



Association for Professionals in  
Infection Control and Epidemiology, Inc.

Dallas - Fort Worth Region  
Chapter 005

# Operating Policies

Chartered May 6, 1976

[APICDFW.org](http://APICDFW.org)

**Revised December 11, 2025**

ASSOCIATION FOR PROFESSIONALS IN  
INFECTION CONTROL and EPIDEMIOLOGY, INC.  
DALLAS-FORT WORTH REGIONAL CHAPTER (005)

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## **VISION AND MISSION**

### **VISION**

A safer community through the prevention of infection.

### **MISSION**

To advance the science and practice of infection prevention and control.

## I. BOARD OF DIRECTORS

**ROLES:** 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.

**COMPOSITION:** Elected by the Membership

Immediate Past President (1 year)

President (1 year)

President-Elect (1 year)

Treasurer (2 years)

Treasurer-elect (1 year)

Secretary (2 years)

Board Member #1 (3 years)

Board Member #2 (3 years)

Board Member #3 (3 years)

Board Member #4 (3 years)

### **DUTIES AND RESPONSIBILITIES:**

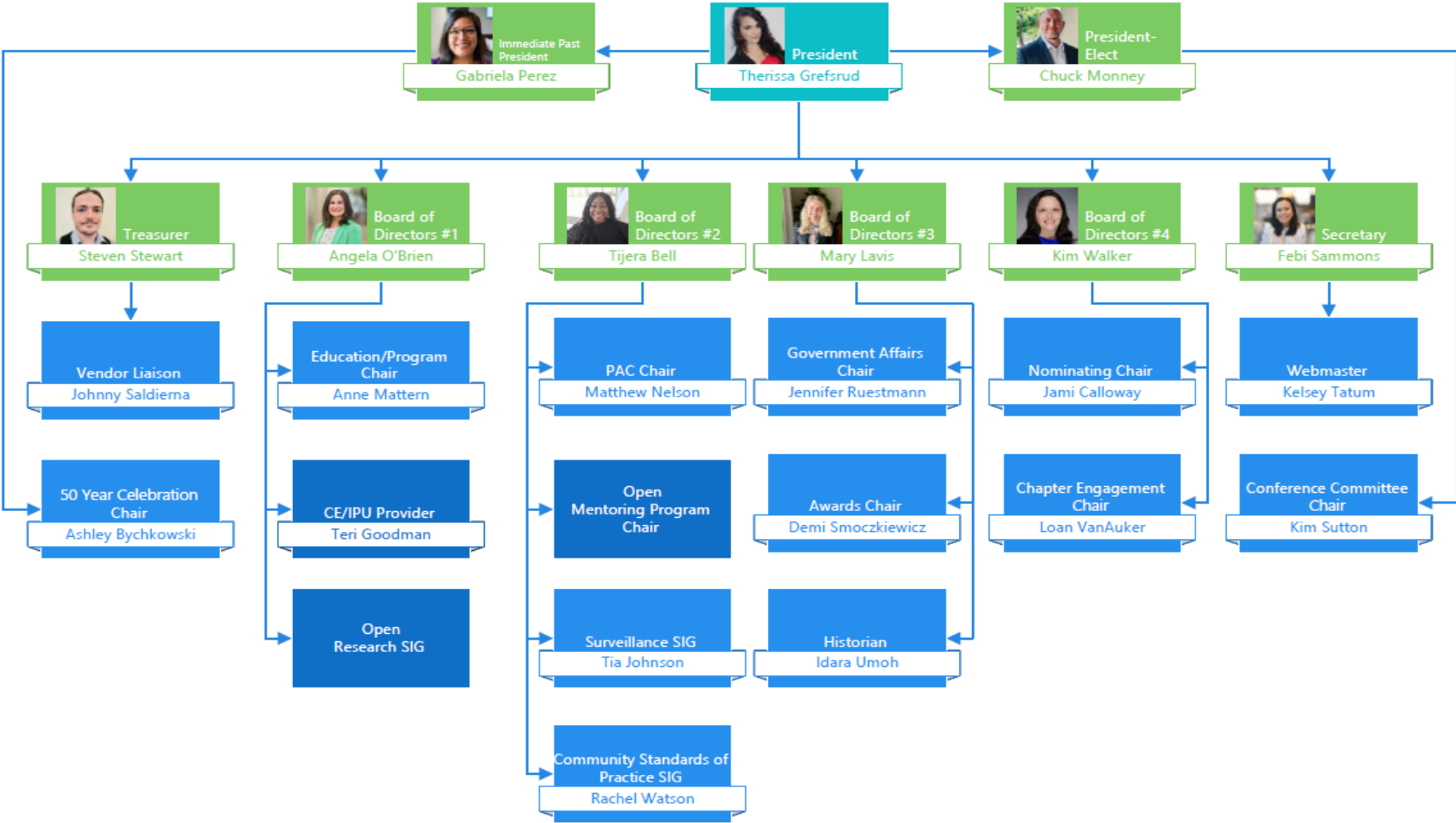
- Approves the budget for the year. Authorizes expenditures outside the budget throughout the year.
- Meets in-person, or virtually to problem solve and determine policy.
- Any issues decided in-between regularly scheduled board meetings will be recorded in the minutes of an ad-hoc Board meeting.
- Approves the ballot submitted by the Nominating Committee before it goes to the membership for a vote.
- Sets annual goals and objectives for the Chapter.
- Reviews and approves revisions in the Bylaws as appropriate.
- Reviews and approves revisions in the Operating Policies as appropriate.
- Appoints member to serve remainder of term if vacancy occurs (or vacancy may remain open until next election).
- Approves Conference Committee plans.
- Selects Chapter Leadership Award Nominee and reviews any chapter award nominations.
- Uses "Robert's Rules of Order" as necessary.
- Provides oversight for contact hours (CE) and/or Infection Prevention Unit (IPU) contract.

- Responsible for development and implementation of the Strategic Plan.
- Participates in the year-end meeting & Board retreat.
- Participates in the transitional hand-off meeting in January.
- All website content and postings are made with appropriate board member oversight.
- Ensures adherence to digital media policy.
- Updates, notifications, and other communications will be sent to the membership as needed and appropriate.
  - a. Mass communications must be approved by the Chapter President.

### Committee Oversight

BOARD LIAISON	COMMITTEES
IMMEDIATE PAST PRESIDENT	APIC Liaison Teller's Committee End of Year Event
PRESIDENT	Teller's Committee
PRESIDENT-ELECT	Conference Committee Teller's Committee
TREASURER	Vendor Liaison
SECRETARY	Webmaster
BOARD MEMBER #1	Education/Program Committee Contact Hours (CE)/IPU Provider Research SIG
BOARD MEMBER #2	Professional Advancement Committee Mentoring Program Surveillance Community Standards of Practice SIG <span style="float: right;">SIG</span>
BOARD MEMBER #3	Governmental Affairs Awards Historian
BOARD MEMBER #4	Nominating Chapter Strategic Alliance Engagement Committee Committee

# APIC DFW



## **January Transitional Board and Committee Chairs**

### **MEETING CHAIR OF MEETING – President**

#### **PURPOSE:**

To allow a smooth transition for new Board members and Committee Chairs each year. The meeting will take place prior to the January educational offering and business meeting.

