

# Member Interest Group (MIG) MEMBER INFORMATION GUIDE

*As approved by the AAFP Board of Directors, July 2015*

The Member Interest Group (MIG) Member Information Guide is provided for quick reference by MIG members and AAFP members interested in member interest groups. If you do not find the information you seek or if you would like additional information about member interest groups, please contact [Callie Castro](#), Member Interest Group Strategist, (800) 274-2237, ext. 6824.

The AAFP acknowledges and embraces the diversity of its membership. In an effort to strengthen all member voices from within the large membership as a whole, a board-appointed task force was charged with examining how best to hear and address specific member issues. Effective April, 2014, the AAFP Board of Directors approved the establishment of AAFP member interest groups as a way to define, recognize, and engage various member groups.

Member interest groups serve as forums for AAFP members with shared professional interests and provide members with the opportunity to:

- Network with fellow AAFP members
- Participate in interest-specific continuing professional development activities
- Deliver a unified message to AAFP leadership
- Suggest AAFP policy
- Provide input on AAFP policies and positions (upon request)
- Pursue professional leadership development within the AAFP
- Connect to existing AAFP resources
- Meet face to face at AAFP's Family Medicine Experience (FMX)
- Promote AAFP membership

Applications to create a MIG must include the names of a minimum of 50 Active members for consideration. Once membership is established, however, the MIG is open to any AAFP member. MIG applications must be submitted to the AAFP's Commission on Membership and Member Services (CMMS) and can be found [online](#). The CMMS may then recommend establishment of the member interest group to the Board of Directors for approval.

## **MIG Officers**

The MIG officers consist of the Chair, Vice Chair, and Secretary. Officers will be elected for one-year terms with timing to coincide with FMX. If the group does not meet at FMX, the elections will be conducted electronically during the same time. Officers for the first year of MIG existence will be those named on the application submitted with elections to occur at the second annual MIG meeting at FMX.

## **Online Community**

The AAFP will provide all MIGs a social platform to include a discussion board and document sharing as a means of communication, collaboration, and networking. MIGs are expected to utilize the provided platform for all business conducted and will be monitored by Staff Liaisons as a way to ensure AAFP membership requirements are maintained. Other, non-AAFP social platforms, e.g. Google Groups/Docs, should not be used to conduct MIG business.

## **MIG Meetings**

MIGs will be provided space during FMX each year at the request of the MIG Chair. Should the MIG desire to formally meet face to face at other venues, such as the AAFP Leadership Conference for Current and Aspiring Leaders or National Conference of Family Medicine Residents and Medical Students, the MIG membership

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must agree to the meeting in advance and request Staff Liaison participation. The meeting must be requested no less than 90 days prior to the start of the corresponding conference. As outlined in the funding section of this document, MIG officers are not eligible for reimbursement of any expenses associated with MIG meetings, including but not limited to travel, hotel, meals, and per diem.

### **Funding**

Member interest groups will not have an AAFP-approved budget for any meetings or MIG expenses. Staff Liaison time devoted to supporting a member interest group is provided through the assigned mission area and is estimated at approximately 25 hours per year.

MIGs may solicit funds from non-AAFP entities, if desired. AAFP staff will not participate in the solicitation of outside funding. Any fundraising efforts are strictly the responsibility of the MIG officers, but must be pre-approved by the MIG Staff Liaison and the Division of Strategic Partnerships. MIG Staff Liaisons will be responsible for contacting Strategic Partnerships for such approval prior to solicitation. MIG Staff Liaisons will also be responsible for ensuring compliance with Sunshine Act reporting requirements that may come as a result of funding. Upon legal review, AAFP staff will sign any contract for outside funding.

### **Commission Oversight**

The AAFP commission that most closely aligns with the needs/interests of the group will sponsor the member interest group and provide a Commission Member Liaison for each MIG assigned to it. MIGs may develop policy statements or position papers for consideration by their oversight commission. MIG officers should work with the Staff Liaison to ensure deadlines are met and appropriate format is followed for materials to be presented to the commission. MIGs may be asked to provide input into AAFP policy, meetings, and resources as needed. Requests for additional services beyond those outlined as opportunities for a MIG must be directed to AAFP Membership Staff.

### **Maintenance of a MIG**

Each MIG must work toward fulfillment of the MIG goals (both short-term and long-term) and adhere to the mission of the AAFP at all times. MIG membership must also not fall below 50 members. If, at any time, the actions of a MIG are deemed to be in conflict with the AAFP bylaws, the MIG may be suspended by the Board Chair. In addition, if the actions of a MIG are determined not to be in accordance with the goals, objectives, or in the best interest of the AAFP, the MIG may be suspended by the Board Chair.

### **Authority of MIGs**

MIG members are bound by and warrant full compliance with the AAFP bylaws and any social platform terms of use. MIGs are not empowered to commit AAFP resources, support positions of other organizations, or establish policy. MIG officers and members should not portray themselves as official representatives of the AAFP when communicating with external organizations. Direct requests to external organizations should be sent to the overseeing commission as a recommendation from the MIG for consideration and possible action. MIG members should seek AAFP staff review of any publications that make mention of the AAFP or AAFP MIG involvement. In addition, a disclaimer should accompany every publication on behalf of the MIG that states the published content does not necessarily represent the official position or view of the AAFP.

### **Member Constituencies**

MIGs may petition the Board of Directors to become a member constituency after a minimum of three years. Member constituencies include AAFP members from groups that are perceived to be underrepresented in leadership at the national and chapter levels and encounter challenges entering leadership through traditional pathways. They may also be groups whose issues or concerns are not being adequately heard in the Congress of Delegates. Petitions should be directed to Membership Staff.