

TEXAS ACADEMY OF FAMILY PHYSICIANS



Resident and Student Handbook

Getting Involved in Your Academy

Revised February 2011

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WELCOME TO THE TEXAS ACADEMY OF FAMILY PHYSICIANS



The TAFP welcomes the involvement of the all students and all family medicine residents in the State of Texas. The Academy is dedicated to promoting the tradition of family medicine and to improving the quality of health care for all Texans.

The Texas Academy of Family Physicians is your organization! The TAFP not only strives to give physicians the best quality continuing medical education offered, but also is the legislative voice for family physicians of Texas.

The Texas Academy of Family Physicians encourages all students and residents to become involved NOW and become an integral part of all that the Academy can offer you.



Vision Statement

“The TAFP is dedicated to the well-being of the people of Texas through family physicians who commit to the delivery of quality, compassionate healthcare.”

Mission Statement

“The mission of the TAFP is to equip family physicians to improve the health of patients, and to advance and represent the specialty of family medicine”

COMMITTEE/COMMISSION INFORMATION



Congratulations on your interest in serving on a Committee/Commission of the TAFP. Committees/Commissions formally meet twice a year at the TAFP Interim and Annual Sessions. Committee/Commission meetings last three hours and are chaired by an active member of the TAFP who comes prepared with an agenda and background information to lead discussion of the issues at hand. The meetings are open, informative, and participation by all is encouraged. At times residents and students are specifically asked to bring their opinions and perspective to topics being discussed. This is a great way to get involved in organized medicine and start friendships with physicians from all over Texas. We look forward to working with you on committees/commissions.

TAFP Resident & Student Member Appointment Procedures

The President-Elect makes committee/commission appointments. Requests to serve on a committee/commission should be made in writing to the President-Elect at the TAFP headquarters by May 1 each year. Each year on the Web site, www.tafp.org, and on page 29 of this handbook, there is a form entitled, “**Make Your Mark**” that you may return to TAFP indicating your interest in serving on a committee or commission. The President-Elect strives to accommodate all resident and student requests. The TAFP staff will notify all appointees.

Resident Member Appointments

Term: One Year (can reapply)

Eligible Committee/Commission Appointments:

- Bylaws Committee
- Finance Committee
- Commission on Academic Affairs
- Commission on Continuing Professional Development
- Commission on Health Care Services and Managed Care
- Commission on Legislative & Public Affairs
- Commission on Membership & Member Services
- Commission on Public Health & Clinical Affairs
- Other (Special Task Forces and Ad Hoc Committees)

Student Member Appointments:

Term: One Year (can reapply)

Eligible Committee Appointments:

- Bylaws Committee (non-voting position)
- Finance Committee (non-voting position)
- Commission on Academic Affairs
- Commission on Continuing Professional Development
- Commission on Health Care Services & Managed Care
- Commission on Legislative & Public Affairs
- Commission on Membership & Member Services
- Commission on Public Health & Clinical Affairs
- Other (Special Task Forces and Ad Hoc Committees)

Committee Appointments For Students & Residents

BYLAWS COMMITTEE

From TAFP Bylaws:

This Commission shall consist of:

1. A Chairperson and five (5) or more other members. **A voting resident member and a non-voting student member may be appointed for a one (1) year term.**
2. One-third (1/3) of the members shall be appointed annually, each for a term of three (3) years.

From TAFP Long Range Planning:

Goals

1. Preserve the right of the family physician to engage in medical and surgical procedures for which he/she is qualified by training, expertise, and/or demonstrated ability.
2. To improve the image of the family physician through concentrated public relations effort.
3. Provide our members an understanding of the changes occurring in the healthcare delivery systems and provide a forum for practice participation in the managed healthcare arena.
4. Prepare and educate our members for the present and future changes in health care delivery systems.
5. Educate our members about medical economic issues.
6. Identify needs that are unique to family physicians working the managed care environment.

Responsibilities of this committee shall be:

Duties of this committee shall include studying the Bylaws and making recommendations for changes, deletions and interpretations after consideration of submitted proposals.

Objectives of this committee shall be:

1. To emphasize that the TAFP provides support for evidence-based medicine in the bylaws.
2. To emphasize that the TAFP provides support to its stated important vision pertaining to the right of the patient to choose his/her family physician.
3. To assure that the TAFP Bylaws are consistent with the AAFP Bylaws.
4. The Bylaws should not exclude any members who practice in areas outside of the traditional family medicine. Bear in mind the broad constituency of TAFP and represent each of these constituency practice modes as appropriate to the overall role of family medicine.
5. Assure the TAFP Bylaws provide a mechanism for public advocacy for our membership through legislative, educational, and public relations activities.

EXECUTIVE COMMITTEE

From TAFP Bylaws:

This Commission shall consist of:

1. No less than twelve (12) members:
 - a. President - who also serves as Chair
 - b. Vice President
 - c. President-Elect
 - d. Treasurer
 - e. Immediate Past President
 - f. Parliamentarian
 - g. Two (2) members selected by the President
 - h. Two (2) other members elected from nominations made by component chapters or from the floor of the Board of Directors at the Annual Session Board of Directors meeting
 - i. One (1) special constituent member appointed by the Section on Special Constituencies
 - j. One (1) resident member, selected by the Section of Resident Physicians. The resident member shall be a voting member of this committee.**
 - k. There will also be a non-voting student member selected by the Section of Medical Students.**
 1. There will be a special constituent member appointed by the Section on Special Constituencies (This is to be presented to board at AS 2001).
2. Terms shall be in conjunction with the elected position terms for President, Vice President, President-elect, Treasurer, Immediate Past President and the Parliamentarian. Terms of the four additional members (two selected by the President and two elected by the Board) shall be for one year. The special constituent member, resident member, and student member will be appointed to serve a one (1) year term and may be appointed for an additional year term.

Purpose:

1. The Executive Committee, by a vote of its members, shall have full authority to act for and in behalf of the Board of Directors on such matters as determined by the Board or whenever the business of the Academy demands prompt action in the interim between meetings of the Board or when it is impracticable or impossible to convene the Board of Directors.
2. The Executive Committee will also be responsible for evaluating and making recommendations to the Board concerning the internal affairs of the Academy. These affairs include among other items: personnel problems, major staffing selections and changes, performance reviews, annual salary review of the Executive Director and review of employee benefit plans. The Executive committee will be available to the Executive Director to discuss any items necessary. The Executive committee will decide at any time when the expertise of an Internal Affairs Commission is necessary and call that commission in at that time.

Executive Committee Meetings:

1. Meetings of the Executive Committee shall be held at the call of the chair. The Executive Committee shall give a report of its actions to the Board of Directors at the following Board meeting. A majority shall constitute a quorum.

FINANCE COMMITTEE

From TAFP Bylaws:

This Commission shall consist of:

1. Treasurer as chairperson, and four (4) or more other members. **A voting resident and a non-voting student member may be appointed for a one-year term.**
2. One-third (1/3) of the members shall be appointed annually; each for a term of three (3) years. The Executive Director shall serve as an ex-officio, non-voting member of this Committee.
3. This Committee shall supervise the Academy's fiscal accounts, submit an annual budget for Board approval and arrange an annual fiscal audit.

From TAFP Long Range Planning:

Objectives:

1. Maintain sound fiscal policy for the Academy.
2. Assure the maintenance of adequate reserves and supervise the investment and distribution of those reserves.
3. Make recommendations to the BOD regarding prioritization of expenditures.
4. Monitor the building fund and the academy's needs for future building and other capital expenses.
5. Make long range revenue projections and decide when dues increases are needed.
6. Assess investment allocations at each meeting.
7. Review the profit and loss statements for all programs conducted by the academy.

Commissions

COMMISSION OF ACADEMIC AFFAIRS

From TAFP Manual of Duties and Responsibilities:

This Commission shall consist of:

1. A Chair (appointed by the President-Elect for a one (1) year term renewable up to three (3) years)
2. Thirteen (13) or more members
3. One-third (1/3) of the members shall be appointed annually, each for a term of three (3) years. The chairperson shall appoint committees as necessary.
4. Vice-Chair is to be appointed from the Commission on Academic Affairs in consultation with the President-Elect.
5. Three (3) members of the Section on FP Resident Education, who will serve terms of three (3) years, one member to be elected each year
6. Three (3) members of the Section on Medical Student Education who will serve terms of three (3) years, one member to be elected each year
7. Three (3) members from the Section on Medical School Departments
- 8. Chair and Alternate Chair of the Section on Resident Physicians, both voting.**
- 9. Chair and Alternate Chair of the Section on Medical Students, both voting.**
10. Three (3) at-large members
11. The Coordinator of the Preceptorship Program

From the TAFP Long Range Planning:

Vision:

1. Adequate supply and appropriate distribution of family physicians in Texas
2. The art and science of family medicine is evidenced-based.

Goals:

1. Support family physicians in academic centers in their research and scholarly efforts.
2. Increase the number and diversity of Texas medical student graduates entering family medicine.
3. Ensure that an adequate number of family physicians practice in rural and underserved areas in Texas.
4. Appointment of Family physician named as a Dean of President of a Medical School in Texas.
5. Communicate and develop educational policies at the state and national levels.

Objectives:

1. Increase interest in family medicine among high school, college and medical students.
 - 1.1.Activity: Work with High School Health Career clubs
 - 1.1.1. Task: Encourage local physicians to speak at their local high schools.
 - 1.1.2. Task: Establish speakers' bureau.
 - 1.1.3. Task: Investigate source of funding for students seeking careers in family medicine and provide resource materials.
 - 1.2.Activity: Work with college (Pre-Med) clubs.