**COMPOSITION:** The incoming and outgoing Board members and Committee chairs.

#### **MEETING AGENDA:**

1. Incoming President will invite all new, current, and outgoing Committee and SIG Chairs to the meeting (see sample letter on pg. 7).
2. Incoming President will invite all new, current, and outgoing Board members to the meeting (see sample letter on pg. 8).
3. As appropriate, incoming President has available at the meeting: current Operating Policies, Bylaws, and budget for all incoming Board members, Committee and SIG Chairs.
4. Each outgoing Board member, Committee and SIG Chair should communicate information pertinent to the positions they have held and review same during an information session within the first month of assuming roles.
  - i. Review the Operating Policies with emphasis on the individual duties and responsibilities with each incoming person.
  - ii. Review the deadlines including requirement for preparation of an annual report including recommendations for the next year with submission to the Board Liaison by October 31<sup>st</sup>.
  - iii. Financial procedures and instructions, such as use of the Sales Tax-exempt status, reimbursement requests, etc.
  - iv. Website review and revision, adding Committee and SIG chair access as applicable
  - v. Utilization of the Board Liaison
  - vi. Timeline for important activities.

## Sample Incoming Committee Chairperson Letter



Date  
Name—Incoming Chairperson  
APIC DFW Committee or SIG name

Dear (NAME),

Thank you for accepting the responsibility of APIC DFW Chairperson of Committee or SIG name for (YEAR). Attached is the description for your position from the (YEAR) Operating Policy. You will be provided with the complete APIC DFW Operating Policy in January. Please review the section for your position and committee to familiarize yourself with your duties and responsibilities.

Your Board of Directors Liaison is (NAME). She/He will be available to you via e-mail or phone throughout the year for assistance with problems or concerns, to answer questions that come up, etc.

Your committee's budget will be provided by the treasurer. Any funds over your committee budget must be approved by the Board of Directors prior to any expenditure. Please contact (BOARD LIASION) should you anticipate such a need.

We will have a transitional committee chairperson meeting on (DATE) at (TIME) prior to our APIC DFW Chapter meeting at (LOCATION).

The chapter member who was responsible for this committee last year will meet with you to hand over responsibility and all procedural information, timelines, etc. Please take this opportunity to review the Operating Policy for your position with the previous chairperson. This should be a wonderful opportunity to get off to a great start for (YEAR).

Your attendance at the Transitional board meeting is imperative to a smooth transition. You will be given important information during this meeting that will impact your year as a committee chair. We want to give you every opportunity to excel in the role you have agreed to fill.

Let me extend my appreciation and that of the (YEAR) Board of Directors to you for your dedication to our chapter. I am looking forward to working with you.

Sincerely,

(YEAR) APIC DFW President

## Sample Incoming Board Member/Officer Letter



Date

Name–Incoming Officer

APIC DFW (POSITION)

Dear (NAME),

Congratulations on your election to the APIC DFW Board of Directors for (YEAR). Attached is the job description for your position from the (YEAR) Operating Policy. You will be provided with the complete APIC DFW Operating Policy in January. Please review the section for your position and committee to familiarize yourself with your duties and responsibilities.

Your responsibilities as (POSITION) include oversight of (LIST LIASION RESPONSIBILITY IF APPROPRIATE)

We will have a transitional Board Meeting on (DATE) at 11:00 a.m. prior to our APIC DFW Chapter meeting at (LOCATION).

The Board Member who was responsible for this position last year will meet with you to hand over responsibility and all procedural information, timelines, etc. Please take this opportunity to review the Operating Policy for your position with the previous chairperson. This should be a wonderful opportunity to get off to a great start for (YEAR).

Your attendance at the Transitional board meeting is imperative to a smooth transition. You will be given important information during this meeting that will impact your year as a Board Member. We want to give you every opportunity to excel in the role you have agreed to fill.

Let me extend my appreciation to you for your dedication to our chapter. I am looking forward to working with you.

Sincerely,

(YEAR) APIC DFW President

## APIC DFW Tentative Timeline for Important Activities

January	<b>Transitional meeting</b> for new board members and new committee chairs with outgoing members
	Make application for APIC Annual Conference Educational Support available to members- if applicable- President-elect will be responsible for getting this updated, posted to website and taken back down
	<b>Board Meeting- conflict of interest statements due to APIC</b> (President)
February	Conference Committee sets locations, date and time
March	Application for APIC Annual Conference Educational Support closes March 1 <sup>st</sup> (reviewed by board via ad hoc meeting)
	Awards Committee provides updated criterion to align with APIC Competency Model for Board review/approval
	Vendor registration for annual APIC DFW Conference.
April	President selects restaurant for chapter dinner at APIC Annual Education Conference
	Nominating Committee begins to distribute Biography & "Willingness to Serve" forms, through end of August
May	<b>Board Meeting</b> , (finalize next year's meeting dates and forward to education committee chair)
	Awards committee solicits nominations for Star Awards, through September 1 <sup>st</sup> .
	President-Elect begins securing rooms for next year's meetings, if not already done.
June	APIC Annual National Conference held.
	Chapter dinner at APIC Annual National Conference.
July	Conference Committee finalizes speakers for APIC DFW Conference.
	Conference committee begins chapter member promotional activities. Registration opens for chapter members.
	Awards Committee solicits nominations for Star Awards and advertises National APIC Awards (when posted by APIC).
August	<b>Board Meeting</b> , reminder that Board reports from SIGs/Committees should begin to be collected (Due 10/31) VOTE ON dues changes.
	At board meeting, Discuss Chapter awards, including Chapter Leader, Chapter Excellence and Unsung Hero (Local)
	Chapter Engagement committee secures end of year celebration location, date, and time
September	Final ballot to the Board for review (Members committee to verify eligibility of candidates)
	Official ballot submitted by 3 <sup>rd</sup> week with voting to be open for 1 month & completed by end of October
	Nominations for STAR Awards close by September 1 <sup>st</sup> .
	Awards Committee compiles and submits to the Board Liaison. Board Liaison confirms with Board Member #4 that each nominee is an active chapter member. Final recommendations submitted by committee to Board Liaison by mid-September.
October	Board ad hoc meeting (virtual vote) to select recipient(s) for STAR Awards
	Annual chapter educational conference to coincide with IIPW
	Local election's ballot closes by end of October; Nominating Committee tallies votes for submission to Teller's Committee – may update – list of voters submitted to Board Member #4 for validation of voter status.
	Board Liaisons solicit/receive Board Reports and budget recommendations from SIG and Committee Chairs
	Applications for Strategic Alliance Partner educational support due by October 31 <sup>st</sup> .
	Annual reports with budget recommendations due from Committee/SIG chair to Board Liaisons by October 31 <sup>st</sup> .
	Board Liaison to compile reports and submit to President and Treasurer by November 7 <sup>th</sup> .
	The Awards Committee purchases awards immediately upon board approval, so the awards are available to present at the end-of-the-year event.
	<b>Board Meeting</b> –select strategic alliance partner educational support recipients, discuss committee chairs and nomination committee for next year.

November	The Nominating Committee submits ballot results to Teller's Committee for review and approval by end of first week of month.
	The Teller's Committee reviews for validity, offers insights necessary related to existing policy and convenes with the Board, if warranted, about results.
	President invites recipients to end-of-year event and sends communication to recipients' immediate supervisors to notify of recognition.
December	Forward signed Bylaws approved at end-of-year Board meeting to APIC, if necessary (Board member #2)
	End-of-year event with awards presentation, announcement of election results, committee chair recognition, strategic alliance partner educational support recipient announcement (if applicable) and recognition of other
	President-elect verifies committee chairpersons nominating committee selections for the coming year, including sending the letter in Operating Policies regarding transitional meeting.
	Annual year-end Board retreat to prepare for upcoming year: review & revise bylaws and operating policies, propose final budget, update strategic plan
	Treasurer posts reports on SharePoint site.

