



Association for Professionals in
Infection Control and
Epidemiology, Inc.

APIC Chapter 002 - Chicago Metropolitan Area

Operating Manual

www.apicchicago.org

Revised November 2025 for 2026

**ASSOCIATION FOR PROFESSIONALS IN
INFECTION CONTROL and EPIDEMIOLOGY,
INC. CHICAGO METROPOLITAN AREA
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VISION

To be the leading local resource and voice for infection prevention and control, fostering safer healthcare environments and healthier communities.

MISSION

Our mission is to advance infection prevention and control by supporting our members through education, collaboration, and advocacy; promoting evidence-based practices; and strengthening partnerships across healthcare and public health to reduce the risk of infection.

A. BOARD OF DIRECTORS

- 1) **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.
- 2) **COMPOSITION:**
 - a) **Elected by the Membership**
 - i) Past-President (1-year term)
 - ii) Current President (1-year term)
 - iii) President-Elect (1-year term)
 - iv) Membership Secretary (odd year)-2-year term
 - v) Treasurer-Elect/Treasure (Even year) (2-year term)
 - vi) Two at Large Directors elected to the Board for two-year terms each, elected in alternate years. (2-year terms)
 - (1) The Director elected in the odd year shall serve as Chair of the Bylaws.
 - (2) The Director elected in the even year shall serve as Chair of the Education Committee.
 - b) **Appointed by the Current President**
 - (a) Legislative Representative (Odd year) – 2-year term
 - (b) Teller of Nominating Committee – 2-year term
 - c) **Non-Board Positions**
 - (a) Six members of the Nominating Committee with an appointed Teller (appointed by the President to collect & tally results from electronic survey form; e.g., Survey Monkey, MS Forms). Volunteer position, length of service 2-year term as per Willingness to Serve Form.
 - (b) Minimum of three members of the Education Committee. Volunteer position, length of service 2-year term as per Willingness to Serve Form.

The board meetings are held quarterly, and at the discretion of the board (depending on what is going on). Meetings may involve site location group meetings and/or conference calls at the discretion of the President.

This tool is intended to assist in the transition to your newly elected position. Each position will have a responsibility outline to help identify duties and to help provide for a seamless transition at the end of your term.

B. Board Position Description

Role: President-Elect

Compositions: Nominated by membership

Eligibility:

- Shall be current Active or Lifetime members of APIC.
- Shall have been a member of APIC Chicago for the past one year.
- No Officer or Director may hold local and National office in the Association simultaneously.
- Preference given to those who have served at least 1 year as a member of the Chapter Board of Directors and/or actively participates on the committee or in chapter activities.
-

Length of Service: Three (3) years:

- Year 1: **President Elect**
- Year 2: President
- Year 3: Immediate Past President

Responsibilities:

- Assist the president with presidential duties as directed and perform other tasks as assigned by the president or the Board of Directors (BOD).
- Prepare to assume the office of president. In the event of a vacancy, the president-elect shall fill the office and subsequently serve the full term as president.
- Become familiar with the organizational structure, including chapter bylaws, policies, and committee functions.
- Serve as the BOD liaison to the Program Planning/Education Committee and manage liability insurance requests to APIC as needed.
- Oversee and maintain the chapter meeting and event calendar, unless otherwise assigned by the BOD.
- Act as a communication link with APIC for matters designated by the president; respond to APIC notices and communications in a timely manner.
- Mentor the incoming president-elect to ensure a smooth transition.
- Actively recruit new members to the association.
- Fulfill the duties of the secretary if that office becomes vacant, in accordance with current bylaws.
- Review Current Bylaws

Role: President

Compositions: Elected by the membership the preceding year (served previous year as President-Elect).

