



# KANSAS ACADEMY OF FAMILY PHYSICIANS

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## CARING FOR KANSANS

### DELEGATE & ALTERNATE DELEGATE JOB DESCRIPTION

#### **BASIC FUNCTIONS**

Delegates to the AAFP must be aware of the opinions of the KAFP on issues confronting the Academy. Delegates shall represent the position of the KAFP insofar as possible but shall not be bound by voting instruction on specific issues or candidates; however, input of the board of directors will be sought on all such issues at the time of the AAFP Annual Congress of Delegates.

Delegates and Alternate Delegates, along with the President, make up the Reference Committee of the KAFP.

#### **DUTIES, RESPONSIBILITIES AND AUTHORITY**

- The Delegates shall give a summary report of the proceedings of the AAFP Congress of Delegates at the next meeting of the KAFP Board of Directors following the conclusion of the conference.
- The Delegates and Alternate Delegates to the AAFP are members of the KAFP Board of Directors.
- The Delegates and Alternate Delegates shall attend all regular and special meetings of the KAFP Board of Directors in order to be fully apprised of current Academy programs, activities and policies.
- The Delegates and Alternate Delegates shall attend the AAFP Congress of Delegates and each Delegate and Alternate Delegate will be expected to attend all sessions of the Congress.
- Delegates and Alternate Delegates will attend Reference Committee hearings as assigned by the Senior Delegate.
- Review Congress of Delegate's Handbook in advance of the first session of Congress of Delegates.
- Meet with candidates for AAFP Board of Directors.
- Vote according to the sentiments of the KAFP.
- Develop rapport with other state and constituency delegates.
- Submit a written report for the winter issue of the Kansas Family Physician on the actions of the Congress of Delegates.
- Attend KAFP board meetings and keep the Board informed of significant national issues.
- The alternate delegate will sit in the absence of the delegate at the Congress.
- Manage the timeline and process for KAFP members to submit resolutions for consideration in advance of the annual membership meeting.
- Make recommendations to the Board of Directors determining which resolutions should be submitted in advance of Congress of Delegates by the chapter.

#### **QUALIFICATIONS AND TERM OF OFFICE**

- Delegates and Alternate Delegates must be active members in good standing. They should be very familiar with KAFP and national issues, having served as officers if possible.
- The amount of time served in office for delegates and alternate delegates will be reviewed by the Nominating Committee each year.
- The maximum amount of time to be served as Delegate and Alternate is a total of eight years.