## APIC DFW Treasurer Key Dates

Treasurer Key Dates	
January	New board reviews approved budget for the year in January transitional board meeting
	Provide Budget and sales tax exemption info to committee chairs at transitional meeting
	Finalize 4th quarter and annual financial reports
	Outgoing treasurer to submit end of year financial report to APIC – due by January 31
	Request W9 from contractor(s)
	Prepare 1099-MISC/NEC IRS tax forms and mail to contractors and other applicable individuals – due by January 31
February	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
	Prepare 1096 IRS tax form (if not electronically created) and submit with 1099-MISC/NEC tax forms to IRS – due to IRS by February 28
March	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
	Collect W9 from education award winners prior to registering or dispersing funds
	Treasurer notifies Leader (if applicable) and Education Support recipients of selection using template letters.
	Register group for APIC annual conference for discount if applicable (President, Treasurer, GAC CLR, education award winners)
	Purchase Liability insurance for onsite APIC DFW local conference
April	Prepare first quarter financial reports -report at board meeting
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
	Set up account at IRS.ORG to file 990N electronically if not already done- 990N is due to IRS by May 15
May	File 990N electronically- due to IRS by May 15
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
	APIC bills chapters for annual bonding fees and annual renewal fees – payment due within 30 days of receipt of invoice
June	Attend Chapter Leader & Treasurers' Meeting at APIC Annual Conference
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
July	Prepare second quarter financial reports
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
	Issue reimbursements for APIC national conference following receipt of expense reports/receipts
August	Begin work on next year's budget – solicit input from board and committees about cost of chapter dues
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
	Report the second quarter financials at Aug board meeting
	Chapter dues update due to APIC national prior to deadline if price will change
September	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
	Assist with monitoring conference registration
	Process conference payments

October	Prepare third quarter financial reports
	Process conference payments
	Purchase/distribute conference prizes and speaker gifts
	Receive end of year reports/budget requests from committees/board members
	Assist Awards committee with payment for awards
November	Prepare budget draft for coming year
	Present 3rd quarter financials at board meeting
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
December	Present budget draft for approval at board retreat
	Finalize and distribute approved budget
	Begin fourth quarter financial reports
	Transition to new treasurer – ensure all files are on SharePoint site
	Update vendor letter on Website and in Operating Policies
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
Transition Documents	Ensure incoming board is listed in minutes and bank accounts listed with signers named in minutes for new Treasurer Elect and signed by the Secretary
	Chapter W9 created with new Treasurer
	Update Reimbursement form in Operating Policies and on Website
	Update Texas Comptroller Sales Tax Exemption Form (call number on form to update address) If address is up to date, an updated form may be retrieved from the following website: <a href="https://comptroller.texas.gov/taxes/exempt/search.php">https://comptroller.texas.gov/taxes/exempt/search.php</a> .

## **CHAPTER OFFICERS**

### **IMMEDIATE PAST PRESIDENT**

**A. ROLES: Immediate Past President**

**B. COMPOSITION:** The immediate past President of the Chapter (elected two years prior as President-Elect).

**C. DUTIES:**

- Serves as mentor to current president.
- Serves as a liaison to the end of year event planning committee.
- Prepares annual report with recommendations from designated committees and submits to the President and Treasurer by November 7th.
- Serves as the National Liaison.
  - Receives national reports, updates as provided and reports at the Board meetings.
- Appoints special interest groups/taskforces/liasons as necessary.
- Past -president reviews website content regularly and sends webmaster requested updates.

## PRESIDENT

- A. ROLES:** The President shall be directly responsible to the Chapter Board of Directors for the administration of the Chapter. The President shall preside at all Chapter Board of Directors meetings and all member meetings.
- B. COMPOSITION:** Elected by the membership the preceding year (served previous year as President-Elect).
- C. DUTIES AND RESPONSIBILITIES:**
- Conducts Board meetings in a structured manner, including:
    - Following “Robert’s Rules of Order”
    - Providing an agenda allowing specific time for a changed agenda item
  - Conducts monthly business meetings in a structured manner including:
    - Following “Robert’s Rules of Order”
    - Providing an agenda
  - Secretary prepares roster of Board members and committee chairs with contact information for distribution to same.
  - Serves as an ex-officio member of all committees except the Nominating Committee.
  - Represents the Chapter at the APIC NATIONAL Annual conference.
  - Represents the Chapter at the APIC NATIONAL Business meeting
  - Submits Chapter Leader Award application to APIC Headquarters
  - Directs the preparation of and signs all official correspondence of the Chapter.
  - Responsible to the Board and obtains the approval of the Board for activities of the Chapter.
  - Obtains a vote from Board members if special issues arise between Board meetings. If the vote is conducted electronically or by telephone, a record of the vote must be recorded at the next Board meeting. If discussion is required regarding an issue, members will “Reply to All” electronically.
  - Prepares annual report with budget recommendations and reports to the Board at annual Board retreat.
  - Recognizes Committee Chairs, members and board at end of year event.
  - Prepares a list of newly elected officers and submits it to the APIC DFW Board members and APIC Headquarters.
  - Reviews evaluations for all Chapter events. (Sent to president by Education Committee)
  - Provides summation of each board meeting at monthly business meetings as needed.
  - Utilizes the sample letter (see p. 18) to notify recipients’ employers of their award recognition following end-of-year event.

- Promotes submissions for APIC National Awards.
- Collaborates with immediate past president and president-elect on chapter excellence award submission.
- Signs letters submitted by secretary for validation of IPUs
- Notifies supervisors in November of end-of-year awards recipients that their employee is receiving an award.
- Immediately following the election announcements at the end of the year celebration, the President emails the general membership to announce the election results and award winners.

## **PRESIDENT ELECT**

**A. ROLES:** The President-elect shall prepare to assume the office of President and fill the office of President should that office become vacant for the remainder of the term. The President-elect shall fulfill the role and duties of secretary in the event of a vacancy of said office.

**B. COMPOSITION:** Elected by the membership to serve for three years (President-Elect, President, Immediate Past President)

**C. DUTIES AND RESPONSIBILITIES:**

- Assists the President as needed.
- Serves as a member of the Board of Directors and attends scheduled meetings.
- Checks chapter email for any that need responses.
- Conducts business meetings in the President's absence.
- Responsible for keeping the Chapter Operating Policies updated as the Board makes changes throughout the year. Following Board approval of the revisions at the December Annual Yearend Board Retreat and send to Webmaster to post on Website and upload to designated cloud-based storage site.
- Prepares annual report with budget recommendations from designated committees and submits to the President and Treasurer by November 7th.
- Serves as Parliamentarian, using "Robert's Rules of Order."
- Notifies candidates of election results
- Verifies committee chairpersons nominating committee selections for the coming year, including sending the letter in Operating Policies regarding transitional meeting.
- Serves as Board Liaison to the Conference Committee.
  - Receives reports and updates at the Board meetings.
  - Receives annual report by October 31<sup>st</sup>. Reviews report prior to the Annual Year-end Board Retreat in December.
  - Updating educational assistance application

## TREASURER

- A. ROLE:** The Treasurer shall oversee and be responsible for the management of the financial affairs of the Association.