- 1.2.1. Task: Provide speakers/resources.
2. Encourage and assist medical schools and family medicine residency programs in the development and maintenance of quality programs and facilities for the education of family physicians.
 - 2.1.Activity: Provide recommendations to the Board of Directors regarding Academy policy in matters of medical education at the residency program and medical schools.
3. Encourage and assist in family medicine faculty development.
 - 3.1.Develop mechanisms to compensate rural family physicians for time spent with students and residents.
4. Monitor actions of other organizations that affect family medicine education make recommendations as appropriate.
5. Provide services to Program Directors, Department Chairs, and faculties of family medicine education programs.
6. Assist the student and resident members of the Academy with professional development and involvement within the Academy at the local, state, and national levels.
 - 6.1.Activity: Work with Medical School Family Medicine interest groups
 - 6.1.1. Task: Provide information through meetings with medical school presidents, deans, chairs.
 - 6.1.2. Task: Seek curriculum changes that increase exposure of students to family medicine.
 - 6.1.3. Task: Enhance third-year clerkships.
 - 6.1.4. Task: Enhance pre-clinical preceptorships.
 - 6.1.5. Task: Work in collaborations with medical schools to develop mentor programs.
 - 6.1.6. Task: Make recommendations and develop programs to recruit, enroll, and retain women and minority medical students and residents for family medicine and the TAFP.
 - 6.2.Activity: Increase academic respect and departmental parity for family physicians.
 - 6.2.1. Task: Develop strong departmental leadership.
 - 6.2.2. Task: Prepare and promote FP's for dean positions.
 - 6.2.3. Task: Provide resources for Family Medicine Research within medical schools.
 - 6.3.Activity: Influence admissions process
 - 6.3.1. Task: Input on admissions committee.
 - 6.3.2. Task: Select students who are more likely to enter family medicine.
 - 6.3.3. Task: Formulate and recommend policies for legislative initiatives.
 - 6.3.4. Task: Promote performance based funding.
7. Continue liaison with and support of the Faculty Development Center.
 - 7.1.Activity: Work with residency program directors and department chairs to identify faculty for family medicine residency programs and departments.
 - 7.1.1. Task: Seek state and national legislative initiatives for additional long-term direct funding of family medicine departments at medical schools.
8. Develop direct contact with medical schools and communities.
 - 8.1.Activity: Assist in developing liaisons with community leaders.
 - 8.2.Activity: Work for adequate long term funding of family medicine residencies.

COMMISSION ON CONTINUING PROFESSIONAL DEVELOPMENT

From TAFP Manual of Duties and Responsibilities:

This Commission shall consist of:

1. A Chair (appointed by the President for a two (2) year term) and twelve or more members, one-third (1/3) of which shall be appointed annually, each for a term of three (3) years
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. **One (1) student and one (1) resident for a one-year term.**

From TAFP Long Range Planning:

Vision:

The TAFP will be the premier provider of top quality CME for primary care physicians in the region.

Goals:

1. Provide a variety of CME experiences to improve the knowledge and clinical skills of all primary care providers resulting in improved patient care.
2. To promote and maintain the highest professional standards of family medicine.
3. To promote the science and art of Family Medicine.
4. To provide and assist in providing CME courses for family physicians and general practitioners, and to encourage participation in such training.
5. Develop dynamic programming that remains responsive to the changing educational needs of our members.
6. Plan CME offerings and keep their location and cost accessible to our members.
7. Continue to develop relationships with entities that support our CME programming within established ACCME guidelines.

Responsibilities of this Commission shall be to:

1. Define and educational mission statement and ensure that the TAFP is working to fulfill it.
2. Define and adhere to the educational development process
3. Periodically assess the educational needs of TAFP members.
4. Develop learning objectives consistent with those identified educational needs.
5. Identify speakers capable of meeting those learning objectives.
6. Coordinate the implementation of the educational activities designed via the above process.
7. Assess the effectiveness of its educational activities in meeting the educational needs of TAFP members.
8. Evaluate and certify through the Chair, with the advice of Commission members, educational activities in accordance with ACCME requirements (for "Category 1" activities) or AAFP requirements (for "Prescribed" activities).
9. Maintain contact and cooperate with the AAFP Commission on Continuing Medical Education.
10. Ensure continued compliance with requirements for certification by the Accreditation Council of Continuing Medical Education (ACCME).
11. Plan the TAFP Annual Assembly and Scientific Program.
12. Plan other continuing education activities as deemed necessary by the TAFP and its members.

13. Assist when requested by other specialties in the administration of their educational programs.
14. Disseminate that the Texas Academy of Family Physicians is in the education business and not the promotion business.

Objectives of this Commission shall be:

1. Objective: Evaluate all current TAFP CME offerings
 - 1.1 Activity: Ensure that topics are current and applicable through a learning needs approach.
 - 1.2 Activity: Select speakers of proven ability who agree to provide a balanced presentation through lecture, visual, and syllabus presentation.
2. Objective: Assure that the CME activities, as defined by the educational needs cover the breadth of family medicine.
 - 2.1 Activity: Review new topics on the forefront of family medicine
 - 2.1.1. Task: Educate members about the new methods of computerized record keeping.
 - 2.1.2. Task: Educate members about their indicated needs as defined by member survey. Provide CME based on needs identified in the member survey.
 - 2.1.2.1. Practice management
 - 2.1.2.2. Marketing of one's practice
 - 2.1.2.3. Medical Equipment Purchasing
 - 2.1.2.4. Risk management
 - 2.2 Activity: Add innovative programs as indicated.
3. Objective: Cooperate with local chapters in helping them provide quality CME.
 - 3.1 Activity: Present CME activities statewide with emphasis in underserved areas.
 - 3.2 Activity: Join with other constituent chapters to develop new and enhance existing CME programs.
 - 3.3 Activity: Provide advice and counsel to component (local) chapters currently holding CME seminars/programs.
 - 3.4 Activity: Encourage other local chapters to become more active in providing CME.
 - 3.4.1. Task: Seek input from local chapters and individual members.
 - 3.5 Activity: Develop and maintain quality CME programs that component chapters can use to "plug" into their needs
4. Cooperation with other specialties in providing CME
 - 4.1 Develop and implement the Academy of Continuing Education (ACE).

COMMISSION ON CORE DELEGATION

From TAFP Manual of Duties and Responsibilities:

This Commission shall consist of:

1. The TAFP President as Chair and the TAFP Executive Committee
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session
3. Delegates and Alternate Delegates to the AAFP
4. Other TAFP members serving on AAFP commissions and committees

From TAFP Long Range Planning:

Vision:

The TAFP will be recognized through out the world as a leading organization on the forefront of Family Medicine.

Goals:

1. Maintain excellent reciprocal relationships with diverse medical and non-medical of organizations that share in common visions.
2. Maintain effective means for coordination of the policies of the AAFP within the TAFP
3. Coordinate efforts to promote TAFP policies within the TMA and the AMA.
4. To change health care policies in a concerted and proactive effort to accomplish TAFP policies.
5. To identify all current policies relating to AAFP and TAFP mission.
6. Proactively identify other national policy issues that affect family physicians.
7. To establish and strengthen relationships with other organizations with similar health care agendas
8. Identify and promote leaders within the AAFP and TMA

Responsibilities of this Commission shall be to:

1. Serve as liaison between TAFP & AAFP through their committee/commission structure
2. Assure that TAFP initiatives are promoted within other medical organizations
3. Coordinate the communication of TAFP policies to the AAFP through delegates and alternate delegates and members of AAFP committees and commissions.
4. Develop and maintain a long-range plan to ensure adequate representation by the TAFP in all appropriate functions and activities of the AAFP.
5. Coordinate the campaigns of the TAFP candidates for AAFP elective offices.

Objectives of this Commission shall be:

1. Objective: Develop an approach/plan for TAFP members who wish to serve in national /AAFP leadership roles.
 - 1.1. Promote candidates for leadership roles in the AAFP
 - 1.1.1. Task: Develop long-range plan (to be enacted over the next five years) for Texas candidates that will incorporate the Visions of having a Texas AAFP president, board members, and appropriate commission/committee members.
 - 1.1.2. Task: Proactively influence AAFP policy

- 1.1.3. Task: Identify slots
- 1.1.4. Task: Construct a “task force” to initiate this activity
- 2. Objective: Promote candidates for leadership roles in the Texas Medical Association and American Medical Association (Officers, Committees, Councils)
 - 2.1.1. Task: Proactively influence TMA legislative agenda and policy.
 - 2.1.2. Task: Promote and maintain a Family Medicine caucus in the TMA.
 - 2.1.3. Task: Form a Primary Care Caucus or coalition to promote TAFP policy interests within the TMA.
 - 2.1.3.1 Designate a liaison from the Core Delegation to the TMA.
 - 2.1.4. Task: Identify and promote family physicians as leaders of the TMA.
 - 2.1.5. Task: Promote Texas family physicians to become AAFP delegates to the AMA.
 - 2.1.6. Task: Inform the TMA inter-specialty society that the TAFP representatives are its President, President-Elect and immediate past-president and devise a system to achieve accountability of the TAFP representatives.
- 3. Objective: To formalize an accountability system to interpret and evaluate Core Del member activities.
- 4. Objective: Expand representation in AAFP to influence national policy concerning family physicians and health care.
 - 4.1. Activity: Develop and implement a long-range plan to ensure that adequate representation of Texas physicians occurs on the Committees, Commissions, Board of Directors and Officer level of the AAFP.
 - 4.2. Activity: Begin the political process necessary to ensure a more proportional representation within the AAFP House of Delegates.

COMMISSION ON HEALTH CARE SERVICES AND MANAGED CARE

From TAFP Manual of Duties and Responsibilities:

This Commission shall consist of:

1. A Chair appointed by the President for a four (4) year term to begin in even years.
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. Not less than twelve (12) additional members, one-third (1/3) of which shall be appointed annually, each for a term of three (3) years, representing the diverse geography and population in the state.
4. **One (1) non-voting student and one (1) voting resident for a one (1) year term.**

From TAFP Long Range Planning:

Vision:

TAFP will have the leading role in providing its members an understanding of the ever-changing world of healthcare delivery systems and providing a forum for proactive participation in the managed healthcare arena.

Goals:

1. Preserve the right of family physicians to perform medical and surgical procedures for which he/she is qualified by training, expertise, and/or demonstrated ability.
2. To identify needs that are unique to family physicians working in the managed care environment.
3. To represent private family physicians involved with managed care organizations in the political spheres of the TAFP, AAFP, state and national legislatures
4. Represent the private family physician's viewpoint to the insurance Company.
5. Assure that family physicians receive equitable reimbursement for the services they provide.
6. Provide our members an understanding of the changes occurring in the health care delivery system and a form for proactive participation in the managed health care arena.

