membership

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- The Board of Directors is the governing body which establishes policy for conducting the business and management functions of APIC Greater NY Chapter 13

### **Responsibilities**

- Serves as part of the chapter's executive leadership board
- Together with the President, President-Elect, and other elected and appointed officers (Executive Committee), solicits input from the membership to develop and implement short-term and strategic plans for the chapter
- Approves appointment of committee members, committee activities, and committee reports
- Authorizes the official actions of elected officers
- Approves the slate of candidates for the ballot
- Approves changes in the chapter by-laws
- Serves as a liaison to national APIC and industry for the executive committee
- Act as an official representative of the chapter in the absence of the president or president-elect
- Mentors chapter members about chapter leadership and chapter participation
- Act as a resource for chapter activities and programs.
- Solicits educational programs for presentation at chapter meetings.
- Assists the president in developing and approving the annual report.

### **Specific Duties**

- Regularly attend board meetings, general membership meetings, and other meeting(s) called by the president
- Actively participates in approved programs, activities, and chapter projects
- Assists the board and the chapter president with other duties as needed
- Attends board meetings as a full voting member of the board

## **Role: Education Program Chairperson**

### **Appointment**

- Selected by the elected members of the chapter's leadership team or assigned to the President-Elect

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Oversees the development and implementation of educational programs and initiatives for chapter members that enhances the professional development and learning opportunities within the chapter community

### **Responsibilities**

- identifies topics and themes for educational programs, based on member feedback and industry trends
- Recruits' speakers and subject matter experts for membership meetings, the annual conference, workshops, and other educational events
- Coordinates logistics for educational programs, including venue selection, scheduling, and equipment set-up
- Coordinates with the webmaster, secretary, and social media chairperson to promote educational programming
- Collaborates with committee chairpersons to integrate educational initiatives into chapter activities
- Stays informed about relevant developments in infection prevention and control; Ensures that educational content remains relevant and current
- Prepares reports on educational program activities to present to the chapter leadership team
- Serves as a resource for members seeking information on professional development opportunities and resources

## **Role: Membership Committee Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Responsible for membership recruitment and retention. Works with the chapter secretary to report activities.

#### **Responsibilities**

- Promotes and sustains growth of the chapter through membership promotion and retention campaigns
- Maintains accurate records of membership
- Responsible for all correspondence related to membership
- Provides the chairperson of the nominating committee with a list of eligible voters for election
- Maintains communication with national membership chairperson
- Distributes this new member booklet to each new chapter member
- Gives a copy of this new member booklet to the chapter's webmaster to post on the chapter website
- Assists the board and the chapter president with other duties, as needed

### **Role: Nominating Committee Chairperson**

#### **Appointment**

- Selection by the elected members of the chapter's leadership team

#### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

#### **Term of Office**

- Two years

#### **Primary Function**

- Responsible for recruiting members to become active in the leadership of the chapter

#### **Responsibilities**

- Promotes and sustains growth of the chapter through the development and promotion of chapter leaders from the chapter's general membership
- Determines member eligibility requirements for leadership position candidacy
- Receives from the chapter secretary and/or membership chair a mid-year membership attendance roster to help determine which chapter members may be solicited to run for a leadership position
- Determines positions that are up for election at each annual election
- Prepares willingness-to-serve document and reviews the schedule for sending out to general membership with the Board
- Receives willingness to serve documents back from members who are interested in running for elected office
- Receives and reviews credentials, resume/CV, and personal statement from each candidate for elected office

- Prepares the ballot and related ballot resource materials, such as personal statements
- Coordinates with president and chapter secretary, as needed, the ballot distribution via email, postal mail, or secure online platform.
- Reports ballot totals and winners to the chapter president, board, and membership body upon completion of the electronic election
- Assists the board and the chapter president with other duties, as needed

