

ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY, INC.

CHAPTER POSITIONS

Effective October 2024

Chapter Name:

San Diego & Imperial County

Chapter Number:

057

***Approving Board Members:**

Jarrold Becasen

Frank Myers

Kristyn Schumacher

*Entering your name above acts as your electronic signature and indicates that you have read, understand, and agree with the Chapter positions as represented below.

BYLAWS (2024)

Elections and Qualifications

The Chapter Voting Membership shall elect the officers of the Chapter by affirmative vote of a majority of the members voting. The President-elect shall automatically succeed to the Presidency after having held the office of President-elect the preceding year. If the President-elect is unable or unwilling to hold the office of President, a majority of the Chapter Board of Directors present at any meeting at which a quorum is present shall elect a new president who has previously served at least one year as a member of the Chapter Board of Directors prior to assuming the office.

Vacancies

If any office with the exception of President-elect becomes vacant, it may:

(i) remain vacant until the next election; or (ii) be filled by appointment through a majority of the Chapter Board of Directors for the unexpired term. If the office of President-elect becomes vacant, it shall be filled by a special election of the Chapter Voting Membership.

Removal

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

Composition

The Chapter Board of Directors shall consist of the officers, the immediate Past-President, and no less than one and no more than six other Directors, the certain number to be determined by the Board of Directors from time to time.

Qualification and Election

Elections for positions on the Chapter Board of Directors shall be held annually prior to the beginning of terms of office. Only Chapter Voting Members may vote in elections for Chapter Board of Director positions. A majority vote shall elect when there are less than three candidates. A plurality vote shall elect when there are three or more candidates. Tie votes shall be broken by a run off. In order to be eligible to be elected as a Chapter Director or as a member of the Chapter Nominating Committee, a candidate must be a current Professional or New to Profession Member of APIC and the Chapter and must have been a member of the Chapter for at least one year. No Chapter officer or Director may hold office in a Chapter and in the Association simultaneously.

Terms

The Chapter Directors shall serve a term of two (2) years or until a successor has assumed office. Chapter Directors elected to the Board may not serve consecutive terms. In case the Chapter is unable to elect a new Chapter Director, the Board of Directors may allow the current Chapter Director to continue in their role for an additional term. The terms of Chapter Directors shall be staggered.

- a. No officer shall serve more than two consecutive terms in the same office. In the case the Chapter is unable to elect a new Secretary, Treasurer or Director of Education, the Board of Directors may allow the current Secretary, Treasurer, or Director of Education to continue for an additional term.
- b. All terms of office shall begin at the first Chapter Board of Directors meeting of the calendar year and shall continue until the officer's successor has been duly elected and qualified.

Duties

The Chapter Board of Directors shall:

- a. be the governing body of the Chapter and shall establish Chapter policy for conducting the business and management functions of the Chapter, as permitted by the Association;
- b. oversee committee activities;
- c. authorize the official acts of the elected officials and committees;
- d. approve the slate of candidates for the ballot

PRESIDENT

The President shall serve for a term of **one to two years**, as determined by the Chapter Board or until a successor has assumed office, and elected by membership.

The President shall:

1. Be directly responsible to the Chapter Board of directors (Board) for the administration of the organization.
2. Delegate committee activities and appoint members to committees as necessary with Board approval.
3. Preside at all Board and Chapter meetings of the Chapter.
4. Be the principal spokesperson for the Chapter.
5. In general, perform all duties and have all powers customarily incident to the office of the president and such other duties and powers as may be prescribed by the Board from time to time.
6. Sign with the secretary, or any other proper officer of the Chapter authorized by the Board, any deeds, mortgages, bonds, contracts, and other instruments that the Board has authorized to be executed.
7. Serve as the primary communication link with APIC HQ on matters such as reporting Chapter leadership, Chapter dues, and other business- and communication- critical information. Further, the president must respond to APIC requests, notices, and other communications in a timely manner or a designated deadline.
8. Facilitate the determination of the yearly goals for the Chapter through Chapter membership input
9. Attend (when possible) CA APIC meetings (4 per year) to represent SDIC APIC Chapter for voting and discussion. If unable, designate a representative from the Board to participate on behalf of the Chapter.