Objectives:

1. Emphasize the urgency of pro-active TAFP involvement in managed care issues and policy development.
 - 1.1 Activity: Develop policy statements on managed care issues.
 - 1.2 Activity: Provide testimony as appropriate regarding managed care issues.
 - 1.3 Activity: Encourage a pro-active stance for TAFP legislative involvement in managed care.
 - 1.4 Activity: Prepare and distribute basic information on managed care.
 - 1.5 Activity: Educate physicians on ways to provide quality, efficient and comprehensive care in the managed care environment
 - 1.6 Activity: To educate its members about medical economic issues
 - 1.7 Activity: To identify needs that are unique to family physicians working in the managed care environment
 - 1.8 Activity: To represent family physicians involved with managed care organizations in the political spheres of the TAFP, AAFP, state and national legislatures
2. Assure that Family Physicians are reimbursed for the services that they perform.

- 2.1 Correct/improve reimbursement inequities
- 2.2 Maintain equitable reimbursement for Family Physicians
- 3. Improve family physician's ability to negotiate with managed care plans.
- 4. To preserve the right of the patient to choose a physician.

COMMISSION ON LEGISLATIVE & PUBLIC AFFAIRS

From TAFP Manual of Duties and Responsibilities:

This Commission shall consist of:

1. A Chair appointed by the President for a four (4) year term to begin in even years
2. Not less than twelve (12) additional members, one-third (1/3) of which shall be appointed annually, each for a term of three (3) years, representing the diverse geography and population in the state
3. **One (1) non-voting student and one (1) voting resident for a one (1) year term.**

From TAFP Long Range Planning:

Vision:

1. Improve the health and healthcare of and for the people of Texas
2. Assume a proactive approach in the health care delivery system by maintaining legislative awareness that allows proactive responses in any area of importance to the members of the TAFP and their patients.
3. Support an equitable health care system that provides the adequate needs of patients and of all concerned.

Goals, Objectives, and Activities:

1. Improve the health and healthcare of and for the people of Texas.
 - 1.1. Be involved with the legislative process and make sure the voice of the TAFP is heard.
 - 1.2. Ensure an adequate number of family physicians for the State of Texas
 - 1.2.1. Encourage rural rotations early in the medical school.
 - 1.2.2. Improve incentives for increasing supply of Family Physicians in underserved areas.
 - 1.2.3. Support the Center for Rural Health Initiatives
 - 1.2.4. Ensure an adequate, well-qualified family physician educator supply.
 - 1.2.5. Continue liaison with and support of the Faculty Development Center.
2. Assume a proactive approach in health care delivery system by maintaining legislative awareness that allows proactive response in any area of importance to the members of the TAFP and their patients.
 - 2.1. Be involved in the legislative process and make sure the voice of the TAFP is heard.
 - 2.1.1. Educate legislators in regard to public health care needs.
 - 2.2. Maintain a legislative planning and training program that allows this proactive response in any area of importance to the members of the TAFP and their patients.
 - 2.3. Increase the number of family physicians contributing to the TAFP-PAC.
 - 2.4. Assume the role of the patient advocate in the governmental arena.
 - 2.5. Oversee the "Physician of the Day" Program.
 - 2.6. Lobby and testify during the legislative session on appropriate issues.
 - 2.7. Maintain the TAFP Legislative Key Contact Network.
 - 2.7.1. Expand legislative key contacts by in-district receptions with family physician.
 - 2.8. Seek state and national legislative initiatives for additional long term direct funding of family medicine departments at medical schools.
 - 2.9. Work for adequate long-term funding of family medicine residencies.

- 2.10. Pursue Tort Reform
- 3. Support an equitable health care system that provides the adequate needs of patients and of all concerned.
 - 3.1. Review and recommend position statements on health issues.
 - 3.2. Provide liaison with other related state, national associations and public entities.
 - 3.2.1. Maintain contact with and cooperate with the AAFP Commission on Legislative and Public Affairs.
 - 3.2.2. Build coalitions with public health agencies and other appropriate organizations.
 - 3.2.3. Establish and maintain liaisons with TMA, specialty societies, and other organizations.

COMMISSION ON MEMBERSHIP AND MEMBER SERVICES

From TAFP Manual of Duties and Responsibilities:

This Commission shall consist of:

1. A Chair appointed by the President, for a one (1) year term, renewable up to three years, and twelve (12) or more additional members, and **one non-voting student and one voting resident for a one (1) year term.**
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. One-third (1/3) of the members shall be appointed annually each for a term of three (3) years.

From TAFP Long Range Planning:

Vision:

1. TAFP will have diverse, broad-based and effective leadership and membership
2. The Academy will be responsive to its membership's needs
3. The public will view the family physician as an essential element in providing comprehensive, high quality and cost effective medical care.
4. A Family physician will be able to practice the full spectrum of Family Medicine for which he/she has been trained.
5. The diversity of the membership will be served with a wide variety member services.
6. Excellence in Family Medicine will be recognized and honored.

Goals:

1. To achieve a significant increase in membership.
2. To involve a broad cross-section of membership in the activities of the TAFP.
3. To facilitate communication between the TAFP, its constituent chapters and members utilizing all available technology.
4. To improve the image of the family physician through a concerted public relations effort.
5. To prepare and educate our members for the present and future changes in health care delivery systems through medical economic issues, communications, and publications.
6. To preserve the right of the family physician to engage in medical and surgical procedures for which he/she is qualified by training, expertise, and/or demonstrated ability
7. Develop and implement mechanisms for quick response by TAFP to the political arena on late-breaking, "short-fuse" health policy issues.
8. Explore means to make membership easier for qualified family physicians.

Responsibilities of this Commission shall be to:

1. Provide a process for election and re-election of members.
2. Monitor changes in the delivery of health care services and make policy recommendations when appropriate
3. Develop process and make recommendations to the Board of Directors to meet the needs of special constituents.
4. Oversee other member services and publications
5. Develop, maintain, and apply for applicable awards and grants within the AAFP and other organizations.

6. Select members to receive appropriate awards and grants
7. Assist members, when feasible, with issues affecting their scope of practice.
8. Maintain contact with a cooperate with appropriate AAFP Commissions & Committees
9. Make recommendations and develop programs to recruit, enroll, and retain women and minority medical students and residents for family medicine and the TAFP.

Objectives of this Commission shall be:

1. Objective: Re-emphasize and confirm the family physician as a concerned partner in health care.
 - 1.1. Activity: Encourage the AAFP to produce a full-scale public relations campaign
2. Objective: To improve the image of the family physician as a concerted public relations effort.
 - 2.1. Activity: Re-emphasize and confirm the family physician as a concerned partner in health care
 - 2.2. Activity: Build on credibility of family physicians
 - 2.3. Activity: Encourage the AAFP to produce a full-scale public relations campaign
 - 2.4. Activity: Initiate patient and public education
 - 2.5. Activity: Encourage the AAFP to emphasize positive public portrayal of the family medicine physician
 - 2.6. Activity: To develop a public relations component of the TAFP in order to capitalize upon the public service announcements and other no-cost/low-cost mass media means.
3. Objective: To prepare and educate our members for the present and future changes in health care delivery systems.
 - 3.1. Oversee the publication of the Texas Family Physician
4. Objective: Increase and stabilize membership
 - 4.1. Activity: Increase total membership by capturing 80% of all available potential members by August of 2002
 - 4.2. Activity: Continue to achieve 100% resident membership
 - 4.3. Activity: Study the numbers and reasons why physicians do not renew active membership
 - 4.3.1. Task: Encourage Family Medicine Program Directors to increase resident participation
 - 4.4. Activity: Perform continuous reevaluation of TAFP structure and governance to make the TAFP more efficient, representative and provide better preparation for AAFP activities.
 - 4.4.1. Coordinate Member Survey and periodically survey member's opinions
5. Objective: Enhance Grassroots Communication
 - 5.1. Task: Continue to support and develop the TAFP Grassroots program and its Internet connection
 - 5.2. Continue actions to reactivate local chapters in most areas of the state
 - 5.3. Examine other possible avenues to facilitate communication with members
 - 5.4. Oversee the TAFP Web Page
6. Objective: To assure that TAFP has a mechanism by which it can inform patients and the public in concert with AAFP, both the national position as well as a state version of the national position
7. Objective: Decrease liability risk
 - 7.1. Task: Monitor Practice Standard Guidelines and their affect on liability risk.
8. Activity: Provide members with tools to evaluate their reimbursement and managed care contracts.
 - 8.1. Activity: Develop workable rules to allow collective negotiations with managed care companies.
 - 8.2. Activity: Provide members with education and tools to effectively operate their offices.

COMMISSION ON PUBLIC HEALTH AND CLINICAL AFFAIRS

From TAFP Manual of Duties and Responsibilities:

This Commission shall consist of:

1. A Chair appointed by the President and twelve (12) or more additional members, and **one (1) voting student and one (1) voting resident for a one (1) year term.**
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. One-third (1/3) of the members shall be appointed annually each for a term of three (3) years.

From TAFP Long Range Planning:

Vision:

1. There will be an appropriate supply and distribution of Family Physicians in Texas.
2. TAFP will be the central agent in the development of health care policy for Texas

Goals:

1. Improve access to care in rural and underserved areas by supporting physicians there and by encouraging resident exposure to rural practice.
2. To promote and improve the public health
3. Promote the art and science of evidence-based medicine.
4. To increase responsiveness and assume a proactive approach toward the healthcare delivery system and health care policies.
5. Promote the concept that FP provides healthcare from womb to tomb.
6. Maintain excellent reciprocal relationships with diverse groups of organizations that share in common visions.
7. Seek to provide cost effective care.
8. Promote Research in Family Medicine

Objectives of this Commission shall be:

1. Monitor changes in the delivery of public health and clinical issues and make policy recommendations when appropriate.
2. Encourage family medicine research
3. Encourage increased maternal care activities by TAFP members
4. Maintain an active presence in rural health medicine organizations
5. Assist members, when feasible, with clinical preventive care issues.
6. Develop programs and recommendations on health care issues affecting special patient populations.
7. Inform TAFP members of new resources useful to physicians in implementing clinical policies in their practices.
8. Maintain contact and cooperate with appropriate AAFP Commissions and Committees.
9. Make available to TAFP members of activities and programs of the TDH and local health departments in Texas that affect the practice of family physicians with respect to core public health activities and clinical policies.
 - 9.1. Activity: Improve incentives for increasing supply of physicians in underserved areas.

