



AMERICAN ACADEMY OF FAMILY PHYSICIANS FOUNDATION

BOARD OF TRUSTEE POSITION DESCRIPTION

COMPOSITION

Effective July 2013 the composition of the AAFP Foundation Board of Trustees consists of the following:

- Foundation officers (President, President-Elect, Vice President, Treasurer) elected for a one-year term of office
- Three At-large Trustees elected for 3-year terms
- Three Public Trustees elected for 3-year terms
- Three Chapter Trustees elected for 3-year terms
- Three Corporate Trustees elected for 3-year terms
- Two Academy Trustees elected for 1-year renewable terms
- The Executive Vice President of the AAFP (Ex-officio, voting)
- The Executive Director of the AAFP Foundation and Secretary (Ex-officio, non-voting)
- One Resident Trustee elected for a 1-year renewable term
- One Student Trustee elected for a 1-year renewable term

RESPONSIBILITIES

Trustees must serve on at least three committees of the Foundation to include the Development and Program Administration and Review Committees, which are “committees of the whole.” Committees meet the day prior to the Board of Trustees meeting. The Board has nine permanent committees as follows:

- Development Committee
- Program Administration and Review Committee
- Executive Committee
- Finance Committee
- Governance Committee
- Audit Committee
- Strategic Planning Committee
- Research Committee
- Board of Curators of the Center for the History of Family Medicine

The Development Committee is comprised of all members and officers of the Board of Trustees and led by the Vice President.

The Program Administration and Review Committee is comprised of all members and officers of the Board of Trustees and led by a trustee chairperson appointed by the President.

The Finance and Governance committees are comprised entirely of trustees and officers and are led by a trustee chairperson appointed by the President.

The Executive Committee is comprised of the officers of the Foundation, the trustee who is the Executive Vice President of the AAFP, together with one representative from each of the four categories of trustees; At-large, Public, Chapter and Corporate. The Executive Committee is a closed committee.

The Audit Committee is composed of a chair, the Treasurer, one trustee with financial/business expertise and one outside person who serves in the expert role. The Audit Committee is a closed committee.

The Research Committee is comprised of a trustee chairperson, three members of the Board of Trustees, and three representatives from the AAFP's Commission on Science.

The Board of Curators of the Center for the History of Family Medicine is a separate advisory body composed of a trustee chairperson, four At-large curators and a representative of each of these organizations: AAFP, AAFP Foundation, ABFM, ADFM, AFMRD, NAPCRG, and STFM.

There are also subcommittees that may or may not be time sensitive. Currently, that includes the Investment Subcommittee under the Finance Committee, and the *Family Medicine Cares International* Committee under the Program Administration and Review Committee.

It is the Board's expectation that all trustees:

- (1) Contribute generously to the Foundation on an annual basis,
- (2) Consider making a planned gift to help secure the future of the Foundation, and
- (3) Contribute in other ways as deemed appropriate.

Trustees will be encouraged to make a pledge of their financial support at the beginning of each year as part of a Leadership Campaign in order to serve as the kick-off for soliciting other AAFP members, corporations, and charitable foundations for support for the Foundation. No specific amount of support is required.

As the persons with the fiduciary responsibility for the finances of the Foundation, trustees may be asked to help in cultivating and soliciting support for the Foundation. This may include making personal visits, writing letters, or making phone calls to individuals, corporations, or charitable foundations. Trustees may also be asked to represent the Foundation and the Board of Trustees at Constituent Chapter or Constituent Chapter Foundation meetings in order to promote the mission and programs of the Foundation.

QUALIFICATIONS AND TERM OF OFFICE

There is a total of twenty-two (22) persons who comprise the trustees and officers of the AAFP Foundation. Trustees are elected in the following manner:

- At-large Trustees shall be elected for a term of three years at the Annual meeting of the Voting Members of the Foundation.
- Public Trustees shall be elected for a term of three years at the Annual meeting of the Voting Members of the Foundation.
- Chapter Trustees shall be elected from the nominees of chapters of the AAFP and chapter foundations sponsored by such chapters to a term of three years. Each chapter and each chapter foundation shall be entitled to submit a nomination for the Chapter Trustee position to be elected in that year within such times for filing such nominations as shall be established by the President of the Foundation.

- Corporate Trustees shall be elected from the nominees of non-voting corporate members of the Foundation for a term of three years. Nominations for Corporate Trustees shall be determined by such non-voting corporate members in accordance with procedures established or approved by the President of the Foundation.
- Two Academy Trustees shall be elected for a term of one year at a special meeting of the Voting Members held in conjunction with the first meeting of the Board of Directors of the AAFP held after its annual election of officers and directors from those persons who are members of the Board of Directors of the AAFP.
- One Resident Trustee and one Student Trustee shall be elected for a term of one year at a special meeting of Voting Members of the Foundation held in conjunction with the first meeting of the Board of Directors of the American Academy of Family Physicians held after its annual election of officers and directors.
- The Executive Vice-President of the AAFP shall be an ex-officio member of the Board of Trustees of the Foundation with full voting rights and shall continue as such as long as he/she holds such position with the AAFP.
- The President, President Elect, Vice-President and Treasurer shall be Trustees who are family physicians. The Executive Director-Secretary shall be a Trustee ex-officio but shall have no vote on matters before the Board of Trustees.
- The Treasurer shall be elected annually by the Board of Trustees at its annual meeting for a one-year term commencing upon January 1 following the annual meeting at which the Treasurer is elected and expiring upon the following December 31, whereupon the Treasurer shall succeed to the office of Vice-President and the incumbent President-Elect and Vice-President shall succeed to the office of President and President-Elect, respectively.
- The Executive Director of the Foundation shall be an ex-officio member of the Board of Trustees of the Foundation, but non-voting.

The term of each At-large, Public, Corporate and Chapter Trustee shall commence upon the January 1 next following the annual meeting of the Voting Members at which such Trustee's election occurs and shall expire on the third following December 31.

The term of each Academy Trustee shall commence upon the November 1 next following the annual meeting of Voting Members at which such Trustee's election occurs and shall expire on the following October 31.

The term of the Resident and Student Trustee shall commence upon the November 1 next following the annual meeting of Voting Members at which such Trustee's election occurs and shall expire on the following October 31.

TIME REQUIRED

Trustees have considerable discretion in determining the amount of time they will devote to Foundation business and, therefore, the time commitment in a given year will vary from person to person according to the individual trustee's areas of responsibility. However, in general, the following estimates the amount of time trustees would devote to Foundation business in a given year.

Number of days traveling away from home on Foundation business	8 to 10 days
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Number of days at home, but devoted to Foundation activities such as reviewing materials, answering correspondence, preparing for meetings, making personal visits, making calls or writing letters to cultivate or solicit gifts to the foundation participating in conference calls, etc. 3 days

REMUNERATION PROVIDED

Remuneration policies for trustees are established by the Finance Committee of the Foundation. More information on these policies can be obtained from the Chairman of the Finance Committee or the Executive Director of the Foundation. The remuneration policy for trustees provides a daily per diem payment of \$150, plus reimbursement of actual costs for trustees only for hotel, meals, airfare (not to exceed full coach), and ground transportation. Receipts are required for all expenditures over \$25.00. [See Trustee Reimbursement Policy]