## **Role: By-Laws Committee Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Responsible for maintaining the by-laws of APIC Greater NY Chapter 13, in alignment with the by-laws of the national APIC organization, and making sure they are reviewed periodically, as needed

### **Responsibilities**

- Reviews national APIC bylaws to determine updates that would need to be included in the by-laws of APIC Greater NY Chapter 13
- Reviews the by-laws of APIC Greater NY Chapter 13 at the direction of the executive leadership board
- Updates the by-laws for APIC Greater NY Chapter 13, in accordance with the by-laws of the national APIC organization
- Responsible for coordinating the local APIC Greater NY Chapter 13 by-law activities.
- Presents proposed updates to the by-laws of APIC Greater NY Chapter 13 to the Board for approval
- Provides the current by-laws to the chapter's webmaster for posting on the chapter's website
- Makes available the by-laws for APIC Greater NY Chapter 13 to members directly and via the chapter website
- Submits updated by-laws for APIC Greater NY Chapter 13 to the national by-laws committee
- Assists the board and the chapter president with other duties, as needed

## **Role: Ambulatory Care Committee Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Representing issues and concerns of IPs who work in ambulatory care settings to the chapter leadership team and membership

### **Responsibilities**

- Monitors professional trends and activities related to infection prevention and control practices in ambulatory care settings
- Brings ambulatory care IP issues to the chapter and advocates for ambulatory care IP educational needs
- Educates chapter membership about ambulatory care IP issues and trends
- Serves as a subject matter expert regarding the practice of infection prevention and control in ambulatory care settings
- Alerts the legislative chair of governmental issues affecting ambulatory care practice settings related to IPC
- Encourages IPs in ambulatory care settings to be active in the chapter
- Assists the Board and the chapter president with other duties, as needed

## **Role: Governmental Affairs Committee Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Serves as the major link between APIC Greater NY Chapter 13 and the National APIC Governmental Affairs committee and communicates important legislative information to the chapter leadership and membership

### **Responsibilities**

- Keeps the board and the general membership aware of the current political and regulatory issues that have a direct impact on the practice of infection prevention and control

- Works with chapter members and the national APIC Governmental Affairs committee (GAC) to influence federal and/or state policy that directly impacts the practice of infection control and provision of quality health care
- Attends quarterly NYSACC meetings
- Addresses legislative and/or regulatory issues, as directed by the chapter president and/or executive leadership board
- Interacts with policy makers on behalf of the chapter on issues related to infection prevention and control practice
- Distributes materials and information from the GAC to chapter members and recommend appropriate chapter action
- Mobilizes chapter members to respond to issues, when requested by the national APIC and/or the GAC, and provides follow-up to the GAC or the national APIC office, as requested
- Responds to legislative alerts, notices, take action documents, and other communications in a timely manner, or by the designated deadline
- Identifies and conveys chapter priority issues and actions to the GAC
- Attends, or arranges for a substitute to attend, the annual chapter leadership meeting held during the APIC Annual Educational Conference
- Assists the Board and the chapter president with other duties, as needed

## **Role: Conference Resource Committee Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Responsible for assisting chapter preparations for educational conferences, coordinating chapter resources to support a successful conference, particularly our relationship with corporate vendors and representatives.

### **Responsibilities**

- Assists with chapter conference planning and vendor coordination
- Coordinates solicitations of vendors for chapter educational conferences
- Works on-site during in-person conferences to manage vendor scheduling, setup and placement, check-in, and check-out
- Assists with other conference planning activities, as needed
- Assists the Board and the chapter president with other duties, as needed
- Assists with marketing and promoting the conference to increase attendance
- Collaborates with the Education program chairperson for speaker selection

- Works with the president and treasurer to determine and manage the conference budget
- Organizes pre-conference meetings or workshops for speakers
- Evaluates conference feedback and make recommendations for improvement
- Assists the president in leading the post-conference debrief meetings to review successes, challenges, and areas for improvement