- 9.1.1. Task: Provide orientations and support of spouses.
- 9.1.2. Task: Provide physician back-up
- 10. Objective: Educate legislatures in regard to health care and public needs
- 11. Objective: Educate patients on health care issues
- 12. Objective: Build coalitions with public health agencies and other appropriate Organizations.
 - 12.1 Activity: Strengthen relationship with Community Service Organization
 - 12.1.1. Task: Identify organizations: Business; civic; Social
 - 12.1.2. Task: Establish key contact
 - 12.1.3. Task: Establish formal contacts, liaison roles
- 13. Objective: Assist and encourage the success of the TAFP R-net.
- 14. Objective: Promote resident and scholarship activity and presentations.
 - 14.1. Assist winners of competitions to apply for national grants where applicable.

Sections

A TAFP Section Meeting is defined as a meeting of several members to discuss particular interests or issues. The TAFP President will appoint the initial chair and chair-elect to each section. The Sections will serve as an assembly point to discuss matters of common interest. Their longevity will be a function of the members involved. When a Section no longer serves a purpose it can be dissolved. A member may establish a new Section by following a simple procedure. The TAFP President will refer section recommendations or suggestions to the appropriate Commission. The Section will congregate and define their charge. The Chair of each section is responsible for recording the actions of the section meeting. The sections are ever changing working groups to be formed or sunset as defined by interest. The sections shall consist of a chair, a chair elect, and other active members who share an interest in the focus of the section.

***Any TAFP member including residents and students are welcome to be a part of any of these sections.**

The Academy will implement the following Sections:

- Section on Communications and Marketing
- Section of Family Medicine Resident Education
- Section of Leadership Development
- Section of Maternity Care
- Section on The Medical Home
- Section of Medical School Departments of Family Medicine
- Section of Medical Student Education
- Section of Medical Students
- Section of Resident Physicians
- Section of Rural Physicians
- Section of Special Constituencies
- Task Force on Governance

TAFP Medical Student Section Officer Duties

Chair

Functions:

Serves as chief elected officer of the medical student section, representing the student membership and the best interests of TAFP. The chair shall demonstrate leadership, motivation of other officers and membership. Is influential in the establishment of goals and objectives for the organization during his/her term.

Duties:

1. Serves as chair of the TAFP medical student section meetings
2. Serves as the students member on the TAFP Executive Committee
3. Serves as the student member on the TAFP Commission on Core Delegation
4. Serves as the student member on the TAFP Commission on Academic Affairs
5. **Attends all meetings of the TAFP Medical Student Section, Executive Committee, Commission on Core Delegation, Foundation Board of Trustees, and Commission on Academic Affairs**
6. Helps establish duties and agendas for meetings
7. Review committee reports submitted by student members
8. Be familiar with the history and bylaws of TAFP and Rules of Order
9. Promote active participation among student members
10. Turn in all reports on the medical student section meetings to the Board of Directors
11. Supports and defends policies and programs adopted by the Board of Directors

Relationships:

Responsible to the student membership, through the Executive Committee and the Board of Directors for seeing that the policies and programs of the Academy reflect the needs and aspirations of the membership.

Chair-Elect

Functions:

The Chair-Elect's term of office primarily serves as a year of training prior to ascension to the Chair of the TAFP Medical Student Section. The Chair-Elect shall be kept informed of all activities of the Medical Student Section. He/she will demonstrate leadership and motivation of other officers and members. He/she will succeed to the office of Chair at the conclusion of the Interim Session a year after which his/her election occurred.

Duties:

1. Attends all meetings of the TAFP Medical Student Section
2. Maintains a list and contact information of all the Texas FMIG Presidents on the TAFP Student Website
3. Helps to establish and maintain communication between the medical schools
4. Presides over meetings in which the chair is absent
5. Every effort should be made to insure continuity between previous administration and up coming administration
6. Be familiar with the history and bylaws of TAFP and Rules of Order

Relationships:

Works in partnership with the Chair and other officers.

Secretary

Functions:

Serves as secretary for all TAFP Medical Student Section Meetings

Duties:

1. Attends all meetings of the Medical Student Section
2. Records all the minutes of the Medical Student Section meetings
3. Responsible to type the minutes of Medical Student Section meetings immediately at the conclusion of each meeting
4. Responsible to collect the Committee Reports from Student Members
5. Assists the Chair in submitting reports

Relationships:

Works in partnership with the Chair and other officers

Director and Alternate Director, Board of Directors

Functions:

The function of the Board of Directors is to establish and review major policy plans of the Academy, which are:

1. Plan, clearly define and articulate the purpose or mission of the Academy
2. Review and approve budget, audit, and financial reports
3. Evaluate organizational effectiveness
4. Fund raising
5. Community and public relations
6. Assess Board performance

Duties:

Board members have specific legal and fiscal responsibilities to the members of the association. Each board member should:

1. Attend all board of director meetings during TAFP Annual Session and TAFP Interim Session
2. Participate in setting policy and not become involved in staff operations
3. Participate in long term planning
4. Ensure that assessments are made of membership needs and the profession
5. Critically evaluate the performance of your association
6. As an elected representative of your fellow members, you should be familiar with the stated purposes, objectives, and methods of operation of the Academy
7. You are responsible for considering the needs of your representative body and to bring those needs to the full attention on the Board of Directors

Relationships:

Works in partnership with the Officers and the other members of the Board to carry out the responsibilities of the position

Delegate and Alternate Delegate to the National Conference of Residents and Students

Functions:

Represent the TAFP medical student membership. You must know TAFP policies and positions and reflect the same in their votes at the AAFP Congress of Delegates.

Duties:

Attend the National Conference of Residents and Students and follow the prescribed protocol.

Responsibilities:

Give a report to the TAFP Medical Student Section at the Annual Session meeting

TAFP Resident Section Appointed Positions

Chair

Function:

One-year position for a current (on the date of the interim session) first or second year resident, must have already served 1 year in an official capacity with the TAFP. Serves as chief elected officer of the resident physician section, representing the resident membership and the best interests of TAFP. The chair shall demonstrate leadership, motivation of other officers and membership. Is influential in the establishment of goals and objectives for the organization during his/her term.

Duties:

1. Serves as chair of the TAFP resident physician section meetings
2. Serves as the resident member on the TAFP Executive Committee
3. Serves as the resident member on the TAFP Commission on Core Delegation
4. Serves as the resident member on the TAFP Commission on Academic Affairs
5. **Attends all meetings of the TAFP Resident Physician Section, Executive Committee, Commission on Core Delegation, Foundation Board of Trustees, and Commission on Academic Affairs**
6. Helps establish duties and agendas for meetings
7. Review committee reports submitted by resident members
8. Be familiar with the history and bylaws of TAFP and Rules of Order
9. Promote active participation among resident members
10. Turn in all reports on the resident physician section meetings to the Board of Directors
11. Supports and defends policies and programs adopted by the Board of Directors

Relationships:

Responsible to the resident membership, through the Executive Committee and the Board of Directors for seeing that the policies and programs of the Academy reflect the needs and aspirations of the membership.

Vice-Chair

Function:

One-year position for a current first or second year resident.

Duties:

Attends and assists the chair at the annual and interim sessions.

Relationships:

Works in partnership with the Chair and other officers.

Secretary

Functions:

Serves as secretary for all TAFP Resident Physician Section Meetings

Duties:

1. Attends all meetings of the Resident Physician Section
2. Records all the minutes of the Resident Physician Section meetings
3. Responsible to type the minutes of Resident Physician Section meetings immediately at the conclusion of each meeting
4. Responsible to collect the Committee Reports from Resident Members
5. Assists the Chair in submitting reports

Relationships:

Works in partnership with the Chair and other officers

Delegate and Alternate Delegate to the National Conference

Functions:

Represent the TAFP resident physician membership. You must know TAFP policies and positions and reflect the same in their votes at the AAFP Congress of Delegates.

Duties:

Attend the National Conference of Residents and Students and follow the prescribed protocol.

Responsibilities:

Give a report to the TAFP Resident Physician Section at the Annual Session meeting

Director and Alternate Director, Board of Directors

Functions:

The function of the Board of Directors is to establish and review major policy plans of the Academy, which are:

1. Plan, clearly define and articulate the purpose or mission of the Academy
2. Review and approve budget, audit, and financial reports
3. Evaluate organizational effectiveness
4. Fund raising
5. Community and public relations
6. Assess Board performance

Duties:

Board members have specific legal and fiscal responsibilities to the members of the association. Each board member should:

1. Attend all board of director meetings during TAFP Annual Session and TAFP Interim Session
2. Participate in setting policy and not become involved in staff operations
3. Participate in long term planning
4. Ensure that assessments are made of membership needs and the profession
5. Critically evaluate the performance of your association
6. As an elected representative of your fellow members, you should be familiar with the stated purposes, objectives, and methods of operation of the Academy
7. You are responsible for considering the needs of your representative body and to bring those needs to the full attention on the Board of Directors

Relationships:

Works in partnership with the Officers and the other members of the Board to carry out the responsibilities of the position

Make Your Mark

The Texas Academy of Family Physicians is only as strong as its members. TAFP committee and commission members serve as the infrastructure of the Academy, developing policy and making the decisions that keep the organization at the forefront of the specialty. Students and residents are welcome to serve on committees and commissions.

Appointments to committees and commissions are made by the President-elect prior to Annual Session. Committee chairpersons serve for one year and members of committees and commissions serve three-year terms. Section chairs serve for one year, as do students and residents. Members may serve on more than one committee or commission, but no more than two consecutive terms per committee or commission. Section meetings are also available to TAFP members to discuss particular interests or issues. These meetings are open and can be attended by any member.

Help serve TAFP by signing up today. Fill out the form below and return it to TAFP headquarters. Rank your choices numerically, using [1] to designate your first choice. For a full description of committees, commissions and sections, go to www.tafp.org/membership/organization/committees.

