

In this section you will find information on:

- AAFP National Student Leadership Positions
- FMIG Network Regional Coordinator Information
- National Conference of Family Medicine Residents & Medical Students

Everything You Need to Know About AAFP Resident and Student Leadership Opportunities – In a Nutshell

The American Academy of Family Physicians highly values the contributions made by family medicine residents and medical students and recognizes the importance of training future leaders of medicine. It is one of the few specialty organizations to actively enlist resident and student members in leadership roles.

1. What AAFP leadership opportunities are available to residents and students?

The following positions are elected annually at the National Conference of Family Medicine Residents and Medical Students: Resident Member and Student Member of the AAFP Board of Directors, Resident Chair and Student Chair of the National Conference, Resident and Student Delegates to the AAFP Congress of Delegates and National Family Medicine Interest Group (FMIG) Coordinator.

The National Conference is also a forum for nominating resident and/or student representatives to the American Academy of Family Physicians Foundation (two-year term), Association of Family Medicine Residency Directors, and Society of Teachers of Family Medicine.

Resident and student members are appointed to participate on AAFP commissions, to represent the Academy at the American Medical Association. Five student members are appointed FMIG regional coordinators. Resident and Student members serve a one-year term on commissions, beginning January 1. A resident member is nominated to serve a two-year term on the ACGME Review Committee for Family Medicine. Resident and/or student members are also nominated to serve on the *Annals of Family Medicine* Editorial Board and as a liaison to the Student National Medical Association.

Unless otherwise noted, the term served is for one year. *Refer to the job description sections for a complete listing of leadership opportunities.*

2. How will I benefit from this involvement?

Among other things, you have the opportunity to:

- Network with family physicians from all across the country.
- Attend national meetings funded by the Academy, such as the National Conference of Family Medicine Residents and Medical Students.
- Participate in the discussion of issues key to health care delivery and to family medicine.
- Learn more about topics of special interest.
- Cultivate organizational and communication skills.
- Spend time with other resident and student leaders who share common interests and concerns.

To learn more, talk to current and past leaders about their experiences. A list of the 2011 resident and student leaders appears in the resources section.

3. Are there special requirements for positions?

You must be a current AAFP member to be elected or appointed to an Academy position. Some positions require at least one year's experience in an Academy position at the national level. *Refer to the position descriptions for this information.* The following are considered as national level positions: Board Member, National Conference Chair, National Delegate, National FMIG Coordinator, AAFP commission member, and representatives to the American Academy of Family Physicians Foundation, Association of Family Medicine Residency Directors, and Society of Teachers of Family Medicine.

4. What will it cost me to participate?

You should not incur any expenses to attend required meetings. Residents and students elected and appointed to AAFP positions are *reimbursed* for transportation expenses and paid a per diem of \$350 when on official authorized Academy business. Resident and student leaders are encouraged to complete their expense vouchers at the end of a meeting and return them to staff or mail them as soon as possible after returning home.

Upon election or appointment, resident and student leaders receive detailed information about reimbursable expenses. Any amount reimbursed above actual expenses is considered taxable income. The AAFP submits a 1099 form to the IRS for the amounts paid. Those expenses for which documentation exists (hotel bill, meal receipts) can be deducted from the amount that is taxable.

5. How much time is involved?

You will be expected to attend all portions of assigned meetings, including the National Conference of Family Medicine Residents and Medical Students. Whenever possible, meetings are scheduled for weekends to minimize the number of days away from residency and school obligations. *Check specific job descriptions for estimated meeting days.*

Commissions meet twice in Kansas City. The length of this meeting varies from one to three days.

<u>Winter Cluster</u>	February 9-12, 2012	Kansas City, MO
<u>Summer Cluster</u>	June 7-10, 2012	Kansas City, MO

Increasingly, work is being done through electronic communications. Members spend 2-4 hours per month on electronic commission work. You will receive information specific to your commission once appointed.

6. Will my institution give me the time off to attend meetings?

If you plan to run for an elected position or apply for an appointment, you must be confident that you will be granted the time off to attend required meetings.

