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**BOARD OF DIRECTOR INFORMATION**

**Created 2005**

**Revised November 2018**

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The purpose of this manual is to provide the Board Members with an overview of the North Dakota Academy of Family Physicians basic operating information. New information will be updated as received or on an annual basis.

 **2019 NDAFP BOARD MEMBERS CONTACT INFORMATION**

**Board Chair**

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**2019 NDAFP FOUNDATION BOARD OF DIRECTORS**

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**COMMITTEE MEMBERS**

**Medical Student Committee Finance Committee**

Heidi Philpot - Chair Abby Wilmer MS1 Jeff Hostetter

David Schmitz Megan Kolb MS2 Chuck Breen

Kamille Sherman Kaitlyn Lengenfelder MS3 David Field

Stephanie Foughty Christopher Waind MS4 Richard Vetter

Bryan Delage

**Resident Committee Big Sky Committee**

Jacinta Klindworth – Chair Patrick Moore

Jeff Hostetter Brittany Snustad (Bismarck Resident Rep) Hayley Svedjan

Marc Nielsen Travis Waswik (GF Resident Rep) Kim Konzak-Jones

Stephen Stripe Umesh Narayanan (Minot Resident Rep)

Debra Walker ?? (Fargo Resident Rep)

Stephanie Foughty

Conference Call:

1-888-909-7654

Passcode 998276

**CALENDAR**

**2019 Meeting Plan**

Date Sponsor Meeting Location/Time

January 8 NDAFP Medical Student Committee Conference Call 12:15 pm

January 8 NDAFP Resident Committee Conference Call 5:30 pm

January 21-25 NDAFP Family Medicine Update Big Sky, MT

January 22 NDAFP Board of Directors Conference Call & Meeting 7pm MtnTime

February 12 NDAFP Fdtn Foundation Conference Call 12:00 pm

February 14 NDAFP Fdtn Giving Hearts Day Online Donation Drive All Day online

February 18 NDAFP Finance Committee Conference Call 5:30 pm

April 9 NDAFP Medical Student Committee Conference Call 12:15 pm

April 9 NDAFP Resident Committee Conference Call 5:30 pm

April 16 NDAFP Board of Directors Conference Call 12:00 pm

April 24-27 AAFP Annual Chapter Leaders Forum Kansas City, MO

May 14 NDAFP Fdtn Foundation Conference Call 12:00 pm

May 20 NDAFP Finance Committee Conference Call 5:30 pm

July 25-27 AAFP National Med Student and Resident Conference Kansas City, MO

August 13 NDAFP Medical Student Committee Conference Call 12:15 pm

August 13 NDAFP Resident Committee Conference Call 5:30 pm

August 20NDAFP Fdtn Foundation Board Conference Call 12:00 pm

August 21 NDAFP Board of Directors Conference Call 12:00 pm

August 26 NDAFP Finance Committee Conference Call 5:30 pm

Sept. 22-25 AAFP Congress of Delegates Philadelphia, PA

October 8 NDAFP Medical Student Committee Conference Call 12:15 pm

October 8 NDAFP Resident Committee Conference Call 5:30 pm

November ?? FMIG FMIG Skills Workshop Grand Forks

November ?? NDAFP Fdtn Foundation Meeting 6:00 pm

November ?? NDAFP Board Meeting 8:00 am

November ?? NDAFP Annual Meeting Grand Forks

November 18 NDAFP Finance Committee Conference Call 5:30 pm

Meeting Plans:

Student/Resident Committee – 1st month of each qtr on the 2nd Tuesday

Foundation – 2nd month of each qtr on 2nd Tuesday

Finance – 2nd month of each qtr on 3rd Monday

Board – 1st month of each qtr on 3rd Tuesday (unless meeting is already scheduled at a later time during that month)

North Dakota Academy of Family Physicians

**By-Laws**

**Revised 2014**

**Chapter I**

**Name**

 This organization, an association of family physicians, shall be known as the North Dakota Academy of Family Physicians, hereinafter referred to as the NDAFP. The NDAFP shall be governed by the laws of the State of North Dakota and regulations applicable to corporations exempt from income tax under Section 501 (c) (6) of the Internal Revenue Code.

