



AAFP COMMISSION AND AMA APPOINTMENT INFORMATION FOR 2010

*July 2009
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Commission and AMA Appointment Information for 2010

TABLE OF CONTENTS

AAFP Commission Appointment Information

Procedures for AAFP Commission Appointments	1
AAFP Commission Fact Sheet	4
AAFP Commission Conflict of Interest & Disclosure Statement Online	7
AAFP Commission Openings for 2009-2010	8
AAFP Commission Implementation Strategy for 2009-2010	9
AAFP Chapter Staff Commission Openings for 2009-2010	10
AAFP Policy for Participation and Member Evaluation on AAFP Commissions	11
AAFP Commissions Scope of Work and Commission Structure	12
2009 AAFP Commission Appointment Openings	Attachment A
2009 AAFP Scope of Work	Attachment B
2009 AAFP Commission Structure	Attachment C

AAFP Delegation to American Medical Association Appointment Information

AAFP Delegation to American Medical Association (AMA) Position Description.....	1
AAFP Delegation to AMA Screening Procedure.....	3
AAFP AMA Conflict of Interest and Disclosure Statement – Online Submission.....	4
AAFP Delegation to AMA Recommendation Form (Fact Sheet)	5
2008 AAFP Delegation to the AMA.....	7



Procedures for Commission Appointments

The American Academy of Family Physicians is comprised of seven commissions which are part of the governing structure of the Academy. These commissions vary in size and scope of work.

In an ongoing attempt to better serve its members, the AAFP Board of Directors periodically reviews each commission and its function. In July 2008, the AAFP Board of Directors reaffirmed the April/May 2008 Board actions relative to the number and composition of commissions. Specifically, these changes included (i) combining the Commissions on Health of the Public and Science; (ii) combining the Commissions on Quality and Practice (iii) reducing the number of members on the Commission on Membership and Member Services. The Commission on Health of the Public and Science and the Commission of Quality and Practice will be reduced to 16 active members as of December 15, 2010. The Commission on Membership and Member Services will be reduced to 12 active members as of December 15, 2010.

The seven commissions are:

Continuing Professional Development	Membership and Member Services
Education	Health of the Public and Science
Finance and Insurance	Quality and Practice
Governmental Advocacy	

In July of each year, a letter is forwarded to constituent chapter presidents and executives requesting nominations for commission appointments. Nominations from constituent chapters should be recommendations from their Board of Directors or their Executive Committee, and not the recommendation of one or two officers. The Subcommittee on Screening values these letters of recommendations from chapter leadership. A deadline in October is specified for receipt of nominations to allow time to process the forms for consideration by the Board of Directors at its December meeting.

The task of initially reviewing the nomination forms is assigned to the Board of Directors Subcommittee on Screening, which meets prior to the Board meeting. All nominations are reviewed carefully, and a recommended list of appointments is prepared. The subcommittee is composed of the President, President-elect, Board Chair, Speaker and the second and third year classes of Directors. The subcommittee's recommendations are reviewed and acted upon by the full Board.

The Board has adopted a policy that appointments to commissions be made primarily on the basis of the abilities and relevant experience of the nominees. In addition, it is the desire of the Board of Directors to ensure:

1. That every chapter, if possible, receives at least one appointment;
2. That the members of commissions are geographically distributed;

3. That there be a balance between reappointments and new appointments to ensure both experience and the introduction of new ideas.
4. *That the number of appointments relate proportionally to the chapter's membership totals. (Effective with 2006 commission appointments, when a current member of an AAFP commission transfers to a new chapter, the appointment slot for the member is considered "neutral" and not counted as an appointment for either the former or new chapter)
5. That constituencies such as minorities, new physicians, and women be adequately represented.
6. That a physician nominated to a commission be a member of the AAFP in good standing.

With the limited number of available appointments, it is not possible in every instance to fulfill all criteria outlined above. However, the Board does attempt to do so. Due to the fact that there are a large number of nominations submitted, many talented and well-qualified nominees cannot be selected. It should be pointed out that failure to be reappointed does not reflect unsatisfactory performance, but rather a need to offer others an opportunity to participate in AAFP activities.

Commission members are appointed for a single, non-renewable four-year term and must remain out of the commission structure for one year before being eligible for commission nomination again. Commission terms begin on December 15 of each year. Individuals completing their term of service on a commission will officially end their term on December 14.

Chapter staff are eligible to be appointed to certain commissions. (Please see page 10.) Chapter staff commission terms are for three years. As with other commission members, their commission terms begin on December 15 of each year. Individuals completing their term of service on a commission will officially end their term on December 14.

When submitting nominees for commission appointments, please keep in mind the following:

1. Detailed, pertinent information and a photograph are extremely helpful. The following materials must be submitted at the time of nomination:
 - Letter of nomination from the constituent chapter
 - Typed Commission Appointment Fact Sheet or AMA Delegation Fact Sheet. (Please see pages 5-6 for detailed information.)
 - Passport Photo attached to Fact Sheet. Photographs will assist as well in selecting minorities and women. A member will not be disqualified if a photograph is not submitted.
 - Conflict of Interest Form must be completed on-line. (Please see page 7 for detailed information.)
2. Insofar as possible, nominees should be recommended for specific commissions relating to their own interests and talents.
3. Occasionally, the Board is unable to place a nominee in the position for which he/she is nominated but may appoint the member to another position for which his/her application indicates additional qualifications.
4. Chapters should submit names prior to the deadline as that deadline is set as late as feasible. Workbooks are prepared presenting the names of all nominees (a) by constituent chapter and (b) according to proposed commission assignments. Late nominations will not be accepted except for extenuating circumstances and must be accepted as a nomination only by action of the Subcommittee on Screening. After the deadline for receipt of nominations, AAFP headquarters will provide those chapters which have submitted nominations a listing of nominees as they will appear in the workbook in an effort to avoid any errors.
5. It is recommended that each chapter send all of their nominations by electronic mail.

The final deadline for receipt of commission and AMA nominations is October 15 which is approximately six weeks prior to the date of the December meeting of the Board of Directors' Subcommittee on Screening (December 8 - 13). Therefore, no nominations for commission appointments - complete or incomplete - will be accepted after the October 23, 2009 deadline.