One element of the application process is to obtain a letter of recommendation from your residency program director or have the medical school dean sign a special form (see AAFP Student Leadership Participation form in application section). There are also several steps that you can take to ensure support:

- Know your institution's attendance policies.
- Find out if any of your classmates have served in AAFP positions.
- Share information about the position you are seeking and the general meeting schedule with the appropriate individuals.
- Explain what you hope to gain from the experience (e.g., leadership development, advocacy, policy development, etc.).
- Volunteer to present relevant information from AAFP meetings during a brown bag lunch, grand rounds, etc.

7. How do I apply for a position?

If you are running for an **AAFP elected position**, you must submit the following materials to the AAFP:

- Completed application form for resident/student elections,
- Current CV,
- Letter of interest, and
- Letter of endorsement from your constituent chapter plus, for residents, a letter of support from the residency program director and, for students, the AAFP Student leadership participation form signed by the medical school dean (a copy of the form appears in the application section) and a letter of support from a pre-doctoral director or other knowledgeable faculty member. The letters/form may be included with the completed application or mailed separately to the Academy.

Tips on preparing a CV and soliciting support letters appear in the Helpful Hints section.

Elections are held during the final business sessions of the resident and student congresses, which convene during the National Conference of Family Medicine Residents and Medical Students. The 2011 conference is July 28-30.

If you are interested in running for an elected position, you will need to make arrangements to be nominated during the Thursday or Friday business session of the resident or student congress or immediately before the candidates' forum on Saturday morning. Candidates must be prepared to give a brief presentation and to participate in a question-and-answer session during the forum. Candidates are elected by the official chapter delegates to the resident and student congresses on the last day of the National Conference.

If you are applying to serve as an **FMIG Regional Coordinator**, you must submit the following materials to the AAFP:

- Completed FMIG regional coordinator application form,
- Current CV,

- Letter of interest, and
- Letter of endorsement from your constituent chapter, the AAFP Student leadership participation form signed by the medical school dean (a copy of the form appears in the application section) and a letter of support from a pre-doctoral director or other knowledgeable faculty member. The letters/form may be included with the completed application or mailed separately to the Academy.

If you are applying to serve as a representative to the **American Medical Association or Annals of Family Medicine Editorial Board**, you must submit your materials to the AAFP. You will find application forms for each of these positions, with a list of required materials, in the application section at aafp.org/getinvolved.

If you are applying to serve on an **AAFP commission**, you must submit the following materials to your chapter:

- Completed application form for AAFP commissions,
- Current CV,
- Letter of interest, and
- Letter of nomination from your constituent chapter plus, for residents, a letter of support from the residency program director and, for students, the AAFP Student leadership participation form signed by the medical school dean (a copy of the form appears in the application section) and a letter of support from a pre-doctoral director or other knowledgeable faculty member.

NOTE: Resident and student applicants for commission positions must submit their materials through their chapters. In turn, the chapters will forward applicant packets to the AAFP with letters of nomination. Please do not send your materials directly to the Academy if you are applying for a commission appointment. If you have any questions, call (800) 274-2237, Ext. 6740. Chapter contact information can be found at <http://www.aafp.org/cgi-bin/chapterlookup.pl>.

8. What is the deadline for applying for elected positions?

A timeline for elections appears at the end of this section. If you plan to submit your application materials in advance of the National Conference, the deadline is **July 15**. Candidate materials for resident and student elections may also be submitted during the National Conference.

9. What are the deadlines for applying for appointments?

A timeline for appointments appears at the end of this section. Deadlines vary depending on the position. If you plan to apply for a commission appointment, contact your chapter immediately to confirm the deadline for submitting your materials to the chapter. Then complete the Intent-to-Apply form in the application section and fax it to both the AAFP and your chapter. Chapter contact information can be found at <http://www.aafp.org/cgi-bin/chapterlookup.pl>.