Responsibilities by timeframe:

- Daily:
 - None
- Weekly:
 - None
- Monthly:
 - Put together the agenda for each month's Chapter business meeting. Solicit agenda items from the Board and membership. Send to Chapter Secretary AT LEAST one week before the Chapter meeting to distribute to the membership.
 - Facilitate the monthly Chapter business meetings.
- Yearly:
 - Facilitate AT LEAST two (2) Chapter Board meetings per year. Make sure minutes are taken by Secretary to document the meeting and assign action items.
 - Follow up with Director of Education in September of each year to assure meeting venue for upcoming year has been acquired and Chapter education is forthcoming.
 - Be a resource and assist President Elect in planning of Annual Conference.

PRESIDENT-ELECT

The President-elect shall serve for a term of **one to two years**, as determined by the Chapter Board or until a successor has assumed office, and elected by membership.

The President-Elect shall:

1. Assist the President in the discharge of the duties of the President as may be directed by the President, and shall perform such other duties as may be prescribed from time to time by the President or the Chapter Board of directors (Board).
2. One of these duties is to plan/coordinate the Chapter's Annual Conference in September of each year.
3. Prepare to assume the office of president.
4. Fills the office of president, should that office become vacant, and subsequently fills the office of president for a regular term, as is entitled to the president-elect.
5. Serve as a communication link with APIC HQ on matters as designated by the president. Further, the president elect must respond to APIC requests, notices, and other communications in a timely manner or by the designated deadline.
6. Become familiar with the president's duties, as well as the organizational system structure.
7. Become familiar with the bylaws of the Chapter.
8. Become familiar with various committees within the Chapter.
9. Maintain communication with the President.
10. Maintain Chapter's meeting and event calendar facilitated and populated by the Director of Education.
11. Perform presidential duties in the absence of the President as delegated by the president

Responsibilities by timeframe:

- Weekly:
 - During weeks leading up to Chapter's Annual Conference will be in communication with venue coordinator, catering coordinator, President, vendor coordinator, conference planning committee, and volunteers regarding duties and responsibilities.
- Monthly:
 - Communication/confirmation with Director of Education regarding the monthly Chapter meetings/lunch.
 - Review Chapter meeting proposed educational offering each month with the Director of Education checking for CEU/non-biased compliance.
- Yearly:
 - Follow up with Director of Education in September of each year to assure meeting venue for upcoming year has been acquired and Chapter education is forthcoming.
 - Plan/Coordinate the Chapter's Annual Conference in September. General description below:
 - Facilitate a Friday in September date for conference. Review other events happening in September to plan a date as free as possible (avoid if possible dates that coincide with SDPH flu conference, AVA national scientific meeting, Kaaboo, IDAC Fall conference, etc)
 - Enlist conference committee to assist with duties/planning

- Secure venue/caterer/menu
- Review annual conference budget to facilitate planning
- Develop topic/theme
- Secure speakers
- Enlist vendor participation

LEGISLATIVE REPRESENTATIVE

This role is usually performed by the chapter's Immediate Past President. If an Immediate Past President is unable to perform this function due to a conflict of interest, the board of directors may elect an individual to act as the chapter legislative representative for that Immediate Past President's term. The Legislative Representative shall serve for a term of **one to two years**, as determined by the Chapter Board or until a successor has assumed office.

The Legislative Representative shall:

1. Stay informed about current legislative developments, including pending and recently enacted legislation that directly or indirectly impacts the infection preventionist's role and responsibilities.
2. Serve as CA APIC representative for the local APIC chapter
3. Attend or send an appropriate chapter designate, to all CA APIC meetings (4 meetings per year and the annual "Leg day" in Sacramento).
4. Summarize and communicate regarding legislative updates at each monthly Chapter meeting. This includes local, State, and National legislation that are IP-related or of interest.
5. Attend or send appropriate chapter designate to CLR luncheon at annual APIC conference.

