



# Member Interest Group (MIG) Manual

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As approved by the AAFP Board of Directors  
July 2022

The Member Interest Group (MIG) Manual is provided for quick reference by MIG officers, MIG members, and Staff Liaisons. If you do not find the information you seek or if you would like additional information about Member Interest Groups, please contact Member Engagement and Governance at 800-274-2237 or [MIG@aafp.org](mailto:MIG@aafp.org)

The AAFP acknowledges and embraces the diversity of its membership. In an effort to strengthen all member voices from within the large membership as a whole, a board-appointed task force was charged with examining how best to hear and address specific member issues. Effective April, 2014, the AAFP Board of Directors approved the establishment of AAFP Member Interest Groups as a way to define, recognize, and engage various member groups.

Member Interest Groups serve as forums for AAFP members with shared professional interests and provide members with the opportunity to:

- Network with fellow AAFP members
- Participate in interest-specific continuing professional development activities
- Deliver a unified message to AAFP leadership
- Suggest AAFP policy
- Provide input on AAFP policies and positions (upon request)
- Pursue professional leadership development within the AAFP
- Connect to existing AAFP resources
- Meet face-to-face at AAFP's Family Medicine Experience (FMX)
- Participate in an online community forum for discussion and idea-sharing
- Promote AAFP membership

## **Establishing a New MIG**

Applications to create a MIG must include the names of a minimum of 50 members in the Active membership category for consideration. While members in other membership classifications may sign an application, they will not be counted towards the 50 Active members requirement. Once membership is established, however, the MIG is open to any AAFP member. MIG applications to create Member Interest Groups must be submitted to the AAFP's Commission on Membership and Member Services (CMMS) and can be found [online](#). The CMMS may then recommend establishment of the Member Interest Group to the Board of Directors for approval.

## **Online Community**

The AAFP provides all MIGs a community/social platform which includes a discussion board and the ability to share and store documents as a means of communication, collaboration, and networking. MIGs are expected to utilize the provided platform for all business conducted that will be monitored by Staff Liaisons to ensure AAFP membership requirements are maintained. Other, non-AAFP social platforms, e.g. Google Groups/Docs, should not be used to conduct MIG business. Messages posted on behalf of non-members of the AAFP are not permitted.

## **MIG Officers**

The MIG officers, at a minimum, must consist of the Chair and Vice Chair. If the MIG is unable to secure a Chair and/or Vice Chair nominee, the CMMS will be notified. At such time, the CMMS will make determination of next steps for the MIG in question.

Additional officers may be elected after the MIG is established by the Board of Directors. Examples of additional elected positions include Co-Chair, Co-Vice Chair, Secretary, Resident Representative, Student Representative, Senior Advisor, etc. Elected officers must be in the Active membership category for the term of service with the exception of the Resident and Student Representatives. Elected officers are required to complete a conflict of interest form upon election (conflicts of interest to be listed on the MIG community). The responsibilities of each officer are outlined below.

There is no limit on the number of times a member may serve as an officer of a MIG. Members may only serve on one MIG at a time in the role of Chair or Vice Chair and may serve on no more than two MIGs at a time in any other officer capacity.

#### *Chair*

The MIG Chair serves as the stimulus for ideas and inspiration of MIG activity on issues of interest to the group. This individual should be familiar with how MIGs relate to the existing AAFP governance structure. The MIG Chair is a peer-elected position for a one-year term with the option to be re-elected. There is no limit on the number of times a member may serve as Chair. Co-Chairs are permissible and at the discretion of each MIG. Responsibilities include:

- Ensures regular activity and lively discussions amongst MIG members to include, at minimum, two monthly posts
- Establishes MIG meeting agendas with input, as appropriate, from members and staff
- Leads MIG meetings and calls
- Emails or posts meeting agendas and background material to participants two weeks prior to a meeting, if possible
- Monitors activity on the community and takes appropriate action to ensure community members are operating within the terms of service of the community and takes appropriate action when violations occur.
- Communicates with MIG Staff Liaison on a quarterly basis (at minimum)
- Communicates with Commission Member Liaison as needed
- Prepares MIG annual report