10. How competitive is the selection process?

A number of residents and students run or apply for Academy positions each year. Those selected typically come from all across the country and represent a wide range of

backgrounds and interests. Some are experienced leaders, but most are new to the process. If you have any interest in running for one of the positions elected at the National Conference of Family Medicine Residents and Medical Students, you are encouraged to submit your application and support materials well in advance of the meeting. This will ensure that your materials are available in a timely fashion. However, if you decide to run for an elected position during the National Conference, you will have access to a computer to prepare your CV and letter of interest.

While you don't have to be present at the National Conference to apply for an appointment, participation in at least one National Conference indicates interest in and commitment to the organization. It also provides you with the opportunity to find out more about the positions from last year's representatives. Refer to the section on the National Conference for more detailed information about this special event.

11. Does the Academy provide training in leadership development?

The Academy has a commitment to leadership development for residents and students. As an elected or appointed leader, you will have the opportunity to interact with and learn from today's leaders in family medicine, participate in mentoring activities, and receive resource materials on leadership and advocacy.

12. Is there a limit on how many times I may serve?

Resident and student members may serve on any one commission for no more than two years as a student, resident or combination of the two. No individual may serve more than a total of three years on commissions as a student and/or resident member. This three-year limitation applies *only* to resident/student commission appointments. Time served on a commission as an elected resident or student leader, as an FMIG regional coordinator or on any specially approved task force/project does *not* accrue toward this three-year limitation.

What Does a Regional Coordinator Do?

The AAFP established the National FMIG Network in 1995 as a way of improving communication between FMIGs around the country. The network consists of one elected National Coordinator, appointed Regional Coordinators and local FMIG leaders.

Special Qualifications:

Active involvement in an FMIG prior to appointment as a Regional Coordinator.

Specific Responsibilities:

1. Identify and maintain communication with an FMIG student leader at each medical school in the region by phone and e-mail.
2. Serve as a resource person for the region, providing information about family medicine and the AAFP.
3. Gather information about FMIG activities from medical schools in the region.
4. Assist in developing and executing FMIG Network projects and/or workshops at the National Conference of Family Medicine Residents and Medical Students.
5. Participate in regular conference calls with other Regional Coordinators, National FMIG Coordinator and Academy staff. Occasionally, special guests may be asked to join the calls, such as the Student National Conference Chair or the SNMA liaison.

Time Commitment:

The most important part of the FMIG Regional Coordinator's time commitment is being in contact with FMIG leaders in their regions. Sending out and responding to listserv messages is the primary communication tool, although phone calls are also an effective method. On average, this takes no more than a few hours a month, but during busier times (i.e. in the months leading up to National Conference), expect slightly more of a time commitment.

Regional coordinators are **required** to attend an orientation session and training workshop in January, as well as the National Conference of Family Medicine Residents and Medical Students in August. You are also required to participate in as many monthly conference calls as possible throughout the year.

Regional Coordinators are **expected** to foster and facilitate communications using the regional FMIG Listservs and phone cards to communicate with the FMIG Network on an ongoing basis.

2012 Application Timeline for Elections and Appointments

Date	Activity
<i>Chapter Deadline</i>	<i>Contact your chapter immediately to find out when your application materials for AAFP commission appointments are due to the chapter. Chapter contact information can be found at http://www.aafp.org/cgi-bin/chapterlookup.pl.</i>
July 13	Deadline for early submission of candidate materials for elected positions (i.e., application, CV and letters).
July 26-28	National Conference—Candidate materials for resident and student elections may be submitted on site.
August 20	Deadline for submission of applications for the <i>Annals of Family Medicine</i> Editorial Board position.
August 20	Deadline for submission of applications for AMA-MSS and AMA-RFS positions.
September 10	Deadline for <u>chapters</u> to submit resident/student commission applications and support materials to AAFP. Deadline for submission of applications for FMIG Regional Coordinator.
Mid-September	AMA representatives are selected.
October 1	SNMA application deadline.
October 5	COE Resident/Student Screening Committee meets to review applications and make recommendations for FMIG Regional Coordinators and commission appointments to the Board of Directors.