* Ratio Information Example

* If the hypothesized Ontario chapter had 1,000 active members and the AAFP had a total of 40,000 active members, the Subcommittee on Screening would make an attempt to come as close as possible to appointing three representatives of the Ontario chapter to commissions. To obtain the number of positions entitled theoretically to the Ontario chapter, divide 40,000 into 1,000 to get 2.50 percent which is the chapter's percent total of AAFP active members. Then multiply .025 percent by 123 number of total positions on commissions to get the number of positions which is the target for the chapter. In this case it is 3.075, rounded down to 3 positions for the Ontario chapter. (The previous statements are for illustration purposes only. Actual numbers will vary depending on the number of positions available, total AAFP membership and chapter membership.)



Commission Fact Sheet

The nomination Fact Sheet is used in order to provide the nominee's specific expertise for the commission for which he/she is nominated. Members of the Board of Directors consider such details to be of great value in the selection process and wish to stress the importance of providing this information on the "Fact Sheet." **Please use the attached form, revised in June 2009. All Fact Sheets must be typed.**

In making commission appointments, the Board may give consideration to geographical distribution, women, minorities and new physicians and endeavors to maintain some degree of balance among constituent chapters in the number of official appointments their members hold. From time to time, this may result in a member being appointed to a position for which they appear qualified (from the information available) but for which they were not nominated.

Please complete and return this two-page form for each nominee. This Fact Sheet has been revised for 2009 commission appointment process as follows:

1. The Fact Sheet stresses the importance of additional commission activities such as liaison travel, conference calls, webinars and other project work due to reduced face-to-face meetings. Participation in commission activities is the responsibility of the commission member and the evaluation of the commission member's participation is part of the criteria for continuation on the commission.
2. Under the Current Professional Position or Practice Circumstance, please include the school or program, location and dates.

Please indicate in the appropriate box the desired commission to which the candidate wishes to be nominated and clinical interests and expertise. It is requested that candidates prioritize their commission interests to primary, secondary and other. **Candidates must be a member of the AAFP in good standing.** Please ensure that all boxes on the Fact Sheet are checked and that percent of practice is noted.

The Board of Directors requires that each candidate submit completed nomination materials which include this Fact Sheet. Nominees with incomplete Fact Sheets or other incomplete materials will not be considered for appointment unless under extenuating circumstances.

Please note that a curriculum vita (C.V.) will not be accepted. When completed correctly, the updated two-page Fact Sheet contains all the personal information needed by the Subcommittee on Screening to recommend appointments to the Board of Directors. The Fact Sheet is available via email or on the AAFP's web site at <http://www.aafp.org/chapters/forms/>. If you would like to have the form sent to you electronically, please send a request to Rebecca Janssen at rjanssen@aafp.org.



**2009-2010 COMMISSION APPOINTMENT
Fact Sheet**

Please attach
passport size
photo here.

Thank you

Nomination for:

AAFP Commission Member
AAFP Chapter Executive

Date: _____, 2009

NOTE: Beginning in 2009, AAFP commissions will meet only once a year (Winter Cluster). However, it is expected that members selected to serve on a commission will be required to participate in additional activities, such as liaison travel, conference calls, webinars and other project work. Participation in commission activities is the responsibility of commission members and the evaluation of commission member's participation is part of the criteria for continuation on the commission. Please indicate willingness and ability to meet commitments as required by appointment:

The _____ Chapter recommends:

Category: (please check all that apply)

(name) (AAFP ID number)

- Women
- Minorities
- New Physician
- Practicing
- Academic
- Research
- None of the above
- Conflict of Interest
- (_____ % time practicing)

(street address)

(city, state, zip code)

(preferred phone number)

(preferred fax number)

(e-mail address)

Please select your AAFP Commissions preference(s) and rank them accordingly ("1" being most preferred).

Continuing Professional Development		Membership and Member Services	
Education		Quality and Practice(combined)	
Finance and Insurance		Health of the Public and Science (combined)	
Governmental Advocacy			

First Commission Choice: (Please indicate special interests and expertise below)

Second Commission Choice: (Please indicate special interests and expertise below)

Name:

Date:

Please indicate special interests or expertise for additional commission preferences.

Are you willing to serve on any commission to which the Screening Subcommittee may appoint you?

Yes No

Current Professional Position or Practice Circumstance: (please describe)

	School or Program	Location	Dates
Education:			
Pre-Medical:			
Medical School:			
Internship:			
Residency:			
Additional:			
Military Service:			
Licensure:			
Hospital Affiliations:			
AAFP and Chapter Membership:			
Constituent Chapter Offices:			
Chapter Commission/Committee Memberships:			
National AAFP Offices:			
National Commission Memberships:			
Other Medical Society Affiliations:			
Current Academic Appointments:			
Professional Honors, Citations:			



Conflict of Interest and Disclosures Statement Online Submission

Each candidate is required to carefully read, check the appropriate box, sign the Conflict of Interest and Disclosure Statement and submit online. A nominee **will not** be considered without this completed, electronically signed statement. Please note that an indication of a potential conflict of interest does not preclude service on a commission. In most situations in which there is a conflict, it is anticipated that the commission member can simply remove himself/herself from the involved discussion and action.

If the nominee from your chapter has not filled out a conflict of interest form online within the last year or if the status has changed and a conflict must be disclosed, please have them follow these steps to submit online.

- Go to <http://www.aafp.org/conflict>
- Key in AAFP ID number and last name or password.
- Press submit.
- Select Option 2.
- If there is anything to disclose, type the conflict in the box entitled "Disclosure of Actual or Potential Conflict of Interest":. If there are no conflicts, please type "none."
- When the "I agree" button is pressed, the Conflict of Interest form is submitted at the central database.



Commission Openings for 2010

Commission members will be appointed for a single four year term, non-renewable and must remain out of the commission structure for one year before being eligible for commission nomination again.

Due to the 2008 Governance changes, the terms for some commission will be different this year as noted in the following section, *Implementation Strategy for Combined Commissions and Commission on Membership and Member Services*. Please see Attachment A for further information.

Commission	Position Allotted	Position Available
Continuing Professional Development	16 positions	4 positions available
Education	12 positions	3 positions available
Finance and Insurance	8 positions	2 positions available
Governmental Advocacy	2 positions	3 positions available
Health of the Public and Science	16 positions	4 positions available
Membership and Member Services *	12 positions	4 positions available
Quality and Practice (combined) *	16 positions	5 positions available

* *Note: Due to the 2008 Governance changes, one of these positions will be a three year appointment only.*



Implementation Strategy for 2010

Implementation Strategy for Combined Commissions and Commission on Membership and Member Services

Commission on Health of the Public and Science (Combined Commissions COHP/COS)

To arrive at the desired 16 member commission by 2010, the implementation strategy will require that the terms of some incumbents be extended by one or two years as follows:

- Offer the opportunity for a two-year extension of service to two members whose terms would expire at the end of 2010, thus populating the currently empty 2012 term.
- Offer the opportunity for a one-year extension of service to two members whose terms would expire at the end of 2011, thus populating the currently empty 2012 term.
- All four of these members' terms would end in 2012.
- The 16 member commission is achieved by January 1, 2010

Therefore, please see Attachment A in this manual *for 2009* for those members eligible to serve an additional one or two years.