#### *Vice Chair*

The MIG Vice Chair works with the MIG Chair to develop ideas and inspire conversation and activity within the MIG membership. This individual should be familiar with how MIGs relate to the existing governance structure. The MIG Vice Chair is a peer-elected position for a one-year term with the option to be re-elected. There is no limit on the number of times a member may serve as Vice Chair. Responsibilities include:

- Participates in MIG meetings and calls
- Serves as leader in Chair's absence
- Develops and posts meeting summaries to the MIG online community within 30 working days
- Communicates with MIG Staff Liaison and Chair on a quarterly basis (at minimum)
- Assists the MIG Chair with preparation of the annual report

#### *Commission Member Liaison*

Each MIG is assigned a Commission Member Liaison from the oversight commission. Responsibilities include:

- Participate in MIG meetings and calls when necessary
- Provide the perspective of the commission, when necessary, in MIG discussions
- Be able to speak to MIG discussions at the commission meetings

#### *Staff Liaison*

Each MIG is assigned a Staff Liaison. Minimal Staff Liaison time is devoted to supporting a Member Interest Group.

Responsibilities include:

- Provide background and guidance to the MIG officers to facilitate completion of MIG objectives

- Communicate with MIG Chair on a quarterly basis (at minimum)
- Communicate with MIG Commission Member Liaison as needed
- Communicate with appropriate staff on issues impacting other commissions or MIGs
- Participate in MIG meetings and calls
- Provide report of MIG activities and requests to overseeing commission at each commission meeting
- Report actions taken on recommendations back to MIG officers
- Ensure that Membership Staff has copies of all MIG annual reports
- Moderate MIG online community and discussions
- Attend the MIG's virtual annual meeting and the MIG networking meeting held in conjunction with FMX. If a staff liaison is unable to attend, they are required to find a substitute to attend the meeting on their behalf.
- Maintain files of all MIG activities

In addition to the Staff Liaison, the following staff and members are also available to work with MIG officers and answer questions as they arise:

Commission Member Liaison  
 Immediate Past MIG Chair  
 Member Engagement Strategist, Membership Division  
 Vice President, Membership Division

### ***Election Process***

Officers will be elected for one-year terms with timing of the election to occur within 30 days of FMX. The MIG annual meeting will be held virtually within the same time frame. Officers for the first year of MIG existence will be those named on the application submitted with elections to occur at the second annual MIG meeting.

There is no limit on the number of times a member may serve as an officer of a MIG. As set forth above, each MIG must have, at a minimum, a Chair and Vice Chair as officers. It is permissible for a MIG to have additional officer positions. Membership staff should be notified of any additional officer positions for the MIG. All members running for an elected position will be required to post their personal statement/intent to run to the MIG online community.

Membership Staff is responsible for coordinating the election process for any MIG. The cut-off for nominations will be four weeks prior to the opening of the election ballots. After this date, members may self-nominate and be considered as a write-in. A ballot for each election will be prepared with a write-in spot available for each position. All officer positions must be elected annually. No member will automatically be appointed to or elected to a position without declaring their intent to run on the MIG online community and being elected via ballot.

### ***Expectations***

Newly elected officers from all MIGs will be invited to convene annually after elections. This virtual meeting will be arranged and facilitated by Membership Staff as a means of sharing best practices and answering questions of newly elected officers.

MIGs are member-driven entities with oversight from an AAFP commission. All requests for research, policy recommendations, etc. must be submitted to the overseeing commission for consideration and/or approval.

Any MIG interested in engaging with AAFP-provided continuing medical education (CME) activities must abide by the Board-approved policy outlined in Attachment 1.

### **MIG Meetings**

Protocol for MIG meetings is as follows:

- All meeting dates must be provided to members a minimum of 60 days prior to the occasion. This can be communicated on the MIG online community.
- MIGs are required to host an annual meeting virtually.

