2025

Oregon & Southern Washington

OSWAPIC

CHAPTER - 014

OPERATING POLICY

OREGON & SOUTHERN WASHINGTON CHAPTER - 014

Association for Professionals in Infection Control & Epidemiology, Inc

Updated on January 17, 2025

Approved by OSWAPIC BOD: February 6, 2025

Chartered 1997

community.apic.org/oswapic/home

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Document Control

Document Information

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Document History

Version	Issue Date	Changes
1.0	1/17/2025	Updated formatting, Inclement weather, OSWAPIC Committee Oversight table, Committee Board Liaison assignments, Chapter Engagement Committee (CEC) Chair overseen by Historian/Social Media Chair if CEC chair position is empty.
1.5	2/6/2025	Update OSWAPIC Education Assistance Selection Criteria, President oversight of Non-active committees until activated. *Approved during Chapter Board Meeting*

VISION AND MISSION

VISION

A safer community through the prevention of infection.

MISSION

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

GOALS

To further describe, and not to limit, the purposes of APIC as described in its Articles of Incorporation, APIC and the

Chapter shall conduct its activities with the following goals:

- **A.** To direct, support and improve the practice and management of infection control and the application of epidemiology.
- **B.** To position APIC as the leader in the practice of infection control and the application of epidemiology.
- **C.** To ensure that APIC's mission is supported by its resources and activities.

PURPOSE

The purpose of the OSWAPIC Operation Policy is to provide a comprehensive framework that guides the daily operations of the Oregon and Southern Washington APIC Chapter-014 (OSWAPIC) in alignment to the chapter Bylaws. This policy serves as a reference for board members, committee chairs, volunteers, members, vendors, and other stakeholders involved in the chapter's activities. By outlining composition, duties, practices, and procedures, the Operation Policy aims to enhance understanding and compliance among all participants.

The OSWAPIC Operation Policy is designed to ensure adherence to IRS regulations and uphold ethical standards, while aligning operations with the chapter's mission. It delineates the roles, responsibilities, and decision-making processes for board members, elected officials, and volunteers, promoting transparency and accountability throughout the organization's structure.

Acknowledging that not all scenarios can be anticipated, the policy recognizes the need for flexibility. The Board of Directors maintains the authority to modify, supplement, or revoke policies, practices, procedures, and benefits as necessary, ensuring that the chapter remains responsive to evolving circumstances and needs. This adaptability is crucial to sustaining the effectiveness and relevance of OSWAPIC operations over time.

TAX FILING

TAX STATUS

APIC is an exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or a successor statute. The Chapter shall operate at all times consistent with the requirements of Section 501(c) (3).

Chapter Tax EIN: 51-0208780

IRS Name: Association for Professionals in Infection CRTL & Epidemiology INC

Annual Tax Filing: 990N E-Postcard

NON-PROFIT CHARITY REGISTRATION:

Oregon Department of Justice Charity Registration #: 33593

STATE BUSINESS FILING:

Oregon Secretary of State Corporation #: 136484-98

Entity Name: ASSN. FOR PROFESSIONALS IN INFECTION CONTROL AND EPIDEMIOLOGY OREGON SOUTHERN WASHINGTON CHAPTER, INC.

Entity Type: DNP

Non-Profit Type: Public Benefit with Members

OTHER/MISCILANIOUS

DUES for Chapter #014

- 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 Treasurer will submit annual dues information to APIC.

Termination of membership

Refer to APIC Headquarters Bylaws

Removal from office

Refer to Bylaws.

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.

Other policies

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

APIC Annual Conference Educational Support

- See Policy #01: Travel Funds to APIC National Conference

OSWAPIC Education Assistance Selection Criteria

1. Give first preference to applicants presenting at the conference.
2. Give 2nd preference to applicants who are renewing a CIC certification within 12 months.
3. Give 3rd preference to applicants from non-acute care settings i.e. Ambulatory care clinic, long term care, Tribal health centers etc.

- If 2 or more applicants are on the same preference level consider committee members, other chapter involvement, or other pertinent certifications. If a tie breaker is needed draw names between equal candidates
- All recipients must complete an 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.

Inclement weather

For in person meetings, OSWAPIC will follow the decision of the school district in which the meeting is scheduled for cancellations due inclement weather. Virtual meeting will be held.

