

Position Description Board Chair

RESPONSIBILITIES

The Immediate Past President serves as Board Chair and presides over all meetings of the Board of Directors as well as all meetings of the Executive Committee of the Board of Directors. The Board Chair is an ex-officio member of all standing commissions and committees and routinely participates in all AAFP cluster meetings, as well as serving as a member of the Board's Subcommittee on Screening.

The Board Chair is responsible for appointing members of special work groups which are not standing commissions and committees but which are appointed from time to time to assist the Board in its work. Such "special work groups" would include task forces, ad hoc committees and subcommittees of the Board created to address a specific issue or issues on a time-limited basis.

The Board Chair provides direction and guidance to the executive staff on implementing Board actions and on day-to-day issues which arise between meetings of the Board and the Executive Committee. In providing such direction and guidance, the person holding this position must make a number of decisions including, for example, whether an issue should be disposed of by the Chair, submitted to the Executive Committee for decision or held for the next Board agenda or, as another example, who the Academy should nominate or appoint to represent it with outside organizations or at upcoming meetings. The Board Chair also reviews official statements, such as testimony before Congress, and major AAFP correspondence to ensure consistency with AAFP policy. On a daily basis, the Board Chair handles multiple Academy emails, and on a weekly basis, the Board Chair confers with the Executive Vice President and/or Deputy Executive Vice President to review various issues requiring his or her input or decision.

This person may be called upon to represent the Board or the Academy in communicating with individual members and groups and in a variety of settings including but not limited to constituent chapter meetings, before the media and in meetings with other medical and health-related organizations, as well as attendance at the AAFP Leadership Conference, the National Conference of Family Medicine Residents and Medical Students, the Family Medicine Advocacy Summit, commission clusters, the annual and interim meetings of the American Medical Association and semi-annual meetings of the Family Medicine Leadership Consortium. The Board Chair also may represent the Academy before legislative bodies and in meetings with government officials.

QUALIFICATIONS AND TERM OF OFFICE

The Board Chair must be an active member in good standing. The one-year term of office for the Board Chair begins at the conclusion of the annual meeting of the Congress of Delegates when that person's term as president expires and ends at the conclusion of the next annual meeting of the Congress of Delegates.

TIME REQUIRED

The Board Chair has some discretion in determining the amount of time to devote to Academy business and, therefore, the time commitment from year to year will vary according to the individual holding the office as well as according to the issues being addressed by the Academy in any given year. However, a review of records over a period of several years suggests that the following ranges approximate the amount of time the person holding this position would devote to Academy affairs:

Number of days traveling away from home on Academy business 120-190

Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, fielding media requests, etc. (8 hours equals 1 day) 50-100

REMUNERATION PROVIDED

Reimbursement policies for officers, including the Board Chair, are established by the Commission on Finance and Insurance. Remuneration policy for this position provides:

- * An annual honorarium plus actual, reasonable expenses when traveling on Academy business.

Annual Board Chair Honoraria (for term of office regardless of start and end dates):

Office	Current	Effective October 1, 2024
Board Chair	\$300,000	\$325,000

- * Actual airfare at up to first class with the provision that multiple tickets may be purchased for family members within established caps.
- * Ground transportation to and from the airport, or parking costs for personal automobile.
- * An annual allowance of up to \$1,000 to be applied toward the cost of technology devices.
- * An allowance of up to \$2,000 per year toward actual documented costs for administrative support.
- * Executive coaching services to consider career options after serving as an AAFP Officer (if desired).

The complete, detailed reimbursement policy is available from the Academy’s Executive Vice President or Chief Financial Officer.