



Online Leadership Nomination Procedures

Overview of Commissions

The American Academy of Family Physicians is comprised of eight commissions which are part of the governing structure of the Academy. These commissions vary in scope of work. You are strongly encouraged to review the description for each commission for which you have an interest. Please click on the link to the appropriate commission.

[The eight commissions are:](#)

Continuing Professional Development	Federal and State Policy
Diversity, Equity, and Inclusiveness in Family Medicine	Membership and Member Services
Education	Health of the Public and Science
Finance and Insurance	Quality and Practice

There are two nomination cycles – one for [commission chairs](#), May 15 through August 15; the other for [commission members](#), [AAFP Delegation to the AMA](#), and [ABFM Board of Directors](#), July 15 through October 15.

The following information is required of members submitting applications for any leadership position:

1. Completed online application form for commission member, AAFP AMA Delegation, or ABFM Director position (**Members must contact their chapter prior to applying for a leadership position.**) All nomination applications can be found [online](#).
2. Chapter Reference Form (members must contact their chapter prior to submitting an application) (Exception is the ABFM Director if nominated by another member or self-nominated – see [ABFM nominations procedures](#) for details)
3. Photo
4. Completed conflict of interest/disclosure form

The member/chapter staff initiate the nomination cycle by:

- Contacting your Chapter Executive
- Completing an online application.
- Uploading a photo (required).
- Updating the Conflict of Interest form (required). The online form will prompt the member to complete the conflict-of-interest form.

Please note: An applicant that desires to have their application reviewed by another party should “SAVE” the application, print a PDF of the form and send it to that party. 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. [Detailed instructions](#) are available to assist in completing the online application form.

When the member/chapter staff submits the application, the chapter receives:

- An email that a member/chapter staff has completed an application for a leadership position, which includes a link to the completed application and a link to the Chapter Feedback Form for completion.

In May, chapters receive a call for nominations from the AAFP President for commission chairs. The memo contains the link to the commission chair application. Only fourth year commission members have access to the application. By clicking on the appropriate link and logging in, the member can access the chair nomination application to begin the nomination process.

Commission Chair Candidate Information

When submitting materials for nomination for an AAFP commission chair appointment, please keep in mind the following:

- There is an expectation to participate in additional activities such as liaison travel, conference calls, webinars, project work between meetings and other activities.
- There is an expectation to meet in-person during the winter and virtually during the summer cluster. All commissions except for Finance and Insurance will meet formally twice a year during winter and summer cluster. The Commission on Finance and Insurance will continue to have only one annual face-to-face meeting (April timeframe). There can be several additional virtual meetings as the need arises.

Commission chair members:

- Are appointed for a single, one-year term.
- After serving as chair, must remain out of the commission structure for one year before being eligible for commission nomination again.
- The term begins on December 15 of each year with their term of service officially ending the next year on December 14.

Timeline for Commission Chair Appointment Process

- May 15 – request for commission chair nominations sent to chapters
- August 15 – deadline for submission of commission chair nominations. No nominations for commission chair appointments - complete or incomplete - will be accepted after the August 15 deadline.
- September/October Board Meeting – selection of commission chairs
- Congress of Delegates – announcement of commission chair appointments
- Late September/Early October – appointment and non-appointment letters emailed to members and chapters

Commission Member/Chapter Staff Candidate Information

When submitting materials for nomination for an AAFP commission appointment, please keep in mind the following:

- The nomination should be related to your own interests and talents.
- The Board is occasionally unable to place a nominee in the position for which they are nominated but may appoint the member to another position for which their application indicates additional qualifications.
- There is an expectation to participate in additional activities such as liaison travel, conference calls, webinars, project work between meetings and other activities.
- There is an expectation to meet in-person during the winter and virtually during the summer cluster. All commissions except for Finance and Insurance will meet formally twice a year during winter and summer cluster. The Commission on Finance and Insurance will continue to have only one annual face-to-face meeting (April timeframe). There can be several additional virtual meetings as the need arises.
- 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. Please see the [Policy for Participation on AAFP Commissions](#).

Commission Member Appointment Considerations

It is the Board's policy that appointments to commissions be made primarily on the basis of the abilities and relevant experience of the nominees. In addition, it is the desire of the Board of Directors to ensure that:

- Every chapter, if possible, receives at least one appointment.
- Members of commissions are geographically distributed.
- There be a balance between reappointments and new appointments to ensure both experience and the introduction of new ideas.
- The number of appointments relate proportionally to the chapter's membership totals. (When a current member of an AAFP commission transfers to a new chapter, the appointment slot for the member is considered "neutral" and not counted as an appointment for either the former or new chapter.)
- Constituencies such as minorities, new physicians, and women be adequately represented.
- Nominees may be appointed to a position for which they appear qualified but for which they were not nominated; and
- A physician nominated to a commission be a member of the AAFP in good standing.

With the limited number of available appointments, it is not possible in every instance to fulfill all criteria outlined above. Because there are a limited number of positions, many talented and well-qualified nominees cannot be selected. Failure to be appointed does not reflect unsatisfactory performance, but rather a need to offer others an opportunity to participate in AAFP activities.

Commission members:

- Are appointed for a two-year term with the option for one two-year extension,
- Can serve no more than four years on any single commission,
- Can serve no more than eight continuous years on all commissions,
- Must remain out of the commission structure for one year before being eligible for commission nomination again, and
- Term begins on December 15 of each year with their term of service officially ending on December 14.

Chapter Staff:

- Are appointed for a two-year term,
- Term begins on December 15 of each year with their term of service officially ending on December 14.

Timeline for Commission Member/Chapter Staff/AAFP AMA Delegation/ABFM Director Appointment Process

- July 15 – request for nominations sent to chapters
- October 15 – deadline for submission of commission nominations. No nominations for commission appointments - complete or incomplete - will be accepted after the October 15 deadline.
- December Board Meeting – selection of commission members
- Mid-December – appointment and non-appointment letters emailed to members and chapters

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