SECRETARY

The Secretary shall serve for a term of **two years** or until a successor has assumed office; and shall be elected in the odd-numbered years.

The Secretary shall:

1. Be responsible for the accurate recording and transcribing of the minutes of all meetings.
2. Submit all minutes to the Board in accord with established procedure before the next meeting.
3. See that all membership notices are duly given in accordance with applicable state laws and the Chapter's bylaws. All updates, information must be sent out to Chapter members.
4. In general, perform all duties and have all powers customarily incident to the office of Secretary and such other duties and powers as may be prescribed from time to time by the President or President-elect.

Responsibilities by timeframe:

- Daily:
 - None
- Weekly:
 - At least weekly, check Gmail account for correspondence that needs to be answered and answer or direct to President or appropriate Board member for answer.
 - Check Gmail account for additions to Chapter Gmail distribution list and add them to appropriate contact list – these notices are generated by Chapter website.
 - Be responsible for all official Chapter correspondence as directed by the President or President-elect.
- Monthly:
 - Accurately record, transcribe and distribute to all Board members, the minutes of all official meetings of the Chapter.
 - As the Secretary, maintain the Chapter documents which are stored in a Chapter Google account accessible through Google Drive.
 - Keep on hand an ample supply of all necessary forms and distribute them as required.

QUALIFICATIONS FOR SECRETARY: The secretary must have the ability to participate as an active Board Member, take accurate minutes, and express herself/himself well in writing. The secretary must attend Board Meetings, annual conference, along with easy access to mail service and telephone. The average time commitment is about 2 hours per week. The secretary must be organized, punctual and have good computer skills.

TREASURER

The Treasurer shall serve for a term of **two years** or until a successor has assumed office. Elections for the Treasurer is held a year after other office elections. The Chapter Treasurer has a fiduciary responsibility to exercise prudent and reasonable care for the assets of the Chapter. The treasurer maintains, manages, and accounts for all records related to the finances of the local APIC Chapter and submits reports in a timely manner.

The Treasurer shall:

1. Establish and maintain bank accounts.
2. Maintain copies of the Chapter's bylaws, tax ID number, legal documents and correspondence with state and federal governments.
3. Work with Chapter Board and committees to develop new revenue sources.
4. Prepare the annual budget and present it to the Board.
5. Share monthly financial reports (balance sheet and income statement) with the Board.*
6. Be a member of or consultant to any committee having to do with the Chapter's monies.
7. Follow schedule for retention and destruction of financial files and information. (See APIC's document retention policy in the online Chapter Resource Center.)
8. Serve as a link between APIC and the Chapter regarding the Chapter's monies and financial reporting.
9. Respond to APIC requests, notices, and other communications in a timely manner, or by the designated deadline(s).
10. Be bonded through APIC. **
11. Review financial affairs of the Chapter with legal counsel and/or accountant if/as necessary.

*Reports may be shared electronically. **Not applicable for international Chapters.

The Chapter Treasurer's specific tasks are divided into the following primary categories.

I. Accounting

- a. Make deposits to bank account(s); record source and amount in Receipts Journal and Chapter ledger.
- b. Review expense requests, make payments, and maintain Disbursements Journal and Chapter ledger.
- c. Maintain bank account balance and reconcile monthly bank statements.
- d. Monitor financial results compared to budget and track income against expense.
- e. Prepare and maintain regular income & expense statements, as well as annual balance sheets. (See Chapter Financial Reporting workbook in online Chapter Resource Center)

II. Budgeting

- a. Solicit budget requests from Chapter officers and committees.
- b. Lead development of comprehensive annual budget informed by submissions from committee/program leaders and officers.
- c. Manage the budget approval process – present the proposed budget to the Board and lead the budget review discussion to approve the budget as proposed or modified by the Board.
- d. Distribute final, approved budget to Chapter officers and program leaders with budgetary responsibility.

