



# NCFMR/NCSM Candidate Fact Sheet

National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

**NOTE: A candidates' orientation session will be held immediately following the Friday business session in the student congress room. All candidates are also required to attend a briefing prior to the candidates' forum on Saturday morning in their respective congress room.**

## Position Descriptions

Refer to the Resident and Student Leadership Opportunities at [www.aafp.org/getinvolved](http://www.aafp.org/getinvolved) for detailed information about the qualifications, specific responsibilities and time commitment associated with each elected position. A listing of current resident and student leaders appears in the National Conference program book. To gain a better understanding of the role, plan to talk to the person holding the position you are seeking.

## Nomination Process

Nominations are solicited during the Thursday (1:00 p.m.) and Friday (1:00 p.m.) business sessions and immediately before the candidates' forum on Saturday morning (8:30 a.m.). Upon nomination, you will receive a [red candidate button](#). You will be asked to report to the Congress Business Office (2505 where staff will take a [photo](#) to display on the candidates' board.

## Candidate Materials

All candidates must submit the following information:

- [application form](#),
- [letter of interest](#),
- [CV](#) (one page front and back maximum),
- [letter of endorsement](#) from your constituent chapter (must be on constituent chapter letterhead),\*
- (for residents) [letter of recommendation](#) from your residency program on appropriate letterhead,\*
- (for students) [AAFP leadership participation form](#) signed by the dean of the medical school and a [letter of support](#) from a pre-doctoral director or other knowledgeable faculty member on appropriate letterhead,\* and
- [completed conflict of interest form](#)

\* If you decide during the conference to run for office, you are not required to produce these items (with the exception of the position of Resident Representative to the AFMRD Board of Directors); however, all candidates who are elected to positions must submit all required documentation before Board approval can be sought. If you do not have the AAFP leadership participation form signed by the dean of the medical school and a letter of support from a faculty member (students) or a letter of recommendation from the residency program (residents) at National Conference, you must be confident that you will be granted the time off to attend required meetings.

You may use one of the computers in the Congress Business Office (2505) to prepare your letter of interest and CV. This room will be open on Thursday and Friday from 9:00 a.m. to 5:00 p.m. **To guarantee timely display, your materials must be submitted no later than 5:00 p.m. on Friday.**

Candidates' photos and selected materials will be displayed starting Friday morning outside the resident and student congress rooms. This information will also be available on the AAFP webpage corresponding to on-site business materials, as well as through the National Conference mobile app.

**IMPORTANT:** Please note below the AAFP policy for the use of social media in campaigning.

## AAFP Guidelines: Using Social Media when Campaigning for Leadership Positions

The AAFP embraces the use of social media for member/organizational communications, and AAFP provides formal social media channels for this purpose. These channels (including but not limited to AAFP Facebook, AAFP Prez, YouTube, LinkedIn, G+) are not to be used for personal use, including the posting of messages selling products, recruiting, political campaigning or endorsements, promoting commercial or other ventures, or

any messages perceived as spam. This includes the campaigning by members for AAFP leadership positions at the National Conference of Special Constituencies, National Congress of Family Medicine Residents, National Congress of Student Members and Congress of Delegates. These guidelines are posted online, and any comments that violate these guidelines will be removed. Regarding Twitter, the AAFP has no objections to candidates using the official event hashtag in any messages from their personal account, including campaign messages. Please note: this restriction applies only to the official AAFP social media channels; the use of personal social media accounts is at each member's own discretion.

### **Candidates' Orientation/Briefing**

Plan to attend an orientation session for all candidates in the resident congress room (2502) immediately following the Friday afternoon congress session. Resident and student leaders will explain the agenda for the candidates' forum and identify resources for learning more about the Academy and members of the AAFP Board of Directors will offer tips on speaking and fielding questions.

All candidates are required to attend a final briefing at 8:00 a.m. on Saturday morning in their respective congress rooms. The candidate forum moderator will go over last-minute instructions and candidates in each category will draw their speaking order.

### **Candidates' Forum**

You should be prepared to give a brief presentation during the Candidates' Forum on Saturday (8:30 – 9:30 a.m.). Candidates for the Board of Directors and National Conference Chair positions will each speak for three minutes. Candidates for other positions will each speak for two minutes. These time frames may be adjusted at the discretion of the Chairs. A timing device (light system) will be used to signal speakers of their time limits. (Note: The actual timing of a speech begins after the candidate states his/her name, school/residency, etc.)

During the forum, candidates for selected positions will also have an opportunity to participate in a question-and-answer session. This segment of the forum is designed to give delegates and attendees a better idea of candidates' knowledge of the organization and viewpoints on important issues.

### **Elections**

The order of elections is as follows:

- Resident/Student Member of the AAFP Board of Directors
- Resident/Student Chair of the National Conference
- Resident/Student Delegates to the AAFP Congress of Delegates
- National Family Medicine Interest Group Coordinator (student only)
- Resident/Student Representatives to the Society of Teachers of Family Medicine
- Student Representative to the AAFP Foundation

### **IMPORTANT: New Officer Orientation**

Individuals elected to leadership positions are expected to attend an orientation session on Saturday afternoon from 2:30-4:30 p.m. in Room 2213 at the convention center. It is recommended that individuals elected to the other positions are encouraged to attend as well. Candidates should make travel arrangements accordingly.