



# Online Leadership Nomination Procedures

## General Information (Members and Chapters)

Online Nomination Process <https://www.aafp.org/about/governance/commissions.html>

### Overview of Commissions

The American Academy of Family Physicians is comprised of seven commissions which are part of the governing structure of the Academy. These commissions vary in size and 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 seven commissions are:](#)

Continuing Professional Development	Membership and Member Services
Education	Health of the Public and Science
Finance and Insurance	Quality and Practice
Governmental Advocacy	

The AAFP online leadership nomination process starts with the 2020 commission chair selection process in May 2019. This online process is for nominees of AAFP commissions, the AAFP Delegation to the AMA, and the ABFM board of directors.

As in the past, there are two nomination cycles – one for commission chairs with August 15 as the nomination deadline; the other for commission members, [AAFP Delegation to the AMA](#) procedures, and [ABFM Board of Directors](#) procedures with October 15 as the nomination deadline. A [position description](#) is available for the AAFP Delegation to the AMA for information. The following information is required of members submitting applications for the [commission chair](#), (must be eligible for chair) [commission member](#), [AAFP AMA Delegation](#), or [ABFM Director 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.**)
2. Letter of recommendation from the chapter (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 initiates the nomination cycle by:

- Completing his/her application. ([commission member](#), [AAFP AMA Delegation](#), [ABFM Director position](#) nomination forms)
- 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.

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.
- A request for a letter of recommendation be sent prior to the deadline date to a new email address, [leadershipnominations@aafp.org](mailto:leadershipnominations@aafp.org), specifically created for this process.

[Detailed instructions](#) are available to assist in completing the online application form. In May, chapters receive a communication from the AAFP President for a call for nominations 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 is able to access the chair nomination application begin the nomination process.

### **Commission Chair Expectations**

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

- There is expectation to participate in additional activities such as liaison travel, conference calls, webinars, project work between meetings and other activities.
- There is expectation to meet during the winter and 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 time-frame). There will be several additional telephone conferences as the need arises.

### **Terms of Service**

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, and
- 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 in 2019**

- May 15 – request for commission chair nominations sent to chapters
- August 15 – deadline for submission of commission chair nominations. No nominations for commission appointments - complete or incomplete - will be accepted after the August 15 deadline.
- September 20 – selection of commission chairs
- September 25 – appointment and non-appointment letters emailed to members and chapters

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.

Chapter staff interested in applying for a position on a commission also complete the [online commission nomination form](#).

### **Commission Member/Chapter Staff Expectations**

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 he/she is nominated but may appoint the member to another position for which his/her application indicates additional qualifications.
- There is expectation to participate in additional activities such as liaison travel, conference calls, webinars, project work between meetings and other activities.
- There is expectation to meet during the winter (January/February) and summer (May/June) 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 time-frame). There will be several additional telephone conferences 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. Due to the fact that there are a limited number of positions, many talented and well-qualified nominees cannot be selected. It should be pointed out that failure to be appointed does not reflect unsatisfactory performance, but rather a need to offer others an opportunity to participate in AAFP activities.

## Terms of Service

Commission members:

- Are appointed for a single, non-renewable four-year term,
- 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 single, three-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 in 2019

- 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 11 – selection of commission members
- December 16 – appointment and non-appointment letters emailed to members and chapters

***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.***

If you have questions concerning this process, please contact Diane McDaniel or Becky Gardner at [leadershipnominations@aafp.org](mailto:leadershipnominations@aafp.org).