- III. Reporting
 - a. Present monthly financial reports to the president, executive committee, Board and other groups (ex. committee chairs, and membership) as directed by the president.
- IV. Forward end of year financial reports to Chapterreports@apic.org according to the schedule provided in this Chapter Treasurer's Manual.
- V. Tax Filings Become familiar with the 1099, W-9 and 990 tax forms
 - a. Prepare and submit all required tax documents and filings

Without a Treasurer-elect position: Expectation of a New Chapter Treasurer - Transition Period

From Chapter Treasure Manual, APIC (May 2023).

Upon being elected as the Chapter Treasurer, APIC should be alerted to your assumption of the role. This is typically completed by the Chapter President in the annual submission of the Chapter's Officers' Submission Form. However, if you find that you are not receiving leadership information and resources from APIC after your term begins, please contact Chapters@apic.org to ensure that APIC is aware of your position. You should also confirm that your member profile, including preferred mailing address, email address, and phone number, are up to date. This will ensure you receive all treasurer directed communications.

Your first official task as Chapter Treasurer is to meet with the previous/existing treasurer to take possession of the Chapter's permanent records, including its bylaws, as well as all financial records. You should also obtain and review the last few years' strategic plans, budgets, and Board meeting minutes, noting any direction or resolutions affecting the Chapter's finances.

When meeting with the outgoing Chapter Treasurer, use the following transition checklist to ensure you receive all required documentation.

- Bylaws – for reference
- Board minutes – for historical information and reference
- Financial statements – balance sheets and income statements
- Budgets
- Cash receipts journals
- Cash disbursements journals
- Checkbook, bank statements, and cancelled checks (if applicable)
- Passwords for online banking, password protected files and other applicable online accounts
- Investment or savings statements (if applicable)
- Insurance information (if applicable)
- Sales Tax exemption (if applicable)
- Federal Tax Identification number (TIN or EIN) – required for opening bank accounts, non-profit mailing postal accounts, and correspondence with the IRS. This can also be obtained from APIC, if necessary.

If there are any changes to the Chapter's banking information, these updates should be submitted to Chapters@apic.org to ensure no delay in the quarterly disbursement of dues monies owed to the Chapter.

TREASURER-ELECT

The Treasurer shall serve for a term of **one year** or until a successor has assumed office. The Treasurer-elect is a 3-year position, 1 year being of significant training and responsibility as Treasurer-elect, 2 years acting as Treasurer, so the volunteer must be aware of the time commitments, level of expectation, and is fully aware of the impact of accepting this role.

The Treasurer-elect will work with the Treasurer during the Treasurer's last year of term, and review the following:

- Bylaws – for reference
- Board minutes – for historical information and reference
- Financial statements – balance sheets and income statements
- Budgets
- Cash receipts journals
- Cash disbursements journals
- Checkbook, bank statements, and cancelled checks (if applicable)
- Passwords for online banking, password protected files and other applicable online accounts
- Investment or savings statements (if applicable)
- Insurance information (if applicable)
- Sales Tax exemption (if applicable)
- Federal Tax Identification number (TIN or EIN) – required for opening bank accounts, non-profit mailing postal accounts, and correspondence with the IRS. This can also be obtained from APIC, if necessary.

DIRECTOR OF EDUCATION

The Director of Education shall serve for a term of **two years** as determined by the Chapter Board or until a successor has assumed office, and elected by membership.