- Meeting space is available upon request for each MIG during FMX and other select AAFP meetings if space is available and the conference schedule permits. MIG meeting times will be arranged by AAFP Staff and published in the FMX program, webpage, and mobile app.
  - Should the MIG desire to formally meet face-to-face at other venues, such as the AAFP Leadership Conference for Current and Aspiring Leaders or National Conference of Family Medicine Residents and Medical Students, Chair must submit the MIG's request to do so to the Staff Liaison no less than 90 days prior to the start of the corresponding conference.
  - As outlined in the funding section of this document, MIG officers are not eligible for reimbursement of any expenses associated with MIG meetings, including but not limited to travel, hotel, meals, and per diem.
- Ribbons for MIGs will be made available for members.
- The MIG Chair is responsible for establishing all meeting agendas, seeking input, as appropriate, from members and staff. Use the meeting agenda template provided (Attachment 2).
- The MIG Vice Chair is responsible for developing a written summary of each MIG meeting discussion and posting the summary to the MIG online community (as outlined in officer description).
- Should a MIG feel it necessary to conduct business via conference call from time-to-time, the MIG Chair is responsible for coordinating the call set-up with the Staff Liaison. The Staff Liaison will set up the conference call and provide the call information to the MIG Chair. This information should be made public to MIG members a minimum of 30 days prior to the call. This can be communicated via the MIG's online community. Protocol should be followed as previously outlined for meeting summaries.

The AAFP does not permit recordings of meetings or convenings hosted by the AAFP member interest groups (MIGs). This applies whether the event is hosted on the AAFP's WebEx platform or any other outside platform. It is the AAFP's intent to provide the MIGs with a forum that allows members to express a variety of viewpoints in a closed environment. Recording these events compromises the ability to ensure the privacy of our members and these discussions, which is the foundation of this decision.

### **Funding**

Member Interest Groups will not have an AAFP-approved budget for any meetings or MIG expenses. MIGs may solicit funds from non-AAFP entities, if desired, subject to approval as described below. AAFP staff will not participate in the solicitation of outside funding. Any fundraising efforts are strictly the responsibility of the MIG officers but must be pre-approved by the Member Engagement Strategist and the Vice President of Marketing and Strategic Engagements. The Member Engagement Strategist will be responsible for contacting Marketing & Strategic Engagements for such approval prior to solicitation. Subject to legal review and the approvals set forth above, AAFP staff will sign any contract for outside funding.

### **Commission Oversight**

The AAFP commission that most closely aligns with the needs/interests of the group will sponsor the Member Interest Group and provide a Commission Member Liaison for each MIG assigned to it. The Member Interest Group will submit an annual report to the sponsoring commission and Membership Staff, due by December 1<sup>st</sup>. Use the annual report template provided (Attachment 3). This report will be included as an attachment/informational item in the agenda for the Commission on Membership and Member Services.

MIGs may develop policy statements or position papers for consideration by their overseeing commission. MIG officers should work with the Staff Liaison to ensure deadlines are met and appropriate format is followed for materials to be presented to the commission. MIGs may be asked to provide input into AAFP policy, meetings, and resources as needed. Requests for additional services beyond those outlined as opportunities for a MIG must be directed to AAFP Membership Staff.

### **Reporting Requirements and Maintenance of a MIG**

Each MIG must work toward fulfillment of the MIG goals (both short-term and long-term) and adhere to the mission of the AAFP at all times. The following will be required of each MIG to maintain MIG status:

- Annual report submitted by December 1<sup>st</sup> to include a brief summary of achievements and activities of the past year, goals and objectives for the coming year, announcement of newly elected officers, and the number of attendees at any face-to-face meetings

- Conflict of interest forms for newly elected officers
- Number of current members in the MIG community
- A summary of the number of discussions and library documents
- A minimum of 50 Active AAFP members enrolled in the MIG

### **Suspending or Disbanding a MIG**

A MIG may be suspended or disbanded if any of the following occur:

- The number of Active AAFP members enrolled in the MIG falls below 50 members
- Failure to submit an annual report to the AAFP
- Failure to hold a MIG annual meeting
- Failure to secure a Chair and/or Vice Chair
- Failure to secure conflict of interest forms for newly elected officers
- The MIGs actions are deemed to conflict with the AAFP bylaws
- The MIGs actions are determined not to be in accordance with the goals, objectives, or best interest of the AAFP

Suspending or disbanding a MIG is determined and handled by the AAFP's Member Engagement and Governance staff with approval of the Commission on Membership and Member Services and the Board Chair.