\*The Chapter is exempt from Federal Income tax under Section 501(c)(3) of the US Internal Revenue Service. Under the Texas Comptroller of Public Accounts, we have an exempt status from limited sales, excise, and use tax. Therefore, committee chairs may make purchases related to our business without having to pay sales tax. Committee chairperson will be given this information by the Treasurer.

- B. COMPOSITION:** Elected by membership to serve for three years. (one year as Treasurer-elect and two years as Treasurer)

**C. DUTIES AND RESPONSIBILITIES:**

- Serves as a member of the Board of Directors and attends scheduled meetings.
- Oversee and be responsible for the management of the chapter's financial affairs in accordance with the Chapter Treasurer's Manual (located on the APIC Chapter Leader Resource Center).
- Establish and maintain bank accounts.
- Maintain copies of the chapter's bylaws, tax ID number, legal documents and correspondence with state and federal governments and government agencies.
- Prepare and submit annual tax filings and other forms, as needed (e.g., Forms 990, W9, 1099, etc.)
- Be a member or consultant to any committee having to do with the chapter's monies.
- Work with the chapter board and committees to develop new revenue sources.
- Maintains bonded status, coordinating bonding of the Chapter, as appointed by the Board, annually or as needed.
- Oversee the budget process and prepare the annual budget for Board review and approval.
- Distribute final, approved budget to chapter officers and program leaders with budgetary responsibility.
- Prepare a brief financial statement for each business meeting to include the prior month's expenses, disbursement, and total holdings.
- Prepare and share quarterly financial reports with the Board.
- Ensure remittance of APIC's annual chapter renewal and bonding fees and payment of liability insurance coverage to APIC, as needed.
- Develop and manage expense reimbursement process, as needed, in accordance with chapter policy.
- Serves as a primary communication link between APIC and the chapter regarding 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 designated deadlines.
- Prepares a financial summary at the end of the year and sends to parent Association.
- Review financial affairs of the chapter with APIC staff and/or accountant if/as needed.

- Mentor the successor to provide a smooth transition into the Treasurer role.
- Notify individual(s) selected for Leadership Award (if applicable), Strategic Partner, and Educational Support respectively of monetary assistance provided by APIC DFW utilizing template letters.
- Represents the Chapter at parent Associations' Annual Treasurer activity and chapter leader meetings held during the annual conference.
- Serves as Board Liaison to the Vendor Liaison.

## SAMPLE CHAPTER LEADER AWARD NOTIFCATION LETTER



(DATE)

Dear (NAME),

Congratulations on your selection as a recipient of the (YEAR) Chapter Leader Award! We are pleased to offer up to (AMOUNT) in travel assistance for the APIC 20XX annual conference in (CITY), (STATE). Please complete the attached W-9 form and return to me by (DATE).

Please save your receipts and submit along with the Expense report following the APIC (YEAR) annual conference.

Upon completion of your educational presentation to the chapter, the W-9 will be shredded. If you fail to provide an educational presentation to the chapter at a chapter meeting prior to the end of the year, you will receive a 1099 miscellaneous IRS form in January of the following year by the Chapter Treasurer and a copy will be provided to the IRS.

Kind Regards,

(NAME)

APIC DFW Chapter Treasurer

## SAMPLE EDUCATIONAL SUPPORT NOTIFCATION LETTER



(DATE)

Dear (NAME),

We are pleased to inform you that you have been selected to receive up to (AMOUNT) in educational support for the APIC (YEAR) annual conference in (CITY), (STATE). Please complete the attached W-9 form and return it to me by (DATE).

Upon receiving the returned W-9, I will register you for the APIC conference with the APIC DFW group. The remainder of the funds will be available for travel & accommodation expenses. Please save your receipts and submit them along with the Expense report following the APIC (YEAR) annual conference.

Upon completion of your educational presentation to the chapter, the W-9 will be shredded. If you fail to provide an educational presentation to the chapter at a chapter meeting prior to the end of the year, you will receive a 1099 miscellaneous IRS form in January of the following year by the Chapter Treasurer, and a copy will be provided to the IRS.

Kind Regards,

(NAME)

## **TREASURER-ELECT**

**A. ROLE:** The Treasurer-elect shall prepare to assume the office of Treasurer and fill the office of Treasurer should that office become vacant for the remainder of the term.

**B. COMPOSITION:** Elected by membership to serve for three years (one year as Treasurer-elect and two years as Treasurer)

### **C. DUTIES AND RESPONSIBILITIES:**

The Treasurer-elect shall:

- Maintain communication with the Treasurer during term as Treasurer-elect.
- Serve as a member of the chapter Board of Directors and attend scheduled meetings
  - Assist the Treasurer and perform duties as delegated by the Treasurer or Board of Directors as they arise.
- Assume the duties and responsibilities of the Treasurer should that office become vacant.
- Works closely with the current Treasurer and becomes familiar with the Treasurer's duties, responsibilities, and chapter financial structure.
- Reviews the APIC Treasurer's Manual, applicable resources, and attends parent association's quarterly chapter treasurer webinars.
- Participates in the preparation of the annual budget as directed by the Treasurer.
- Represents the Chapter, in the event the Treasurer is unable to do so, at the parent Association's Annual Treasurer activity held during the annual conference.

## SECRETARY

### A. ROLES:

Accurately records and distributes minutes from all meetings held by the Chapter.

**B. COMPOSITION:** Elected by the membership to serve for two years.

### C. DUTIES AND RESPONSIBILITIES:

- Serves as a member of the Board of Directors and attends scheduled Board meetings.
- Attends all regular Board, Ad Hoc and Chapter meetings.
  - Accurately records, transcribes, and provides Board minutes to the board for approval
  - Accurately records, transcribes, and provides Ad Hoc meeting minutes to the board for approval
  - Accurately records, transcribes, and provides Chapter Business meeting minutes to the board for approval and posts on the website.
- Maintains minutes of current year's meetings.
- Includes election results in the Board Retreat minutes.
- Vote results taken between Board meetings should be recorded in the following Board meeting minutes.
- Historic Board meeting minutes must be saved to a central chapter location.
- Record who has access to financials (e.g., bank accounts) in meeting minutes at least annually.
  - Sign minutes and provide a copy to Treasurer to update bank accounts. See below for Transition examples.
- Uploads and maintains vital documents on APIC DFW's cloud storage site.
- Serves as secondary webmaster: sending, receiving, reviewing, and distributing chapter communications as well as updating the APIC DFW website as needed.
- Prepares IPU validation letters for submission to president.

#### Treasurer Transition

Add (incoming president name) as second signer to chapter checking acct number XXX-XXX-5736 and savings acct number XXX-XXX-3607 at Bank of America. (Upcoming year) 20XX-20XX chapter treasurer (incoming treasurer name) to become Controlling manager on all accounts. (Outgoing treasurer name) will be removed as a signer from all accounts at the time (incoming president name) is added to ensure two signers always remain on the accounts.