Board/Officer Shadowing

OSWAPIC 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.

BOARD OF DIRECTORS

A. ROLES: Refer to the OSWAPIC Chapter Bylaws for full composition and 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.

B. **COMPOSITION**: Elected by the Membership

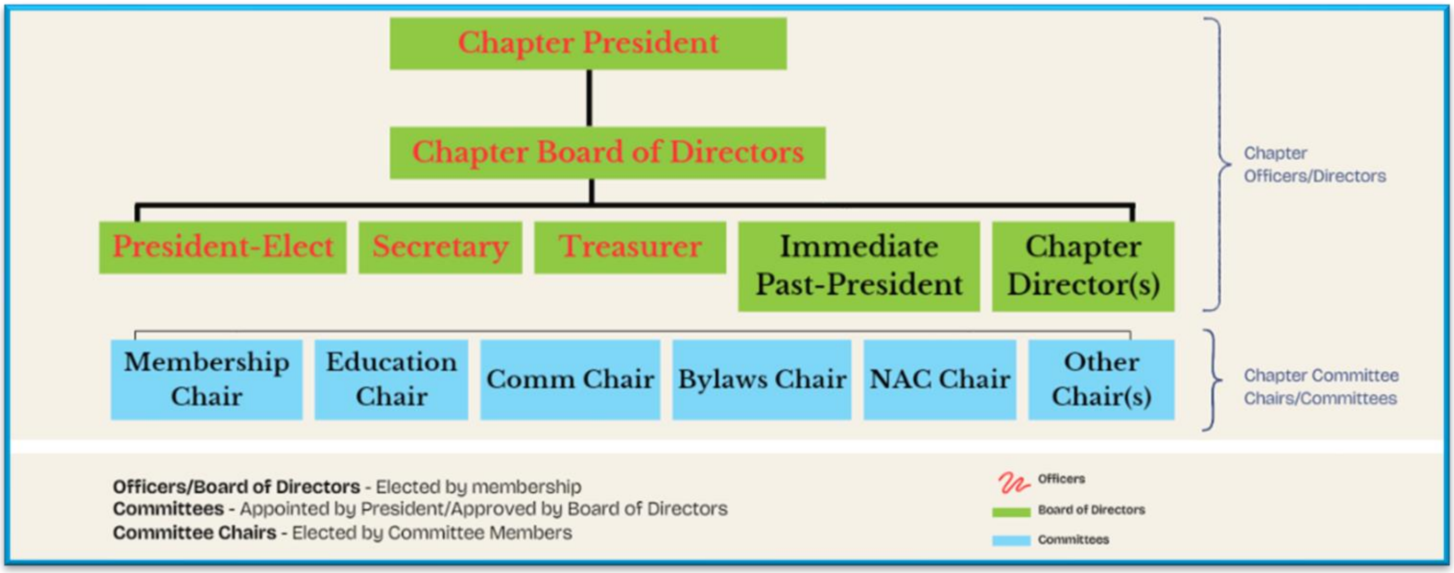
- Immediate Past President
- President
- President-Elect
- Treasurer
- Treasurer-elect
- Secretary
- Director(s) *no less than one and no more than six other Directors*

C. **DUTIES AND RESPONSIBILITIES:** Includes but not limited to the following:

- Approves the budget for the year. Authorizes expenditures outside the budget throughout the year.
- Meets in-person, by telephone, or electronically to problem solve and determine policy. Any issues decided electronically or by phone will be recorded in the minutes of the next in-person 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 Certified Educator (CE) and/or Infection Prevention Unit (IPU) contract.
- Responsible for development and implementation of the Chapter's Strategic Plan.
- Participates in the year-end meeting & Board retreat.
- Participates in the transitional hand-off meeting in January.

- 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.

CHAPTER ROLES ORGANIZATIONAL CHART



OSWAPIC COMMITTEE OVERSIGHT

Each OSWAPIC Chapter Chair/Committee/Special Interest Group shall have a designated Board Liaison. The primary purpose of the Board Liaison is to facilitate communication between the Board and appointed Chair/Committee/Special Interest Group. The Board Liaison is the Chair's primary contact for all governance related issues and supports the Chair/Committee/Special Interest Group with leadership of the appointed group as necessary.