The Director of Education shall:

1. Plan, develop, and implement the monthly Chapter educational courses and programs that address identified educational needs related to infection prevention and control for APIC Chapter 057. Guidance for Chapter education will be provided by the membership and the Chapter Board of Directors.
2. Maintain the Chapter Educational Offering Calendar for the year and assuring the next year's calendar is started and passed on to the incoming Educational Chair.
3. Confirm with speakers (and, if applicable, their vendor sponsor) and obtain their educational presentation one month in advance of their presentation date. Distribute to the Board for review of the presentation for product or company bias. If bias is found, immediately contact President Elect for decision of next steps.
 - a. Confirm with vendor partners, if applicable, the provision of speakers and lunch at each meeting (i.e. contacting them a week before the meeting time to verify participation details such as time and location and lunch delivery schedule)
4. Administer the Chapters California Board of Registered Nursing (BRN) Continuing Education Program for each Chapter educational offering for which continuing education contact hours will be conferred.
 - a. Must have a full understanding of and maintain documents per the California Code of Regulations, Title 16, Division 14, Article 5. Continuing Education to assure each educational offering where contact hours are conferred meets the regulation. Generate and administer evaluation surveys to attendees for all educational events where contact hours are conferred.
 - b. Maintain online survey access and, if applicable, generate monthly evaluation forms to educational presentation attendees.
 - c. Provide sign-in sheet for all continuing education Chapter events.
 - d. Provide feedback from educational events attendee evaluations to Board as requested.
5. Maintain Chapter laptop and bring to all educational events where A/V is provided.
6. Attend Chapter Board meetings and vote as required.

Responsibilities by timeframe:

- Daily:
 - None
- Weekly:
 - Share educational offerings from other Chapters or organizations to members
- Monthly:
 - Put together meeting educational information flyer for Chapter meeting (week before meeting)
 - Confirm educational offering/speaker/lunch for upcoming Chapter meeting with speaker/vendor sponsor – confirm meeting time/date/place with them
 - Review educational offering for CEU regulation criteria/vendor bias and distribute to Board for review
 - Print make digitally available Chapter member meeting sign in sheet
 - Print or make digitally available post-educational evaluation survey for each

- Chapter meeting
 - Assure that all PowerPoint presentations for educational offerings or meeting information is on mobile drive or downloaded onto Chapter laptop or equivalent device for each Chapter meeting
 - Bring Chapter laptop or equivalent device to meeting
 - Monthly and ongoing – Per educational Chapter needs identified by the President, Board and Chapter members, recruit speakers for future Chapter meetings – maintain in calendar format
- Yearly:
 - Secure site location for upcoming year's monthly Chapter meetings
 - Secure virtual meetings for upcoming year's monthly Chapter meetings
 - Hand off of educational calendar for upcoming year to new Director of Education (if new election year)
 - Renew with Chapter Treasurer the Chapter's Continuing Education Provider (CEP) License (fee due in every other year) with CA Board of Nursing

COMMITTEES

EXECUTIVE *(from 2024 Bylaws)*

The Executive Committee may:

1. Consist of five to six (5-6) members of the Chapter Board of Directors: the President, the President-elect, the Immediate Past President, the Treasurer, the Secretary (if the office is filled), Director of Education and one member elected at the first Chapter Board meeting of the year by and from the current Chapter Board of Directors.
2. Make all necessary decisions, between Chapter Board of Directors meetings, to ensure the continuous functioning of the Chapter.

MEMBERSHIP

The Membership Committee shall:

1. Promoting and maintaining growth of the Chapter through membership promotion and retention campaigns
2. Determining member eligibility requirements
3. Determining categories of membership dues and assessments
4. Assisting in the development of programs intended to affect the character or size of the membership of the Chapter
5. Having membership brochures/application forms available at all regular meetings
6. Help develop and implement member programs to increase member engagement (e.g., mentoring, drives).
7. Develop and conduct member needs assessment with Director of Education at least every two years.