.....
Committees and Commissions

- | | |
|--|--|
| <input type="checkbox"/> Commission on Academic Affairs | <input type="checkbox"/> Nominating Committee |
| <input type="checkbox"/> Bylaws Committee | <input type="checkbox"/> Commission on Legislative and Public Affairs |
| <input type="checkbox"/> Commission on Continuing Professional Development | <input type="checkbox"/> Commission on Membership & Member Services |
| <input type="checkbox"/> Finance Committee | <input type="checkbox"/> Commission Public Health and Clinical Affairs |
| <input type="checkbox"/> Commission on Health Care Services & Managed Care | <input type="checkbox"/> Director/Alt. Director |

Sections

- | | |
|--|---|
| <input type="checkbox"/> Section of Family Medicine Resident Education | <input type="checkbox"/> Section on Rural Physicians |
| <input type="checkbox"/> Section on Medical Students | <input type="checkbox"/> Section on Med School Depts of Family Medicine |
| <input type="checkbox"/> Section on Leadership Development | <input type="checkbox"/> Section of Special Constituencies |
| <input type="checkbox"/> Section on Resident Physicians | <input type="checkbox"/> Section on Medical Student Education |
| <input type="checkbox"/> Section of Maternity Care | <input type="checkbox"/> Section on The Medical Home |
| <input type="checkbox"/> Section on Communications & Marketing | <input type="checkbox"/> Task Force on Governance |

- I am interested in a leadership position at TAFP I am interested in future officer positions at TAFP

Name _____ Address _____

Phone _____ Fax _____ E-mail _____

Local chapter _____ Membership status _____

Please return to TAFP, 12012 Technology Blvd., Ste. 200, Austin, Texas 78727 p 512-329-8666 f 512-329-8237

SCHOLARSHIP INFORMATION

For medical students planning to pursue their career as a family physician, there are a number of scholarships to aid you that are available through the Texas Academy of Family Physicians Foundation. Although criteria for each scholarship vary slightly, the consistent theme for all scholarships is that the candidate be strongly considering Family Medicine as a specialty choice. Some of the scholarship criteria also stipulate plans to practice in a medically underserved area in Texas. You are welcome to contact the TAFP Foundation office at (512) 329-8666 for further explanation.

There are five scholarships that can be given to medical students from any medical school in Texas provided they meet the criteria. Please take a look at the criteria below. You can access application forms on the TAFP Web site at:

<http://www.tafp.org/students/scholarships/>
Application Deadline is May 9, 2011

Valley Chapter Medical Student Scholarship

Established by the Valley Chapter of TAFP to benefit medical students in the Lower Rio Grande Valley area. *Eligibility: Texas Medical Student who are in their third or fourth year with a connection to the lower Rio Grande Valley.*

Arnold N. Krause, MD, Medical Student Scholarship

Established by the Tarrant County Chapter Scholarship in 1999, the scholarship was named after long-time leader and mentor, Arnold N. Krause, M.D., after his death in 2005. The scholarship benefits third and fourth year medical or osteopathic students who are legal residents of Tarrant County, Texas. *Eligibility requirement: Texas medical student who are in their third or fourth year with a connection to Tarrant County (current or former resident)*

Jim and Karen White Leadership Scholarship

Established by the TAFP Foundation in 2007 to honor longtime Executive Director, Jim White and his wife Karen. Jim was Executive Director from 1982 to 2007. This scholarship is for medical students or family medicine residents who have demonstrated leadership abilities to attend a conference. *Award details: Medical Students and Residents can apply to attend for travel funding to attend a leadership-training event. Total annual grant is not to exceed \$1400.*

South Texas Chapter Medical Student Scholarship

Established by the South Texas Chapter benefiting medical students who have an interest in family medicine. *Eligibility requirement: Texas medical student who are in their third or fourth year with an interest in practicing family medicine in a rural area. Preference will be given to students with a connection to Calhoun, Jackson, Victoria, Lavaca, Goliad, Gonzales, or DeWitt county (the area of the South Texas Chapter).*

Glen Johnson, M.D. Minority Medical Student Scholarship

Established in part with a donation from the Wellcare Foundation to honor Dr. Johnson benefiting minority medical students. Dr. Johnson is a TAFP past president and past AAFP leader. *Eligibility requirement: Texas medical student who is in their third or fourth year and is an underrepresented racial/ethnic minority*

Medical School Based Scholarships

These scholarships can be given to medical students from a specific medical school. All of these are administered locally. Contact the local chapter or the Department of Family Medicine at your school for information.

UTMB Galveston

Weldon G. Kolb, MD, Medical Student Scholarship

Established by the TAFP Foundation in honor of Dr. Kolb. It is awarded to 3rd year medical students at UTMB Galveston. Contact the Department of Family Medicine at UTMB or the Galveston Chapter of TAFP for more information.

UT HSC San Antonio

S. Perry Post, MD, Medical Student Scholarship

Established by the Alamo Chapter of TAFP in honor of Dr. Post. It is awarded to 3rd year medical students at UTHSC – San Antonio. Contact the Alamo Chapter of TAFP for more information.

UT Southwestern

William F. Ross, MD, Medical Student Scholarship

Established by the Dallas Chapter of TAFP in honor of Dr. Ross. It is awarded to promising medical students at UT Southwestern. Contact the Department of Family Medicine at UT Southwestern for more information.

Minnie Lee Lancaster, MD and Edgar Lancaster, MD Medical Student Scholarship

Established by the TAFP Foundation in honor of the late Minnie Lee Lancaster, MD and Edgar Lancaster, MD. It is awarded to medical students at UT Southwestern. Contact the Department of Family Medicine at UT Southwestern for more information.

Texas Tech University Health Sciences Center at Lubbock

Norma Porres, MD and Felipe Porres, MD, Medical Student Scholarship

Established by the South Plains Chapter of TAFP in honor of both Drs. Porres. It is awarded to a 3rd year medical student annually to a TTUHSC – Lubbock campus. Contact the Department of Family Medicine at Texas Tech for more information.

Baylor College of Medicine and UTHSC Houston

Harold T. Pruessner, MD, Medical Student Scholarship

Established by the Harris County Chapter of TAFP in honor of Dr. Pruessner. Recipients are 3rd year medical students at either Baylor College of Medicine or UTHSC at Houston. Contact the Harris County Chapter of TAFP for more information.

Foundation Support of Family Medicine Interest Groups

The TAFP Foundation has funding to expose medical students to family medicine very early in medical school. One way to reach medical students is through interest groups at their schools. Family Medicine Interest Groups (FMIG) at each Texas Medical School may apply for funding support for activities and programs that focus on the specialty of family medicine. Information on your local FMIG is available by contacting the Department of Family Medicine at each medical school.

The TAFP Foundation funds ten (10) students from each medical school to attend the TAFP Annual Session and Scientific Assembly, and three (3) students from each medical school to attend the TAFP's Interim Session. The maximum allowed for each student is \$300. Also, the TAFP Foundation funds two students from each medical school to attend the National Congress of Student Members Convention, with a maximum of \$600.00 allowed. For information on application deadlines, contact the TAFP Foundation offices at (512) 329-8666.

TAFP Foundation Resident Support

In addition, the TAFP Foundation funds two (2) Family Medicine residents annually to the National Congress of Family Medicine Resident (NCFPR.). The TAFP Resident Committee elects one delegate and one alternate delegate to represent Texas at this function.

The TAFP, through the TAFP Foundation may fund two residents to attend the AAFP Congress of Delegates. The TAFP Resident Committee elects these residents during the TAFP's Annual Session meeting.

The Foundation supports up to \$500 to each Family Medicine Resident Program annually for residents to attend the TAFP Interim or Annual Session – a fiscal note of up to \$16,000.

Additional AAFP Resident and Student Awards/Grants/Scholarships

<i>Name</i>	<i>Amount</i>	<i>Primary Criteria</i>	<i>Contact</i>
Award for Excellence in Graduate Medical Education	The \$2,000 grants are available through Bristol-Myers Squibb Company. There are 20 awards presented yearly. Awards are presented at a breakfast held during the Scientific Assembly.	This award recognizes outstanding family medicine residents for their leadership, civic involvement, exemplary patient care, and aptitude for and interest in family medicine and also encourages leadership development in their communities and in the AAFP. AAFP members who are second year ACGME family medicine residents, or first year of an approved family medicine residency after completion of an AOA approved general or family medicine internship are eligible. Application deadline is March 1.	Debbie Blaylock, Ext. 6812
Conference on Practice Improvement: Health Information & Patient Education	Resident Scholarship – Recipient will receive \$1,500 which covers conference registration (which includes most sessions and several meals) and some travel.	Residents should complete and application on their practice improvement via health information and/or patient education involvement and send a letter of recommendation from their program director. Scholarship recipients will be expected to serve as facilitators for one or two breakout sessions at the conference.	Ext. 3142
James G. Jones, M.D., Student Scholarship (Administered by the AAFP/ Foundation)	Will provide funds for a medical student to attend the Political Leadership Institute (PLI) sponsored by the American Medical Student Association. Will support travel expenses, and cover miscellaneous expense of attending PLI. The student scholar will attend the PLI.	Constituent chapter Foundations and constituent chapters nominate medical students who have demonstrated leadership ability, a commitment to public health and an interest in politics. One nomination will be accepted from each state.	Ext. 4406 or Constituent Chapter