Commission on Quality and Practice (Combined Commissions COPE/COQ)

The transition for the combined Commission on Practice Enhancement and Quality is the same as COHP/COS except for a resignation. (class of 2011.) leaving 5 commission members in the class of 2011.

- Offer the opportunity for a two-year extension of service to two members whose terms would expire at the end of 2010, thus populating the currently empty 2012 term.
- Offer the opportunity for a one-year extension of service to one member whose terms would expire at the end of 2011, thus populating the currently empty 2012 term.
- Appoint a **fifth** member during the 2009-2010 screening process for a **three year term only**. This completes the four members required for the 2012 term.

Therefore, please see Attachment A in this manual *for 2009* for those members eligible to serve an additional one or two years.

Commission on Membership and Member Services

The transition strategy for COMMS to reduce the 16 member commission to a 12 member commission by 2010 will require the following:

- Each upcoming class will be downsized from 4 to 3 members.
- Offer the opportunity for a two-year extension of service to one member whose term will expire at the end of 2010, thus populating the currently empty 2012 term.
- Offer the opportunity for a one-year extension of service to one member whose term will end in 2011 thus populating the currently empty 2012 term.
- Appoint a **fourth** member during the 2009-2010 screening process for a **three year term only**. This completes the three members required for the 2012 term.



Chapter Staff Commission Openings for 2010

Any chapter executive from a constituent chapter may be appointed to the following commissions. Commission appointments are for a three-year term. Please see Attachment A for further information.

Commission	Position Allotted	Position Available
Continuing Professional Development	1 position	0 position available
Education	1 position	1 position available
Finance and Insurance	0 position	0 position available
Governmental Advocacy	1 position	1 position available
Health of the Public and Science	1 position	0 position available
Membership and Member Services	2 positions	1 position available
Quality and Practice	1 position	0 position available



Policy for Participation on AAFP Commissions; Evaluation of Commission Members

(Approved by the Board of Directors, 2003)

Commission members are expected to participate fully in the meetings and activities of the commission. Members should recognize that these positions are competitive and that each member's participation is critical to the successful work of the commission.

The AAFP Board of Directors very much appreciates the contribution of its members in their service on national commissions. It is also important to recognize that all commission members serve based upon appointment by the Board of Directors and that the Board has the responsibility to be sure that commission members function effectively throughout their terms. If the Board of Directors determines that an individual's performance is less than satisfactory, communication will be made with that individual to describe the problem for the purpose of providing an opportunity to improve. Under exceptional circumstances, the Board may remove a commission member before the expiration of his or her term.

Duties of Members:

1. Attendance at each commission meeting for the entire meeting.
2. Effective participation in each meeting without interruption or distraction (e.g. excessive cell phone usage, absence from significant portions of the meeting, disruptive behavior).
3. Completion of duties of membership, e.g. conference calls, subcommittee or working group activities, assignments.
4. Preparation for meeting by reading the agenda, studying issues, etc
5. Completion of the Conflict of Interest and Disclosure Statement annually

Policy for Participation:

1. Any member missing a meeting will receive a warning from the commission chair regarding his/her attendance.
2. Any member missing a second meeting during their term will be automatically removed from the commission. *
3. The executive committee of each commission shall have discretion to waive the automatic termination of a member upon receipt of an acceptable reason for his/her absence. Such acceptable reasons shall include but not be limited to, death in family, serious illness, etc. The executive committee shall review but not necessarily approve such excuses as graduations, births of grandchildren, conflicting engagements, etc.

Beginning in 2009, AAFP commissions will meet only once a year (Winter Cluster). However, it is expected that members selected to serve on a commission will be required to participate in additional activities, such as liaison travel, conference calls, webinars and other project work. *Participation in commission activities is the responsibility of commission members and the evaluation of commission member's participation is part of the criteria for continuation on the commission.*



Commission Scope of Work Commission Structure

In previous versions of this document, job descriptions and scope of work for each AAFP Commission and Committee were included for information and reference. In the transition of the governance system in 2006, only the scope of work of the seven commissions is provided.

Following the Governance changes of July 2008, the combined commissions (Quality and Practice and Health of the Public and Science) were authorized to develop their new commission names and the scope of work for their respective commissions. This action occurred at the January 2009 Cluster.

The Scope of Work was last revised May, 2009. Please see Attachment B for the revised Scope of Work.

Please see Attachment C for an overview of the AAFP Commission structure including the mandated and non-mandated subcommittees.

2009-2010
Commission Appointment

ATTACHMENT A

Commission	Title	Name	State	Term Expires
Continuing Professional Development	Eligible for Chair	Richard Corson, MD Victoria Kaprielian, MD Daniel Spogen, MD Anne Montgomery, MD	NJ NC NV WA	2009
	Members	Robert Bourne, MD Kern Low, MD Wayne Reynolds, MD David Walsworth, MD	CA CO VA MI	2010
		Russell Breish, MD Anne Cather, MD Franklyn Dornfest, MD Keith Stelter, MD	PA WV OR MN	2011
		Lee Carter, MD Mary Elizabeth Roth, MD Edward Schwaer, MD Lisa Soldat, MD	TN PA AZ IA	2012
		Open Open Open Open		2013
		Chapter Exec	Carletta Hauck	SD
	Staff	Mindi McKenna, Staff Executive Jim Fisher Rec. Secretary		n/a
	Education	Eligible for Chair	Suzanne Allen, MD Samuel Matheny, MD Maureen Padden, MD	ID KY US
Members		William Hueston, MD Michael Munger, MD Christine Stabler, MD	SC KS PA	2010
		Deborah Clements, MD Dennis Gingrich, MD Allen Hixon, MD	KS PA HI	2011
		Ronald Labuguen, MD Adebowale Prest, MD Kenton Voorhees, MD	CA MD CO	2012
		Open Open Open		2013
		Chapter Exec	Open	
Staff		Perry Pugno, MD - Staff Executive Amy McGaha, MD - Asst. Staff Executive Claudia Caton, Rec. Secretary		n/a