The Membership Committee Chair, if so elected by membership, shall:

1. Review Chapter membership roster for accuracy through www.APIC.org. Report inconsistencies and any changes to name/address of members immediately to the Senior Coordinator, Membership & Customer Service.
2. Encourage Chapter members to update contact and/or demographic information on APIC Connect Portal, as needed.
3. Report inconsistencies and/or member demographic changes to Chapters@apic.org.
4. Report membership count and any membership promotion or retention efforts to Chapter meeting
5. Reach out to APIC members in the county without an APIC Chapter membership using www.APIC.org membership reports
6. Assist Chapter in activities that may promote or retain membership

NOMINATING & AWARDS

The composition of the Chapter Nominating and Awards Committee shall be determined by the vote of the active members of the Chapter. In order to be eligible to serve on the Chapter Nominating and Awards Committee, an individual must meet those qualifications for a Chapter Director stated in Article VII, Section 2. Members of this committee shall not be eligible to run for any office in the Chapter while serving on the committee. A chairperson appointed by the committee members and approved by the vote of the active members shall head the committee.

The Nominating & Awards Committee shall:

1. Advocate to Board and Chapter Treasurer annual budget for educational support

awards. Award categories and amounts, but not limited to, below:

- a. National APIC Award - \$2000.00
 - b. Cheryl Richardson "Leg" Day Award - \$750.00
 - c. Chapter Standard Award - \$500.00
2. Be familiar with Chapter's educational support awards eligibility and criteria, submission, and recipient history
 3. Setup applications, deadlines, and selection process for each award as approved by the Board
 4. Solicit nominations for awards and elected positions in the Chapter that are representative of a multidisciplinary local organization. See Section 4 of Chapter Bylaws, Elections and Qualifications.

The Nominating & Awards Committee Chair, if so elected by membership, shall:

1. Develop procedures for the conduction of elections consistent with Chapter Bylaws, the Association's articles of incorporation, and applicable law, and submit such procedures for Chapter Board approval
 - a. Prepare a ballot for voting, using Chapter's Google Account (Google Forms).
 - b. Distribute the ballot to the membership with a voting deadline prior to the Chapter's winter holiday event.
 - c. Assist the President with the Election Vote; collate the slate of candidates and confirm them as an Active Member and obtain validation of the number of Chapter meetings attended.
2. Develop and submit a slate of candidates for the Chapter ballot to the Chapter Board of Directors for approval
3. Notify all nominees of their status regarding their candidacy for awards or elected positions
4. Other actions may include creating voluntary, limited scope positions, formed to answer a problem or situation, then terminate once the call to action has been resolved. A vote of the Board of Directors or Chapter members is not required to form or terminate these members from these

SOCIAL

The Social Committee shall:

1. Plan, organize and coordinate social events for the chapter that foster collegial relationships among membership
2. Committee members (minimum 2, preferably 3-4) from membership who will commit to working with the informal "chair" of the committee.
3. Events to plan or help coordinate, but not limited to:
 - a. Summer Social Event
 - b. Winter Holiday Event (replaces December Chapter meeting)
 - c. Fall Chapter Conference (replaces September Chapter meeting)
 - d. Ad hoc events: as agreed upon by membership
4. Solicit and plan fundraising initiatives for Chapter from membership, vendors, and/or external partners and organizations (e.g. sponsorships, gift donations)
5. Identify and secure venues for events within Chapter's annual budget

The Social Committee Chair, if so elected by membership, shall:

1. Lead the Social Committee and uphold duties held by the committee.

EDUCATION

The Education Committee shall:

1. Committee members (at least 1) from membership who will commit to working with the Director of Education
2. Assist the Director of Education in seeking potential Speakers and vendor sponsorship for Chapter meetings and the Fall Chapter Conference
3. Be familiar with the Director of Education job description and responsibilities

VENDOR LIAISON

The Vendor Liaison(s) shall:

1. Advocate and engage Associate membership or vendor partners to participate in chapter events and meetings.
2. Assist the chapter with fundraising, sponsorship, and volunteers among Associate membership or vendor partners
3. Obtain from Membership committee a current roster of Associate membership to use for communication