**Chapter II**

**Purpose**

Sec. I. The purpose for which this corporation is organized is to:

A. establish an organization of family physicians to promote and maintain high standards

 of the practice of family medicine;

B. encourage and assist individualsin preparing, qualifying, and establishing themselves

 in family medicine;

C. preserve the right of the family physician and general practitioners, to engage in

 medical and surgical procedures for which he/she is qualified by training and

 experience;

D. assist in providing postgraduate study courses for family physicians and general

 practitioners, and to encourage and assist practicing physicians and surgeons in

 participating in such training;

E. promote the science and art of medicine and surgery and the betterment of the public

 health and to preserve the right of free choice of physician to the patient;

 F. acknowledge and assume responsible public advocacy in all health-related matters.

**Chapter III**

**Membership**

Sec. I. **Classification.** The members of this organization shall be classified as set forth by the American Academy of Family Physicians. The qualifications required of the respective classes, their rights and obligations, and the methods of the election shall also be set forth by the American Academy of Family Physicians.

Sec. II. **Dues**. The dues for active members shall be fixed annually by the Board of Directors with approval of the active members attending the annual meeting. Special assessment not to exceed twenty-five dollars ($25.00) in any one year may be levied by a two-thirds (2/3) affirmative vote of those present at the annual business meeting. No dues for life, student or resident members.

**Chapter IV**

**Annual Meeting**

 Unless otherwise ordered by the Board of Directors, there shall be an annual meeting of the Academy, which shall include meetings of the Board of Directors, Executive Committee, and other committees as may be fixed by the Board of Directors.

Section I. **Notification.** Sessions of the annual meeting shall be held at such time as the Board of Directors shall determine and announced at least sixty (60) days prior to the meeting date using the best methods of communication available at the time of notice.

Section II. **Quorum**. Members of the Academy present at the annual meeting shall constitute a quorum.

Section III. **Resolutions**. At the opening session of the annual meeting, any member of the Academy may present in writing any resolutions pertinent to the objects of the Academy or in relation to any report by any officer or committee of the Academy.

**Chapter V**

**Officers**

Sec. I. **Officers**. The elected officers of the NDAFP shall be: Chairperson, President, President-elect, Secretary/Treasurer, and two delegates to the AAFP Congress of Delegates.

Sec. II. **Qualifications for Office**. The elected officers shall be active members in good standing at the time of election and throughout their term of office.

Sec. III. **Terms of Office**. All officers elected shall take office immediately following the annual meeting at which they are elected.

1. **Board Chair**. The term of office begins at the conclusion of his/her term as president and expires at the conclusion of the second ensuing annual meeting of the NDAFP.
2. **President**. The term of office begins at the conclusion of his/her term as president-elect and expires at the conclusion of the second ensuing annual meeting of the NDAFP, or when his/her successor is seated.
3. **President**-**Elect**. The term of office begins at the conclusion of the annual meeting of the NDAFP at which his/her election occurred and shall expire upon succeeding to the office of president.
4. **Secretary/Treasurer**. The term of office begins at the conclusion of the annual meeting of the NDAFP at which his/her election occurred and shall continue until he/she steps down.
5. **Delegate to AAFP Congress of Delegates.** The term of office of the delegate shall be two years. The delegate is eligible for reelection for two additional terms. The elections of the delegates will be staggered every other year. If a member is a possible candidate for national office or commissions, the members may vote to extend the eligibility for additional terms.

 Sec. IV. **Removal from office**.

1. Any Officer may be removed from office for cause by a two-thirds (2/3) vote of the total voting members of the Board of Directors. Any vacancy which shall occur as a result of removal from office shall be filled in the same manner as is otherwise provided in this chapter.
2. Process of Removal
	1. No action may be taken to remove any person listed in the preceding paragraph from office except upon the written petition of five (5) voting members of the Board of Directors.
	2. The petition shall be delivered to the secretary of the Board of Directors and shall state the cause(s) for which removal is sought.
	3. Within (5) days of receipt of such petition, the secretary shall cause a copy thereof to be sent by registered mail, with return receipt requested, to each officer and member of the Board of Directors.
	4. The person whose removal is being sought may answer the petition in writing at any time prior to the meeting of the Board of Directors, but need not do so and failure to answer shall not be an admission of truth of the charges or a waiver of the right to a hearing.
	5. The petition shall be considered and a decision rendered at the first meeting of the Board of Directors which is held no less than fifteen (15) days after the date on which a copy of the petition was mailed to the officers and directors.
	6. The person whose removal is being sought shall be afforded every opportunity to be heard at the Board meeting at which the petition is considered and may be represented by counsel.