2009-2010
Commission Appointment

Commission	Title	Name	State	Term Expires
Finance and Insurance	Eligible for Chair	Stephen Benold, MD	TX	2009
		Telita Crosland, MD	US	
	Members	Dale Klein, MD	ND	2010
		Richard Neill, MD	PA	
		Patrick Herson, MD	MN	2011
		Arnold Pallay, MD	NJ	
		Drew Edwards, MD	CT	2012
Karen Mitchell, MD	MI			
	Open Open		2013	
Staff	Robert Watchinski, Staff Executive Mary DeGhelder, Asst. Staff Executive TBD, Rec. Secretary		n/a	
Governmental Advocacy	Eligible for Chair	Hugh Taylor, MD	MA	2009
		Ellen Brull, MD	IL	
		Douglas Curran, MD	TX	
	Members	Charles Ball appointed to 2 year term	TN	2010
		Matthew Finneran, MD	OH	
		Susan Kinast-Porter, MD	WI	
		Carla Kakutani, MD	CA	2011
		Sterling Ransone, MD	VA	
		Javette Orgain, MD - 3 yr term	IL	
	2012	Bruce LeClair, MD	GA	
Windel Stracener, MD		IN		
Susan Wilder, MD		AZ		
	Open Open Open		2013	
Chapter Exec	Open		2012	
Staff	Kevin Burke, Staff Executive Susan Hildebrandt, Asst. Staff Executive Lorlita Alexander, Rec. Secretary		n/a	

2009-2010
Commission Appointment

Commission	Title	Name	State	Term Expires	
Membership & Member Services	Eligible for Chair	John Cullen, MD	AK	2009	
		John Haste, MD	IN		
		Kaparaboyna Ashok Kumar, MD	TX		
		Rebecca Canner, MD	MT		
	Members		John Carroll, MD	IA	2010
			Lisa Corum, MD	SC	
			Viviana Martinez-Bianchi, MD	NC	
			Lloyd Van Winkle, MD	TX	
			Jose David, MD	NY	2011
		Robert Lee Giffin, MD	MS		
	Beulette Hooks, MD	GA			
	Angelo Patsalis, MD	MI			
		Move 1 from 2010 (add'l 2 years)		2012	
		Move 1 from 2011 (add'l 1 year)			
		Move from 2013 (3 year term only)			
		Open (move to 2012)		2013	
		Open			
		Open			
		Open			
	Chapter Exec	Laura Hahn	AZ	2011	
		Open		2012	
	Staff	Elaine Conrad, CAE - Staff Executive Stacy Wymer, Asst. Staff Executive Krista Cunningham, Rec. Secretary		n/a	

2009-2010
Commission Appointment

Commission	Title	Name	State	Term Expires
Quality and Practice	Eligible for Chair	Karen Smith, MD (COPE)	NC	2009
		Justin Bartos, MD (COPE)	TX	
		Leonard Fromer, MD (COQ)	CA	
		Troy Fiesinger, MD (COQ)	TX	
		Paul Reiss, MD (COQ)	VT	
	Members	2010	Robert Lee, MD (COPE)	IA
			Rick Madden, MD (COPE)	NM
		Dennis Saver, MD (COPE)	FL	
		Colleen Conry, MD (COQ)	CO	
		Robert Marshall, MD (COQ)	US	
Jeffrey Susman, MD (COQ)		OH		
2011	Andrew Eisenberg, MD (COPE)	FL		
	Timothy Heilmann, MD (COPE)	PA		
	Andrew Mills, MD (COPE)	OK		
	Stanley Borg, MD (COQ)	IL		
Kevin Martin, MD COQ)	WA			
<i>George Schoepfoester, MD (COQ) Resigned)</i>	MN			
2012	<i>Move 1 from 2010 (add'l 2 years)</i>			
	<i>Move 1 from 2010 (add'l 2 years)</i>			
2013	<i>Move 1 from 2011 (add'l 1 years)</i>			
	<i>Move from 2013 - 3 year term only</i>			
	Open (move to 2012 - 3 year term only)			
	Open			
	Open			
	Open			
	Open			
Chapter Exec	Susan Hogeland		2011	
Staff	John Swanson, Staff Executive Kent Moore, Asst. Staff Executive Jane Krieger, RN, Asst. Staff Executive Cathi Porras, Rec. Secretary			

2009-2010
Commission Appointment

Commission	Title	Name	State	Term Expires
Health of the Public and Science	Eligible for Chair	Thomas Koinis, MD (COS) Donya Powers, MD (COS) Frederick Chen, MD (COS) Sherri Morgan, MD (COHP) Amber Isley, MD (COHP) Michele May, MD (COHP)	NC RI WA OH FL AZ	2009
	Members	James Gill, MD (COS) Carrie Nelson, MD (COS) Robert Steiner, MD (COS) Ronald Blum, MD (COHP) Barbara Hughes Kostick, MD (COHP) Linda Gonzales Stogner, MD (COHP)	DE IL KY ME CA NM	2010
		Valerie King, MD (COS) Karen O'Brien, MD (COS) Steven Strode, MD (COS) Thomas Houston, MD (COHP) Alan Schwartzstein, MD (COHP) David Thorson, MD (COHP)	OR US AK OH WI MN	2011
		Move 1 from 2010 (add'l 2 years) Move 1 from 2010 (add'l 2 years) Move 1 from 2011 (add'l 1 year) Move 1 from 2011 (add'l 1 year)		2012
		Open Open Open Open		2013
		Staff	Herbert F. Young, MD, MA, Staff Executive Belinda Schoof, Asst. Staff Executive Joyce Haas, Asst. Staff Executive Melinda Kaeding, Recording Secretary	
	Chapter Exec	John Jordan, CAE		2010



2009-2010 AAFP COMMISSIONS

SCOPE OF WORK

COMMISSION	SCOPE OF WORK
<p>Continuing Professional Development Mindi McKenna, Staff Executive Amanda Hanova, Assistant Staff Executive Kathy Marian, Assistant Staff Executive Jim Fisher, Recording Secretary</p> <p><i>Mandated Subcommittee</i> <i>Assembly Scientific Program</i> Amanda Hanova, Staff Executive Linda Swift, Recording Secretary</p> <p><i>Non-Mandated Subcommittee</i> <i>Clinical Content and Accreditation</i> Kathy Marian, Staff Executive Carol Tierney, Recording Secretary</p>	<ul style="list-style-type: none"> • CME Accreditation • Development and presentation of CME/CPD activities for various delivery methods and modalities: <ul style="list-style-type: none"> • Enduring Materials • Live Activities • Journal CME • Performance Improvement in Practice • Point-of-Care • Self-Assessment • Self-Reflection • Self-Study • MOC/MOL CME activities
<p>Education Perry Pugno, M.D., Staff Executive Amy McGaha, M.D., Assistant Staff Executive Claudia Caton, Recording Secretary</p> <p><i>Mandated Subcommittees</i></p> <p><i>Resident and Student Issues</i> Ashley DeVilbiss, Staff Executive Angela Wasson, Recording Secretary</p> <p><i>Graduate Curriculum</i> Jay Fetter, Staff Executive Claudia Caton, Recording Secretary</p> <p><i>International Family Medicine</i> Alex Ivanov, Staff Executive Rebecca Janssen, Recording Secretary</p> <p><i>National Conference Planning</i> Lyndia Flanagan, Staff Executive Ashley Jungles, Recording Secretary</p>	<ul style="list-style-type: none"> • Workforce • Curriculum • National Conference • Work Hours • Educational Awards • Student Interest • Global Health