*Above statement approved by board with none opposed.*

*Sign name*

Print name

## BOARD MEMBERS

**A. ROLE:** Assist the President and Board of Directors in guiding activities of the Chapter.

**B. COMPOSITION:** Elected by the membership to serve for three years (four members).

**C. DUTIES AND RESPONSIBILITIES:**

- Serves as a member of the Board of Directors and attends scheduled Board meetings.
- Accepts the responsibilities and carries out the duties of the Board.
- Serves as a resource to and receives reports from assigned Committee Chairs/ Task Force Chairs/ Liaisons throughout the year. The reports are to include progress in achieving goals, activities, accomplishments, and concerns of the committees.
  - Receives reports and updates and reports at the Board meetings as needed.
  - Receives annual committee reports by October 31st. Reviews report prior to the Annual Year-end Board Retreat in December.
  - Works with committee chairs to review website content regularly, recommends changes to the Secretary, who submits changes to webmaster.

**Board Member #1** is liaison to and responsible for receiving updates and reports from Education/ Program Committee, Research SIG, and the Contact Hours (CE)/IPU Provider.

**Board Member #2** is liaison to and responsible for receiving updates and reports from Professional Advancement, Surveillance SIG, Community Standards of Practice SIG and the Mentoring SIG program. In addition, reviews and revises the Bylaws per APIC Headquarters' requirements, as applicable.

**Board Member #3** is liaison to and responsible for receiving updates and reports from Governmental Affairs, Awards committees, and the Historian. Receives awards nominations from webmaster and submits to Board Member #4 for chapter membership verification and forwards eligible nominees to awards committee.

**Board Member #4** is liaison to Strategic Alliance Partners, Chapter Engagement Committee, and Nominating Committee while also maintaining an accurate roster of the membership and facilitates transition into the chapter for prospective and new members as identified below:

- Provides information to New and Prospective Members, as appropriate.
- Responds promptly to requests for membership information.
- Serves as liaison with APIC.
- Maintains and updates member database downloads from APIC.
- Provides membership roster to committees as needed.

- Validates eligibility of award nominees, committee members, candidates for office and voter eligibility, and chapter members for CNE/IPU eligibility.
- Strategizes ways to increase membership numbers.
- Reviews webinar attendance for Business meetings and Professional Advancement meetings.

## II. COMMITTEE DUTIES AND RESPONSIBILITIES

### AWARDS COMMITTEE

**ROLE:** Informs members of Star award criteria and other award opportunities; assists with chapter award applications. Recognizes members for STAR awards and other IP-related accomplishments, e.g., FAPIC, annually at the end-of-the-year event.

**COMPOSITION:** Chairperson approved by the President. **Members appointed by the Chairperson.**

**BOARD LIAISON:** Board Member #3

#### DUTIES AND RESPONSIBILITIES:

- Update STAR award criteria to align with APIC competency model and submit to Board for approval before April board meeting.
- Once approved, submits criteria and nomination form for STAR award to the Webmaster for posting.
- Deadline for Star Award nominations is September 1st.
- Once the nomination period closes, Board Liaison will request nominations from the Webmaster. Board Liaison confirms with Board Member #4 that each nominee is an active chapter member.
- Awards Committee chair receives nominations from Board Liaison and reviews each nomination for awards criteria eligibility.
- Board members are not eligible to nominate other Board members.
- Once reviewed for award eligibility, committee selects recommended awardees for Board approval.
- Submission to Board Liaison should be no later than mid-September for review at the Ad Hoc October Meeting.
- After Board Liaison notifies Awards Committee chair of approval by the Board, Awards Committee initiates process to purchase plaques for STAR Award winners, President's Appreciation plaque and Unsung Hero Award for distribution at the end-of-year event in December.
  - The Board Liaison will provide the content for the President's Appreciation Plaque and Unsung Hero Award.
- Coordinate order approval/payment with Treasurer.
- Create awards presentation for the End of year event in coordination with Board Liaison.
  - The president, and Professional Advancement Committee Chair will submit information for End of year event to the End of year event Chair.

- The Board Liaison will work with Board Member #4 to provide Awards Committee with a list of chapter members newly recognized with the FAPIC distinction.
- President will provide Awards Committee with the Unsung Hero information.
- Awards Committee will provide the information for the presentation to the President.
- Responsible for verification of Award winners' credentials, place of employment, and supervisor information and submits to the President.
- May report to the membership at monthly meeting as needed.
- Utilizes Board Member #3 as Board Liaison/resource person to assist with problem-solving.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by October 31st.

## SAMPLE AWARD NOTIFICATION LETTER



Date \_\_\_\_\_

Name \_\_\_\_\_ and \_\_\_\_\_ address \_\_\_\_\_ of \_\_\_\_\_ IMMEDIATE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

Dear: \_\_\_\_\_

We are pleased to inform you that your Infection Prevention & Control Professional, \_\_\_\_\_, has been selected by the Dallas-Fort Worth Chapter of the Association for Professionals in Infection Control and Epidemiology (APIC) to receive the (Year) Chapter \_\_\_\_\_ Award. S/he will be recognized at the (fill in event, depending upon type of award). S/he will receive.

List criteria by which recipient was chosen.

APIC DFW strives to prevent and control infections, improve outcomes, and provide infrastructure for Infection Prevention & Control Professionals to achieve and maintain excellence. We thank you for

supporting this individual's participation in the chapter. Together we can make a difference in healthcare in our communities.

Sincerely,

Chapter  
APIC DFW

President

## **CONFERENCE COMMITTEE**

**ROLE:** To provide at least one full-day educational conference annually for the members of the Chapter.

**COMPOSITION:** Chairperson(s) approved by the President

Members: Treasurer, Vendor Liaison, Other members as appointed by Chair

**BOARD LIAISON:** President-Elect

### **DUTIES AND RESPONSIBILITIES:**

- The Chair will preside over conference planning meetings.
- Collaborates with Education committee to identify potential conference speakers.
- The Chair will assign duties and responsibilities to each member.
- Presents plans for program, location, speakers, projected expenses, etc. to Board for approval. Business agreement with venue selected must be approved by the Board.
- The Treasurer must approve the contract for the venue prior to entering into an agreement.
- The Chair will utilize the Chapter tax ID number as appropriate for all Chapter expenditures. Presents bills in a timely manner to the Treasurer for payment.
- The Treasurer will submit the proof of liability insurance which must be submitted to APIC Headquarters one month prior to conference date.
- The Treasurer shall collect all money from registrants and vendors. Only the Treasurer is to handle Chapter monies.
- Vendor Liaison oversees the Vendor affairs (see below and p. 27) for the conference, including display policy.
- Coordinates contact hours (CE)/IPUs for the conference.
- Reports to the membership at monthly meetings as necessary, submits report to board member and president by end of day Monday prior to the meeting.
- Utilizes President-Elect as Board liaison/resource person to assist with problem-solving issues.
- Prepares an annual report with budget recommendations for the Board of Directors and submits it to the Board Liaison by October 31stth.
- Cancellations and refunds will be as follows:

### **Cancellation and Transfer Policy**

Conference Cancellation Policy: All cancellations and refund requests must be made in writing by due date. An 80% refund will be issued for cancellations received by that date. No refunds will be granted for requests date stamped after due date. Submit all requests by email to the APIC DFW Treasurer at email address [Treasurer@APICDFW.org](mailto:Treasurer@APICDFW.org). APIC DFW regrets that refunds will not be given for no-shows.

Transfer Policy: To transfer registration to a colleague, please contact the APIC DFW Treasurer at [Treasurer@APICDFW.org](mailto:Treasurer@APICDFW.org). Please note additional charges may apply if a registration is transferred from a member to a nonmember.