BOARD LIAISON	COMMITTEES
IMMEDIATE PAST PRESIDENT	APIC Headquarters Liaison Teller's Committee
PRESIDENT	Teller's Committee Awards Committee Membership Committee Any Non-Active Committees
PRESIDENT-ELECT	Chapter Conference Committee Teller's Committee
TREASURER	Vendor Liaison
SECRETARY	
BOARD MEMBERS *(Any non-active committees to be overseen by the Chapter President, until activated.* *Board Members to convene annually to divide active chapter committee oversight duties equally amongst active Board Members.)*	Education/Program Committee CE/IPU Provider Chair Governmental Affairs Committee
	Professional Advancement Committee Mentoring Program SIG Surveillance SIG
	Historian/Social Media Chair Chapter Engagement Committee
	Nominating Committee

OSWAPIC TENTATIVE TIMELINE FOR IMPORTANT ACTIVITIES

January	**Transitional meeting** 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
	Board Meeting- conflict of interest statements due to APIC (President)
February	Forward signed Bylaws approved at end-of-year Board meeting to APIC, if necessary (Board member)
	Conference Committee sets locations, date and time
March	Application for APIC Annual Conference Educational Support closes March 1st (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 OSWAPIC Conference.
April	**Board Meeting,** (finalize next year's meeting dates and forward to education committee chair)
	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	Awards committee solicits nominations for STAR Awards, through October 1st
	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 OSWAPIC Conference
	Conference committee begin 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	**Board Meeting,** 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 3rd week with voting to be open for 1 month & completed by end of October
October	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 Membership committee for validation of voter status.
	Annual reports with budget recommendations due to Board Liaisons by October to President and Treasurer via Liaison by November 7th. Treasurer posts reports on SharePoint site.
	Board Liaisons solicit/receive Board Reports and budget recommendations from SIG and Committee Chairs (Move up)
	Nominations for STAR Awards close by October 1st. Awards Committee compiles and submits to Board Liaison. Board Liaison confirms with Membership Committee that each nominee is an active chapter member. Final recommendations submitted by committee to Board Liaison by mid-October.
November	**Board Meeting** – Select recipient(s) for STAR Awards, **,** discuss committee chairs and nomination committee for next year
	Nominating Committee submits ballot results to Teller's Committee for review and approval by end of first week of month. Teller's Committee reviews for validity, offers insights necessary related to existing policy and convenes with Board, if warranted, about results.

	Awards Committee purchases awards immediately upon board approval, so the awards are available to present at the end-of-the-year event. President invites recipients to end-of-year event and sends communication to recipients' immediate supervisors to notify of recognition.
December	End-of-year event with awards presentation, announcement of election results, committee chair recognition, strategic alliance partner recipient announcement (if applicable) and recognition of other members as appropriate
	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

OSWAPIC 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
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
February	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
	Monthly Treasurer Report to President due 1 week prior to Chapter Mtg
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
	Register group for APIC annual conference for discount if applicable (President, Treasurer, GAC CLR, education award winners)
	Purchase Liability insurance for onsite OSWAPIC 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
	Squarespace annual fee due
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	APIC bills chapters for annual bonding fees and annual renewal fees – payment due within 30 days of receipt of invoice
	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 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
	Chapter W9 created with new Treasurer
	Update Reimbursement form in Operating Policies and on Website

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 the National Liaison.
  - Receives national reports, updates as provided and reports at the Board meetings.
- Appoints special interest groups/taskforces/liaisons as necessary.
- Past -president reviews website content regularly and sends Webmaster/Historian 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 OSWAPIC 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.
- 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.