Commission	Scope of Work
<p align="center">Finance and Insurance Robert Watchinski, Staff Executive Mary DeGhelder, Assistant Staff Executive</p> <p align="center"><u>Mandated Subcommittee</u></p> <p align="center"><i>None</i></p>	<ul style="list-style-type: none"> • Member Insurance services • Investments • Budget • Reimbursement of Member Honoraria and Expenses • Financial Performance
<p align="center">Governmental Advocacy Kevin Burke, Staff Executive Susan Hildebrandt, Assistant Staff Executive Lorlita Alexander, Recording Secretary</p> <p align="center"><u>Mandated Subcommittee</u></p> <p align="center"><i>None</i></p> <p align="center"><u>Non-Mandated Subcommittee</u> <i>State Governmental Advocacy</i> Greg Martin, Staff Executive</p>	<ul style="list-style-type: none"> • HCCFA/Health System Reform • State/Federal Legislation • Public Policy • Governmental Regulations Grassroots Efforts
<p align="center">Health of the Public and Science</p> <p>Herbert F. Young, M.D., Staff Executive Bellinda Schoof, Co-Assistant Staff Executive Joyce Haas, Acting Co-Assistant Staff Executive Melinda Kaeding, Recording Secretary</p> <p align="center"><u>Mandated Subcommittee:</u></p> <p><i>Disparities and Underserved Populations</i> Melody Goller, Acting Staff Executive Diana Swafford, Recording Secretary</p> <p align="center"><u>Non-Mandated Subcommittee:</u></p> <p><i>Clinical Preventive Services</i> Bellinda Schoof, Staff Executive Pam Carter, Recording Secretary</p> <p><i>Clinical Practice Guidelines</i> Bellinda Schoof, Staff Executive Dorothy Young, Recording Secretary</p> <p><i>Public Health Issues</i> Joyce Haas, Staff Executive Diana Swafford, Recording Secretary</p>	<ul style="list-style-type: none"> • Health of the Public • Evidence-based Clinical Recommendations and Care • Generation of New Knowledge and Science with Dissemination and Implementation • Disparities and Underserved Populations

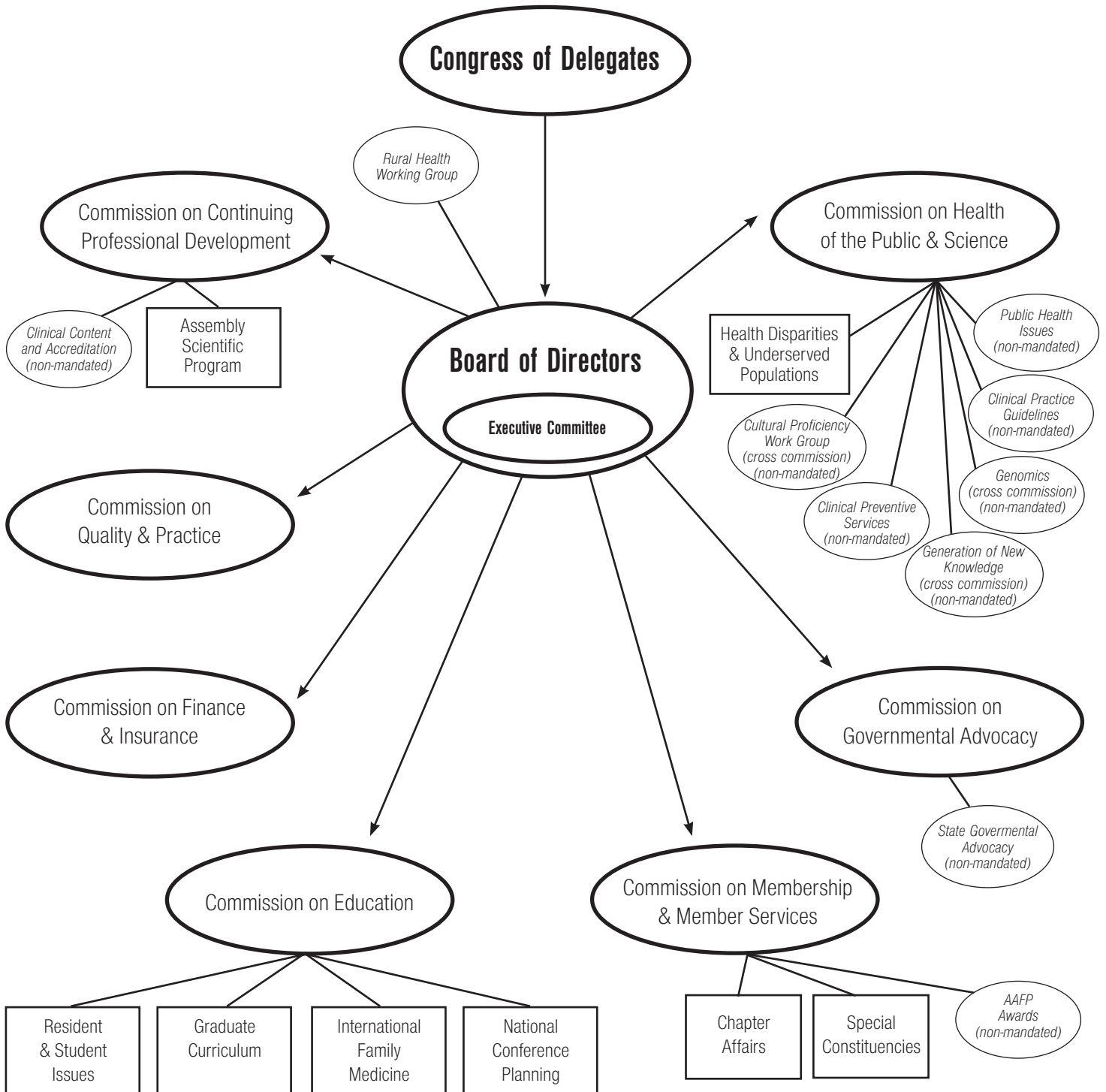
COMMISSION	SCOPE OF WORK
<p align="center">Health of the Public and Science <i>(continued)</i></p> <p align="center"><i>Genomics</i> Michelle Jeffcott-Pera, Staff Executive Dorothy Young, Recording Secretary</p> <p align="center"><i>Generation of New Knowledge</i> Herbert F. Young, M.D., Staff Executive Dorothy Young, Recording Secretary</p> <p align="center"><i>Cultural Proficiency Work Group</i> Melody Goller, Acting Staff Executive Diana Swafford, Recording Secretary</p>	

