

## **Advisory Group Policies - AAFP National Research Network**

### **Purpose**

The Advisory Group of the National Network will advise the Network Director and the American Academy of Family Physicians National Research Network in matters pertaining to the research agenda, membership and policies and procedures.

### **Scope of Work**

The Advisory Group will:

1. advise the Network Director regarding the Network research agenda and portfolio to insure these are consistent with the needs of family physicians and their patients,
2. assist in strategic planning,
3. identify potential investigators, projects, and funders for the Network,
4. provide advice from time to time regarding specific projects of the Network, and
5. advise the Network Director in difficult or potentially controversial decisions.

### **Membership**

The Advisory Group will consist of 8 to 11 members appointed by the Director of the Division of Scientific Activities of the AAFP in consultation with the Network Director and the Advisory Group members. They will recruit individuals with the diverse expertise, talents and backgrounds necessary to advise the Network in the broad requirements of a national primary care research endeavor.

The following categories will be represented on the Advisory Group:

- Five clinicians (one representing the following membership groups: Traditional, Residency, DARTNet, CCRN & a PBRN Affiliated with the NRN),
- Two members-at-large, nominated by the Advisory Group,
- Two local community members,
- One member of the Commission on Science of the AAFP (COS), nominated by the Commission, and
- One member representing the PBRN community overall.

### **Selection process**

The Network Director will supervise the nomination process. Nominations for National Network physician members and members-at-large will be solicited from the Network membership and the Advisory Group in November. The Network Director will submit the nominees' names to the Division Director by December

1. The Division Director will select the new Advisory Group members no later than January 1.

**Terms of service**

Group members are appointed for three-year terms and may be reappointed for one subsequent term. Terms of service commence January 1. The initially appointed members will serve a 1, 2, or 3-year first term, selected by lottery, to provide for continuity. One third of the members will be appointed for each term duration. Terms of service may vary for the representatives of the COS to correspond to their appointments on those groups. Advisory Group members may be replaced by the Director of the Division of Scientific Activities as needed prior to the expiration of their terms in the event of resignation or inability to attend at least one of two meetings per year.

**Meetings**

The Advisory Group will meet two times a year. One meeting will be face-to-face, and one will be phone conferences. The face-to-face meeting will be held in conjunction with the Annual Convocation. Meetings will occur approximately every six months and will be scheduled to maximize participation.

**Travel Expenses**

Travel and phone conference expenses will be paid by the AAFP in accordance with AAFP travel policies.

**Conflict of Interest**

Group members are expected to disclose conflict of interest, consistent with the AAFP conflict of interest policy.