Additional AAFP Resident and Student Awards/Grants/Scholarships, *continues*

<i>Name</i>	<i>Amount</i>	<i>Primary Criteria</i>	<i>Contact</i>
National Conference of Family Medicine Residents and Medical Students	\$600 awards are available for residents and students to attend the annual National Conference in Kansas City.	Several categories of awards are offered. Applications are required. The list of opportunities is subject to change. Visit www.aafp.org/nc for the latest information.	Ext. 6726 or 6720
Patient Education Conference Awards	Scholarships cover the cost of registration for the conference. Grants cover conference registration and limited travel reimbursement.	Residents complete an application regarding their education involvement. Required letter of support from Program Director. Scholarship and grant recipients will be expected to serve as facilitators for one breakout session at the conference.	Ext. 3142
Physicians With Heart Resident Scholarship	The grant, administered by the AAFP Foundation, will cover airfare, lodging and meals in country.	U.S. FP Residents will be required to submit a copy of their CV (resume), Letter of Intent and a Letter from their Program Director. The letter from the Program Director should provide information about the Resident and the permission to have the time off to attend the trip. Those residents who have an interest in international family medicine are especially encouraged to apply.	Ext. 4454 or 4445
Pisacano Leadership Foundation, Inc. The Pisacano Scholars Program	Amount provides for funding for outstanding third- or fourth-year medical students for a four- or five-year period. Students must make a commitment to the specialty of family medicine. The funding program is designed to reimburse medical school debt incurred by the student at the conclusion of the student's residency.	Students are evaluated each year to assure eligibility for continuation. There is no service commitment for students upon completion of the scholarship.	Call (888) 995-5700

Additional AAFP Resident and Student Awards/Grants/Scholarships, *continue*

<i>Name</i>	<i>Amount</i>	<i>Primary Criteria</i>	<i>Contact</i>
Poster Presentation Awards (on-site awards) at the AAFP Scientific Assembly	Resident 1st Place - \$700 Resident 2nd Place - \$300 Student 1st Place - \$700 Student 2nd Place - \$300	Winners are selected by the Subcommittee on Assembly Scientific Program during the Scientific Assembly. Posters are evaluated on-site for organization, purpose and relevance to family medicine.	Jeana Higginbottom Ext. 6564
Poster Presentation Grants for the AAFP Scientific Assembly	Up to 15 pre-Assembly awards of \$1,000 each. The purpose of the grant is to help defray travel cost of bringing a Poster Presentation to Assembly.	Poster application must be submitted by a Family Medicine resident or medical student. Limit one grant per presenter.	Jeana Higginbottom Ext. 6564
Resident Community Outreach Award	Recipients receive a \$600 scholarship to attend the National Conference of Family Medicine Residents and Medical Students. A maximum of two awards are presented annually. Award recipients are recognized during National Conference.	This award is presented to a resident who is actively involved in a community service project including clinical work and patient education that is not part of an offered or required post-graduate program.	Lyndia Flanagan, Ext. 6720 or Ashley Jungles, Ext. 6726
Residents Scholars Awards	The AAFP Commission on Science awards \$600 annually to residents who submit winning papers detailing a research project or providing scholarly commentary on any topic addressed as part of the residency experience.	Applicant must be the first author consistent with their contributions to the overall project. The paper may present research, or a scholarly discussion, on any topic of relevance to family medicine. Papers based on research will be given priority. The Research hypothesis must have been developed and the Research project must have started during the residency program. The project must have been completed during or immediately following completion of residency.	Ext. 3162

Additional AAFP Resident and Student Awards/Grants/Scholarships, *continue*

<i>Name</i>	<i>Amount</i>	<i>Primary Criteria</i>	<i>Contact</i>
Resident Research Grants and Paper Presentation Forum (Administered by the AAFP Foundation)	Up to \$2,000 in funding is available for a maximum of 7 projects. Reports on the research projects will be submitted to the Foundation in mid-summer. Each Resident Research awardee who completes a project and submits a report will receive a \$1,000 scholarship to attend the National Conference of Family Medicine Residents and Medical Students to give a 10-minute presentation on the results of their research.	The AAFP Foundation's Resident Research Grant proposals are accepted following the Research Skills Training Workshop held in conjunction with the National Conference. Although attendance at the one-day workshop is not a pre-requisite for submission, this forum does offer an opportunity for residents to develop skills in basic research design and recognize the importance of appropriate methods and statistical consultation.	Ext. 4470
Student Community Outreach Award	A maximum of two awards are presented annually. Recipients receive a \$600 scholarship to attend the National Conference of Family Medicine Residents and Medical Students. Award recipients are recognized during National Conference.	This award is presented to the individual or group of individuals who have developed a community outreach project, including clinical work and patient education that are not part of an offered or required rotation in the school's curriculum.	Lyndia Flanagan, Ext. 6720 or Ashley Jungles, Ext. 6726
Student Externship Program (An AAFP Foundation Program)	The AAFP/F will provide 50% (\$1,250) of the funds required for the externships on a matching grant basis. The externships provide a combined stipend of \$2,000 and an additional \$500 for the mentoring physician.	Program goals are to stimulate interest in family medicine or family medicine research. Medical students should contact their state chapter to determine if that chapter or foundation participates in this program.	Ext. 4470

Additional AAFP Resident and Student Awards/Grants/Scholarships, *continued*

<i>Name</i>	<i>Amount</i>	<i>Primary Criteria</i>	<i>Contact</i>
Tar Wars® National Conference Scholarships	\$500 Scholarship covers registration fee and some travel expenses for the conference	State, regional or local Tar Wars® coordinators (including family medicine residents, medical students and family physicians) can complete an application.	Ext. 3140
Target School Fund	Funds coordinated through each target school's appropriate Constituent Chapter.	AAFP student member; medical student enrolled at a target school. (Target schools remain eligible up to four years after being removed from the list.)	Ext. 6722 or Constituent Chapter

Texas Academy of Family Physicians

presents:

62nd Annual Session and Scientific Assembly Sheraton Dallas Dallas, Texas

Student, Resident and Community Physician Poster Competition

The TAFP Foundation and Commission on Public Health, Clinical Affairs and Research invite all medical students, family medicine residents and family physicians to develop a bulletin board research exhibit highlighting their work to display to the TAFP membership at the 62nd Annual Session and Scientific Assembly. Student, Resident and Community Physician Exhibits are designed to demonstrate a specific research activity, case report or evidence-based review with an emphasis on practice-based research.

- Purpose:** To provide an outlet for the research of family medicine students, residents and community physicians to be shared among peers of the medical community.
- Criteria:** Must be relevant to family medicine, and show quality of study design, appropriateness of data analysis and appropriateness of interpretation and conclusion.
- Deadline:** This year, the Commission will review all applicants before the competition. Therefore, all entrants must submit an abstract with his or her application by **May 13, 2011**. All entrants will be notified of their eligibility to participate by June 3, 2011.
- Judging:** Posters will be evaluated during TAFP's Annual Session and Scientific Assembly on Friday, July 29, 2011. All posters must be set up by 4 p.m. on Thursday. All posters will need to be removed from the exhibit area by noon on Saturday.

For questions regarding the application or the poster competition, contact the TAFP office at (512) 329-8666 ext. 16, the dean of your medical school department, or your family medicine residency program director. Fax completed applications to (512) 329-8237 or e-mail them to Kate Alfano at kalfano@tafp.org. We hope to hear from you soon!

* Applications CAN be duplicated

Texas Academy of Family Physicians
 60th Annual Session and Scientific Assembly
 Arlington Convention Center
 Arlington, Texas

Student, Resident, and Community Physician Research Exhibit Application

Exhibit Dates: July 29, 2011
 Application Deadline: May 13, 2011

You may duplicate this form – use one form per application please.

EXHIBIT TITLE: _____

RESEARCH CATEGORY: () Primary research () Case report () Evidence-based review

RESEARCHER CATEGORY: () Student () Resident () Family physician

ORGANIZATION: _____

CONTACT: _____

(Name)

(Address)

(City, State, Zip)

(Phone)

(Fax)

(E-mail)

PARTICIPANTS:

(Name)

(Phone)

Medical Student

Resident

Family Physician

(Name)

(Phone)

Medical Student

Resident

Family Physician

****The Academy will provide one bulletin board surface measuring 6' x 6' on a complimentary basis for exhibits.**

DEADLINES: We request your application be returned by May 13, 2011 so our panel can review all entries and appropriate arrangements can be made for your participation. Applications received after May 13, 2011 will be accepted on a space-available basis only.

Return this form to: TAFP Research, c/o Kate Alfano, 12012 Technology Blvd, Ste. 200, Austin, Texas 78727

FOR OFFICE USE ONLY:

Display Location: _____ Approved: _____

National Conference of Family Medicine Residents and Medical Students

The National Conference of Family Medicine Residents and Medical Students is a meeting of family medicine residents and students interested in family medicine from across the nation. This meeting has been held annually since 1974. The National Conference provides an enjoyable, educational and worthwhile opportunity for residents and students to join together and discuss issues pertaining to their common interest-Family Medicine. Nearly 1000 students and 1000 residents attend the meeting from the more than 125 schools and 460 family medicine residency programs from around the country. One of the highlights of the conference for medical students is the residency fair at which residents and faculty from more than 300 family medicine residency programs and fellowships display details of their programs.



Positions Elected at the National Conference

Resident Member of the AAFP Board of Directors

Student Member of the AAFP Board of Directors

Resident Chair of the National Conference

Student Chair of the National Conference

Resident Delegate to the AAFP Congress of Delegates—2 positions

Student Delegate to the AAFP Congress of Delegates—2 positions

National Family Medicine Interest Group (FMIG) Coordinator

Candidates for these positions should be prepared to give a brief presentation (3 minutes for Board candidates and National Conference Chairs, and 2 minutes each for the other positions) at the National Conference to state their qualifications and reasons for running. (Time may be adjusted at the meeting at the discretion of the Chair.) Candidates will also participate in a question and answer session designed to give National Conference attendees a better idea of the candidates' viewpoints on important issues.



Nominations for Appointments to Other Organizations

Society of Teachers of Family Medicine (STFM)

Association of Family Medicine Residency Directors (AFPRD)

Residency Review Committee for Family Medicine (RRC-FP)



Resident and Student Representatives on AAFP Commissions

Commission on Continuing Professional Development

Commission on Governmental Advocacy

Commission on Health of the Public

Commission on Membership and Member Services

Commission on Practice Enhancement

Commission on Quality

Commission on Science

Family Medicine Interest Group (FMIG) Network Regional Coordinators

Resident Representative to the American Academy of Family Physicians Foundation

Resident Delegate to the American Medical Association

Resident Representative to the American Medical Association – Resident – Fellow Section

Student Representative to the American Medical Association – Medical Student Section



Special Requirements

You must be a member of the AAFP to be elected or appointed to an Academy position. To be elected to serve as the resident and student members of the Board of Directors and the Resident and Student Chairs of the National Conference, you must have at least one year's experience in an Academy position at the national level. According to the rules of order of the resident and student congresses, the following are considered as national level positions in the AAFP: National Conference Chair, National Delegate, AAFP commission member, representative to the Society of Teachers of Family Medicine Board of Directors, representative to the Residency Review Committee for Family Medicine and observer to the Association of Family Medicine Residence Directors.

