**AFMA NEW BOARD MEMBER HANDBOOK**

Welcome to the AFMA Board! You have joined a very committed and hardworking Board that strives to meet the educational and professional development needs of AFMA members. You also have just made some wonderful new friends. You should be very proud of this appointment and consider it both an honor and a responsibility. It is important to understand that it is a serious professional obligation that will require your attention and dedication.

**AFMA EXECUTIVE SECRETARY**

Cristin Estes serves as AFMA Executive Secretary in addition to her duties with the AAFP. Cristin has been at the American Academy of Family Physicians for 11 years, and she is a wealth of information and a valuable resource. She is available to assist board members in a variety of ways, including setting up teleconferences for you and your committee, providing materials for upcoming board conference calls and meetings, and providing reminders regarding upcoming deadlines, etc. Some of her duties include:

* Maintain the membership database
* Process membership payments (dues, merchandise, etc.)
* Record minutes at Board of Directors meetings, as well as all Board Teleconference calls
* Meeting set up – Annual Meeting, RAD Workshop, New Coordinator Workshop, Physician Advisor Meeting, Organizational Board Meeting and Board of Directors Spring, Fall and Winter Meetings
* Inventory of AFMA merchandise (stored at AAFP)
* Communicate with members via email and phone regarding questions and/or issues
* Maintain a supply of envelopes, membership certificates, membership ribbons and keep AFMA letterhead up-to-date

**COMMITTEE CHAIR DUTIES**

You will be selected to Chair a different AFMA committee each year. Your committee will be made up of volunteer AFMA members. As Chair, you are expected to:

* Review the committee timeline and Chair responsibilities.
* Review any budget information if applicable.
* Email your committee members to introduce yourself and thank them for their willingness to participate.
* Communicate with committee members on a regular basis (conference calls, emails, etc.). Cristin Estes will assist with setting up conference calls.
* Complete tasks in accordance with the timeline.
* Keep committee members on track.
* Update details on the timeline as you go through the year to assist the Chair that follows you.
* Provide any specific agenda items and any handouts to Cristin Estes a week prior to all conference calls and in-person Board meetings.
* Prior to conference calls and in-person board meetings –
  + Provide any specific agenda items and/or handouts from your committee to Cristin in advance.
  + Prepare to provide a brief verbal report and update from your committee during the call/meeting.

Please know that participation and assistance from committee members varies and you may have to be prepared to do much of the leg work yourself. Don’t hesitate to delegate if you have a strong committee. Just stay cognizant of your timeline to be sure deadlines are met. Also, if you find your committee is falling behind, communicate that to the AFMA President promptly. Other Board members will be willing and able to assist if necessary. We are all in this together!

**BOARD MEETING ATTENDANCE**

Due to our varying locations, several Board meetings are conducted via teleconference throughout the year. An in-person Board meeting is held in the Spring, Fall and Winter each year.

It is expected that all board members are in attendance at all Board Meetings. At a minimum the Board Manual states that, “A Board member is expected to attend at least two of the three Board meetings per year and at least three-quarters of the teleconferences per year.”

If you are not able to attend a meeting or a conference call, communicate that to the President with as much advance notice as possible. You will need to submit a written report in advance so the report can be provided in your absence and board members can be kept up to date. You should then follow up with the President after the meeting to be briefed on any feedback and/or updates that you might have missed.

Traditionally, board members bring small mementos representing their area of the country or candy/other goodies to share at the in-person board meetings. This is totally voluntary, so do not feel obligated in any way.

**TELECONFERENCES:**

You will receive an agenda with attachments and minutes from the previous meeting a few days in advance. Review both and make note of any necessary corrections. Also, review any handouts so you will be prepared for discussion when the call takes place.

**IN-PERSON BOARD MEETINGS:**

**ORGANIZATIONAL BOARD MEETING:**

This meeting takes place in Kansas City during the RPS Residency Education Symposium. This will be your first meeting when you will be welcomed to the Board and you will take over as Chair of your committee. You will receive a copy of the Board Manual and Policies. You will be provided with the dates for conference calls and Board Meetings. Miscellaneous administrative details are handled at this meeting also. Plan to stay at least a half hour after the meeting adjourns to meet with the board member that previously chaired your committee.