COMMISSION	SCOPE OF WORK
<p>Membership and Member Services Elaine Conrad, CAE, Staff Executive Stacy Wymer, CAE, Assistant Staff Executive Krista Cunningham, Recording Secretary</p> <p align="center"><u><i>Mandated Subcommittee</i></u></p> <p align="center"><i>Chapter Affairs</i> Nancy Fisher, CAE, Staff Executive</p> <p align="center"><i>Special Constituencies</i> Callie Castro, Staff Executive</p> <p align="center"><u><i>Non-Mandated Subcommittee</i></u> <i>Awards</i> Diane McDaniel, Staff Executive</p>	<ul style="list-style-type: none"> • Recruitment Retention • Value of Membership • Member Services • Life-stage Career Issues • Special Needs • Awards • International Membership • Urban/rural membership Issues • Degree of Fellow • Fellowship • Professional identity Products • Special Constituencies (NCSC) • NCSC Planning • Chapter Relations (ALF)

<p>Quality and Practice John Swanson, Staff Executive Kent Moore, Assistant Staff Executive Jane Krieger, Assistant Staff Executive TBD, Recording Secretary</p> <p><u>Mandated Subcommittee</u></p> <p><i>None</i></p>	<ul style="list-style-type: none"> • Medical Home Activities • Performance Measurement • Practice Redesign/Quality Improvement • Privileging • Health Information Technology • Practice Management • Private Sector Advocacy • Physician Payment
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Commission Structure Including Subcommittees





AMERICAN MEDICAL ASSOCIATION (AMA) DELEGATION APPOINTMENT INFORMATION FOR 2010

*July 2009
AAFP
11400 Tomahawk Creek Parkway
Leawood, KS 66211-2672
800-274-2237 Ext. 4512
rjanssen@aafp.org*



AAFP Delegation to the AMA Position Description

Members of the AMA House of Delegates serve as an important communication, policy, and membership link between the AMA and grassroots physicians. The AMA delegate/alternate delegate is a key source of information on activities, programs, and policies of the AMA. The delegate/alternate delegate is also a direct contact for the individual member to communicate with and contribute to the formulation of AMA policy positions, the identification of situations that might be addressed through policy implementation efforts and the execution of AMA policies. Delegates and alternate delegates to the AMA are expected to foster a positive and useful two-way relationship between grassroots physicians and the AMA leadership. To fulfill these roles, AMA delegates and alternate delegates are expected to make themselves readily accessible to individual members by providing the AMA with their addresses, telephone numbers and e-mail addresses so that the AMA can make the information available to individual members through the AMA website and through other communication mechanisms.

The AMA Annual Meeting is held each June in Chicago for six days. The AMA Interim Meeting is held in November of each year at a location remote from Chicago for five days. Delegates and alternate delegates are expected to attend both meetings.

Qualifications

1. Attendance at one or more meetings of the AAFP Congress of Delegates
2. Prior experience at national AMA meetings (minimum-one)
3. Service in a national leadership position with the AAFP (national office, delegate or alternate delegate to the COD or AAFP Commission)
4. No conflicts of interest that could preclude appropriate representation to the AMA
5. Active membership in both the AAFP and AMA

Additional criteria used by the Subcommittee on Screening in the delegation selection process include:

1. Broad and detailed working knowledge of the AAFP and commitment to its policies
2. Broad and detailed working knowledge of the AMA
3. Excellent communication skills
4. Holds respect of colleagues
5. Time available for effective representation and communication with AAFP Executive Committee
6. Perceived by peers as diplomatic in political situations
7. Aware of major issues facing medicine

Roles and Responsibilities

1. Regularly communicate AMA policy, information, activities and programs to constituents so he/she will be recognized as a representative of the AMA.
2. Relate AAFP views and suggestions, particularly those related to implementation of AMA policy positions to the appropriate AMA leadership, governing body or executive staff.
3. Advocate AAFP views within the AMA House of Delegates or other governance unit, including the executive staff.
4. Attend and report highlights of AMA House of Delegates meetings to constituents at AAFP meetings
5. Serve as an advocate for patients to improve the health of the public and health care system.
6. Cultivate promising leaders for all levels of organized medicine and help them gain leadership positions.
7. Actively recruit new AMA members and help retain current members.
8. Participate in the AMA Membership Outreach Program.

Reimbursement

The Academy reimburses the expenses of the delegates and alternate delegates for official Academy business. If both the Academy and another organization reimburse a member for attending the same meeting, it is expected the reimbursement claimed from the Academy will be reduced by the reimbursement received from the other organization. Delegation members are reimbursed as follows:

1. A \$350 per-diem payment when traveling or attending meetings on behalf of the AAFP Delegation to the AMA.
2. Actual airfare up to a full coach ticket with the provision that multiple tickets may be purchased for family members as long as the total cost does not exceed the cost for one, unrestricted, full coach class ticket.
3. The cost of parking personal automobiles and/or transportation between home and airport and airport and meeting sites is reimbursed, in addition to and separate from the per diem payment.
4. Additional detail on reimbursement policies is included in the AAFP Delegation to the AMA Procedure Manual.



AAFP Delegation to the AMA Screening Procedures

On October 1, 2003, the AAFP Congress of Delegates voted to support the recommendation by the AAFP Board of Directors to change the process of determination of AMA Delegation members from election by the Congress of Delegates to appointment by the Board's Subcommittee on Screening.

The appointment process for the AMA Delegation shares the same timeline as the commission member appointment process. In July of each year, a letter is forwarded to constituent chapter presidents and executives requesting nominations for commission appointments. Nominations from chapters should be recommendations from their Board of Directors or their Executive Committee, and not the recommendation of one or two officers. The Subcommittee on Screening values these letters of recommendations from chapter leadership. A deadline of October 15 is specified for receipt of nominations to allow time to process the forms for consideration by the Board of Directors at its December meeting.

