



Policy for Commission Participation and Evaluation

Approved by the Board of Directors, April 2022

Commission members are expected to participate fully in the meetings and activities of the commission. Members should recognize that these positions are competitive and that each member's participation is critical to the successful work of the commission.

The AAFP Board of Directors very much appreciates the contribution of its members in their service on national commissions. It is also important to recognize that all commission members serve based upon appointment by the Board of Directors and that the Board of Directors has the responsibility to be sure that commission members function effectively throughout their term. If the Board of Directors determines that an individual's performance is less than satisfactory, communication will be made with that individual to describe the problem for the purpose of giving that individual an opportunity to improve. Under exceptional circumstances the Board may remove a commission member before the expiration of his or her term.

Duties of Commission Members:

1. Attendance at each commission meeting for the entire meeting. Participation by conference call for the entire meeting is not acceptable. Participation by conference call for a limited time (e.g., to present an agenda item) may be appropriate if a member must miss a meeting based on an extenuating circumstance outlined below and approved by the commission chair.
2. Effective participation in each meeting without interruption or distraction (e.g., excessive mobile phone usage, absence from significant portions of the meeting, disruptive behavior).
3. Completion of duties of membership, e.g., conference calls, subcommittee or working group activities, assignments.
4. Preparation for meeting by reading agenda and studying issues.
5. Completion of the Conflict of Interest and Disclosure Statement annually.

Duties of Commission Chairs:

The Board of Directors has determined:

1. Final year Commission members will be evaluated by the Commission Chair, Board Liaison, Staff Executive and Senior Vice President.
2. First, second- and third-year commission members will be evaluated by the Commission Chairs and Staff Executives only.
3. The Staff Executive should be evaluated by the appropriate Senior Vice President in consultation with the Commission Chair and Board Liaison.
4. The performance of the entire Commission should be evaluated against the Board and Commission objectives by the Commission Chair, Board Liaisons, Staff Executives and AAFP Senior Vice Presidents.

Participation and Evaluation Policy:

1. Any member missing a meeting will receive a warning from the commission chair regarding their attendance.
2. Any member missing a second meeting during their term will be automatically removed from the commission.
3. The commission chair and/or executive committee of each commission shall have discretion to waive the automatic termination of a member upon receipt of an acceptable reason for their absence. Such acceptable reasons shall include but not be limited to death in family, serious illness, etc. The executive committee shall review but not necessarily approve such excuses as graduations, births of grandchildren, conflicting engagements, etc.

Most AAFP commissions meet twice a year (in-person for the winter cluster and virtually for the summer cluster). However, it is expected that members selected to serve on a commission will be required to participate in additional activities, such as mandatory training on diversity and inclusion topics (i.e., racism, implicit bias, etc.), liaison travel, conference calls, webinars and other project work. Participation in commission activities is the responsibility of commission members and the evaluation of commission member's participation is part of the criteria for continuation on the commission.