APIC Greater NY Chapter 13
CHAPTER LEADER CODE OF CONDUCT POLICY

As an elected or appointed chapter leader, I will respect and uphold the values of APIC Chapter 13:

The board seeks to demonstrate:

- **Inclusiveness** – we recognize that having a diverse board will improve board function and benefit to the chapter as a whole.

- **Responsiveness** – we will support the efforts of Infection Preventionists to meet facility needs and make a difference.

- **Quality** – we will strive for excellence in the delivery of our services and activities.

- **Connectedness** – we will work with others through local, state and national networks and partnerships to enhance the chapter’s well-being.

- **Accessibility** – we will provide fair and open access to Board opportunities and support.

- **Continuous Improvement** – we will recognize the need for continual review and improvement of chapter operations.

- **Value** – we believe that chapter success is measured by outcomes, and will seek to deliver results that benefit Infection Preventionists and their facilities.

**GENERAL EXPECTATIONS**

- I will review and act within the bylaws of APIC Chapter 13 and the law, and abide by the policies and procedures of the organization.

- I will support the objectives and mission of APIC Chapter 13, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.

- I will be an active chapter leader; making my skills, experience, and knowledge available to APIC Chapter 13 and seeking to do what additional work I can outside Board meetings to support chapter activities.

- I will respect organizational, Board, and individual confidentiality while never using confidentiality as an excuse not to disclose matters that should be transparent and open.

- I will develop and maintain a sound and up-to-date knowledge of APIC Chapter 13 and its functions and activities. This will include an understanding of how APIC Chapter 13 operates, the social, political, and economic environment in which it operates and the nature and extent of its work.

- I will use APIC Chapter 13’s resources responsibly and when claiming expenses will do so in line with APIC Chapter 13 procedures.
• I will seek to be accountable for my actions as a member of the Board of Directors of APIC Chapter 13, and will submit myself to whatever scrutiny is appropriate.

• I accept my responsibility to ensure that APIC Chapter 13 is well run and will raise issues and questions in an appropriate and sensitive way to promote and support the chapter.

MANAGING INTERESTS

• I will not gain materially or financially from my involvement with APIC Chapter 13 unless specifically authorized to do so.

• I will act in the best interests of APIC Chapter 13 as a whole considering what is best for its present and future. I will work to avoid bringing APIC Chapter 13 into disrepute.

• Unless authorized, I will not put myself in a position where my personal interests conflict with my duty to act in the interests of APIC and APIC Chapter 13. Where there is a conflict of interest, I will ensure that this is managed effectively in line with APIC Chapter 13 policy.

• I understand that a failure to declare and/or disclose a conflict of interest may be considered to be a breach of this code.

CHAPTER BOARD AND MEMBERSHIP MEETINGS

• I will attend all meetings and other appointments at APIC Chapter 13 or give sufficient notice to be excused. All Chapter Leaders/Board members are expected to attend at least 8 out of 11 meetings per year. In-person attendance is preferred but in select instances virtual attendance is allowed. If I cannot commit to regularly attend meetings, I acknowledge that I may need to remove myself from my leadership position.

• I understand that the chapter bylaws allow for the removal of any chapter leader, for failure to participate and support the work of the chapter.

• I will prepare fully for all meetings and work for the organization. This will include reading papers, querying anything I do not understand, thinking through issues before meetings and completing any tasks assigned to me in the agreed time.

• I will actively engage in discussion, debate, and voting in meetings; contributing in a considerate and constructive way, listening carefully, challenging sensitively, and avoiding conflict.

• I will participate in collective decision making, accept a majority decision of the Board and will not act individually unless specifically authorized to do so.

GOVERNANCE

• I will actively contribute towards improving the governance of the Board, participating in board activities, and sharing ideas for improvement with the Board.

• I will help to identify good candidates for open chapter leadership positions in accordance with established selection criteria.
RELATIONSHIPS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those with whom I come into contact at APIC Chapter 13. I will respect diversity, different roles and boundaries, and avoid giving offence.

- I recognize that the roles of Board members of APIC Chapter 13 are different, and I will seek to understand and respect the differences between these roles.

- I will seek to support and encourage all those I come into contact with at APIC Chapter 13. In particular, I recognize my responsibility to support the chapter president and other chapter leaders.

- I will not make public comments about the organization unless authorized to do so. Any public comments I make about APIC Chapter 13 will be considered and in line with organizational policy, whether I make them as an individual or in my role as a chapter leader.

LEAVING THE BOARD

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from my chapter leadership position.

- Should I be asked to step down from my chapter leadership position, I will be given the opportunity to be heard. In the event that I am asked to resign from my chapter leadership position, I will accept the majority decision of the Board in this matter and resign at the earliest opportunity.

- If I wish to cease being a member of the Board of APIC Chapter 13 at any time, I will inform the President in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

Signature: Ranekka Dean PhD RN CIC FAPIC
Printed Name: On behalf of the board of directors for APIC Greater NY Chapter 13
Date: September 18, 2019