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 Year-end Board Retreat and send to Webmaster/Historian 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 by October 31st.
- 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 least three times a year and reports at the Board meetings.
  - Receives annual report by October 31st. 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 the membership for two years. (Serves as Treasurer Elect for prior year)

C. DUTIES AND RESPONSIBILITIES:

- Supervises and maintains all funds and securities of the Chapter.
- Serves as a member of the Board of Directors and attends scheduled meetings.
- Collects and receives all funds for all Chapter activities (e.g., conference, end-of-year event).
- Maintains bonded status, coordinating bonding of the Chapter, as appointed by the Board, annually or as needed.
- Provides financial reports to the Board.
- Prepares and submits IRS forms 1099, 1096, and 990N annually.
- Provides appropriate reimbursement to members for monies spent. Members requesting reimbursement for approved expenditures will complete the Reimbursement Request form (see next page) and submit along with receipts within one month of the expenditure.
- Follows established bookkeeping procedures of APIC including the preparation of quarterly reports.
- Prepares a brief financial statement for each business meeting to include the prior month's expenses, disbursement, and total holdings.
- Prepares a financial summary at the end of the year and sends to parent Association.
- Maintains record of all book-keeping procedures and related APIC correspondence.
- Serves as a member or consultant to any committee having to do with the Chapter's monies.
- Represents the Chapter at parent Associations' Annual Treasurer activity and chapter leader meetings held during the annual conference.
- If necessary, arranges for liability insurance for the annual conference. Facility hosting the annual conference may have liability insurance that covers the event.
- Leads development of comprehensive annual budget informed by submissions from committee/program leaders and officers.
- Present the proposed budget to the board and lead the budget review discussion to approve the budget as proposed or modified by the board.
- Distribute final, approved budget to chapter officers and program leaders with budgetary responsibility.
- Maintains required documents per APIC Document Retention Policy.
- Serves as Board Liaison to the Vendor Liaison.
- Receives reports and updates at least three times a year and reports at the Board meetings.

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 the 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 and 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 and Chapter meetings.
    - Accurately records, transcribes, and provides Board 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.
- Uploads and maintains vital documents on OSWAPIC 's cloud storage site.
- Serves as secondary Webmaster/Historian: sending, receiving, reviewing, and distributing chapter communications as well as updating the OSWAPIC website as needed.
- Prepares IPU validation letters for submission to president.

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.

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 Board Liaison to receive reports from and act as a resource to 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 at least three times a year and reports at the Board meetings.
  - 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 Immediate Past President, who submits changes to Webmaster/Historian.
- Board Members are to convene annually to divide Board Liaison chapter committee oversight duties equally amongst active Board Members.
  - Liaison to and responsible for receiving updates and reports from Education/ Program Committee, Chapter Engagement committee, and the CE/IPU Provider.
  - Liaison to and responsible for receiving updates and reports from, Professional Advancement, Surveillance SIG, and the Mentoring SIG program. In addition, reviews and revises the Bylaws per APIC Headquarters' requirements, as applicable.
  - Liaison to and responsible for receiving updates and reports from Governmental Affairs and Awards committees, and the Historian. Receives awards nominations from Webmaster/Historian and submits to membership committee for chapter membership verification and forwards eligible nominees to awards committee.
  - Liaison to Strategic Alliance Partners, 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
    - Strategizes on ways to increase membership numbers.
    - Reviews webinar attendees for Business meetings and Professional Advancement meetings.

CONTINUING EDUCATION BOARD MEMBER

A. ROLE: Assist the President and Board of Directors in guiding Continuing Education (CE) activities of the Chapter.

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

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.
    a. Receives reports and updates at least three times a year and reports at the Board meetings.
    b. Receives annual committee reports by October 31st. Reviews report prior to the Annual Year-end Board Retreat in December.
- Oversees the application for pre-approval of CE activities for the chapter. Duties include:
    a. Assists with content for the conference brochure..
    b. Reviews and provides input for the agenda.
    c. Completes Planning Activity Form.
    d. Assists conference presenters to meet required ANCC criteria and reviews for appropriate format.
    e. Reviews Biography/Conflict of Interest forms of committee members and presenters.
    f. Identifies any conflict of interest and resolves issues and communicates to learners in a disclosure format.
- Develop and maintain a system for the following records for a period of four (4) years in one location for each CE course offered by the chapter:
    a. Course outline, date(s) and place(s) given.
    b. Curriculum vitae or resumes for all instructors.
    c. Name and license number or other identification of RNs taking the course.
    d. Record of any certificate issued to them.
- Develops, reviews and updates CE policies and processes as needed. As a chapter provider we are required to have written policies, available upon request, describing:
    a. Refund policy regarding non-attendance and notification of cancellation of a course.
    b. Notification process if course is canceled.
    c. Time period within which the full or partial registration fee will be refunded.
- Develops, reviews and updates CE course advertisements to ensure the brochure/advertisement for the CE course must contain the following:
    a. The full statement "*Provider approved by the California Board of Registered Nursing, Provider Number _____, for _____ contact hours*" must be included in all advertisements.
    b. Provider's (OSWAPIC's) policy regarding refunds (including time lines) for nonattendance by the registrant.
    c. A clear, concise description of the course content, objectives, or both, is required.
    d. Provider name stated as officially on file with the BRN
- Develops and maintains a process for providing proof of attendance document, such as a certificate, grade slip, or transcript to each licensee to show that the individual has met the established criteria for successful completion of a course. A grade slip or transcript will be accepted in lieu of a certificate for those enrolled in an approved academic course.
- Assists the chapter every two years with the CE Provider renewal process.
- Submits ongoing reports of issues and criteria changes to the Chapter Board.
- Develops and monitors strategic goals for the CE Committee.
- Encourages members/partnerships to use the CE process for local chapter and Annual Chapter Conference activities.
- Assists with tasks for the CE course application and processes when requested.

