



National Congress of Family Medicine Residents (NCFMR) National Congress of Student Members (NCSM)

2015 Delegate Responsibilities

www.aafp.org/nc/delegate

NOTE: While chapters provide the AAFP with the names of their delegates, delegates (or chapters) are responsible for registering for the National Conference.

Prior to the National Conference:

- Register for National Conference - do so by **July 2** to save \$50 on your registration. (**NOTE:** If you are a resident who will be registered by your residency program as an exhibitor, you do not need to register yourself for National Conference.) **July 2** is the deadline for reserving a hotel room in our hotel block at the conference rate. For more information, visit www.aafp.org/nc.
- Make **travel arrangements** that ensure you will be able to attend the first business session that starts at 1:00 p.m. on Thursday, July 30, and the last business session that ends at approximately noon on Saturday, August 1. If you run for and are elected to a leadership position an new leader orientation is scheduled for 2:30-4:30 p.m. on Saturday following the conference.
- Become familiar with your **congress operation**. Review the **delegate orientation information** at www.aafp.org/nc/delegate. It is recommended that you download the resource documents, as only a limited number of hard copies will be available onsite.
- Contact your chapter staff and leaders to become more knowledgeable about the chapter's priorities, members' concerns, and key activities, including advocacy efforts.
- Consider **polling** residents and students in your chapter to identify issues important to your constituents that should be addressed by NCFMR (resident congress) and/or NCSM (student congress). Consider drafting one or more resolutions that address these concerns.
- Touch base with your **alternate delegate(s)** – your chapter may have designated one or more members to serve in this capacity. Work out a schedule of assignments to ensure that all congress sessions and related activities are covered.
- Expect to see e-mails coming to you from the **AAFP Resident and Student Listserv (RASL)** and be prepared to participate in pre-conference discussions.
- Consider serving in a **leadership role during the conference**. Serve on the election committee or one of the reference committees. Take on the role of business assistant, parliamentarian, or credentialing coordinator. These positions ensure the smooth operation of your congress. To learn more about these and other opportunities, contact Richard Bruno, MD, Resident Chair, at rabruno@gmail.com or Brian Blank, Student Chair, at brian_blank@med.unc.edu.
- Become more familiar with **elected and appointed AAFP leadership positions** by checking out www.aafp.org/getinvolved.

During the National Conference:

- Read through the Governing Principles and Rules of Order** for your congress prior to the first business session on Thursday at 1:00 p.m. The first item of business will be the adoption of the Rules of Order. This document outlines the role of your congress and the guidelines for conducting business, and can be found on the delegate orientation page.
- Delegate check-in is separate from conference check-in.** You will receive your conference badge at the attendee/exhibitor registration area (2200 lobby) upon arrival at National Conference. You **DO NOT** need to check in at the **Delegate Credentialing Booth** to receive your official delegate ribbon until your arrival for the joint business session on Thursday. Delegate check-in will be open in the resident and student congress lobby (outside of rooms 2103B & 2103C) at the following times: Thursday: Noon – 1:00 p.m., 2:15 – 2:45 p.m. and Friday: Noon – 1:00 p.m., 2:00 – 2:30 p.m. On Saturday, check-in will be handled at a table in each congress room.
Alternate Delegates: You DO NOT need to check in until the case where you would be serving in the as your chapter's official delegate.
- Once you have visited the Delegate Credentialing Booth, proceed to the congress room and check in at the staff table in the back of the room prior to each business session. There will be a **sign-in sheet** used for the purposes of recording attendance and determining quorum. Attendance records may be shared with the chapter executives after the conference.
- Locate the sign designating your chapter in the seating area, and sit in that row. Make sure that you and members of your chapter delegation **attend all three business sessions.** **Note:** Any additional attendees from your chapter should be encouraged to sit with their delegates.
- Organize **chapter caucuses** (small group discussions with attendees from your chapter). Use these times to talk about resolutions and to solicit input about candidates. Your goal is to accurately represent your constituency. (Consider posting the time and location of your caucuses on the resident/student message boards in the registration area.) Refer to the **Tips for Chapter Caucuses** document located on the delegate resource webpage for more information.
- Become familiar with the **current priorities, policies, positions and activities of the AAFP.** Visit www.aafp.org and click “About” on the menu across the top right of the page to locate this resource information. You will also find valuable information online at www.aafp.org/nc/resolutions, on the resource table outside your congress room and in the Resolution Writing Room (2104B). Pay particular attention to the resolutions adopted by last year's resident and student congresses and the AAFP Congress of Delegates (www.aafp.org/congress). This knowledge will help you and your delegation make an informed decision about resolutions.
- Learn more about resolution writing during the joint business session on Thursday at 1:00 p.m. Encourage **resolutions** from your chapter delegation. Take advantage of the Resolution Writing Room (2104B) where AAFP staff and leaders will be available to assist in drafting resolutions. **NOTE:** Resolution authors are encouraged to bring a laptop and flash drive. Printers will be available.
- Make sure that you and your chapter delegation attend the **discussion groups** at 2:15 p.m. on Thursday. These groups will generate many of the resolutions presented to the resident and student congresses.
- Keep in mind that the **resolution deadline** is 6:00 p.m. on Thursday and that all resolutions must be submitted by the authors to AAFP staff in the Congress Business Office (2103A-West). **NOTE:** Authors of resolutions must be resident or student members of the AAFP.

During the National Conference, cont'd:

- Consider running for an **elected position** during the conference and encourage members of your chapter to do the same. Information on both elected and appointed positions will be available in room 2103A-East and online at www.aafp.org/getinvolved.
- Make sure that you and your chapter delegation attend **reference committee hearings** scheduled for Friday afternoon. Resolutions will be debated and testimony heard during these sessions. The reference committees will present recommendations to the congresses during the Saturday morning business session.
- Make arrangements to be available for the entire **final business session** on Saturday from 8:30 a.m. to 12:00 p.m. This is when the candidates speak, voting on resolutions takes place, and election of leaders occurs.
- Take notes during the **candidates' forum** from 8:30 – 9:30 a.m. on Saturday. Candidates will give speeches and participate in a Q&A session. Keep in mind that, while all AAFP resident and student members can vote on resolutions, only the official delegates vote in the elections (one vote per chapter).
- Take advantage of the time between the candidates' forum and the start of the final business session to caucus with your delegation about candidates and reference committee reports.

Following the National Conference:

- Report back to your chapter on the actions of your congress and other activities of interest.
- Volunteer to help orient next year's chapter delegates.