As a result of the 2008 AAFP restructuring efforts, the number of members of the AMA Delegation will be reduced. At this time, nominations are requested for six (6) positions on the AAFP Delegation to the AMA, and six (6) incumbents are eligible for re-appointment for another term. The AMA Delegation positions are not factored into the membership ratio of commission members per chapter during the commission screening process. The term of AMA Delegation appointments is two years. AMA Delegation members may be reappointed without sitting out a term.

The same qualifications listed on page 1 are required for nomination to the delegation. Please note that a curriculum vitae will not be accepted. When completed correctly, the enclosed, two-page Fact Sheet includes all personal information needed by the Subcommittee on Screening to recommend delegation appointments to the Board of Directors. The following information is required for the nomination process:

- Letter of nomination from constituent chapter
- Typed "AMA Delegation Fact Sheet"
Passport Photo attached to Fact Sheet (strongly recommended but not required)
- Completed and signed "Conflict of Interest and Disclosure Statement" (Please see page 4.)

Please send your completed recommendations and required documentation by some form of traceable mail delivery system (i.e. Certified, Federal Express, etc.) or electronically to Ms. Rebecca Janssen, AAFP, 11400 Tomahawk Creek Parkway, Leawood, KS 66211-2672, rjanssen@aafp.org. It must be received at AAFP headquarters **NO LATER THAN OCTOBER 23, 2009.**



AAFP AMA Conflict of Interest And Disclosure Statement Online Submission

Each nominee is required to carefully read, check the appropriate box, sign this statement and submit online. A nominee **will not** be considered without this completed, electronically signed statement. Please note that an indication of a potential conflict of interest does not preclude service on a commission. In most situations in which there is a conflict, it is anticipated that the commission member can simply remove himself/herself from the involved discussion and action.

If the nominee from your chapter has not filled out a conflict of interest form online within the last year or if the status has changed and a conflict must be disclosed please have them follow these steps to submit online.

- Go to www.aafp.org/conflict
- Key in AAFP ID number and last name or password.
- Press submit.
- Select Option 2.
- If there is anything to disclose, type the conflict in the box entitled "Disclosure of Actual or Potential Conflict of Interest. If there are no conflicts, please type "none."
- When the "I agree" button is pressed, the Conflict of Interest form is submitted to the central database.



Please attach
passport size
photo here.

Thank you

**AMERICAN ACADEMY OF FAMILY PHYSICIANS
AMA Delegation Appointment Recommendation**

**FACT SHEET - REQUIRED FOR EACH NOMINEE
(Please limit to 2 pages and type all information.) Date: _____**

The _____ Chapter recommends:

(name) (AAFP ID number)

(street address)

(city, state, zip code)

(preferred phone number)

(preferred fax number)

(e-mail address)

Please complete the following:

- Yes No** --Hold active membership in both the AAFP and AMA
- Yes No** --Attended at least one meeting of the Congress of Delegates
- Yes No** --Prior experience at national AMA meetings (minimum-one; describe)
- Yes No** --Has served or is serving in a national leadership position with the AAFP defined as holding national office, serving as a Delegate or Alternate Delegate in the Congress of Delegates or serving on an AAFP Commission or Committee
- Yes No** --Does not have any conflicts of interest that could preclude appropriate representation to the AMA.

Candidate's statement of personal interest in the AAFP's AMA activities:

Empty box for candidate's statement of personal interest in the AAFP's AMA activities.

Name:

Current Professional Position or Practice Circumstance: (please describe)

Education:

Pre-Medical:

Medical School:

Internship:

Residency:

Additional:

Military Service:

Licensure:

Hospital Affiliations:

AAFP and Chapter Membership:

Constituent Chapter Offices:

Chapter Commission/Committee Memberships:

National AAFP Offices, Commission or Committee Memberships:

AMA Delegate or Alternate:

Other Medical Society Affiliations:

Current Academic Appointments:

Professional Honors, Citations:

Please indicate willingness and ability to meet commitments as required by appointment:

AMERICAN ACADEMY OF FAMILY PHYSICIANS

2008 Delegation to the American Medical Association (Updated December 7, 2007)

(D=Delegate; A=Alternate Delegate)

(D) Dale C. Moquist, MD, Chair (Carol) Memorial Hermann Southwest Family Practice Residency 14023 Southwest Freeway Houston, TX 77478 dale.moquist@memorialhermann.org	281-325-4257 FAX 281-325-4292	elected as Alternate by 1997 COD, 2-year term moved to Delegate 1998, 1-year term elected as Delegate by 1999 COD, 2-year term, elected as Delegate by 2001 COD, 2-year term appointed by BOD in 2003, 2-year term appointed by BOD in 2005, 2-year term appointed by BOD in 2007, 2-year term
(D) Patrick B. Harr, MD, Vice Chair (Terry) 114 East South Hills Drive Maryville, MO 64468 teamdr@asde.net	660-562-2525 FAX: 660-562-7959	elected as Alternate by 1998 COD moved to Delegate in 1999, 2-year term (first full year term expired in 2000) elected as Delegate by 2000 COD, 2-year term elected as Delegate by 2002 COD, 2-year term appointed by BOD in 2003, 1-year term appointed by BOD in 2004, 2-year term appointed by BOD in 2006, 2-year term
(D) David W. Avery, MD (Elaine) 3702 River Road Avenue Vienna, WV 26105 drdaveavery@verizon.net	304-295-9431 (home) 304-485-8002 (office) FAX: 304-422-7893	elected as Delegate by 2001, COD 2-year term moved to Alternate in June 2002 appointed by BOD in 2003, 2-year term appointed by BOD in 2005, 2-year term appointed by BOD in 2007, 2-year term
(D) Neil H. Brooks, MD (Sandi) 36 Duncaster Lane Vernon Rockville, CT 06066 nbrooksmd@aol.com	860-871-1511	appointed by BOD in 2003, 2-year term appointed by BOD in 2005, 2-year term appointed by BOD in 2007, 2-year term
(D) Ted D. Epperly, MD (Lindy) 777 N. Raymond Boise, ID 83704 ted.epperly@fmridaho.org	208-367-6042 FAX 208-367-6123	appointed by BOD in 2007
(D) Jose "Jun" M. David, MD 804 Huntington Court Albany, NY 12203 Jundavid83@aol.com	518-505-3252 FAX 518-456-4830	appointed by BOD in 2004, 2-year term appointed by BOD in 2006, 2-year term
(D) Daniel Heinemann, MD (Cathy) 48293 Arrowhead Place Canton, SD 57103 djheineman@aol.com	605-333-6571 FAX 605-333-1757	appointed by BOD in 2005, 2-year term appointed by BOD in 2007, 2-year term