APIC CHAPTER LEGISLATIVE REPRESENTATIVE (CLR)

As APIC's representative to state and local policy makers on public policy matters, the Chapter Leadership Representative (CLR) is a high-level officer of his/her/their chapter. The CLR serves as the major link between his/her/their 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 OSWAPIC.
- 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 account able 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 fan outgoing CLR to her/his successor.

COMMITTEE CHAIR DUTIES AND RESPONSIBILITIES

AWARDS COMMITTEE

ROLE: Informs members of STAR (Special Thanks and Recognition) 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

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/Historian for posting.
- Deadline for STAR Award nominations is October 1st.
- Once the nomination period closes, Board Liaison will request nominations from the Webmaster/Historian. Board Liaison confirms with Membership Committee 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-October for review at the November Board 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 end-of-the-year event in coordination with Board Liaison, president, and president-elect.
  - The Board Liaison will work with the membership committee 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.
  - President-Elect will provide Awards Committee with the information for the presentation.
- Responsible for verification of Award winners' credentials, place of employment, and supervisor information.
- Reports to the membership at monthly meeting, submits report to board member and president by end of day Monday prior to the meeting.
- Utilizes Board Member 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.

CHAPTER CONFERENCE COMMITTEE

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

COMPOSITION: Co-Chairperson(s) approved by the President
Members: Treasurer, Vendor Liaison, Other members as appointed by Chair

BOARD LIAISON: President-Elect

DUTIES AND RESPONSIBILITIES:

- The Co-Chairs will preside at 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 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 CE s/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 to the Board Liaison by October 31stth.
- See Additional OSWAPIC Chapter Conference Documents for more details.

CHAPTER MEMBER ENGAGEMENT COMMITTEE

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

COMPOSITION: Chairperson is Historian/Social Media Chair
Members appointed by the Chair.

BOARD LIAISON: Board Member

DUTIES AND RESPONSIBILITIES:

- Provides a door prize for monthly meetings, per in-person meeting.
- Prepares itemized accounting of expenditures to be submitted to the Treasurer for reimbursement. Uses the Chapter sales tax exemption for purchases when possible.
- Proposes content revisions related to Chapter Engagement on the website throughout the year.
- Makes provisions for the annual end of year celebration.
- Organizes the annual end-of-year event held in December. Works with the Treasurer to utilize the sales tax exemption for purchases.
- Coordinates with the Webmaster/Historian/Social Media Chair for advertising the end-of-year event.
- 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.
- Coordinates chapter social events after in-person meetings
- Utilizes Board Member 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.

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

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/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 $500 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/Historian for inclusion on the website.
- Coordinates CE /IPUs for the monthly presentations AND ANNUAL OSWAPIC 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 revises 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 as Board liaison/resource person to assist with problem-solving.
- Along with committee develops and administers a learning needs assessment.
- 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

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) and as necessary, submits report to board member and president by end of day Monday prior to the meeting.
- Utilizes Board Member 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.

