



# Position Description – Executive Vice President

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July 2014

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## RESPONSIBILITIES

The Executive Vice President serves as the Academy's Chief Executive Officer and is responsible for providing staff leadership and for the day-to-day oversight and management of all staff activities. He or she is responsible for establishing and maintaining a positive work environment for staff and for promoting a spirit of cooperation and mutual respect among volunteer leaders and staff. He or she provides an ongoing point of contact with the executive staff of the Academy's constituent chapters and ~~in that capacity~~ is expected to promote communication and enhance the coordination of activities between the national organization and its constituent chapters.

The Executive Vice President serves as secretary of the corporation as well as secretary of the Assembly, the Congress of Delegates, the Board of Directors and the Executive Committee of the Board. The Academy's Bylaws provide that the Executive Vice President is an officer of the Academy and member of the Board of Directors. He or she attends meetings of the Executive Committee; however, he or she does not have the right to vote on matters coming before the Congress of Delegates, Board of Directors or Executive Committee. The Executive Vice President also is ex officio a member of the AAFP Foundation's Board of Trustees and Executive Committee, with the right to vote.

The Executive Vice President provides ongoing support for the Academy's officers and directors. He or she is responsible for ensuring that the policies and programs of the Academy - as determined by the Board of Directors and Congress of Delegates - are administered effectively and are implemented in a manner that is timely and consistent with the organization's mission, vision and core values. He or she shall annually submit to the Board of Directors a proposed budget for each fiscal year and shall provide regular budgetary updates to the Board.

The Executive Vice President analyzes major issues, problems and opportunities facing the Academy and makes recommendations to the Board for action, including such recommendations as are appropriate to ensure that the Academy has the necessary human, financial and physical resources to achieve its goals.

The Executive Vice President is responsible for fostering positive relationships with other medical and health-related organizations. As determined by the Board of Directors or its chair, the Executive Vice President may represent the Academy and speak on its behalf in working with such other medical and health-related organizations as well as in dealing with the media, governmental agencies and elected and appointed public officials in accordance with the Academy's spokesperson protocol.

## QUALIFICATIONS

The Executive Vice President must have a background in or extensive knowledge of family medicine. Although it is likely the successful candidate will hold an M.D. or D.O. degree, exceptionally well qualified candidates having a minimum of a master's degree will be considered. The person holding this position should have substantial management experience and proven organizational skills. He or she must possess strong business and fiscal management skills and an in-depth knowledge of the American health care system.

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Expertise in policy development and implementation as well as a background in federal and state legislative activities and processes is desirable.

The Executive Vice President must have strong oral and written communications skills. He or she must be able to work with multiple priorities and diverse constituencies and must possess the analytical skills necessary to clearly define current and emerging issues of importance to the organization and develop options for addressing those issues.

The Executive Vice President must have the skills necessary to function as a leader and must possess the personal attributes to ensure that he or she is perceived as a leader. These personal attributes include integrity, strong personal values and the courage of his or her convictions. The person holding this position must possess significant interpersonal skills which enable him or her to function as a team builder and to interact with others in an even-handed, caring manner which engenders respect.

The Executive Vice President should project the image of the association to both members and the public and accordingly should be able to interact effectively with individuals and groups. He or she should be a non-smoker and should not engage in the excessive use of alcohol or utilize illicit drugs. Because extensive travel and long hours are required to fulfill the essential functions of this position, he or she should possess physical stamina and excellent health.

### COMPENSATION/TERMS OF EMPLOYMENT

The Board of Directors is responsible for selecting the individual employed as the Academy's Executive Vice President. Specific conditions of employment, including annual salary, are subject to negotiation with the Board of Directors. Generally, the salary parameters for this position will be based on market conditions and the salaries paid to CEO's of other medical and health-related organizations, similar in size and scope to the Academy. Within those general parameters, the specific annual salary may vary based on the credentials and performance of the individual.

In addition to specific terms of employment which are subject to negotiation between the Executive Vice President and Board of Directors, the Executive Vice President will receive the standard benefits package provided to all AAFP employees. This standard package currently includes a pension plan, health and dental insurance, long and short term disability coverage and life insurance coverage.

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