

Name: \_\_\_\_\_

AAFP Member ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Residency Program or Medical School: \_\_\_\_\_

Year as of August 2017  PGY1  PGY2  PGY3  PGY4 and above  M1  M2  M3  M4  Other \_\_\_\_\_

Have you attended National Conference?  Yes  No If so, which years?: \_\_\_\_\_

Name of Chapter and Chapter Executive  
(aafp.org/chapterdirectory): \_\_\_\_\_

Previously held AAFP Elected  
or Appointed Positions: \_\_\_\_\_

### RESIDENTS ONLY (please check one of the following)

- Resident Member of the AAFP Board of Directors\*
- Resident Chair of the National Conference\*
- Resident Delegate to the AAFP Congress of Delegates (2)
- Resident Member of the AAFP Foundation Board of Trustees
- Resident Member to the Society of Teachers in Family Medicine (STFM) Board of Directors
- Resident Representative to the Association of Family Medicine Residency Directors (AFMRD) Board of Directors

### STUDENTS ONLY (please check one of the following)

- Student Member of the AAFP Board of Directors\*
- Student Chair of the National Conference\*
- Student Delegate to the AAFP Congress of Delegates (2)
- Family Medicine Interest Group (FMIG) National Coordinator
- Student Member of the AAFP Foundation Board of Trustees
- Student Member to the Society of Teachers of Family Medicine (STFM) Board of Directors

**\*Position requires previous AAFP Leadership experience. Please review position criteria at [aafp.org/getinvolved](http://aafp.org/getinvolved).  
Contact your chapter immediately to confirm its deadline for submitting your application materials ([aafp.org/chapterdirectory](http://aafp.org/chapterdirectory)).**

You are encourage to submit application materials prior to National Conference to allow for processing, so this information may be displayed in a timely manner at National Conference for review by delegates. You may bring your materials to National Conference. However, this could delay when your materials are displayed.

- Completed Application Form
- Curriculum Vitae (one page front and back maximum)
- Letter of Interest
- Letter of endorsement from your constituent chapter on constituent chapter letterhead
- (Residents) Letter of recommendation from your residency program director on appropriate letterhead
- (Students) AAFP leadership participation form signed by the dean of the medical school (attached)
- (Students) Letter of support from a pre-doctoral director or other knowledgeable faculty member on appropriate letterhead
- Completed Conflict of Interest Form (attached)
- Photo

**Please direct any questions and return materials to:**

American Academy of Family Physicians  
Resident & Student Activities Department

Attn: Mary Harwerth

11400 Tomahawk Creek Parkway, Leawood, KS 66211-2672

(800) 274-2237, Ext. 6751 • [mharwerth@aafp.org](mailto:mharwerth@aafp.org)



# AAFP Student Leadership Participation Form

The following student has expressed an interest in participating in leadership activities as a student member of the American Academy of Family Physicians (AAFP). The AAFP represents more than **124,900** physicians and medical students nationwide and is the only medical society devoted solely to primary care. As an appointed AAFP student leader, this student will have the opportunity to learn more about family medicine and organizational and political issues affecting the health care environment. National AAFP leadership positions require attendance at three or more national meetings throughout the year, including the National Conference of Family Medicine Residents and Medical Students in the summer. **The student will provide information about the position(s) of interest and the timing of required meetings. We recommend that the academic office keep a copy of the position information and this form in the student's file.**

## **SECTION ONE** [To Be Completed by Student]

Student's Name: \_\_\_\_\_

Medical School: \_\_\_\_\_

M1    M2    M3    M4   Other \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## **SECTION TWO** [To Be Completed by Dean of the Medical School]

I hereby affirm that the above listed student is in good standing at this institution. The student has communicated with me information about the requirements of the leadership position.

\_\_\_\_\_  
Signature Title Date

*The American Academy of Family Physicians values the voice of our students and appreciates your willingness to allow participation in this important leadership development activity. If you have additional questions or concerns, please contact:*

*Ashley Bentley, Student Interest Strategist  
Medical Education Division  
American Academy of Family Physicians  
Email: [abentley@afp.org](mailto:abentley@afp.org)  
[www.afp.org/getinvolved](http://www.afp.org/getinvolved)  
Phone: (800) 274-2237, Ext. 6725 • Fax: 913-906-6289*

## **SECTION THREE** [To Be Completed by Chapter ([afp.org/chapterdirectory](http://afp.org/chapterdirectory))]

(Chapter Name) \_\_\_\_\_

(Chapter Representative) \_\_\_\_\_

(Signature) \_\_\_\_\_

# Conflict of Interest Policy and Disclosure Statement

## CONFLICT OF INTEREST POLICY

The AAFP Board of Directors, officers, staff, as well as members serving in other organizational capacities (such as members of commissions and AAFP representatives to external entities) must act at all times in the best interest of the AAFP. The purpose of this policy is to help inform members and staff about what constitutes a conflict of interest, provide assistance in identification and disclosure of actual and potential conflicts, and help ensure the avoidance and resolution of conflicts of interest where necessary. This policy may be enforced as described below:

[NOTE: A separate policy exists for all AAFP-produced Continuing Medical Education activities. Individuals participating in these activities are subject to the "CME Policy and Procedures for Full Disclosure and Identification and Resolution of Conflicts of Interest" and should complete the disclosure statement developed solely for these activities.] This form can also be found online at [www.aafp.org/conflict](http://www.aafp.org/conflict).

1. Individuals serving in representational capacities (e.g., Board members, commission members) or in employment capacities have a fiduciary duty to conduct themselves without conflict to the interests of the AAFP. In these capacities, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the AAFP.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between an individual's obligations to the AAFP and the individual's personal, business, or other interests.
  - a. Generally, a conflict of interest could be said to exist when individuals have material interests outside the AAFP which could influence them, or could be perceived as influencing them to act contrary to the best interests of the AAFP and for their own personal benefit or the benefit of a relative or business associate.
- b. Frequently the type of interest resulting in a conflict would be financial, such as an individual who has an association with a third party through a grant or stipend, an ownership interest, an employment relationship, or a consultative or advisory arrangement.
- c. In some instances a conflict of interest may exist even though the conflict does not arise out of financial considerations. For example, a member of the AAFP Board of Directors also may have a fiduciary responsibility as a member of the Board of Directors of another organization. If the interests of that organization were contrary to the AAFP's interests, a situation could exist in which the individual could not fulfill his or her fiduciary responsibilities to both organizations.
3. All conflicts of interest are not necessarily prohibited or harmful to the AAFP. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested entity (such as the Board or a commission)—with the interested individual(s) recused from participating in debates and voting on the matter—are required.
4. All actual and potential conflicts of interest shall be disclosed by members serving in representational capacities and by designated staff through the annual disclosure statement and/or whenever a conflict arises. The disinterested members of the representational entity (such as the Board or a commission) shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). Determinations at the staff level shall be made by the Executive Vice President or his/her designee(s).
5. On an annual basis, all Board members, officers, other members serving in representational capacities, and designated staff shall be provided with a copy of this policy and are required to complete and sign the disclosure statement below. The AAFP will provide all members of each entity (e.g., Board, commission) with copies of the disclosure statements for all members of their respective entities.

## DISCLOSURE STATEMENT

I have read the AAFP Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service to AAFP. If at any time following submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the AAFP Executive Vice President in writing.

***Disclosure of Actual or Potential Conflicts of Interest (attach additional pages if necessary):***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
AAFP Member ID#

\_\_\_\_\_  
Capacity in which serving when this form was completed (Board member, commission member, staff, etc.).