

Everything You Need to Know About AAFP Resident and Student Leadership Opportunities – In a Nutshell

The American Academy of Family Physicians highly values the contributions made by family medicine residents and medical students and recognizes the importance of training future leaders of medicine. It is one of the few specialty organizations to actively enlist resident and student members in leadership roles.

1. What AAFP leadership opportunities are available to residents and students?

The following positions are elected annually at the National Conference of Family Medicine Residents and Medical Students: Resident Member and Student Member of the AAFP Board of Directors, Resident Chair and Student Chair of the National Conference, Resident and Student Delegates to the AAFP Congress of Delegates and National Family Medicine Interest Group (FMIG) Coordinator.

The National Conference is also a forum for nominating resident and/or student representatives to the American Academy of Family Physicians Foundation (two-year term), Association of Family Medicine Residency Directors, and Society of Teachers of Family Medicine.

Resident and student members are appointed to participate on AAFP commissions, to represent the Academy at the American Medical Association. Five student members are appointed FMIG regional coordinators. Resident and Student members serve a one-year term on commissions, beginning January 1. A resident member is nominated to serve a two-year term on the ACGME Review Committee for Family Medicine. Resident and/or student members are also nominated to serve on the *Annals of Family Medicine* Editorial Board and as a liaison to the Student National Medical Association.

Unless otherwise noted, the term served is for one year. *Refer to the job description sections for a complete listing of leadership opportunities.*

2. How will I benefit from this involvement?

Among other things, you have the opportunity to:

- Network with family physicians from all across the country.
- Attend national meetings funded by the Academy, such as the National Conference of Family Medicine Residents and Medical Students.
- Participate in the discussion of issues key to health care delivery and to family medicine.
- Learn more about topics of special interest.
- Cultivate organizational and communication skills.
- Spend time with other resident and student leaders who share common interests and concerns.

To learn more, talk to current and past leaders about their experiences. A list of the 2011 resident and student leaders appears in the resources section.

3. Are there special requirements for positions?

You must be a current AAFP member to be elected or appointed to an Academy position. Some positions require at least one year's experience in an Academy position at the national level. *Refer to the position descriptions for this information.* The following are considered as national level positions: Board Member, National Conference Chair, National Delegate, National FMIG Coordinator, AAFP commission member, and representatives to the American Academy of Family Physicians Foundation, Association of Family Medicine Residency Directors, and Society of Teachers of Family Medicine.

4. What will it cost me to participate?

You should not incur any expenses to attend required meetings. Residents and students elected and appointed to AAFP positions are *reimbursed* for transportation expenses and paid a per diem of \$350 when on official authorized Academy business. Resident and student leaders are encouraged to complete their expense vouchers at the end of a meeting and return them to staff or mail them as soon as possible after returning home.

Upon election or appointment, resident and student leaders receive detailed information about reimbursable expenses. Any amount reimbursed above actual expenses is considered taxable income. The AAFP submits a 1099 form to the IRS for the amounts paid. Those expenses for which documentation exists (hotel bill, meal receipts) can be deducted from the amount that is taxable.

5. How much time is involved?

You will be expected to attend all portions of assigned meetings, including the National Conference of Family Medicine Residents and Medical Students. Whenever possible, meetings are scheduled for weekends to minimize the number of days away from residency and school obligations. *Check specific job descriptions for estimated meeting days.*

Commissions meet twice in Kansas City. The length of this meeting varies from one to three days.

<u>Winter Cluster</u>	February 9-12, 2012	Kansas City, MO
<u>Summer Cluster</u>	June 7-10, 2012	Kansas City, MO

Increasingly, work is being done through electronic communications. Members spend 2-4 hours per month on electronic commission work. You will receive information specific to your commission once appointed.

6. Will my institution give me the time off to attend meetings?

If you plan to run for an elected position or apply for an appointment, you must be confident that you will be granted the time off to attend required meetings.

One element of the application process is to obtain a letter of recommendation from your residency program director or have the medical school dean sign a special form (see AAFP Student Leadership Participation form in application section). There are also several steps that you can take to ensure support:

- Know your institution's attendance policies.
- Find out if any of your classmates have served in AAFP positions.
- Share information about the position you are seeking and the general meeting schedule with the appropriate individuals.
- Explain what you hope to gain from the experience (e.g., leadership development, advocacy, policy development, etc.).
- Volunteer to present relevant information from AAFP meetings during a brown bag lunch, grand rounds, etc.

7. How do I apply for a position?

If you are running for an **AAFP elected position**, you must submit the following materials to the AAFP:

- Completed application form for resident/student elections,
- Current CV,
- Letter of interest, and
- Letter of endorsement from your constituent chapter plus, for residents, a letter of support from the residency program director and, for students, the AAFP Student leadership participation form signed by the medical school dean (a copy of the form appears in the application section) and a letter of support from a pre-doctoral director or other knowledgeable faculty member. The letters/form may be included with the completed application or mailed separately to the Academy.

Tips on preparing a CV and soliciting support letters appear in the Helpful Hints section.

Elections are held during the final business sessions of the resident and student congresses, which convene during the National Conference of Family Medicine Residents and Medical Students. The 2011 conference is July 28-30.