## EDUCATION/PROGRAM COMMITTEE

**ROLE:** Plans programs for monthly meetings.

**COMPOSITION:** Chairperson(s) approved by Chapter President  
Members appointed by Chairperson(s)

**BOARD LIAISON:** Board Member #1

### **DUTIES AND RESPONSIBILITIES (Chair and Committee members):**

- Plans programs for all regular membership meetings, working with Board to ensure session align with strategic plan and vision.
- Provides speaker with guidelines for presentation, including conflict of interest and disclosure requirements.
- Works with webmaster and historian to advertise upcoming monthly educational offerings.
- Sends confirmation and thank you letters to each speaker as appropriate. Reimbursement for postage may be obtained from the Treasurer.
- An honorarium of a maximum of \$250 may be provided upon request to a speaker if he/she is non-corporate or unsponsored, in coordination with Treasurer. Exceptions to this policy must receive Board approval.
- Submits summary of program content or copy of presentation (if available) for each educational program to the Webmaster for inclusion on the website.
- Coordinates contact hours (CE)/IPUs for the monthly presentations and annual APIC DFW Conference.
- Introduces speaker or delegates this responsibility.
- As needed, works with Board of Directors to plan for impromptu programs, such as audio/virtual conferences.
- Delegates responsibilities to committee members, as necessary.
- Develops, reviews, and recommends revisions to content related to Education/Program on the website throughout the year.
- Reports to the membership at monthly meeting as necessary, submits report to board member and president by end of day Monday prior to the meeting.
- Utilizes Board Member #1 as Board liaison/resource person to assist with problem-solving.
- Along with committee develops and administers a learning needs assessment, as needed.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by October 31st.
- Collaborate with Conference Committee to identify potential conference speakers.

## **GOVERNMENTAL AFFAIRS COMMITTEE (GAC)**

**ROLE:** To monitor local, state, and federal legislation, regulations or standards affecting Infection Prevention & Control Practice. The chairperson serves as the Chapter Legislative Representative (CLR) to APIC. See CLR role description.

**COMPOSITION:** Chairperson approved by the President  
Members appointed by the Chairperson.

**BOARD LIAISON:** Board Member #3

### **DUTIES AND RESPONSIBILITIES (Chair and Committee members):**

- The chairperson reviews APIC Headquarters guidance related to the role of the CLR.
- Evaluates impact of new or existing regulations and/or standards on Infection Prevention & Control Practice in local, state, or federal regulatory and accrediting agencies.
- As necessary, prepares response with approval by the Board and the membership to appropriate authorities/agencies regarding pending legislation or standards.
- Maintains close communication with the President and the Board of Directors regarding legislative or regulatory issues.
- Notifies the President, Board of Directors and President-Elect regarding urgent Infection Prevention & Control issues.
- Routinely monitors relevant websites for issues related to Infection Prevention & Control
- Represents chapter at APIC CLR meeting during APIC Annual conference, coordinates visits and meetings with applicable legislators as needed.
- Develops, reviews, and revises content related to Governmental Affairs on the website throughout the year.
- Reports to the membership at monthly meetings (provides summary of the report posted online) as necessary.
- Utilizes Board Member #3 as Board liaison/resource person to assist with problem-solving.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by October 31st.

## **APIC CHAPTER LEGISLATIVE REPRESENTATIVE (CLR)**

As APIC's representative to state and local policy makers 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 headquarters, and the Public Policy Committee. The success of APIC's public policy initiatives is highly dependent upon the support and energies of the Chapter members, particularly the CLR.

APIC Public Policy department is responsible for issuing communication, 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 dynamic partnership between APIC Chapters and Headquarters depends on effective two-way communication 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 their information on APIC's website. APIC will help the organization provide guidance to Chapters, respond to emerging issues and develop new policies as needed.

### **SERVING AS CLR**

- The CLR must be an active member of APIC DFW
- The CLR must be knowledgeable about APIC policy positions.
- The CLR should have an interest in and be willing to develop expertise in the legislative procession federal and state legislative and regulatory issues.
- The CLR will report to the Chapter President and serve as the primary contact between the Chapter and APIC Headquarters on issues of public policy. The CLR is responsible for representing APIC's policy position to Chapter members, APIC allies and partners, and policy makers. CLRs should use care to ensure that legislative and regulatory position expressed by Chapter members are consistent with APIC headquarters.
- The CLR and the Chapter are accountable to the APIC Board of Directors and are required to support and accurately represent APIC policy positions.
- The CLR will provide APIC Public Policy Reports at all Chapter meetings
- The CLR will mobilize Chapter members to respond to issues, when requested by APIC headquarters, and provide necessary follow-up to both Chapter members and Headquarters.
- The CLR must have access to email to receive communications and requests for action from APIC Headquarters, 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.
- The CLR will share major outcomes of Chapter grass roots efforts with the APIC Headquarters.
- The CLR must be willing to participate in APIC CLR training webinars and the CLR meeting at the Annual Conference
- The Chapter President shall appoint the CLR. The chapter shall assure that a high level of continuity exists in the transition of one CLR to another, implementing 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.

## HISTORIAN

**ROLE:** Documents and maintains history and official records of the chapter.

**COMPOSITION:** Chairperson approved by the President  
Members appointed by the Chairperson.

**BOARD LIAISON:** Board Member #3

### DUTIES AND RESPONSIBILITIES:

- Maintains electronic copies of the following historical documents on platform designated by board
  - Pictorial/digital history of chapter activities/members as available
- Delegates responsibilities when unavailable for chapter activities.
- Ensures that digital release has been secured prior to posting photos online.
- Develops, reviews, and revises content related to chapter activities on the website and social media throughout the year.
- Updates APIC DFW digital media sites
- Suggests updates as needed to digital media policy.
- Recommends additions and improvements to website to the secretary.
- Reports to the membership at monthly meeting as necessary.
- Utilizes Board Member #3 as Board liaison/ resource person to assist with problem-solving.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by October 31<sup>st</sup>.

## NOMINATING COMMITTEE

**ROLE:** Provide qualified candidates for ballot each year.

**COMPOSITION:** The composition of the Chapter Nominating Committee shall be approved by the Chapter Board. To be eligible to serve on the Chapter Nominating Committee, an individual must be a chapter member for at least one year prior to appointment on the committee. Members of this committee are not eligible to run for any office in the Chapter while serving on the committee. The committee shall be headed by a chairperson appointed by the committee members and approved by the Chapter Board of Directors

**BOARD LIAISON:** Board Member #4

### **DUTIES AND RESPONSIBILITIES (Chair and Committee members):**

- Oversees updates and distribution of “Willingness to Serve” forms with summary of qualifications/activities for each office and open board positions.
- Candidates for board positions must be willing to accept any open board position available as committee oversight assignments are subject to change from one year to the next.
- Willingness to serve forms are to be available at all subsequent meetings and on the Chapter website.
- Solicits nominations from the active membership beginning in April.
- Holds the first meeting by March of each year to allow time to approach members for placement on the ballot.
- Confirms that a “Willingness to Serve” statement from each nominee is received.
- Provides candidate list to Board Member #4 to verify eligibility of potential nominees.
- Board liaison presents the ballot to the Board of Directors for approval by first week of September.
- Presents the ballot to the membership with at least 30 days allowed for voting. Ballot can be made available via email, on the website and/or via paper as appropriate.
- Ballot will contain a biographical profile and credentials from candidates and instructions for submitting ballot
- Works with the Webmaster to have electronic voting available for the election.
- Proposes content revisions related to Nominating on the website throughout the year.
- Reports to the membership at monthly meeting as necessary.
- Utilizes Board Member #4 as Board liaison/resource person to assist with problem-solving.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by Oct 31st.