### **MIG Grievance Procedure**

Recognizing that conflict and disagreement may occur within MIGs or between MIGs, the procedures below are intended to facilitate resolution to grievances when they arise; please follow them in this order:

1. First, address your concerns to your Chair. Please refer to specific sections of the MIG Manual, Terms of Use or AAFP Online Community Guidelines/Code of Conduct when referencing potential issues. If your grievance is with your MIG Chair or Staff Liaison, please proceed to Step 2.
2. If the grievance cannot be resolved with your Chair, or if the issue is with the Chair or Staff Liaison, please contact the AAFP's Member Engagement and Governance Strategist who oversees the MIGs. As with Step 1, be prepared to refer to specific instances and have appropriate documentation.
3. If a grievance cannot be resolved with the AAFP's Member Engagement and Governance Strategist, or if the issue is with the AAFP's Member Engagement and Governance Strategist, please contact the AAFP's Vice President of Membership. The Vice President of Membership will review the issue and make a decision and the decision made will be final and binding.

### **Authority of MIGs**

MIG members are bound by and warrant full compliance with the AAFP bylaws and any social platform code of conduct and terms of use.

MIGs are not empowered to commit AAFP resources, support positions of other organizations, or establish policy. Any such requests must be considered by the overseeing commission with ultimate approval by the Board of Directors. MIG officers and members should not portray themselves as official representatives of the AAFP when communicating with external organizations. Direct requests to external organizations should be sent to the overseeing commission as a recommendation from the MIG for consideration and possible action.

MIG members must seek AAFP staff review and advance approval of any materials that make mention of the AAFP or AAFP MIG involvement and that will be published or distributed outside the AAFP online community platform. In addition, a disclaimer should accompany every publication on behalf of the MIG that states the published content does not necessarily represent the official position or view of the AAFP.

### **Member Constituencies**

MIGs may petition the Board of Directors to become a member constituency after a minimum of three years. Petitions should be directed to Membership Staff. The Definition of Member Constituency and policy for

becoming a member constituency was approved by the Board of Directors in April 2015 (Attachment 4). The following criteria, also approved in April 2015, will be considered by the Board of Directors in determining whether a Member Interest Group may transition to a member constituency:

- Level of activity and number of members in the MIG
- Number of years the MIG has been in existence
- Annual report submitted in a timely fashion
- Demonstration of objectives and tasks accomplished over time
- Lack of proportionate representation of the MIG in national and chapter leadership (AAFP Congress of Delegates, AAFP Board of Directors, AAFP commissions, and elected chapter board officer positions to include president, president-elect, board chair or immediate past president, and vice president, if those positions exist)
- Determine whether the group's interest is important to be heard at the National Conference of Constituency Leaders (NCCL) to ensure the AAFP's strategic objectives are advanced



# **Member Interest Group Member Engagement with AAFP- Provided CME**

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*As approved by the AAFP Board of Directors – April 2019*

The purpose of this policy is to provide guidance regarding the engagement of Member Interest Group (MIG) members with AAFP-provided Continuing Medical Education (CME) activities.

In support of the AAFP's provided CME activities, MIG officers and members may:

- Suggest educational topics or learning objectives, based on their understanding of practice gaps and learning needs, or of new developments in their area of subject matter expertise;
- Suggest potential faculty for CME activities, based on the MIG's perception of the individual(s)' relevant subject matter expertise;
- Suggest potential organizations with which the AAFP could collaborate in order to develop and provide CME activities on topics associated with that MIG's area of focus.

To offer such suggestions, individual AAFP members associated with a MIG (acting as an individual and not on behalf of their MIG) will follow the AAFP's standard pathways (Faculty Interest & Expertise Portfolio, Calls for Abstracts, etc.). This is a separate and distinct process from the pathway for a suggestion from the MIG group. The AAFP already has in place commission procedures for how the MIG groups submit recommendations to a MIG's commission liaison. For additional information, MIG officers should contact their respective commission staff liaison.

The AAFP's respective activity planning committees, under the oversight of the AAFP's Commission on Continuing Professional Development (COCPD), will follow their standard operating procedures for topic, faculty and organizational collaboration selection for AAFP-provided CME. MIG suggestions and recommendations will be given serious consideration, but the AAFP is not obligated to implement those suggestions or recommendations, nor is the AAFP obligated to select individuals to serve as CME faculty because of their role in a MIG. (2019 BOD)



# Member Interest Group – <Group Name> Agenda

Date — Time — Location		
1:00 pm	1. Meeting called to order 2. Introductions 3. Review of Prior Meeting Summary	Chair
1:20 pm	4. Administrative Issues (I)	Chair
1:25 pm	5. Agenda Items	Chair
2:30 pm	Adjourn	

**NEXT MEETING**  
<Insert Date> | <Insert Time> | <Insert Location>

**Bring back at a later date:** Items listed here





# Member Interest Group – <Group Name>

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## 20xx – 20xx Annual Report

(1) The Member Interest Group – [name] met [once/twice] between <Month>, 20xx and <Month>, 20xx.. Those meetings were held on [date] in [location]. (Include number of people that were at each meeting.)