If you are interested in running for an elected position, you will need to make arrangements to be nominated during the Thursday or Friday business session of the resident or student congress or immediately before the candidates' forum on Saturday morning. Candidates must be prepared to give a brief presentation and to participate in a question-and-answer session during the forum. Candidates are elected by the official chapter delegates to the resident and student congresses on the last day of the National Conference.

If you are applying to serve as an **FMIG Regional Coordinator**, you must submit the following materials to the AAFP:

- Completed FMIG regional coordinator application form,
- Current CV,
- Letter of interest, and

- Letter of endorsement from your constituent chapter, the AAFP Student leadership participation form signed by the medical school dean (a copy of the form appears in the application section) and a letter of support from a pre-doctoral director or other knowledgeable faculty member. The letters/form may be included with the completed application or mailed separately to the Academy.

If you are applying to serve as a representative to the **American Medical Association or Annals of Family Medicine Editorial Board**, you must submit your materials to the AAFP. You will find application forms for each of these positions, with a list of required materials, in the application section.

If you are applying to serve on an **AAFP commission**, you must submit the following materials to your chapter:

- Completed application form for AAFP commissions,
- Current CV,
- Letter of interest, and
- Letter of nomination from your constituent chapter plus, for residents, a letter of support from the residency program director and, for students, the AAFP Student leadership participation form signed by the medical school dean (a copy of the form appears in the application section) and a letter of support from a pre-doctoral director or other knowledgeable faculty member.

NOTE: Resident and student applicants for commission positions must submit their materials through their chapters. In turn, the chapters will forward applicant packets to the AAFP with letters of nomination. Please do not send your materials directly to the Academy if you are applying for a commission appointment. If you have any questions, call (800) 274-2237, Ext. 6740. Chapter contact information can be found at <http://www.aafp.org/cgi-bin/chapterlookup.pl>.

8. What is the deadline for applying for elected positions?

A timeline for elections appears at the end of this section. If you plan to submit your application materials in advance of the National Conference, the deadline is **July 15**. Candidate materials for resident and student elections may also be submitted during the National Conference.

9. What are the deadlines for applying for appointments?

A timeline for appointments appears at the end of this section. Deadlines vary depending on the position. If you plan to apply for a commission appointment, contact your chapter immediately to confirm the deadline for submitting your materials to the chapter. Then complete the Intent-to-Apply form in the application section and fax it to both the AAFP and your chapter. Chapter contact information can be found at <http://www.aafp.org/cgi-bin/chapterlookup.pl>.

10. How competitive is the selection process?

A number of residents and students run or apply for Academy positions each year. Those selected typically come from all across the country and represent a wide range of

backgrounds and interests. Some are experienced leaders, but most are new to the process.

If you have any interest in running for one of the positions elected at the National Conference of Family Medicine Residents and Medical Students, you are encouraged to submit your application and support materials well in advance of the meeting. This will ensure that your materials are available in a timely fashion. However, if you decide to run for an elected position during the National Conference, you will have access to a computer to prepare your CV and letter of interest.

While you don't have to be present at the National Conference to apply for an appointment, participation in at least one National Conference indicates interest in and commitment to the organization. It also provides you with the opportunity to find out more about the positions from last year's representatives. Refer to the section on the National Conference for more detailed information about this special event.

11. Does the Academy provide training in leadership development?

The Academy has a commitment to leadership development for residents and students. As an elected or appointed leader, you will have the opportunity to interact with and learn from today's leaders in family medicine, participate in mentoring activities, and receive resource materials on leadership and advocacy.

12. Is there a limit on how many times I may serve?

Resident and student members may serve on any one commission for no more than two years as a student, resident or combination of the two. No individual may serve more than a total of three years on commissions as a student and/or resident member. This three-year limitation applies *only* to resident/student commission appointments. Time served on a commission as an elected resident or student leader, as an FMIG regional coordinator or on any specially approved task force/project does *not* accrue toward this three-year limitation.

2011 Application Timeline for Elections and Appointments

Date	Activity
Chapter Deadline	<i>Contact your chapter immediately to find out when your application materials for AAFP commission appointments are due to the chapter. Chapter contact information can be found at http://www.aafp.org/cgi-bin/chapterlookup.pl.</i>
May 1	Deadline for submission of applications for the ACGME RC-FM position.
July 15	Deadline for early submission of candidate materials for elected positions (i.e., application, CV and letters).
July 28-30	National Conference—Candidate materials for resident and student elections may be submitted on site.
August 12	Deadline for submission of applications for the <i>Annals of Family Medicine</i> Editorial Board position.
August 26	Deadline for submission of applications for AMA-MSS and AMA-RFS positions.
September 9	Deadline for <u>chapters</u> to submit resident/student commission applications and support materials to AAFP. Deadline for submission of applications for FMIG Regional Coordinator.
Mid-September	AMA representatives are selected.
October 1	SNMA application deadline.
October 7	COE Resident/Student Screening Committee meets to review applications and make recommendations for FMIG Regional Coordinators and commission appointments to the Board of Directors.