

POLICY FOR AAFP NOMINATIONS QUALIFICATION GUIDELINES

It is important for the NCAFP to have representation at the AAFP:

- A. Delegates and Alternate Delegates
- B. Committees & Commissions
- C. Board and Officers

The following guidelines are established to help identify and groom NCAFP members for these important roles at the national level.

Delegates and Alternate Delegates

Candidates for these positions are reviewed by the Nominating Committee. There are two (2) Delegate positions serving alternating 2-year terms and two (2) Alternate Delegate positions serving alternating 2-year terms.

Potential Candidates must have demonstrated:

1. **A thorough understanding of NCAFP structure via service on Councils, Committees, and/or the Board.**
2. A demonstrated commitment to follow-through on projects and activities.
3. A proven track record on attendance at NCAFP meetings and functions.

AAFP Committees & Commissions

Candidates for these positions are reviewed by the Executive Committee serving as a Screening Committee to review all applications for service. It is up to the Executive Committee to determine those who will be nominated for a national committee/commission. The length of service on AAFP Committees and Commissions is determined by the AAFP's respective guidelines.

Potential Candidates must:

1. Complete the AAFP Committee/Commission application and state their specific experience for the position they seek.
2. **Have experience as a volunteer participant with the NCAFP.**
3. **Have a proven track record on commitment and follow-through at the chapter level.**

AAFP Board and Officer Positions

Candidates for these positions are reviewed by the Executive Committee, which serves as the Screening Committee for identifying potential candidates. It is recommended that each candidate submit a letter to the Executive Committee outlining their desire and reasons for wanting to run for an AAFP Board or Officer position. Once a candidate is identified, the proposal to run the candidate will be submitted to the Board for final review and approval.

Potential Candidates must be qualified by the following skills and/or experience:

1. **Extensive experience at the chapter level, including serving as President of the chapter – if the candidate has transferred to NC from another state, they must have served as President in another chapter plus documented service to the NCAFP for not less than 5 years.**
2. Demonstrated skills in successful communication with members, the media and policy-making bodies.

3. Possess an instinctive awareness of the campaign and political processes.
4. Successfully served on AAFP Committees and Commissions.
5. Demonstrated commitment to follow-through on past projects and activities of the state chapter and AAFP/Committees and Commissions.
6. Successfully served the chief spokesperson for the chapter and/or other organizations.

Student and Resident Positions

In order to be fair and equitable in nominating students and residents to either seek election to national AAFP positions or be appointed to a position through AAFP (Commissions and otherwise), the following policies shall apply:

1. Candidates for any elected or appointed position at the national level requiring endorsement from the Chapter **must be reviewed by the Executive Committee.**
2. In order to complete this review in a timely manner and to be fair to any student/resident wishing to seek such a position, a letter of interest and the individual's CV must be submitted to the Chapter in advance.
 - a. For positions elected at or appointed around the time of the AAFP National Conference for Residents and Students (typically held in late July or early August), the statement of interest and CV must be turned into the NCAFP no later than May 1st so that the NCAFP Executive Committee can begin the review process in a timely manner. The NCAFP Executive Committee will ultimately determine who will be nominated/endorsed.
 - b. For appointed positions that have national deadlines later in August or early September, there is a second deadline. These positions must be submitted by **August 15** or sooner based on the timing of the National Conference and the specific AAFP Deadlines, but candidates are **strongly encouraged** to submit materials to the Chapter earlier if at all possible. Positions that fall into this category include:
 - i. Resident Positions on AAFP Commission
 - ii. Resident Alternates to AMA Resident Section
 - iii. Resident representative on the AAFP Delegation to the AMA House of Delegates
 - iv. Resident representative to the Annals of Family Medicine Editorial Board
 - v. Any Other AAFP Appointed Positions that Require a Chapter Letter of Endorsement
3. Potential candidates should have a demonstrated commitment to the specialty and follow through **via volunteer experience at the Chapter level prior to seeking a national position.**
4. If ultimately nominated/endorsed by the Chapter, all materials for the individual's application must be provided to the NCAFP Executive VP at least two weeks prior to the AAFP's application deadline for review/comments. Please note: this could mean an earlier deadline for positions where AAFP requires materials to be turned in almost immediately after the National Conference.
5. In addition, if seeking an elected position and ultimately nominated, a draft of the candidate's campaign speech must be submitted to the NCAFP's EVP and appropriate NCAFP student/resident contact at least two weeks prior to the National Conference.

NOTE: Students and residents forwarding this material to the NCAFP does not guarantee endorsement by our Chapter, and Chapter endorsement is required for each of these positions. **Past experience at the state level is strongly encouraged and considered carefully** prior to endorsing any candidate for a national position. Once the NCAFP Executive Committee has determined which residents and students – if any – will be endorsed and recommended for a national position, staff will work to make changes/updates to their application to give them as great a chance as possible at receiving a national appointment. Please also be reminded that the state Chapter only endorses a **limited number of candidates** at all levels (students, residents and physicians) for national positions each year.

December 2003

Revised 12/2010

Revised 11/2012

Deadlines Updated, May, 2013 (and may be adjusted annually based on AAFP's deadlines)