All applicants to elected and appointed positions are required to submit a completed application form, curriculum vitae (one page front and back maximum), letter of interest, letter of endorsement from the constituent chapter on chapter letterhead and a letter of recommendation from the medical school dean or residency program director on the institution's letterhead.

The AAFP has adopted a conflict of interest policy. All individuals serving in an elected or appointed capacity for the AAFP must complete a conflict of interest form.

Candidates for elected positions must be nominated during the resident and student congress' business sessions at the National Conference. Candidates for elected positions should be prepared to give a brief presentation during the candidate's forum (three minutes each for Board candidates and National Conference Chairs and two minutes each for the other positions; these time frames may be adjusted at the discretion of the Chairs). These brief presentations give candidates a chance to state their qualifications and reasons for running. Candidates will also participate in a question-and-answer session designed to give National Conference attendees a better idea of the candidates' viewpoints on important issues. Candidates are elected by the designated delegates from each constituent chapter.



Service Limitation

Resident and student members may serve on any one commission for no more than two years as either a student, resident or combination of the two. No individual may serve more than a total of three years on commissions or committees as a student and/or resident member.

This three-year limitation applies only to resident/student commission appointments.



Time Commitment

It is expected that resident and student representatives will assume their responsibilities with a commitment to attend all portions of assigned meetings. Whenever possible, meetings are scheduled for weekends to minimize on the number of days away from residency and school obligations. Check specific job descriptions for estimated meeting days.

All resident and student representatives to elected and appointed Academy positions attend the National Conference the year following their appointments. Duties at the National Conference include written

and oral reports, discussion group participation, reference committee assignments and other duties, as assigned by the National Conference Chairs.



Reimbursement for Expenses

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. Cash advances are not made. Expense vouchers should be completed at the end of a meeting and returned to staff or mailed as soon as possible after returning home. It should also be noted that any amount reimbursed above actual expenses is considered taxable income. The AAFP will submit a 1099 form to the IRS for the amounts paid. Those expenses for which documentation exists (airline tickets, hotel bill, meal receipts) can be deducted from the amount that is taxable. Upon election/appointment to Academy positions, resident and student representatives are provided with more detailed information about reimbursable expenses.



**** Call the AAFP headquarters – 1-800-274-2237 to receive a copy of the
AAFP Resident/Student handbook ****



Applying for Resident & Student Elected Positions at the National Conference

If you have any inclination to apply for those positions, which are determined at the National Conference (e.g., Board Member, Chairperson, Delegate, National FMIG Coordinator, STFM Representatives, AFPRD Representative), please submit your CV, application, letter of interest and supporting letters well in advance of the meeting. You may request that we produce copies of it for you or you may bring copies of your material to the meeting. Please note that we do not have staff available to type your CV at the meeting if you should decide to submit your name for a position at that time. We will, however, make arrangements for access to a computer so you can prepare your CV and letter of interest during the meeting.



Applying for Resident & Student Commission/Other Project Positions

While you don't have to be present at the National Conference to apply for the various commission/project positions, participation in at least one National Conference indicates interest and commitment to the organization. It also provides you with the opportunity to find out more about the positions from last year's representatives. You may want to contact the Academy Headquarters for more information about specific positions.

For further information contact Lyndia Flanagan, Resident & Student Activities Manager at AAFP, 11400 Tomahawk Creek Pkwy, Leawood, KS 66211-2672, Phone 800-274-2237, ext. 6720; email: lflanaga@aafp.org.

AAFP / TAFP MEMBERSHIP CLASSIFICATION

Membership Process

Most of the Family Medicine Residents in Texas are members with their residency sponsoring organization paying for their AAFP/TAFP membership. Upon graduation, resident members are automatically upgraded to Active members. Six months later the new MD/DO (and all Academy members) receives their annual bill from AAFP. Local chapter dues vary from \$10.00 to a \$130.00/year based on the size of local chapter, number of meetings and meal or other local charges. Once in practice the annual dues for an active AAFP member is \$395.00 per year and the active TAFP dues are \$350.00 annually. All applications are sent to AAFP National Headquarters, 11400 Tomahawk Creek Pkwy, Leawood, KS 66211-2672.

Component Chapters

The state is divided into 32 chapters varying in size from one county to large slices of Texas. Students and residents are encouraged to attend meetings of their local chapter in the community they reside in during training years so they can be prepared to be good active members in the future. Chapter meetings are usually a dinner and a continuing medical education (CME) meeting.

Component meetings vary from monthly to annually. Students and resident are encouraged to work with their faculty advisors and residency directors to establish a good working relationship with the component chapters. These chapters will be great resources of moral support, financial support, role models, mentors, friends, and perhaps future partners.

Resident/Student Class Of Membership and Election

Resident Members - Membership election shall be limited to the duration of one's residency or extended training and six (6) months following completion of residency or extended training in which the resident member may apply for membership as applicable to his/her practice type. Those failing to apply for another membership category within six (6) months shall be removed from membership. A Resident member may vote in Academy and component chapter affairs, may hold component chapter office under provisions of individual constituent chapter bylaws, and may address the membership but may not hold state office. At the option of the resident and the component chapter where the resident resides, he/she may become a member of the component chapter. However, membership in a component chapter shall not be required.

Student Members - Any student enrolled in a Texas school of medicine or osteopathy, approved by an appropriate United States accrediting institution as defined by the AAFP's Commission on Education, may be elected to Student membership in the same manner as an active member. Election to Student membership shall terminate upon graduation from medical school. Student members may not vote or hold office in the Academy, but shall have the privilege of the floor of the Assembly.

AAFP Membership Classification Chart

Membership is unified; members are required to belong to the AAFP (national) and their constituent chapter (state). They are also required to belong to their component chapter (local) where they exist. All chapter dues are set locally. Total annual dues information may be obtained from AAFP headquarters.*

AAFP #56

MEMBERSHIP CLASSIFICATION CHART

Membership Category	Overview of Category Members	Privileges	Term of Membership	Continuing Study Requirements	National AAFP Dues	Constituent and Local
STUDENT	<ul style="list-style-type: none"> Students enrolled in allopathic or osteopathic medical schools that are approved by appropriate U.S.-accrediting institutions as defined by the AAFP Commission on Education. 	<p>May have floor at Assembly. (Duly elected Student delegates to Congress have additional privileges.)</p> <p>May vote and have floor at Assembly. May hold constituent chapter office and national commission appointments.</p> <p>May have floor at Assembly, vote and hold office.</p>	Terminates upon graduation from medical school.	None	\$15.00 one-time payment for duration of medical school.	Membership is unified; members are required to belong to AAFP (national) and their constituent (state) chapters. They also may be required to belong to their component (local) chapter in accordance with the requirements of their constituent chapter's bylaws. All chapter dues are set locally. Total annual dues information may be obtained from AAFP headquarters.
RESIDENT	<ul style="list-style-type: none"> Physicians training in ACGME-accredited three-year FM residencies. Physicians training in AOA-approved rotating general or FM internships and AOA-approved general or FM residencies. Graduates of ACGME or AOA FM residencies immediately extending training or entering fellowships. <p>Physicians elected to Active membership after Dec. 31, 1988 must: (1) be three-year ACGME FM residency trained, or (2) have completed either an AOA-approved one-year rotating general or FM internship plus two years of an AOA-approved general or FM residency, or an AOA-approved three-year general or FM residency, or (3) have completed a FM residency program approved by the College of Family Physicians of Canada (CFPC) and who were subsequently board certified by the CFPC and practice exclusively within the U.S.; or (4) have held Active membership prior to or as of Dec. 31, 1988. Additionally, applicants must be duly licensed, meet CME requirements for entry into the Active category (see reverse side) and one of the following criteria:</p> <ul style="list-style-type: none"> Physicians engaged in the practice of family medicine. Physicians applying after Dec. 31, 1988 who are engaged in the practice of emergency medicine. Physicians engaged in full-time teaching of family medicine or full-time medical administration. 	<p>May have floor at Assembly. May not hold national office or commission appointment and may not vote in national affairs. Privileges of Supporting members in constituent chapters may be determined under the Bylaws of individual constituent chapters.</p> <p>May have floor at Assembly. May not hold national office or commission appointment and may not vote in national affairs.</p> <p>May have floor at Assembly but may not vote or hold office.</p> <p>May vote and have floor at Assembly. May not hold office.</p>	<p>Upon completion of residency or extended training, the member is transferred to Active category.</p> <p>Three years</p>	None	\$55.00 annual dues (July 1 to June 30)	
ACTIVE	<p>Physicians elected to Active membership after Dec. 31, 1988 must: (1) be three-year ACGME FM residency trained, or (2) have completed either an AOA-approved one-year rotating general or FM internship plus two years of an AOA-approved general or FM residency, or an AOA-approved three-year general or FM residency, or (3) have completed a FM residency program approved by the College of Family Physicians of Canada (CFPC) and who were subsequently board certified by the CFPC and practice exclusively within the U.S.; or (4) have held Active membership prior to or as of Dec. 31, 1988. Additionally, applicants must be duly licensed, meet CME requirements for entry into the Active category (see reverse side) and one of the following criteria:</p> <ul style="list-style-type: none"> Physicians engaged in the practice of family medicine. Physicians applying after Dec. 31, 1988 who are engaged in the practice of emergency medicine. Physicians engaged in full-time teaching of family medicine or full-time medical administration. <p>Upon nomination and endorsement by a constituent chapter, physicians may be elected to Supporting membership. They shall consist of two types and meet one of the following two requirements:</p> <p>(1) Physicians in specialties other than family medicine who are not otherwise eligible for some other category of membership must meet criteria established by the AAFP Board of Directors. Criteria are based on activities that support and enhance the family medicine specialty. Physicians must also be licensed to practice in a geographic area in which a constituent chapter exists.</p> <p>(2) Physicians who have been actively engaged in the practice or teaching of family medicine or medical administration for the previous six years but who do not qualify for Active membership because they did not complete the necessary residency training, or because they did not hold or apply for Active membership prior to January 1, 1989. Additionally, applicants must be duly licensed and meet CME requirements for entry into the Supporting category. (See reverse side)</p>	<p>(1) & (2) May have floor at Assembly, may not hold national office or commission appointment and may not vote in national affairs. Privileges of Supporting members in constituent chapters may be determined under the Bylaws of individual constituent chapters.</p> <p>(1) & (2) May have floor at Assembly. May not hold national office or commission appointment and may not vote in national affairs.</p>	<p>(1) One year</p> <p>(2) Three year</p>	<p>(1) None</p> <p>(2) 150 credits of approved CME every three years. (New applicants- see reverse side)</p>	<p>(1) & (2) \$260.00 annual dues (Jan. 1 to Dec. 31)</p>	
SUPPORTING						
(1) (NON-FP)						
(2) (FP)						
INTERNATIONAL	<p>Physicians outside of the United States engaged in FM, the teaching of FM, or medical administration who are licensed to practice in countries or territories outside the U.S. in which no constituent chapter exists and who are not eligible for membership in the Unformed Services Chapter.</p> <p>Medical students and physicians in training in countries or territories outside the U.S. in which no constituent chapter exists and who are not eligible for membership in the Unformed Services chapter may be elected to International membership.</p> <ul style="list-style-type: none"> Members who are incapacitated by reason of illness, accident, or infirmity. Members who are completely retired from the practice of medicine with less than 20 years continued membership. Active, Resident and FP Supporting members who interrupt their practice or residency training due to extraordinary circumstances. (See reverse side) <p>Members who have continued membership for a minimum of twenty years and who meet one of the following requirements:</p> <ul style="list-style-type: none"> Age 70 or over Completely retired from the practice of medicine. 	<p>May have floor at Assembly. May not hold national office or commission appointment and may not vote in national affairs.</p> <p>May have floor at Assembly but may not vote or hold office.</p> <p>May vote and have floor at Assembly. May not hold office.</p>	<p>One year</p>	None	\$10.00 annual dues (Jan. 1 to Dec. 31)	
INACTIVE						
LIFE						