Length of Service: Three (3) years:

- Year 1: President Elect
- Year 2: **President**
- Year 3: Immediate Past President

Eligibility:

- Shall be current Active or Lifetime members of APIC.
- Shall have been a member of APIC Chicago for the past one year.
- No Officer or Director may hold local and National office in the Association simultaneously

Responsibilities:

- Be directly responsible to the Board of Directors for the administration of the organization in the capacity of President. Shall report applicable correspondence from National, other chapters, industry, and other professional groups, meetings attended, and discussion which occurred as President of the organization to the Board of Directors and membership via both meeting and newsletter
- Develop the board meeting agenda (should meet quarterly)
- Chair the board meeting
- Serve as an ex-officio member to all committees
- Serves as chairperson of the Board with non-voting privileges except in the situation of a tie
- Mentor the President elect to the duties of President
- Maintain records of all correspondence and forward a copy to the recording secretary for inclusion in the archives
- Sign contractual agreements with individuals or organizations
- Liaison with all board members
- Liaison with National APIC as needed
- Develop and send out newsletter to the membership (determine timing)
- Send out information to the membership as needed
- Review the bylaws with the bylaw chair
- Keep the legacy materials (minutes, CE approvals etc.)
- Review membership list identify opportunities to increase membership
- Work with the education committee to identify the agenda for the all-day conference
- Determine the board attendance for the national conference
- Approve the all-day conference agenda with the board and oversee the all-day conference
- **January**
 - Identify with the board goals and educational plan for the coming year
 - Review budget and planned expenditures
 - Complete the national board members update for the web site
- **August**
 - Identify and name the Nominating committee chair

- With the board and the nominating committee chair determine possible members who may be willing to serve
- Update board responsibilities as needed
- **September**
 - Keep in contact with the nominating chair to ensure there are members for the ballot
- **October**
 - Board to meet and approve ballot
 - Prepare for the annual business meeting
- **November**
 - Ballot to be sent out to the membership
- **December**
 - Assist in the transition with the new president

Reporting to APIC The president should ensure that the following documents are completed and returned to APIC within the indicated time frame. Copies of these documents should also be retained for the chapter's records.

Information to be submitted	Specifics	Due Dates
Chapter Logo License Agreement	Prior to using the APIC Chapter-specific logo, chapters must have a current logo license agreement on file with APIC. The logo usage policy should be reviewed, with license agreements signed and submitted by the Chapter President each year.	January 31
Chapter Dues	Changes must be submitted via the online Chapter Dues Submission Form to ensure the new amounts are accurately reflected on marketing materials for the following year. If we do not hear from your chapter, your members will be billed at the current rate for the upcoming year. Task may be completed by the Treasurer or other officer, as assigned.	October 31
Chapter Officers	Chapter officers must be submitted annually via the Chapter Positions functionality within the 'Chapters' menu on www.apic.org . Task may be completed by the President or other officer, as assigned.	October 31

Role: Immediate Past President

Compositions: The immediate past President of the Chapter (elected two years prior as President Elect).

Length of Service: Three (3) years:

- Year 1: President Elect
- Year 2: President
- Year 3: **Immediate Past President**

Eligibility:

- Shall be current Active or Lifetime members of APIC.
- Shall have been a member of APIC Chicago for the past one year.
- No Officer or Director may hold local and National office in the Association simultaneously

Responsibilities:

- Continue any projects that might have been initiated during their term as President
- Duties as assigned by the President
- Assist the President in the transition period from President elect to President
- Actively recruit new members to the Association
- Serves as the chairperson of the Recognition and Awards committee

Role: Treasure- Elect/Treasure

Compositions: Nominated by membership

Length of Service: Two (2) years:

- First year as Treasurer Elect
- Second as Treasurer

Eligibility:

- Shall be current Active or Lifetime members of APIC.
- Shall have been a member of APIC Chicago for the past one year.
- No Officer or Director may hold local and National office in the Association simultaneously.
- Preference given to those who have served at least 1 year as a member of the Chapter Board of Directors.

Responsibilities:

- Oversee and be responsible for the management of the chapter's financial affairs in accordance with the Chapter Treasurers' Manual (located on the Chapter Leader Resource Center).
 - Establish and maintain bank accounts.
 - Maintain copies of the chapter's bylaws, tax ID number, legal documents and correspondence with state and federal governments and government agencies.
 - Prepare and submit annual tax filings and other forms, as needed (i.e., Forms 990, W9, 1099, etc.).
 - Be a member or consultant to any committee having to do with the chapter's monies.
 - Work with the chapter board and committees to develop new revenue sources.
 - Oversee the budget process and prepare the annual budget for Board review and approval.
 - Prepare and share monthly financial reports with the Board. May be less (e.g., quarterly) for chapters with minimal activity, if agreed by the Board.
 - Ensure remittance of APIC's annual chapter renewal and bonding fees and payment of liability insurance coverage to APIC, as needed.
 - Develop and manage expense reimbursement process, as needed, in accordance with chapter policy.
 - Serve as a primary communication link between APIC and the chapter regarding the chapter's monies and financial reporting. Further, the treasurer must respond to APIC requests, notices, and other communications in a timely manner, or by designated deadlines.
 - Review financial affairs of the chapter with APIC staff and/or accountant if/as needed.
 - Mentor the successor to provide a smooth transition into the Treasurer role.
- *The treasurer role and responsibilities are detailed further in the Chapter Treasurers' Manual.

Role: Membership Secretary

Compositions: Nominated by membership

Length of Service: Two (2) years:

Eligibility:

- Shall be current Active or Lifetime members of APIC.
- Shall have been a member of APIC Chicago for the past one year.
- No Officer or Director may hold local and National office in the Association simultaneously.

Responsibilities:

- Maintain a membership roster and upload to website monthly as it includes updates from National.
- Recruitment of new members-highlighting events
- Assisting members with any issues related to membership
- Maintain communication with new, current and expiring members

Role: Education Director

Compositions: Elected by the membership

Length of Service: Two (2) years

Eligibility:

- Shall be current Active or Lifetime members of APIC.
- Shall have been a member of APIC Chicago for the past one year.
- No Officer or Director may hold local and National office in the Association simultaneously.

Responsibilities

- Conduct an educational needs assessment at least every two years
- Hold Education Committee meetings on a regular basis
- Recognize speakers who will cover pertinent topics the organizational members have identified
- Submit educational goals, objectives and content for Continuing Educational Credits approval
- Market educational events through the website and email

Role: Bylaws Committee Chair

Compositions: Elected by the membership

Length of Service: Two (2) years

Eligibility:

- Shall be current Active or Lifetime members of APIC.
- Shall have been a member of APIC Chicago for the past one year.
- No Officer or Director may hold local and National office in the Association simultaneously.

Responsibilities

- Annual review of bylaws
- Present any changes from national APIC to the Board members
- Present proposed amendments to the membership thirty (30) days prior to voting

C. Non-Board Position Description

Role: Education Committee

Compositions: This is a voluntary committee

This Committee is responsible for planning, developing, and implementing educational courses both online and in person that address identified APIC Chicago educational needs related to infection prevention and control in conjunction with the Education Director.

Length of service: Two (2) years

Eligibility:

- Shall be current Active or Lifetime members of APIC
- Shall have been a member of APIC Chicago for the past one year.

Responsibilities

- Focus on the best educational interests of the APIC Chicago membership, based on needs assessment.
- All members submit conflict of interest statements as requested annually, and verbally disclose any new potential conflicts as needed or appropriate during Committee meetings.
- Work toward the accomplishment of the APIC Educational Needs Assessment.
- Participate fully in education committee meetings, planning sessions, correspondence regarding educational offerings, and voting.
- Respond promptly to correspondence from the APIC Chicago Board of Directors, Education director and other committee members.
- To earn Infection Prevention Units (IPUs) credits members need to be in at least half the meetings and 75% of the conferences.
- The Education Committee may use draft materials in order to secure speakers and vendors. All conference marketing materials should have formal approval from the board before any marketing occurs.
- Coordinate facilitation of the conference including planning, CEU application, registration, hosting, prize distribution, and day of logistics.

Role: Nominating Committee

Compositions: This is a voluntary committee. Teller is appointed by current president.

Length of service: Two (2) years

Eligibility:

- Shall be current Active or Lifetime members of APIC
- Shall have been a member of APIC Chicago for the past one year.

