



**KANSAS ACADEMY OF  
FAMILY PHYSICIANS**  
**CARING FOR KANSANS**

**DISTRICT DIRECTOR / FACULTY REPRESENTATIVE JOB DESCRIPTIONS**

**BASIC FUNCTIONS**

Directors should represent the interest of their constituents but, in addition, the best interests of the Academy in general.

**DUTIES, RESPONSIBILITIES AND AUTHORITY**

- Directors should attend all CME, advocacy and membership meetings hosted by the KAFP.
- Directors should serve on at least one KAFP committee.
- Directors should regard the value of attendance at all regular and special meetings of the Board of Directors, coming prepared to enter into active discussion with facts available so that all may become aware of each facet of any issue.
- Directors should report on activities in their district.
- Directors should assist with membership activities such as reporting names of new family physicians in their area, or names of those members who pass away.
- Directors shall submit proposed Board agenda items to the CEO in advance of meetings of the Board of Directors.
- Act as liaison with the Kansas City Academy of Family Physicians regarding issues of mutual interest within the Kansas City metropolitan area.
- Facilitate and help coordinate joint activities between District 1 members and KCAFP members.
- Disseminate relevant information to District members related to mutual interest items.
- Report to the Board of Directors on a regular basis activity with the KCAFP on current issues and receive direction from the Board on this activity.

**QUALIFICATIONS AND TERM OF OFFICE**

District Directors must be an active member in good standing, elected by the members present at the annual membership meeting. District Directors must live or work in the District they represent. The term of office begins at the conclusion of the annual membership meeting following their election and shall expire at the conclusion of the annual membership meeting two years following. District Directors should consider continued board service.

Faculty Representatives should be employed as faculty at their school of medicine, which they represent and be an active member in good standing of KAFP. The term of office begins at the conclusion of the annual membership meeting following their election and shall expire at the conclusion of the annual membership meeting two years following. Faculty Representatives should consider continued board service.