ELIGIBILITY FOR ACTIVE MEMBERSHIP

If applicant has never been an Active member, or has not held Active membership within the last two years, CME credits are not required. If the applicant has held Active membership within the last two years, the applicant must provide evidence of 100 CME credits completed during the two years immediately preceding application.

ELIGIBILITY FOR SUPPORTING MEMBERSHIP

If applicant has never been a Supporting FP member, or has not held Supporting FP membership within the last two years, CME credits are not required. If the applicant has held Supporting membership within the last two years, the applicant must provide evidence of 100 CME credits completed during the two years immediately preceding application.

ELIGIBILITY FOR INACTIVE MEMBERSHIP

- ✔ Justification for extenuating circumstances are subject to interpretation and approval by AAFP Board of Directors.
- ✔ No member shall be considered for inactive membership unless he or she has first been placed in this status by his or her respective constituent chapter.
- ✔ No person may hold inactive membership who does not hold a current medical license because such license has been revoked as a result of a disciplinary action.
- ✔ Election to Inactive membership shall be for a maximum of one year, unless the member is totally retired, provided, however, that an Inactive member may be re-elected to this classification annually by the Board of Directors.

CONTINUING STUDY REQUIREMENTS

Active and Supporting members with a CME requirement must accrue and report, within each three-year re-election term, a minimum of 150 credits of approved CME of which at least 75 must be AAFP prescribed credit.

DEFINITION OF "APPROVED CME"

In interpreting the "postgraduate study of a nature acceptable to the AAFP Board of Directors," the general rule is that all AAFP-approved activities are acceptable. Contact with the individual's constituent (state) chapter is recommended to determine whether an applicant's credits are acceptable for membership or transfer to another membership classification.

GENERAL MEMBERSHIP INFORMATION

- ✔ Applications are approved at the constituent chapter level, subject to AAFP Bylaws. Applications for student and resident membership are approved at the national level, subject to AAFP bylaws.
- ✔ National headquarters completes enrollment. Transfers from one classification to another must generally be approved by the constituent chapter.
- ✔ If all membership requirements are met, membership is continued on an annual basis, unless notification is received from the member.

Revised following 2007 Congress of Delegates.
Refer to the AAFP Bylaws for specific wording on requirements.



**AMERICAN ACADEMY OF
FAMILY PHYSICIANS**
STRONG MEDICINE FOR AMERICA

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Leawood, KS 66211-2680
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www.aafp.org

Tips on How to Prepare Your Credentials

1. *How do I prepare my curriculum vitae (CV)?*

There are many different formats for curriculum vitae. Books on the subject are available in bookstores and libraries. Appended is a sample of one format that may be used.

The purpose of a CV is to provide a succinct summary of your professional career. A good CV will convey to a reviewer in a few pages the breadth and depth of your experiences, training and interest. It need not include every area of interest you have been involved in since birth. You must use your best judgment to determine if the items included in your CV add to your candidacy for the position in question. Also, keep in mind that your CV must be limited to one page front and back. To a certain extent, a CV is written for and tailored to the position for which you are applying.

2. *What do I include in a letter of interest?*

The purpose of a letter of interest is to help the reviewer make that leap from “where you’ve been” (outlined in your CV) to “where you want to be”. Your objective is to help the reviewer think of you in terms of your potential. For example, you may wish to point out that your three years of volunteer work for the local “Duck Relocation Program” has left you uniquely qualified to serve as student representative to the Academy’s newly appointed Committee on Mallard Duck Home Assessment. Be careful that you do not overstate your case. A letter of interest should convey to the reviewer a sense of your personality, personal integrity, knowledge of the position’s requirements and your writing skills. At the very least, your letter of interest should express your enthusiasm for the position.

3. *What kinds of comments are helpful in letters of endorsements?*

Resident and student appointments to Academy commissions and committees are parallel to the process used for all Academy appointments. All appointments are made following nomination from the constituent chapter. Essentially, we need to know that the constituent chapter president and executive acknowledge and support your candidacy. Any other comments that your constituent chapter president or executive can make regarding your involvement in constituent chapter activities can be extremely helpful to your candidacy. If you don’t know your chapter officials well, make a point of contacting them (by phone or in person) to discuss your interest in the position. This is a good rule of thumb to follow for any letter of recommendation you may be requesting. The constituent chapter letter of endorsement *must be on chapter letterhead*.

Letters of recommendation from your dean or residency program director are also required, to provide another assessment of your qualifications and potential. More importantly, requiring you to seek a letter of support from your residency program director or medical school dean helps to ensure that the issue of time away from your program or school has been discussed.

Sample Format for a Curriculum Vitae

Name

Home Address & Phone

Business Address & Phone

Education

Name of Residency Dates of Attendance
City, State
Degree

Name of Medical School Dates of Attendance
City, State
Degree

Name of Undergraduate School Dates of Attendance
City, State
Degree

Employment

Name and Nature of Positions Dates of Experience
Name of Organization or Company
City, State

Professional Affiliations

Include professional organizations to which you belong and positions held. Be sure to list all Academy positions you have held at the local, state, and national levels

Publications

"Name of Article," Name of Authors, Volume (edition), Page Numbers and Date of Year

Research

Name and Nature of Project Date, Month

Community Activities

List hobbies, interests, and extra-curricular activities

Awards & Honors

Name of Award Date

This is only one sample format. You will need to tailor your CV to fit you.

TAFP Staff Contacts

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Texas Academy of Family Physicians
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2011 TAFP Commission/Committee/Section Staff Assignments and Chairs

TAFP Board of Directors

Staff: Tom Banning/Kathy McCarthy

Chair: Melissa Gerdes, M.D.

Bylaws Committee

Staff: Laurel Blue

Chair: Tricia Elliot, M.D.

Executive Committee

Staff: Tom Banning/Kathy McCarthy

Chair: Melissa Gerdes, M.D.

Finance Committee

Staff: Robert Montoya

Chair: Troy Fiesinger, M.D.

Nominating Committee

Staff: Kathy McCarthy

Chair: unknown

Commission on Academic Affairs

Staff: Juleah Williams/ Jessica Miley

Chair: Amer Shakil, M.D.

Commission on Annual Session & Continuing Medical Education

Staff: Anna Jenkins/Jessica Miley

Chair: Rebecca Gladu, M.D.

Commission on Core Delegation

Staff: Kathy McCarthy

Chair: Melissa Gerdes M.D.

Commission on Health Care Services & Managed Care

Staff: Tom Banning/Jonathan Nelson

Chair: Tamra Deuser, M.D.

Commission on Internal Affairs

Staff: Tom Banning

Chair: Melissa Gerdes, M.D.

Commission on Legislative & Public Affairs

Staff: Tom Banning

Chair: Gary Mennie, M.D.

Commission on Membership & Member Services

Staff: Jonathan Nelson / Kathy McCarthy

Chair: D. Crawford Allison, M.D.

Commission on Public Health & Clinical Affairs

Staff: Kate Alfano

Chair: Lisa Glenn, M.D.

Foundation

Staff: Kathy McCarthy

Chair: Dale Moquist, M.D.

TAFP PAC

Staff: Tom Banning

Chair: Lloyd Van Winkle, M.D.

Section on Communications and Marketing

Staff: Kate Alfano/Jonathan Nelson

Chair: Colleen Ryan, M.D.

Section on Leadership Development

Staff: Anna Jenkins

Chair: Arden Aylor, M.D.

Section on Medical Students

Staff: Juleah Williams

Chair: Brook Huffsmith

Section on Resident Physicians

Staff: Juleah Williams

Chair: Enjoli Benitez, M.D.

Section on Rural Physicians

Staff: Robert Montoya

Chair: Adrian Billings, M.D.

Section on Special Constituencies

Staff: Jonathan Nelson/Kate McCann

Chair: Bruce Echols, M.D.

Section on the Medical Home

Staff: Tom Banning

Chair: Joane Baumer, M.D.

Task Force on Governance

Staff: Kathy McCarthy

Chair: Linda Siy, M.D.