

Nominating Committee

Upcoming Elections 2025

April 2024

President Elect

- One-year term, with automatic succession to President the following year

Secretary

- Two-year term

Qualifications

- Current Active Member of APIC
- BAPIC member for >1 year

Board of Director Committee Chairmen

- Nominating Committee Chair
- Education Committee Chair
- ByLaws Committee Chair
- Legislative Committee Chair

Three-year term

Qualifications

- Current Active Member of APIC
- BAPIC member for >1 year

Committees NEED members

- Nominating Committee
- Education Committee
- ByLaws Committee
- Social Media

Qualifications

- Current Active Member of APIC
- BAPIC member for >1 year

Responsibilities

- Assist with presidential duties and other duties prescribed by the BOD
- Prepare to assume the office of president. Fill the office if it should become vacant
- Become familiar with organizational system structure, including bylaws, policies and committees
- Serve as the BOD liaison to the ProgramPlanning/Education committee, manage and submit requests for liability insurance to APIC as needed
- Maintain chapter meeting and event calendar
- Serve as a communication link with APIC as needed. Respond to APIC communications
- Mentor the successor to provide a smooth transition

Responsibilities

- Record minutes of all BOD meetings.
- Submit all minutes to the BOD.
- See that all membership notices are duly given in accordance with applicable state laws and the chapter's bylaws.
- Be custodian of chapter records, responsible for keeping a record of the mailing and email addresses of each director and officer of the chapter.
- Perform all duties and have all powers customarily incident to the office of secretary and as assigned
- Serve as a communication link with APIC, respond to APIC communications
- Mentor the successor to provide a smooth transition into the secretary role.

2023 Election Year timeline

October

- Candidates submitted to BOD for approval

November

- Announce nominees and biography at BAPIC meeting
- Distribute ballot for voting

December

- Announce newly elected at meeting/holiday party

Contact Information

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