Responsibilities

- Review the current Bylaws
- Develop and conduct election procedures consistent with the bylaws; procedures to be approved by the Chapter Board.
- Obtain a “current” membership list from the Membership Secretary. Develop a list of members eligible to volunteer and from which to consider potential candidates.
- July-August
 - Update the willingness to serve form (Insert year & open positions)
 - Send membership email that includes a description of the positions available for the upcoming year include details of the role & responsibilities. Share successes of the current Board and encourage members to consider running for a position, bringing new innovation & ideas.
- September
 - Begin personal phone calls or emails to the membership for recruitment for positions.
 - Have nominee’s complete willingness to serve form and a small bio history, so the voting membership has some background. (Pictures would be a great addition)
- October
 - Develop the ballot and submit to the Board for approval.
 - Send approved ballot to the “Teller”, the teller is a designated member of the nominating committee.
 - The teller can create the electronic ballot to be sent to the membership for voting. (Timeframe determined by the Board)
- December
 - Election results and board appointments are shared at the December Business Meeting.
 - Share election results with the Board and notify all volunteers/nominees of the candidate status

Role: Legislative Representative

Compositions: Appointed by the current President

Length of service: Two (2) years

Eligibility:

- Shall be current Active or Lifetime members of APIC
- Shall have been a member of APIC Chicago for the past one year.

Responsibilities

- Current Illinois legislative related to healthcare
- Represent consensus of APIC Chicago members
- Present any changes from National APIC legislative actions to the Board members

D. Operational standards compliance checklist

General			
1.	The chapter promotes APIC's membership, member services, and national events in cooperation with the national office.	<input type="checkbox"/>	
2.	The chapter adheres to the graphic standards set forth by APIC concerning chapter name and logo usage, as well as imagery on chapter websites. The name and logo have not been altered in any way without the express permission of APIC. The chapter-specific name and logo have been used in their entirety and the chapter has not adopted its own logos or trademarks. The chapter has submitted a logo license agreement and fully abided by the guidelines set forth by APIC, including the chapter website requirements.	<input type="checkbox"/>	Last date submitted:
3.	The chapter submits its required annual chapter financial reports to APIC each year by January 31.	<input type="checkbox"/>	Last date submitted:
Administrative Infrastructure			
5.	The chapter conducts its activities with legal and ethical standards in accordance with the current chapter and national bylaws and reviews its bylaws at least once a year. *Chapters are required to comply with all related policies adopted and enforced by APIC.	<input type="checkbox"/>	Last date reviewed:
6.	The chapter has a board reviewed and approved budget (operational plan) each year.	<input type="checkbox"/>	
7.	The chapter conducts a member needs assessment at least once every two years.	<input type="checkbox"/>	
8.	The chapter conducts at least one recruitment campaign or effort each year.	<input type="checkbox"/>	
Leadership			
9.	Each year, the chapter board is filled according to the required offices as defined by APIC's chapter bylaws. A copy of the current chapter board of directors is submitted to APIC by October 31.	<input type="checkbox"/>	Last date submitted:
10.	The chapter board of directors has at least two meetings each year and has maintained meeting minutes and other records as required by law and the chapter bylaws.	<input type="checkbox"/>	Date(s):
11.	The incoming/new chapter officers attend the online Chapter Leader Orientation and Training session (or viewed the archive) prior to taking office.	<input type="checkbox"/>	
12.	The Chapter conducts a training/orientation program for incoming chapter board members prior to taking office.	<input type="checkbox"/>	Date:
Member Services			
13.	The chapter sponsors at least 1 educational program each year. Education programs may include, but are not limited to, lunches, fairs, workshops, etc.	<input type="checkbox"/>	
14.	The chapter produces and distributes at least four printed or electronic communications to its members each year.	<input type="checkbox"/>	
15.	The chapter has a current website, including a current calendar of events, board roster, and an active link to the "Join" page of the national APIC website.	<input type="checkbox"/>	
Member Engagement			
16.	The chapter has at least one annual meeting of the membership and maintains meeting minutes and other records as required by law and the chapter bylaws.	<input type="checkbox"/>	Date(s):