## **Role: Special Projects Committee Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Assists the chapter board in fulfilling its oversight responsibilities by helping with special projects, on an as-needed basis

### **Responsibilities**

- Monitors professional trends and activities to identify best practices which may be of interest for the chapter to pursue as a special project
- Participates in the management of a short-term project selected by the chapter leadership team, on an as-needed basis
- Assists the board and the chapter president with other duties, as needed

## **Role: Community Service & Engagement Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Leads the chapter's efforts in community service initiatives and fosters positive relationships with the local community by promoting the chapter's commitment to social responsibility

### **Responsibilities**

- Identifies and prioritizes community service projects that are aligned with the chapter's mission and vision

- Coordinates volunteer opportunities and participation for chapter members in community service activities and the planning
- Organizes and executes community outreach events, such as health fairs, educational workshops, or awareness campaigns
- Develops and implements strategies to engage chapter members in community service efforts. Promotes volunteerism by the chapter membership
- Gathers feedback and evaluates the results from the community service initiatives
- Collaborates with other committee chairpersons to promote events
- Provides updates and reports on community service and engagement activities to the chapter leadership team

## **Role: Webmaster Committee Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Serves as the link between APIC Greater NY Chapter 13 and the chapter membership via the chapter website; maintains the chapter website, including software coding, content writing, updating, etc.

### **Responsibilities**

- Receives materials for the website from the chapter president, president-elect, secretary, or other chapter leaders for posting on the chapter's website
- Establishes and maintains the contract with the external web-hosting company to assure the continuous operation of the chapter website
- Writes content appropriate for chapter website; seeks out relevant material to add or to update, where appropriate
- Chooses the webpage layout and structure of the website to reflect the professional nature of the organization and communicate information clearly and concisely
- Coordinates website links from national APIC website pages, other organizations, and other APIC chapters and related organizations (e.g., NYSACC)
- Coordinates website link(s) with nearby chapters, where possible
- Updates website, at least monthly, with information regarding upcoming meetings, other announcements, and job postings

- Assists chapter members with accessing information from the website, as requested.
- Assists the chapter secretary, president, or president-elect with electronic mail communications for the chapter, as requested
- Assists the Board and the chapter president with other duties, as needed
- Promotes and shares chapter activities on the website

## **Role: Social Media Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Oversees the chapter's social media presence and strategy to enhance communication, engagement, and visibility on social media platforms to promote chapter activities, share relevant content, and enhance connections within the community

### **Responsibilities**

- Develops and implements a comprehensive social media strategy aligned with the chapter's goals and objectives
- Manages and maintains the chapter's social media accounts
- Creates and curates engaging content for social media posts, including event promotions, news updates, educational resources, and member highlights
- Monitors social media channels for interactions, comments and messages and responds, when it is appropriate to do so, promptly and professionally
- Coordinates with other committee chairpersons to gather content and information for social media posts and campaigns
- Provides regular reports and updates to the chapter leadership team

## **Role: Networking Chairperson**

### **Appointment**

- Selection by the elected members of the chapter's leadership team

### **Eligibility**

- Membership in APIC Greater NY Chapter 13 for at least one year

### **Term of Office**

- Two years

### **Primary Function**

- Facilitate networking opportunities for chapter members to connect, collaborate, and build professional relationships within the field of infection prevention and control by organizing events and initiatives that nurture meaningful interactions and knowledge exchange

**Responsibilities**

- Plans, coordinates, and promotes networking events or industry-specific gatherings to provide members with opportunities to network in-person
- Creates platforms for online networking, such as virtual forums, discussion groups, or social activities
- Identifies and invites guest speakers, experts or thought leaders to networking events to provide insights and stimulate discussions on relevant topics
- Collaborates with the secretary, webmaster, and social media chair to promote activities
- Gathers feedback from members to assess the effectiveness of networking activities and identify areas for improvement or new types of events
- Regularly reports on networking activities, engagement metrics and member feedback to the chapter leadership team