



AAFP Volunteer Service Application

April 25-27, 2019 (preconference April 24, 2019) — National Conference of Constituency Leaders —
Sheraton Kansas City Hotel at Crown Center

The National Conference of Constituency Leaders (NCCL) requires volunteers to serve in a variety of capacities. The volunteer positions described herein provide opportunities for AAFP member constituency members to make a significant contribution to the success of the 2019 NCCL as well as to gain experience and exposure to the political processes of the AAFP. First-time attendees are encouraged to apply. Volunteers are selected in a manner that balances experience and constituencies for each committee.

If you are interested in serving as a volunteer, **please complete and return this form to NCCL staff by 12:00 p.m. on Thursday, April 25.** (You do not need to be a Chapter Delegate to volunteer.)

Name: _____ Member ID: _____

Email: _____

Cell Phone Number: _____ Room Number: _____

Constituency Representing: _____

Chapter Representing: _____

Are you a first-time attendee? Yes No

If no, how many times have you attended NCCL (formerly NCSC) before? _____

Check the position(s) in which you are interested:

- Parliamentarian (*must have previous experience with parliamentary procedure*)
- Reference Committee (*should be present for presentation of report on Saturday morning*)
- Tellers Committee (*must be in attendance at all business functions of NCCL*)

If you have a preference for a particular reference committee, indicate below.

(Please note that indication of preference is not a guarantee of placement on that reference committee.)

- Advocacy
- Education
- Health of the Public and Science
- Organization and Finance
- Practice Enhancement

List any AAFP experience you have related to the volunteer position(s) you selected.

PARLIAMENTARIAN

The Parliamentarian for NCCL will assist the Convener in executing the appropriate parliamentary procedure during the Business Session (source: *The Standard Code of Parliamentary Procedure*, current edition). The Parliamentarian may not serve on a reference committee or Tellers Committee during NCCL.

TIME COMMITMENT:

Thursday Meet with AAFP Speaker, Vice Speaker, NCCL Convener, and staff to role play Business Session (5:50–6:20 p.m.)

Saturday Serve as Parliamentarian during Business Session (8:30 a.m.–12:00 p.m.)

REFERENCE COMMITTEES

NCCL has five (5) reference committees, each composed of one individual from each of the five constituencies (and an observer). These individuals are appointed by the Conference Convener from the registrants who have indicated an interest in serving on a reference committee. Reference committee members are not required to be Chapter Delegates. The responsibilities of the reference committee members are as follows:

- Hear Testimony;
- Prepare a report summarizing the testimony and containing recommendations for action by the AAFP Board of Directors or the Congress of Delegates;
- Sit at the head table during the reference committee report presentation to the NCCL Business Session and respond to questions. In addition, reference committee members will be required, if needed, to explain the rationale behind its recommendation(s).

TIME COMMITMENT:

- ***Reference Committee on Health of the Public & Science***

Thursday Afternoon Reference Committee Orientation (5:50–6:20 p.m.)

Friday Morning Reference Committee Hearing (10:30–11:15 a.m.)

Friday Morning Executive Session (11:15 a.m.–4:30 p.m. or until work is complete)

Saturday Business Session (8:30 a.m.–12:00 p.m.)

- ***Reference Committee on Organization & Finance***

Thursday Afternoon Reference Committee Orientation (5:50–6:20 p.m.)

Friday Morning Reference Committee Hearing (10:30–11:15 a.m.)

Friday Afternoon Executive Session (11:15 a.m.–4:30 p.m. or until work is complete)

Saturday Business Session (8:30 a.m.–12:00 p.m.)

- **Reference Committee on Education**

Thursday Afternoon	Reference Committee Orientation (5:50–6:20 p.m.)
Friday Afternoon	Reference Committee Hearing (1:30–2:15 p.m.)
Friday Afternoon	Executive Session (2:15–4:30 p.m. or until work is complete)
Saturday	Business Session (8:30 a.m.–12:00 p.m.)

- **Reference Committee on Advocacy**

Thursday Afternoon	Reference Committee Orientation (5:50–6:20 p.m.)
Friday Afternoon	Reference Committee Hearing (2:00–2:45 p.m.)
Friday Afternoon	Executive Session (2:45–4:30 p.m. or until work is complete)
Saturday	Business Session (8:30 a.m.–12:00 p.m.)

- **Reference Committee on Practice Enhancement**

Thursday Afternoon	Reference Committee Orientation (5:50–6:20 p.m.)
Friday Afternoon	Reference Committee Hearing (2:30–3:15 p.m.)
Friday Afternoon	Executive Session (3:15–4:30 p.m. or until work is complete)
Saturday	Business Session (8:30 a.m.–12:00 p.m.)

TELLERS COMMITTEE

The Tellers Committee consists of five (5) individuals, one individual from each of the five constituencies, who work with staff to collect ballots, count votes, and relay results back to the appropriate Constituency Caucus or Business Session Chair. **Members of the Tellers Committee must not be running for any office during the conference.**

TIME COMMITMENT:

Thursday Evening	Tellers Committee Orientation with Staff and Conference Convener (5:50–6:20 p.m.)
Friday Morning	Balloting for Women; Minority; International Medical Graduates; & Lesbian, Gay, Bisexual and Transgender Co-Conveners; New Physicians Alternate Delegates; New Physician Board Candidate; and 2020 NCCL Convener (8:30–10:15 a.m.; arrive by no later than 10:10 a.m.)
Friday Afternoon	Balloting for Member Constituency Alternate Delegates and AMA-YPS Delegate (during Business Session that begins at 4:45 p.m.; arrive by no later than 4:10 p.m.)