



AAFP Delegation to the AMA Online Nomination Procedures

Overview

Members of the AMA House of Delegates serve as an important communication, policy, and membership link between the AMA and grassroots physicians. The AMA delegate/alternate delegate is a key source of information on activities, programs, and policies of the AMA. The delegate/alternate delegate is also a direct contact for the individual member to communicate with and contribute to the formulation of AMA policy positions, the identification of situations that might be addressed through policy implementation efforts and the execution of AMA policies. Delegates and alternate delegates to the AMA are expected to foster a positive and useful two-way relationship between grassroots physicians and the AMA leadership. To fulfill these roles, AMA delegates and alternate delegates are expected to make themselves readily accessible to individual members by providing the AMA with their addresses, telephone numbers and e-mail addresses so that the AMA can make the information available to individual members through the AMA website and through other communication mechanisms. See the [AAFP Delegation to the AMA Position Description](#) for additional information.

The AMA Annual Meeting is held each June in Chicago for six days. The AMA Interim Meeting is held in November of each year at a location remote from Chicago for five days. Delegates and alternate delegates are expected to attend both meetings.

The AMA Delegation positions are not factored into the membership ratio of commission members per chapter during the commission screening process.

Criteria for nomination as AAFP AMA Delegate

- Working knowledge of the AAFP and commitment to AAFP's policies
- Working knowledge of the AMA
- Excellent communication skills
- Diplomatic in political situations
- Aware of major issues facing medicine
- Interest in broader participation on the AMA, such as service on reference committees or appointed leadership.

Online Nomination Procedures – (Members must contact their chapter prior to applying for a leadership position.)

The AAFP uses an online leadership nomination process for AAFP Delegation to the AMA.

The online form is intended to simplify the nomination process and better serve our members in several ways:

- Decrease the time members spend completing the application.
- Permanently store information in the AAFP database which can be accessed if a member wishes to apply in future years for a position
- Reduce the risk of error; once submitted, the information is automatically uploaded to the AAFP database and will then be available for reports and historical reference.

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. [Detailed instructions](#) are available to assist in completing the online application form.

The following information is required of members submitting applications for a position for the AAFP AMA delegation:

1. Completed online application form (**Members must contact their chapter prior to applying for a leadership position.**)
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

The member initiates the nomination cycle by:

- Completing his/her application. (Nomination application form can be found [online](#).)
- Uploading a photo (required).
- Updating the Conflict of interest form (required). The online form will prompt member to complete the conflict of interest form.

When the member submits the application, the chapter receives:

- An email stating that a member has completed an application for a AAFP AMA Delegate position, which includes a link to the completed application.
- A request for a letter of recommendation be sent prior to the deadline date of October 15 to a new email address, leadershipnominations@aaafp.org, specifically created for this process.

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.

Terms of Service

AAFP AMA Delegate:

- Term of AAFP AMA Delegation appointments is two years.
- AAFP AMA Delegation members may be reappointed without sitting out a term, for a maximum of eight, two-year terms.
- Term begins on December 15 of each year with their term of service officially ending on December 14.

Timeline for Appointment Process in 2022:

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

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@aaafp.org.