## **PROFESSIONAL ADVANCEMENT COMMITTEE**

**ROLE:** Provide avenues toward professional advancement through certification and re-certification in Infection Prevention & Control for all members.

**COMPOSITION:** Chairperson(s) approved by the President (must be currently certified in Infection Prevention & Control). Members appointed by the Chairperson.

**BOARD LIAISON:** Board Member #2

### **DUTIES AND RESPONSIBILITIES:**

- Facilitates a monthly study group for Infection Prevention & Control certification.
- Provides an annual study calendar for the membership.
- Maintains CBIC study materials as provided by the chapter.
- Recognizes new and recertifying members at the end-of-year event.
- Proposes content revisions related to the Professional Advancement committee on the website throughout the year.
- Reports to the membership at monthly meeting as necessary, including updates about certification and recertification.
- Submits information for end of year event regarding new certifications and certification renewals to end of year event committee chair.
- Utilizes Board Member #2 as Board Liaison/ resource person to assist with problem-solving.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by October 31st.

## **VENDOR LIAISON**

### **ROLES:**

1. Schedules vendors as necessary for regular monthly meetings
2. Chair will serve on Conference Committee as Vendor Liaison

**COMPOSITION:** Chairperson(s) approved by the President

**BOARD LIAISON:** Treasurer

### **DUTIES AND RESPONSIBILITIES (Chair and Committee members):**

- Arranges vendors for the monthly meeting, according to the Vendor Display policy located in the APIC DFW Operating Policies.
  - a. Goal is for the first six months of the next calendar year's monthly meeting vendors to be set up by December of the preceding year.
- Chair directs Committee activities to achieve objectives within the Board-approved budget.
- Coordinates with Webmaster to advertise for sponsorship on webpage and in APIC DFW Communications.
- Notifies President and Treasurer of vendors for upcoming meetings for inclusion in the business meeting agenda.
- Proposes content revisions related to the Vendor Liaison and Vendor Display policy on the APIC DFW website throughout the year.
- Reports to the membership at monthly meeting, as necessary.
- Utilizes Treasurer as Board liaison/ resource person to assist with problem-solving.
- Vendor Liaison oversees the Vendor affairs for monthly meetings and for the conference, including display policy.

## APIC-DFW

### Vendor Display Policy and Agreement

APIC DFW would like to thank our Vendor Partners for your generous support. The chapter will host three in-person meetings in 2026 (January, May & August) where chapter members will have the option to attend in-person or virtually. All other monthly chapter meetings will be held virtually via Teams. All 2026 meeting locations will be posted on the calendar prior to the meeting.

PLEASE NOTE: Vendor Partners must follow the guidelines below to exhibit:

#### For Monthly Meetings:

- An exhibit fee must be paid by credit card online more than one week prior to the meeting date.
  - In-person meeting exhibit fee - \$210
  - Virtual meeting exhibit fee - \$150
- All exhibitors must register for the meeting on the [APIC DFW Meetings page](#) at least 3 days prior to the meeting. The location of each meeting will be included on the calendar for that month.
- If applicable to the venue, a security access email will be sent to all registered attendees the day before the meeting, this code must be presented to gain access to the building.
- Available exhibit tables for 2026 can be found in our [Vendor Store](#).
- Space is limited to:
  - 3 exhibit tables per in-person meeting (limit 2 people per table)
  - 3 exhibitors per virtual only meeting
- Exhibit tables are non-refundable and non-exchangeable.
  - If the meeting is cancelled by the Chapter President for any unforeseen circumstance, the Treasurer will issue a refund if accommodations cannot be arranged to attend another monthly meeting within the calendar year.
- The Chapter President and/or Board of Directors have the authority to deny the request of any Vendor Partners.
- Content presented/shared must be aligned with APIC DFW mission/vision.
- Virtual only exhibitor guidelines:
  - Submit 20 – 30 second advertisement minimum one week prior to [Vendors@APICDFW.org](mailto:Vendors@APICDFW.org). Vimeo is the preferred platform, but MP4 will be accepted.
  - Advertisement will be played on alternating loop 12:30-1:00 PM as chapter members log on for the meeting.
  - Prepare a 5-minute presentation of product/service to share with chapter members prior to educational session.
- In-person exhibit table guidelines:

- Table set up will be completed by 12:30 PM on the date of the monthly meeting for networking between 12:30 and 1:00pm. All display items will be removed immediately upon conclusion of the business meeting at 3PM.
- Small signage and only one table per exhibit purchased will be allowed.
- Business cards, product literature, educational information, and samples may be provided to the membership.
- Noise or activity during any in-person APIC educational presentation or business meeting will not be allowed.

For Annual Conference:

- Fees for Annual Conference displays will be posted on the website prior to Annual Conference.
- The number of Conference Vendor displays will be decided on a year-to-year basis. Details related to time, place, set-up, and payment due dates will be provided prior to Annual Conference.

## CHAPTER ENGAGEMENT COMMITTEE

**ROLES:** Planning social events for the chapter including planning of end of year event.

**COMPOSITION:** Chairperson(s) approved by the President  
Members appointed by the Chair

**BOARD LIAISON:** Board Member #4

### DUTIES AND RESPONSIBILITIES:

- Provides a door prize for monthly meetings.
- Prepares itemized accounting of expenditures to be submitted to the Treasurer for reimbursement.
- Utilize the Texas Comptroller Sales Tax Exemption form when possible.
- Proposes content revisions related to Chapter Engagement on the website throughout the year.
- Organizes the annual end-of-year event. Coordinates with the Treasurer for purchases when possible.
- Sends “sunshine” to members in times of adversity or celebration with board approval.
- Coordinates with the Webmaster and Historian for advertising the end-of-year event.
- Reports to the membership at monthly meeting as necessary.
- Coordinates chapter social events after in-person meetings and during the annual conference.
- Utilizes Board Member #4 as Board liaison/resource person to assist with problem-solving.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by October 31st.

## **TELLER'S COMMITTEE**

**ROLES:** Verifies election results

**COMPOSITION:** Immediate Past President, President, and President-Elect

**BOARD LIASON:** President

### **DUTIES AND RESPONSIBILITIES:**

- Review, verifies, and counts all electronic ballots in accordance with established procedures approved by the Board of Directors.
- Notifies Nominating Committee of final election results.
- Elected candidates will be notified prior to the end-of-year event to allow additional time for them to make arrangements to attend the December Board retreat.
- Maintains record of votes and submits to Secretary for inclusion in the minutes.
- Election results are announced by the President-elect at the end-of-year event and an email notification will be sent to the Chapter membership and coordinate with Webmaster to have results posted on social media and the APIC DFW Website.

### **III. OTHER LIAISONS, TASK FORCES, & SPECIAL INTEREST GROUPS (SIGS)**

#### **A. SURVEILLANCE SIG**

- Facilitates regular meetings to provide information and education to members regarding HAI surveillance and participation in NHSN.
- Reports to the membership at monthly meeting, as necessary.
- Utilizes Board Member #2 as liaison/resource person to assist with problem-solving.
- Proposes content revision related to Surveillance SIG on the website throughout the year.
- Presents surveillance questions at the monthly Business meetings, Surveillance SIG meetings and submits questions/answers to Webmaster for posting on the chapter website.
- Submits questions/answers to board member and president by Monday preceding the business meeting.
- Submits an annual report to Board Liaison by October 31st<sup>th</sup>.