E. Chapter Leader Resources

Resources for Chapter Leaders: Helping you lead and manage your chapters well



Resources for Chapter Leaders	
Documents & Workbooks	
Chapter Leader Handbook	Keystone chapter resource that provides foundational information and guidance for all chapter leaders (including job descriptions).
Chapter Treasurers' Manual	Foundational resource for chapter treasurers; covers all aspects of the treasurer's role managing the chapter's money and financial matters.
Online Reporting Financial Workbook	Simple, instructional workbook created to assist chapter treasurers in maintaining their chapter's financials throughout the year.
Principles and Guidelines for Chapter-Corporate Relationships/Scenario Guidance	Guidelines and example scenarios to assist chapters in managing their relationships and activities with corporate partners
Operational Toolkits	Toolkits that provide guidance and instruction on specific chapter operations (i.e., virtual connections/online events, volunteer recruitment).
Information & Training	
Chapter Leader News	E-Newsletter designed to keep chapter officers informed about APIC initiatives, while providing information, tips, and tools to help them lead on the local level.
Chapter Leadership Calls/Role-specific calls/Virtual Solution Rooms	Connects chapter leaders to other local leaders, APIC leaders, and staff to share and discuss best practices, upcoming opportunities and to allow chapters to get their most burning questions answered.
Face-to-face Chapter Leader Meetings/Trainings	Provide leaders with leadership and professional development, as well as the opportunity to share and hear ideas and best practices from other leaders.
Virtual Connections & Online Tools	
Online Resource Center	A one-stop shop for all chapter related activities. Includes leadership, governance, and operational resources, as well as sample letters and brochures, valuable forms, chapter publications, and more.
Online Forms	Facilitate ease of submitting required information, including reports and official requests, to APIC.
Chapter Reports	Help local leaders to track their membership, recruit new members into their chapters, and keep them.
Zoom Calls	Help ensure that members unable to physically attend meetings can still participate and stay connected.
Chapter Leader Community	Encourages networking, learning, and mentoring among chapter leaders. Also acts as a communication vehicle for APIC to share late-breaking news and information.
Higher Logic Websites and Communities	Provide an online web presence for chapters and private forums for chapters' leaders and members to share.
Other	
MSC Liaison and resources for chapters	Provide an additional layer of support offering advice and guidance from the leaders' experience and perspective.

Have questions or need help with something? Email chapters@apic.org.

The Chapter Leader Resource Center is the virtual home of all things Chapter Leadership. It is the place where you will find what you need to best lead and serve your chapters. From manuals and guides to policies and forms, you can find it all there. You can also access archived versions of the monthly newsletter, *Chapter Leader News*, and Chapter Leader Call recordings.

Chapter leaders can and are encouraged to help enrich the content on the resource center by submitting useful tools, samples and templates, including letters, newsletters, marketing, and promotional materials, that have been successful for them or their chapters. Submissions can be sent to chapters@apic.org or uploaded to the site directly.

Chapter Leader Resource Center: www.apic.org > My APIC > Leadership

- 1) Go to www.apic.org.
- 2) Go to 'Please Sign In' at the top right of the home page. Click 'Sign In'.



- 3) Log in using predetermined username and password.

A screenshot of the APIC login form. The form is titled 'Login' and contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me on this computer'. At the bottom of the form is a blue 'Login' button. Below the button are two links: 'Forgot password?' and 'Create a new account'.

- 4) On your membership account/profile page, hover over 'Chapters' from the top menu bar and select 'Chapter Leader Resources'. This will take you to the online Chapter Resource Center.

The Chapter Leader Resource Center is the virtual home of all things Chapter Leadership. It is the place where you will find what you need to best lead and serve your chapters. From manuals and guides to policies and forms, you can find it all there. You can also access archived versions of the monthly newsletter, *Chapter Leader News*, and Chapter Leader Call recordings.

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- 4) On your membership account/profile page, hover over 'Chapters' from the top menu bar and select 'Chapter Leader Resources'. This will take you to the online Chapter Resource Center.

- 5) Find and download the resource(s) you need.

APIC staff is also a key resource for accounting and financial information for Chapter Treasurers. Requests for assistance should be submitted to chapters@apic.org.

***NOTE:** The Chapter Leader Resource Center is also accessible through its direct URL: <https://community.apic.org/chapterleadership/home>. However, you must be logged in to access.

