



American Board of Family Medicine (ABFM) Online Nomination Procedures

Overview

In accordance with procedures adopted by the AAFP Congress of Delegates, the Board of Directors receives nominations from constituent chapters for a director to serve a five-year term on the Board of Directors of the American Board of Family Medicine. The AAFP Board of Directors, at the recommendation of the Subcommittee on Screening chooses members to present to the American Board of Family Medicine (ABFM). From these nominees, one will be selected by the ABFM Board of Directors at its annual meeting in April.

The American Board of Family Medicine (ABFM) is the second largest medical specialty board in the United States, whose purposes include:

- Improving the quality of medical care available to the public
- Establishing and maintaining standards of excellence in the specialty of Family Medicine
- Improving the standards of medical education for training in Family Medicine
- Determining by evaluation the fitness of specialists in Family Medicine who apply for and hold certificates.

Please note that the ABFM Director position is not factored into the membership ratio of commission members per chapter during the Subcommittee on Screening process.

Criteria for nomination as ABFM Director

- Hold active membership in the AAFP with a minimum of one re-election to membership in the Academy.
- Medical experience includes a substantial amount of clinical experience devoted to family medicine.
- Demonstrates leadership and understanding in the philosophy of family medicine.
- Does not have any conflicts of interest that could preclude appropriate representation on the ABFM Board of Directors.

Members must contact their chapter prior to applying for a leadership position.

The AAFP online leadership nomination process for the American Board of Family Medicine (ABFM) starts July 15 each year. In July, chapters receive a communication from the AAFP President for a call for nominations for commission, AMA and ABFM nominations. The memo contains the links to the commission, AAFP Delegation to the AMA, and ABFM nomination applications. By clicking on the appropriate link and logging in, the member is able to access their preferred nomination application and begin the nomination process. The following information is required of members submitting applications for the ABFM director:

1. Completed online application form (This form can be found [online](#).)
2. Letter of recommendation from the chapter (members must contact their chapter prior to submitting an application)
3. Photo
4. Completed conflict of interest/disclosure form

Nominations for this position may be submitted by:

- Chapters
- Members of the AAFP Board of Directors
- Members of the AAFP Delegation to the AMA
- Current commission chairs and members
- Past officers and directors, and
- Self-nominations

The member initiates the nomination cycle by:

- Completing his/her application. **(Members must contact their chapter prior to applying for a leadership position.)**
- Uploading a photo (required).
- Updating the Conflict of Interest form (required). The online form will prompt member to complete the conflict of interest form.

Any member from the above groups nominating another member will be required to write a letter of recommendation. When the member submits the application, the individual recommending the member will receive:

- An email stating that a member has completed an application for the leadership position and will include a link to the completed application.
- A request for a letter of recommendation to be emailed prior to the deadline of October 15 to the email address, leadershipnominations@aafp.org.

If the member submits the application endorsed by the recommending chapter, the chapter receives:

- An email stating that a member has completed an application for an ABFM director position, which includes a link to the completed application.
- A request for a letter of recommendation be sent prior to the deadline date to a new email address, leadershipnominations@aafp.org, specifically created for this process.

If a member is submitting a self-nomination, he/she is required to write a letter identifying his/her qualifications for the position. No additional letter of recommendation is required.

Please note: To continue work on an application at a later time, hit the "SAVE" button. When the application is complete, hit the "SUBMIT" button. Once submitted, the member/chapter staff will no longer have access to the nomination application.

Timeline for Appointment Process in 2021:

- July 15 – request for nominations sent to chapters
- October 15 – deadline for submission of ABFM nominations. No nominations for ABFM complete or incomplete will be accepted after the October 15 deadline.
- December Board Meeting – Individuals will be selected by the AAFP Board of Directors.
- Mid-December – The names will be presented to the ABFM as nominees from the AAFP. From these nominees, one will be selected by the ABFM Board of Directors at its annual meeting in April.

Please note that all appointment information will remain embargoed until the Monday after the Board of Directors' meeting).

If you have questions concerning this process, please contact Jodi Easter at leadershipnominations@aafp.org.