AAFP National Conference of Family Medicine Residents and Medical Students

www.aafp.org/nc

The National Conference (NC) is an unbelievable opportunity for medical students to learn about family medicine and meet students from across the country who are excited about this specialty – just like you!

The theme for this year's conference is **Social Justice**. Join us from July 26-28, 2012, in Kansas City, Mo., and leave with energy and enthusiasm like you have never had before.

Here are some features to check out:

Let Your Voice Be Heard During the Student Congress

- Who can attend the business sessions? You can!
- **Writing Resolutions** – A resolution begins with an idea and becomes a proposal/recommendation. It may express a sentiment or call for specific action and includes a series of statements explaining the reason(s) for the resolution. Learn how to write resolutions during the joint business session of the resident and student congress on Thursday afternoon.
- **Discussion Groups** – groups of people at the conference with common interests and concerns meet in discussion groups to focus on different topics. Discussion group members often write resolutions together. Choose a group and get involved!
- **Reference Committees** – The student resolutions are debated at reference committee hearings. Who can attend and participate in the debate? You can!
- **Final Business Session** – The Reference Committees present resolutions for voting. Who votes on resolutions during the Student Congress? Student AAFP members – just like you!
- **Elections** – Student leaders are elected at the Student Congress. Visit <http://www.aafp.org/getinvolved> to learn about these positions. Each state chapter's registered delegate votes in the elections with input from his or her delegation – that includes you!



Visit With Residency Representatives

The NC Exhibition Hall is the site of the largest family medicine residency fair in the nation. An introduction to the life of a resident, the residency program exhibitors have something to offer no matter where you are in medical school:

- What is your dream residency program? Check out features that you might like by looking at what different programs provide.
- Meet family medicine residents and faculty from over 300 residency programs from across the United States in one simple trip. You can only do this at NC!
- What do residency program directors want in an applicant? Ask them at NC!
- Crossing your state, region or the country in your residency program search? Meet programs from any geographical area you choose in the NC Exhibition Hall!
- Get first-hand details on programs from current residents. Find out what call is really like, what kinds of procedures they learn and anything else you want to know.

Expand Your Medical Mind

National Conference offers lectures and workshops addressing everything from advocacy and leadership to difficult cases in dermatology. Sessions provide new skills from the level of first-year medical student to third-year resident:

- Get a jump on next year by expanding your skill set, whether you are learning how to give injections or performing a difficult delivery.
- Sharpen those fading skills: Okay, maybe you've tied sutures or placed an IUD or diagnosed a difficult rash – but when was the last time? Get those skills up to speed at procedures courses and workshops.
- Be in the know! Hear the latest on issues in health care and medical training. Pick up advocacy and leadership pointers to bring back to your FMIG.

Develop Friendships and Create Networks

- Start networking at the opening social on Thursday night and meet lots of other students!
- Meet even more people at lectures and workshops, business sessions or whatever catches your interest.
- Network at the conference from FMIG to FMIG and from state to state. Leave Kansas City with new ideas for your FMIG and contacts across the country!



- Get together for the conference celebration on Friday night with your new friends – students interested in family medicine from all over the country!

National Conference Scholarships

There are several categories of scholarships to attend National Conference, including the FMIG Leadership Award and First-Time Student Attendee Award. For more information, visit www.aafp.org/nc.

What do I need to do?

- Mark your calendar for the National Conference on July 26-28.
- Arrange your schedule to take those days off.
 - Schedule a rotation or class later in the month of August to make it easier to take time off.
 - Talk to your Dean and Department of Family Medicine about this important opportunity so that you are able to attend.
- Check out options for funding.
 - Contact the AAFP about the National Conference Scholarship Program.
 - Ask your Department of Family Medicine or your medical school for support.
 - See if your state chapter of the AAFP offers funding for students.
 - Hold fundraisers for FMIG members to attend – stethoscope or scrub sales, organize a used medical book sale or hold a social event.
- Tell your FMIG about the 2012 National Conference!
- Talk to your FMIG and constituent chapter and see what issues are important to them — start brainstorming for ideas to write resolutions.