F. Chapter awards

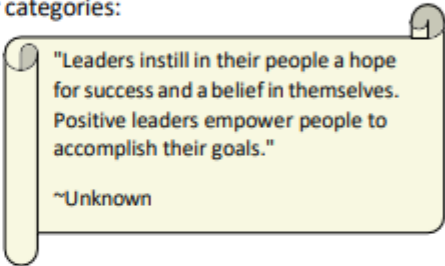
As a local chapter leader, you help your chapter bring forward programs, resources, and networking opportunities to help members achieve higher levels of competence and relevance in the field of infection prevention. The APIC Awards program includes two chapter awards that recognize chapters and their leaders for the excellent work they do locally to advance APIC's mission and the practice of infection prevention and control.

CHAPTER EXCELLENCE AWARD.

The Chapter Excellence Award recognizes chapters that have aligned their members and resources to support APIC's mission and strategic plan. Past recipients have conducted innovative programs, services, or campaigns to engage their chapter members and provide best practices to other chapters.

Chapter submissions are evaluated based on chapter size. There are four categories:

- Up to 50 members
- 51-100 members
- 101- 150 members
- 151+ members



"Leaders instill in their people a hope for success and a belief in themselves. Positive leaders empower people to accomplish their goals."

~Unknown

A maximum of two awards will be presented per size category (8 total awards) no more than annually and may not be presented each year. Chapters can receive the award in consecutive years although not for the same program or initiative.

All chapters are encouraged to apply. Find more information about this award and apply at www.apic.org/chapterawards.

CHAPTER LEADER AWARD.

The Chapter Leader Award provides an opportunity for chapters to acknowledge an outstanding member based on leadership criteria established by the chapter. The recipient of this award should be an APIC member for at least two years, have served as an officer, serve as a mentor, and participate in chapter and community activities.

As a chapter leader, you have an opportunity and should endeavor to identify, recognize, and build leadership in yourself and others.

For more information about this award and to submit a nomination, go to

G. Chapter officer Transition Checklist



Chapter Officer Transition Check List

Item/Task	Responsible	Date	Notes
Chapter Information, Records, and Resources			
Chapter Leader Handbook (review)*	Chapter President/ Other applicable officers as assigned		
Chapter policies and procedures*	Chapter President/ Other applicable officers as assigned		
Annual Reports Submitted to APIC	Chapter President		
Updated leadership roster	Chapter President		
List/calendar of meetings/events	Chapter President		
Location of/access to chapter logo files	Chapter President/ Chapter Communications Chair		
Copies of current/pending vendor contracts	Chapter President/ Chapter Treasurer/ Chapter Vendor Liaison		
Chapter Treasurers' Manual (review)	Chapter Treasurer/ Chapter President		
Financial Records	Chapter Treasurer		
Past Tax Returns	Chapter Treasurer		
Financial Reports Submitted to APIC	Chapter Treasurer		
Budget	Chapter Treasurer		
Federal Tax/EIN number(s)	Chapter Treasurer		
Tax exemption determination letter and certificate	Chapter Treasurer		
Bank information	Chapter Treasurer		
Update bank signature cards	Chapter Treasurer		
Minutes	Chapter Secretary		
Current bylaws	Chapter Bylaws Chair/ All Chapter Officers & BOD members		
Membership records/Access instructions	Chapter Membership Chair		
Website login/access instructions	Chapter Webmaster		
Email and social media accounts and login/access instructions	Chapter Communications Chair		
History of meetings and events from past three years (date, locations, rates, financial, attendance numbers)	Chapter Education Chair/ Chapter Treasurer		

*All transitioning chapter officers and leaders should ensure their successors have access to the Chapter Leader Handbook, are clear on their roles and responsibilities, and are knowledgeable of the bylaws and all related chapter policies and procedures. The transfer of information and leadership transition process should be complete before the beginning of the upcoming/next leadership term (January 1).

H. APIC Chicago Participation letter template



November 26, 2025

To whom it may concern:

The Association for Professionals in Infection Control and Epidemiology (APIC) Chicago Chapter, 002 would like to take this opportunity to recognize [name of applicant]. [Applicant name] served as [position served] for our Chapter in/from [year (or range of years) of term served]. [Applicant name] has been instrumental in assisting with all chapter activities and a valued member of the Board.

APIC's mission is to improve health and patient safety by reducing risks of infection and other adverse outcomes, and [applicant name]'s participation in the Chicago Chapter furthers this mission.

Please contact us if you need further information.

Sincerely,

[Name of chapter representation and any credentials]

President – APIC Chicago 002