#### **B. MENTORING SIG**

- Facilitates regular meetings and activities to provide information and education to members for professional growth.
- Reports to the membership at monthly meeting, as necessary.
- Utilizes the Board Member #2 as liaison/resource person to assist with problem-solving.
- Proposes content revisions related to Mentoring SIG on the website throughout the year.
- Submits an annual report to Board Liaison by October 31st<sup>th</sup>.

#### **C. COMMUNITY STANDARDS OF PRACTICE SIG (CSOP)**

- Facilitate regular meetings to understand what the current practices are regarding different issues facing infection prevention.
- Reports to membership at monthly meetings, as necessary
- Utilizes Board Member #2 as liaison/resource person to assist with problem-solving.
- Prepares an annual report for the Board of Directors and submits to Board Liaison by October 31<sup>st</sup>

#### **D. RESEARCH SIG**

- Helps members grow their research skills and prepare to submit abstracts or articles for publication.
- Reports to membership at monthly meetings, as necessary
- Utilizes Board Member #1 as liaison/resource person to assist with problem-solving.
- Prepares an annual report for the Board of Directors and submits to Board Liaison by October 31<sup>st</sup>

#### **E. HEADQUARTERS LIAISON**

- Appointed by the President.
- Provide information to the Chapter regarding APIC activities and events.
- Reports to the membership at monthly meetings, as necessary.

- Utilizes the Immediate Past President as liaison/resource person to assist with problem-solving.
- Proposes content revisions related to APIC on APIC DFW website throughout the year.
- Prepares an annual report for the Board of Directors and submits to Board Liaison by October 31st.

## **F. WEBMASTER**

- Appointed by the Board.
- Responsible for maintaining APIC DFW website throughout the year.
- Works closely with Board Members and Committee/SIG chairs to edit and update content as necessary.
- Keeps calendar of events up-to-date with active links to meetings and SIGs.
- Utilizes Secretary to report out updates at the quarterly Board meetings.
- Submits an annual report to Board Liaison by October 31<sup>st</sup>

## **IV. OTHER**

### **A. DUES for Chapter #005**

- National APIC dues are required for chapter membership.
- Annually, the Board will determine the necessity and amount of Chapter dues. Chapter dues are currently \$25.00.
- Membership applications are available through the APIC website.
- The President will submit annual dues information to APIC.

### **B. Termination of memberships**

Refer to APIC Headquarters Bylaws

### **C. Removal from office**

Any officer, regardless of the manner of election or appointment, may be removed by the Chapter Board of Directors upon affirmative = super majority (2/3) vote of the entire Chapter Board of Directors then in office whenever, in its judgment, the best interests of the Chapter and APIC 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.

### **D. Annual report**

See attached form for recommended format for annual reports by all committee chairs, liaisons, task force chairs, Special Interest Group leaders, and Board Members.

### **E. Other policies**

Chapter will adhere to all other applicable laws and follow all policies of the parent organization, APIC Headquarters

### **F. APIC Annual Conference Educational Support**

- i. The Board will solicit requests and will choose at least 1 member each year to receive this assistance, based on selection criteria included in the Operating Policies
- ii. The chosen member(s) will receive up to the budgeted amount to apply towards the costs of in person attendance at the APIC Annual Conference.
- iii. Recipient(s) of assistance are required to do a presentation at a general meeting of their experience/learning following the conference attendance with at least one learning objective.
- iv. Monies will be budgeted for this assistance each year, but other fundraising efforts can also be used to add to the monies available.
- v. Awardees can not receive Educational Support more than once every 5 years.

## **G. Strategic Alliance Partnership Educational Support**

- i. The Board will solicit requests and will choose up to 3 members each year to receive this assistance.
- ii. The chosen member(s) will receive up to the budgeted amount to apply towards the costs of in person attendance other than the APIC Annual Conference, but that is still relevant to the infection prevention practice (SHEA, IDSA, AORN, HSPN, etc).
- iii. Recipient(s) will be notified of award and then receive reimbursement of up to \$200 the next calendar year after conference attendance.
- iv. Recipient(s) of assistance are required to do a presentation at a general meeting of their experience/learning following the conference attendance with at least one learning objective.
- v. Monies will be budgeted for this assistance each year, but other fundraising efforts can also be used to add to the monies available.
- vi. If more than 3 members apply, then a lottery system will be used to select recipients of this award.
- vii. Awardees cannot receive Strategic Alliance Partnership Educational Support more than once every 5 years.

- **Inclement weather**

APIC DFW will follow the decision of the school district in which the meeting is scheduled for cancellations due to inclement weather.

- **Board/Officer shadowing**

APIC DFW will allow members to shadow positions on the Chapter Board of Directors. Shadowing must be approved by the Board. Shadows will not vote on decisions made by the Board.

**ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND  
EPIDEMIOLOGY-DFW CHAPTER**

**Annual Report**

Year \_\_\_\_\_

**(Name of Committee, Liaison, Taskforce, SIG, Board Member)**

I. List of members if applicable

Duties and responsibilities (COPY FROM OPERATING POLICIES AND <u>ADDITIONAL OBJECTIVES CAN BE ADDED</u> )	Status (met or not met)

III. Summary of activities (meetings held, decisions made, etc.)

<u>Activity</u>	Status

IV. Financial Report (describe expenses, monies spent, budget, etc.)

<u>Budget</u>

V. Recommendations to Board (e.g., changes to Operating Policies or budget, etc.)

VI. Proposed chair for the upcoming year and any potential committee members:

Signature:  
Date:

**Submit report to your Board Liaison by October 31<sup>st</sup>**

**ADD EXAMPLE REPORT**

### **APIC DFW Education Support**

The goal is to provide educational support to APIC DFW member(s) to attend the annual APIC conference.

All recipients must complete a W9 form prior to any disbursement of funding. The W9 will be shredded after the recipient completes their educational presentation to the chapter. If recipient fails to provide educational presentation to the chapter at a chapter meeting prior to the end of the calendar year, they will receive a 1099 miscellaneous IRS form in January of the following year by the Chapter Treasurer, and a copy will be provided to the IRS.

#### **Selection Criteria:**

- Must be an active APIC DFW member
- Up to 3 members each year may be selected to receive this assistance each year.
- If more than 3 members apply, then a lottery system will be used to select recipients of this award.
- Cannot have been awarded the APIC DFW Educational support in the last 5 years

### **Strategic Alliance Partnership Education Support**

The goal is to provide educational support to APIC DFW member(s) to attend infection prevention related conferences and return with education to share with other chapter members.

All recipients must complete a W9 form prior to any disbursement of funding. The W9 will be shredded after the recipient completes their educational presentation to the chapter. If recipient fails to provide educational presentation to the chapter at a chapter meeting prior to the end of the calendar year, they will receive a 1099 miscellaneous IRS form in January of the following year by the Chapter Treasurer, and a copy will be provided to the IRS.

#### **Selection Criteria:**

- Must be an active APIC DFW member
- If more than 3 members apply, then a lottery system will be used to select recipients of this award.
- Must be an approved strategic partner alliance conference (SHEA, IDSA, AORN, HSPA, etc.)
- Cannot have been the awarded Strategic Alliance Partnership Educational support in the last 5 years