**FALL BOARD MEETING:**

Location: Kansas City Hyatt Place (close to airport). Cristin will make hotel reservations.

Meeting Length: This is a full day and a half meeting.

Sample Agenda Topics: Committee Updates; RAD draft agenda discussions; planning for RPS sessions and discussions regarding Annual Business Meeting Keynote speaker. Select new board members / alternates.

Attire: Casual and comfortable.

Travel: Choose a reasonably priced flight and submit an expense form and receipts to the AFMA Treasurer and President promptly after making arrangements.

Luggage: Carry-on only preferred if there is a charge for checking luggage.

Transportation: Free shuttle to/from the hotel.

Meals: No formal dinner plans the night of arrival. Breakfast buffet is provided by the hotel. All other meals during the meeting are planned and paid for by AFMA. Any alcohol you order would need to be on your own separate check and is not reimbursable.

Reimbursements: Expense form and itemized receipts for incidental expenses should be submitted to the President and Treasurer promptly upon return from the meeting.

**WINTER BOARD MEETING:**

Location: The meeting location changes each year. Board members sometimes bring a guest and spend a few extra days before or after the meeting at their own expense. Cristin will make hotel reservations.

Meeting Length: This is a full two day meeting with a packed agenda.

Sample Agenda Topics: Committee Updates; Finalize RAD agenda and preparations. Review AFMA activities at upcoming PDW/RES Conference. Finalize details for Annual Business meeting and keynote speaker. Review strategic plan and budget. Committee Chair preferences and assignments.

Attire: Casual and comfortable.

Travel: Choose a reasonably priced flight and submit an expense form and receipt to the AFMA Treasurer and President promptly after making arrangements.

Luggage: Carry-on only preferred if there is a charge for checking luggage.

Transportation: Information will be provided depending on location.

Meals: No formal dinner plans the night of arrival. All other meals are usually planned and paid for by AFMA. Any alcohol you order would need to be on your own separate check and is not reimbursable.

Reimbursements: Expense form and itemized receipts for incidental expenses should be submitted promptly to President and Treasurer upon return from the meeting.

**SPRING BOARD MEETING:**

Location: This takes place in Kansas City the day before RAD. You make your own hotel reservations.

Meeting Length: This is usually a daylong meeting.

Sample Agenda Topics: Committee Updates; Review AFMA activities at upcoming RES Conference. Review details for AFMA Annual Business meeting and keynote speaker. Review RAD preparations. Approve budget for upcoming year.

Attire: Professional. This is a time for AFMA to shine! You are representing our superb organization, so present the AFMA Board in the best light possible to our physician advisors and meeting attendees.

Present a friendly and approachable demeanor to AFMA members.

Travel: Your program should fund RPS/RAD registration, travel expenses and hotel accommodations for this trip. Board members do not need to register for any AFMA related programming. Because the Spring Board Meeting requires an additional night’s stay, AFMA will reimburse one night of hotel expenses.

Meals: No formal meal plans other than Dutch Treat Dinners and meals that might be part of AFMA related programming.

Other AFMA activities that take place during PDW and RPS:

Physician Advisors Meeting: In preparation for this meeting, you will be asked to provide a brief written update related to your committee’s activities to be included in the Annual Report. You will also need to attend the meeting and provide a brief verbal update and respond to any questions the Physician Advisors may have.

Annual Business Meeting: As always, there is a President’s report. Any bylaw changes will be on the agenda for approval. New board members will be approved, outgoing board members will be recognized, and a keynote presentation will be provided.

Organizational Board Meeting: At this point, you will have served as an AFMA Board Member for a full year! Meeting dates for the following year will be announced and all board members will take of responsibility of their assigned committees for the upcoming year.

Plan to stay at least a half hour after the meeting adjourns to orient the board member that will take responsibility for the committee you previously chaired.