



Roles and Responsibilities

National Conference of Special Constituencies

A. Conference Leadership

1. **NCSC Convener.** This individual is elected by the NCSC constituency Delegates. The Commission on Membership and Member Services (CMMS) nominates two individuals to serve in this capacity. The Board Chair then ratifies the two NCSC Convener candidates who will present speeches and participate in a question and answer session at NCSC prior to balloting. The nominees (1) must meet the definition of one of the constituencies at the time of the meeting he/she will convene, (2) may not be serving as a constituency Delegate in the following Congress, (3) must have been in attendance at the previous year's NCSC, (4) must have previously served as a Co-Convener or Delegate or Alternate Delegate for the Special Constituencies or New Physicians, and (5) may or may not be a member of the CMMS, but not CMMS Chair. The NCSC Convener chairs the NCSC Advisory Group and may not run for office during the conference at which he/she serves as Convener or the conference the prior year. The NCSC Convener may also be called upon to present brief remarks to the National Conference of Family Medicine Residents and Medical Students and/or Congress of Delegates after NCSC concludes.
2. **Conference Co-Conveners.** The Co-Conveners are those elected to fulfill this role by each respective constituency (except New Physicians) at the previous year's NCSC. For the New Physicians, the Co-Conveners are the previous year's New Physicians Alternate Delegates. The Co-Conveners assist the NCSC Convener with the management and facilitation of the conference.
3. **NCSC Advisory Group.** The NCSC Advisory Group is comprised of the six Special Constituency Delegates and two New Physicians Delegates to the AAFP Congress of Delegates, the AMA-YPS Delegates, the remaining two constituency Co-Conveners, the New Physician Board Candidate, the Special Constituencies Discussion Leader of the CMMS, and the CMMS Chair. The NCSC Advisory Group is chaired by the NCSC Convener. The NCSC Advisory Group is responsible for assessing the conference's strengths and weaknesses and making suggestions to the CMMS on how to improve the subsequent conference, providing input and feedback to the CMMS on proposed changes to the NCSC Rules of Order, keynote topics and speakers, as well as participant needs and desires.
4. **Constituency Caucus Chairs.** One of the Co-Conveners of each constituency will be appointed by the NCSC Convener to serve as Chair of the caucus for that constituency and be charged with conducting the constituency caucus and elections.
5. **Reference Committee Chairs.** One of the Co-Conveners of each constituency will be appointed by the NCSC Convener to serve as Chair of one Reference Committee and be charged with conducting the Reference Committee.
6. **Business Session Chair.** The NCSC Convener will serve as the Business Session Chair and will be charged with conducting the Business Session with assistance at his/her discretion.

B. Staffing

The NCSC has staff assigned to it by the Executive Vice President. While these staff members handle multiple duties, the time commitment available to NCSC is sufficient to handle an effective conference and the year-round meeting planning process. The NCSC Manager is responsible for coordinating all preparations, logistics, and support for the conference, including the management of a matrix staff assembled for this purpose.

A matrix staff assigned by the NCSC Manager and Manager of Member Relations & Development will support the three-day conference. The priority will be to provide staff trained and experienced in the Reference Committee process to facilitate the work of the constituency groups. Whenever possible, knowledgeable senior staff and/or staff from the Commission on Membership and Member Services will be involved or available as resources.

The Special Constituency and New Physicians Delegates and Alternate Delegates will receive necessary communications and support from the Congress of Delegates staff. The AMA-YPS Delegates will receive necessary communications and support from staff coordinating the AMA delegation from the AAFP.

C. Commission on Membership and Member Services (CMMS)

The CMMS is a standing commission of the AAFP that reports to the Board of Directors. As with all standing commissions, commission members are nominated by their constituent chapters, recommended by the Screening Committee of the Board, and approved by the Board of Directors. The commission's scope of work includes:

Recruitment, Retention, Value of membership, Member services, Life stage career issues, Special needs, Awards, International membership, Urban/rural membership issues, Degree of Fellow, Special Constituencies, NCSC planning, and Chapter relations.

The CMMS takes direction from and is responsible to the Board of Directors. The CMMS Chair will appoint a Special Constituencies Discussion Leader to facilitate dialogue on issues pertaining to NCSC. CMMS activities include the annual planning, coordination, implementation, and evaluation of the National Conference of Special Constituencies; enforcement of and amendment to the Rules of Order to ensure orderly and fair processes for the conference (i.e., to develop, debate, and make policy recommendations; to conduct elections; and to promote learning and leadership development for conference participants); recommendation of two individuals to be nominated to serve as NCSC Convener; ultimate approval of NCSC resolution referrals to the Congress of Delegates; and consideration of recommendations forwarded from the constituency conference to the Board of Directors.