### 20xx – 20xx OBJECTIVES

- (1)
- (2)
- (3)
- (4)

### 20xx – 20xx ACHIEVEMENTS AND ACTIVITIES

(5) List each achievement/activity separately and summarize the work that has been done related to it during the past year. Include listing of newly elected officers.

- (6)
- (7)

### LONG-TERM GOALS

(8) List each goal separately and summarize the work that has been done during the past year to accomplish the goal.

- (9)
- (10)

### OBJECTIVES TO BE UNDERTAKEN IN 20xx – 20xx

### SUMMARY

Summarize how the work of the member interest group has thus far furthered the AAFP's strategic objectives (i.e. Advocacy, Practice Enhancement, Education, Health of the Public).

Respectfully submitted,

Names of member interest group officers  
Staff Liaison

Supplemental Attachment(s):

Include any documents that you would like to provide for review that document achievements, e.g. articles published.



# Definition of Member Constituency

**As approved by the AAFP Board of Directors, April 2015**

Member constituencies include AAFP members from groups that are perceived to be underrepresented in leadership at the national and chapter levels and encounter challenges entering leadership through traditional pathways. They may also be groups whose issues or concerns are not being adequately heard in the Congress of Delegates. Member constituencies approved by the Board of Directors based upon underrepresentation in leadership will be monitored annually by the Commission on Membership and Member Services to determine whether equal representation has been achieved through increased participation in leadership at both the national and chapter levels in the following positions: AAFP Congress of Delegates, AAFP Board of Directors, AAFP commissions, and elected chapter board officer positions to include president, president-elect, board chair or immediate past president, and vice president, if those positions exist. Any member constituency that achieves proportionate representation in these positions of leadership in comparison to AAFP Active members as measured on December 31 for three consecutive years will be reviewed by the Board of Directors to determine if the member constituency should continue to exist and be represented at the National Conference of Constituency Leaders (NCCL). The review process should include:

- Documentation of achieved proportionate representation within leadership as previously defined
- Discussion among the constituency members at NCCL regarding the issue of equal representation with a report from the elected constituency leaders of their deliberations submitted to the AAFP Board of Directors with their recommendation for continuation or discontinuation of the constituency.
- Consideration of the broader cultural, socioeconomic, and social issues faced by the constituency within the general population (e.g. equal pay for women, social injustice in regards to persons of color, etc.)

If the status of a member constituency is revoked because equal representation has been achieved for three consecutive years, and proportionate representation within leadership declines again for that member constituency, the Board of Directors will determine whether the member constituency should be reinstated and regain representation within NCCL. For the purpose of NCCL, the current Board-approved member constituencies include women physicians, minority physicians, new physicians, international medical graduates, and gay, lesbian, bisexual and transgender physicians (GLBT – those physicians who self-identify as GLBT or who are supportive of GLBT issues).

Should other groups of members believe themselves to be appropriate for inclusion in the NCCL, the pathway shall be one of three options with approval by the Board of Directors, as was the case with existing constituencies:

1. The group applies to become a Member Interest Group and, then, has the option to petition the Board of Directors to transition to a member constituency after a minimum of three years.
2. The group may submit a resolution through the existing governance structure (e.g. Congress of Delegates, NCCL) for consideration and approval of constituency status by the Board of Directors with representation at the NCCL with or without inclusion in the Member Constituency seats at the Congress of Delegates.
3. The Board of Directors may independently determine the need of an underrepresented group or a group whose concerns are not being adequately heard in the Congress of Delegates and approve constituency status and representation at the NCCL with or without inclusion in the Member Constituency seats at the Congress of Delegates. The Board of Directors will consider the group's representation within leadership and the Active membership of the AAFP.