

Position Description AAFP Speaker

RESPONSIBILITIES

The Speaker of the Academy's Congress of Delegates shall be a member of the Board of Directors and shall preside over meetings of the Congress of Delegates. The Speaker shall serve as a member of the Board of Directors' Executive Committee and as chair of the Board's award subcommittee. Based on the Speaker's special areas of interest or expertise, the Speaker may serve as a chair or member of one of the Academy's task forces or other special work groups appointed by the Board.

As presiding officer of the Congress of Delegates, the Speaker has a wide variety of responsibilities which often are shared with the Vice Speaker. Those responsibilities include appointing all reference and special committees of the Congress, assigning reports and resolutions to reference committees for review, overseeing the election of Academy officers and directors, providing guidance and assistance to reference committees and other special committees in the preparations of their reports to the Congress and ensuring the proper scheduling and smooth flow of business coming before the Congress. When functioning as the presiding officer of the Congress of Delegates, the Speaker may vote to break any tie which does not involve candidates for election.

The Speaker has responsibility for transmitting the actions of the Congress of Delegates to the Board of Directors for appropriate action and follow-up. The Speaker and Vice Speaker also play an important role in bringing the perspectives of the Congress of Delegates to the Board's deliberations on a variety of issues.

The Speaker may be called upon as a member of the Executive Committee to participate in conference calls as well as in-person meetings on relatively short notice.

The Speaker may be called upon from time to time to represent the Academy at constituent chapter meetings and at meetings with individuals or other organizations external to the Academy. The Speaker attends the National Conference of Family Medicine Residents and Medical Students and plays an active role in providing advice on parliamentary issues and attends group deliberations. Attendance also is expected at the AAFP Leadership Conference. The Speaker also may function as parliamentary advisor at other Academy meetings for students, residents or other special groups.

QUALIFICATIONS AND TERM OF OFFICE

As the presiding officer over the Congress of Delegates, the Speaker should have demonstrated knowledge of parliamentary procedure and the ability to make accurate and contemporaneous interpretations on parliamentary issues. The Speaker should have previously served successfully in the role of Vice Speaker of the AAFP or have significantly equivalent experience in a Speaker or Vice Speaker role with a similar organization.

The Speaker is elected annually by the Congress of Delegates and must be an active member of the Academy in good standing. The Speaker's term of office shall begin at the conclusion of the annual meeting of the Congress of Delegates at which that person's election occurs and shall expire at the conclusion of the next ensuing annual meeting of the Congress of

Delegates. However, the Speaker may be elected for subsequent terms in office, and the Bylaws do not limit the number of consecutive terms which may be served by the Speaker.

TIME REQUIRED

The Speaker has considerable 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, the following ranges approximate the amount of time it could be anticipated the Speaker would devote to Academy affairs:

Number of days traveling away from home on Academy business	<u>75-100</u>
Number of days at home but devoted to AAFP activities such as reviewing materials, answering correspondence, preparing for meetings, participating in conference calls, etc. (8 hours equals 1 day)	<u>20-30</u>

REMUNERATION PROVIDED

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

- * An honorarium of \$500 per day plus actual, reasonable expenses when traveling on Academy business. For virtual Board meetings, the amount of the honorarium varies depending on the length of the meeting.
- * Actual coach airfare 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.

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

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