<p>(D) Rick Kellerman, MD (Janet) Department of Family Medicine 1010 N. Kansas Street Wichita, KS 67214-3124 rkellerm@kumc.edu</p>	<p>316-293-2607 FAX: 316-293-2696</p>	<p>appointed by BOD in 2005</p>
<p>(D) Jim King, MD (Sandra) 1 Prime Care Drive Selmer, TN 38375-1864 jking@pcmedctr.com</p>	<p>731-645-4318 FAX: 731-645-5195</p>	<p>appointed by BOD in 2005</p>
<p>(A) Carolyn C. Lopez, MD 2906 West Wilson Chicago, IL 60625 clopezfp@aol.com</p>	<p>312-864-3500 FAX: 312-864-9912</p>	<p>appointed by BOD in 2005, 2-year term appointed by BOD in 2007, 2-year term</p>
<p>(D) Glenn Loomis, MD (Nancy) Sparrow Health System 1210 W. Saginaw, PO 13008 Lansing, MI 48901-3008 glenn.loomis@sparrow.org</p>	<p>Exec. Comm. At Large 517-364-6214 (office) FAX: 517-364-6205</p>	<p>elected as Alternate by 1999 COD, 2-year term elected as Alternate by 2001 COD, 2-year term appointed by BOD in 2003, 2-year term appointed by BOD in 2005, 2-year term appointed by BOD in 2007, 2-year term</p>
<p>(A) Jerry W. Martin, MD (Jimmie) 2162 Nashville Road Bowling Green, KY 42101 martinj@insightbb.com</p>	<p>270-782-8781 FAX: 270-842-4393</p>	<p>elected as Alternate by 1998 COD, served 1 year elected as Delegate by 1999 COD, 1-year term elected as Delegate by 2000 COD, 2-year term elected as Delegate by 2002 COD, 2-year term appointed by BOD in 2003, 1-year term appointed by BOD in 2004, 2-year term appointed by BOD in 2006, 2-year term</p>
<p>(D) Robert M. Pallay, MD (Thea) 1107 E. 66th Street, PO 23089 Savannah, GA 31404 pallaro21@memorialhealth.com</p>	<p>912-350-8838 FAX 912-350-5118</p>	<p>appointed by BOD in 2007</p>
<p>(A) Melissa Cunningham, MD (Res) 1142 Worthington Woods Blvd Columbus, OH 43085-1567 melissa.cunningham2@osumc.edu</p>	<p>724-944-2962</p>	<p>appointed by BOD in 2007, 2-year term</p>
<p>(D) Thomas J. Weida, MD (Jane) 1011 Handsome Place Lititz, PA 17543 tweida@psu.edu</p>	<p>717-531-4535 FAX: 717-531-3509</p>	<p>appointed by BOD in 2004</p>
<p>(A) Janet West, MD (RFS) 6 McKinley Drive Havelock, NC 28532 Brum0186@umn.edu</p>	<p>252-652-6155</p>	<p>appointed by BOD in 2006</p>

<p>(D) Richard Wherry, MD (Alice) 59 Tipton Drive Dahlonega, GA 30533 arkie@alltel.net</p>	<p>706-864-4012 FAX 706-864-4029</p>	<p>appointed by BOD in 2003, 1-year term appointed by BOD in 2004, 2-year term appointed by BOD in 2006, 2-year term</p>
<p>(D) Colette R. Willins, MD (Dave) 29325 Health Campus Drive, Suite 1 Westlake, OH 44145 Cwill63@aol.com</p>	<p>440-899-4400 FAX: 440-899-4403</p>	<p>elected as Alternate by 2001 COD, 2-year term elected as Delegate by 2002 COD, 2-year term appointed by BOD in 2003, 1-year term appointed by BOD in 2004, 2-year term appointed by BOD in 2006, 2-year term</p>
<p>(D) J. Mack Worthington, MD (Donna) 1100 East Third Street Chattanooga, TN 37403 Mack.Worthington@Erlanger.org</p>	<p>423-778-2957 FAX 423-778-2959</p>	<p>appointed by BOD in 2003, 1-year term appointed by BOD in 2004, 2-year term appointed by BOD in 2006, 2-year term</p>
<p>(D) Joseph W. Zebley, III, MD (Ineke) Greenspring Medical Associates 2 Hamill Road, Suite 222C Village of Cross Keys Baltimore, MD 21210 greenspringmedic@earthlink.net</p>	<p>410-433-6733 FAX: 410-433-0933</p>	<p>elected as Delegate by 2000 COD, 2-year term moved to Alternate in June 2002 elected as Delegate by 2002 COD, 2-year term appointed by BOD in 2003, 1-year term appointed by BOD in 2004, 2-year term appointed by BOD in 2006, 2-year term</p>
<p>(A) Douglas E. Henley, MD (Mary) AAFP 11400 Tomahawk Creek Parkway Leawood, KS 66211 dhenley@aafp.org</p>	<p>913-906-6000 (office) FAX: 913-906-6093</p>	<p>elected as Delegate by 1997 COD, 2-year term elected as Delegate by 1999 COD, 2-year term appointed as Alternate by BOD in 2000-present</p>
<p>(A) Amy McGaha, MD (Scott) AAFP 11400 Tomahawk Creek Parkway Leawood, KS 66211 amcgaha@aafp.org</p>	<p>800-274-2237 FAX: 913-906-6091</p>	<p>appointed as Alternate by BOD in 2005-present</p>
<p>(A) Daniel J. Ostergaard, MD (Ruth) AAFP 11400 Tomahawk Creek Parkway Leawood, KS 66211 dosterga@aafp.org</p>	<p>800-274-2237 FAX: 913-906-6076</p>	<p>appointed as Alternate by BOD in 1997-present</p>
<p>(A) Perry Pugno, MD (Terry) AAFP 11400 Tomahawk Creek Parkway Leawood, KS 66211 ppugno@aafp.org</p>	<p>800-274-2237 FAX: 913-906-6091</p>	<p>appointed as Alternate by BOD in 2000-present</p>
<p>(A) Herbert F. Young, MD (Lisa) AAFP 11400 Tomahawk Creek Parkway Leawood, KS 66211 hyoung@aafp.org</p>	<p>800-274-2237 FAX: 913-906-6099</p>	<p>appointed as Alternate by BOD in 2000-present</p>