HISTORIAN/SOCIAL MEDIA CHAIR

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

DUTIES AND RESPONSIBILITIES:

- Serves as Chair of Member Engagement Committee when committee is active.
- Primary Webmaster for the Chapter's website.
- Maintains electronic copies of the following historical documents on platform designated by board.
    - Pictorial/digital history of chapter activities/members as available
    - A copy of any document packet submitted to APIC Headquarters for Chapter Excellence Award
- Develops, reviews, and revises content related to the Historian committee on the website throughout the year.
- Updates OSWAPIC social media sites
- Suggests updates as needed to social media policy.
- Recommends additions and improvements to website to the past president.
- 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 a Board Member 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 31stth.

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

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 May.
- 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 Membership Committee 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/Historian 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, submits report to board member and president by end of day Monday prior to the meeting.
- Utilizes Board Member 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

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 report to board member and president by end of day Monday prior to the meeting.
- Utilizes Board Member 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.

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 OSWAPIC 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/Historian to advertise for sponsorship on webpage and in OSWAPIC 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 OSWAPIC 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.
- Prepares an annual report with budget recommendations for the Board of Directors and submits to the Board Liaison by October 31stth.

Vendor Liaison oversees the Vendor affairs for monthly meetings and for the conference, including display policy.

OTHER LIAISONS, TASK FORCES, & SPECIAL INTEREST GROUPS (SIGs)

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 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/Historian 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 31stth.

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 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 31sttth.

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 OSWAPIC website throughout the year.
- Prepares an annual report for the Board of Directors and submits to Board Liaison by October 31st.

APPENDIX A: SAMPLE INCOMING COMMITTEE CHAIRPERSON LETTER

Date
Name–Incoming Chairperson
OSWAPIC _____________Committee

Dear (NAME),

Thank you for accepting the responsibility of OSWAPIC Chairperson of________________________ Committee for (YEAR). Attached is the description for your position from the (YEAR) Operating Policy. You will be provided with the complete OSWAPIC 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/They 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 budgeted funding for (YEAR) is $______. 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 OSWAPIC 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) OSWAPIC President

APPENDIX B: SAMPLE INCOMING BOARD MEMBER/OFFICER LETTER

Date
Name–Incoming Officer
OSWAPIC (POSITION)

Dear (NAME),

Congratulations on your election to the OSWAPIC 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 OSWAPIC 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 (TIME). prior to our OSWAPIC 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) OSWAPIC President

APPENDIX C: Expense Disbursement/Invoice Form

Only modify cells that highlighted in **Yellow**. Please attach copies of receipts to form. Itemized receipt maybe required upon request.

Payee's Name:		**Date:**
Payee's Mailing Address:		**Special Instructions:**

Date:	**Description: (Include item(s), qty, etc)**			**Total:**
			Total:*	

*Expenses (excluding reimbursement) totaling > $600/person/year required a W-9 form to be filled out.

Requestor's Signature:	
Requestor's Printed Name:	

Blue Fields for OSWAPIC Use Only

Treasurer:	
President:	(If above budget)

Category:		Check #:		Date Sent:		W-9:	
Notes:							

Version: 1.5 Updated: Feb 6,2025

APPENDIX D: OSWAPIC Vendor Display Policy and Agreement

To be updated annually or as needed by President, Treasurer, OSWAPIC Conference Co-Chairs, and Vendor Liaison.

The Chapter will welcome vendors to display products at monthly meetings and yearly conference as long as these established guidelines are followed:

- The Vendor Liaison will make this policy available to vendors via email or the OSWAPIC Chapter website.
- Disruptions during any APIC educational presentation or business meeting will not be allowed.

For Monthly Meetings:

- A $xxx Vendor Spotlight donation must be paid by credit card online more than a week prior to the meeting date.
- All exhibitors attending must provide their contact information (*Name, Phone, Email, Company, and Title*) for the meeting to the OSWAPIC Vendor Liaison at least 3 days prior to the meeting.
- As applicable, Available exhibit tables for in-person meetings and/or 'Viewing Parties' can be found on our website at https://community.apic.org/oswapic/vendors
    - Table space and number of people per exhibit table varies based on host venue policies/procedures of the meeting location. Host location policy/procedure supersede OSWAPIC policy.
    - OSWAPIC limits to no more than 2 exhibit tables, and no more than 2 per exhibit table per monthly meeting.
    - As applicable to host venue, all attending vendors are required to adhere to the security check-in policy/procedure of the host venue.
        - Vendor Liaison will coordinate with the OSWAPIC member host point of contact at least 3 days prior to the meeting to obtain any instructions for parking, security check-in policy/procedure, etc for attending vendors.
    - Table set up will be completed before the meeting start time on the date of the monthly meeting. All display items will be removed upon conclusion of the meeting or per host venue reservation, whichever occurs last.
- Exhibit tables are non-refundable unless the in-person meeting is cancelled by the Chapter President due to hazardous weather conditions or other unforeseen circumstances.
- 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.
- 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 OSWAPIC mission/vision.

For Annual Conference:

- Fees for Annual Conference displays will be posted on the website prior to Annual Conference sign up.
- 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.

APPENDIX E: 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 Oregon & Southern Washington Chapter of the Association for Professionals in Infection Control and Epidemiology (APIC) to receive the (Year) Chapter ____________ Award. S/he/They will be recognized at the (fill in event, depending upon type of award). S/he/They will receive ____________________.

List criteria by which recipient was chosen.

OSWAPIC 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 President
OSWAPIC

APPENDIX F: SPECIAL THANKS AND RECOGNITION (STAR) AWARD

What is the STAR Award?

The OSWAPIC Special Thanks And Recognition (STAR) Award(s) is an annual recognition bestowed by the OSWAPIC Chapter to honor outstanding members for their exceptional contributions to the field of Infection Prevention. This award aims to appreciate individuals for their exceptional performance, promote innovation, and encourage creative thinking within the Infection Prevention profession. The STAR Award aligns with the National APIC Competency Model, recognizing excellence in key areas essential for advancing infection prevention and control.

Nominee Eligibility

- Must be an active member of the OSWAPIC Chapter.
- Must have made significant contributions to the field of Infection Prevention, demonstrating excellence in one or more of the listed APIC competency areas:
- Previous STAR Award recipients are not eligible for nomination in the same category for [insert time frame, e.g., one year].

Nominator Information

- Eligibility: Nominations can be submitted by any OSWAPIC member, including peers, supervisors, or stakeholders within the Infection Prevention community.
- Information Required:
  - Nominator and the Nominee's name, title, and contact information.
  - A detailed description of the nominee's contributions and achievements (maximum [insert word limit, e.g., 500 words]).
  - Specific examples demonstrating how the nominee aligns with the APIC Competency Model.

Nomination Criteria

To ensure alignment with the National APIC Competency Model, nominees will be evaluated based on the following criteria:

Nomination Category	Criteria Details
Leadership	- Demonstrates effective communication and team-building skills. - Exhibits visionary leadership that inspires others in the field.
Professional Stewardship	- Acts as a role model for ethical practice and professional development. - Engages in mentoring and supporting the growth of others in the profession.
Research	- Contributes to the body of knowledge in Infection Prevention through research or evidence-based practice. - Publishes findings or presents at conferences to disseminate knowledge.
IPC Operations	- Implements effective infection prevention and control measures within healthcare settings. - Demonstrates innovative approaches to improving IPC practices.
Quality Improvement	- Participates in quality improvement initiatives that enhance patient safety and outcomes. - Utilizes data to drive decisions and improve IPC practices.
IPC Informatics	- Uses technology and data management to advance infection prevention efforts. - Implements informatics solutions that enhance surveillance and reporting capabilities.

APPENDIX G: OSWAPIC COMMITTEE ANNUAL REPORT TEMPLATE

OSWAPIC COMMITTEE ANNUAL REPORT			
Chairperson:	______________________	Submission Date:	______________
Board Liaison:	______________________	Board Review Date:	______________
Committee Members:			

Objectives of Committee (indicate met and not met)

Duties and Responsibilities	Status (*met* or *not met*)

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

Date	Activity	Status	Outcome/Impact

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

Budget	

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

Recommendation # 1	
Recommendation # 2	
Recommendation # 3	

Proposed Chair for the upcoming year **and** any potential committee members:

Chair Option # 1	

Chair Option # 2	
Committee Members:	

Chair Signature	
Date	

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

END OF OSWAPIC OPERATING POLICY