Sec. V. **Duties of the Officers**. In addition to their specified duties, officers shall perform other duties as may be directed by the Board.

1. **The Chairperson shall**:
	1. be the immediate past president;
	2. preside over all meetings of the Board and Executive Committee;
	3. be an ex officio member of the Board.
2. **The president shall**:
	1. be ex officio a member of the Board of Directors and all standing committees;
	2. in the absence of the Chairperson, preside over the meetings of the Board and Executive Committee;
	3. succeed to the office of Chairperson.
3. **The President-Elect shall**:
	1. be ex officio a member of the Board of Directors ;
	2. preside over the annual meeting planning and announcements;
	3. in the absence of the Chairperson and President, preside over the meetings of the Board and Executive committee;
	4. succeed to the office of president.
4. **The Secretary/Treasurer shall**:
	1. be ex officio a member of the Board of Directors;
	2. deposit or cause to be deposited all moneys and other valuables in the name and to the credit of the NDAFP with such depositories as may be designated by the Board of Directors;
	3. disburse the funds of the NDAFP as may be ordered by the Board of Directors;
	4. render to the Board of Directors, whenever it may request it, an account of all transactions as treasurer, and of the financial condition of the NDAFP;
	5. have such other powers and perform such other duties as may be designated by the Board of Directors.
	6. Any of the duties of the secretary-treasurer may, by action of the Board of Directors, be assigned to the executive director.
5. **The Executive Director shall**:
	1. be appointed by the Board of Directors withannual review of the contract;
	2. under the direction of the Board of Directors, perform such duties as the title of the office ordinarily connotes and such duties of the secretary-treasurer as may be assigned to the executive director by the Board of Directors;
	3. not be entitled to vote;
	4. be bonded in an amount fixed by the Board of Directors, the premium thereon to be paid by the Academy.

**Chapter VI**

**Board of Directors**

Sec. I. **Composition**. During the interim between the annual meetings, the policy of the Academy shall be set by the Board of Directors. The Board of Directors will receive all Committee Reports.

1. There shall be six (6) active members of the Board.
2. Three board members will be elected each year.
3. Board Member terms will be for two years with the possibility for up to three consecutive terms.
4. Officers, delegates, and alternates shall also be voting members but can only submit one vote per issue.
5. Each Family Medicine Residency Program shall elect one representative to be a member of the Board of Directors for the term of one year
6. Each medical school class shall elect one representative to be a member of the Board of Directors for the term of one year. The student members present at the meeting shall caucus and cast one vote per issue.
7. The president of the NDAFP Foundation, the Chairperson of the UNDSMHS Department of Family and Community Medicine, and the editor of the Family Medicine Quarterly shall be ex officio, non-voting members of the Board of Directors.

Sec. II. **Meetings.**

1. The Board of Directors shall meet quarterly and at such other times as the chairperson deems necessary.
2. A majority of the Board present shall constitute a quorum.

**Chapter VII**

**Committees**

Sec. I. **Executive Committee**

1. Composed of the president, president elect, board chair, and secretary-treasurer.
2. Shall manage the business activities between the annual meetings. Minutes shall be kept and a report shall be given to the Board of Directors.

Sec. II. **Standing and Special Committees**

1. The Board of Directors may appoint standing committee or special workgroups to assist in its work, including the standing commissions hereinafter specified. All standing committees and special workgroups shall report to appropriate board members who chair their meeting.
2. The Resident and Medical Student Committee will address awareness of the state and national Academy, and promote interest in family medicine and be instrumental in facilitating their pursuit of family medicine while enrolled in the University of North Dakota School of Medicine and Health Sciences.

**Chapter VIII**

**Ethics**

 The Principles of Medical Ethics of American Medical Association, as they now or hereafter may provide, shall be the principles of ethics of this organization and shall be hereby made a part of these Bylaws.

**Chapter IX**

**Miscellaneous**

Sec. I. **Inspection of Records**. The minutes of the proceedings of the Board of Directors, the membership books, and the books of account shall be open to inspection upon the written demand of any member at any reasonable time, for any purpose reasonably related to the member’s interest as a member, and shall be produced at any time when requested by the demand of ten percent of the members at any meeting of the membership. Such inspections may be made by agent or attorney and shall include the right to make extracts thereof. Demand of inspection, other than at a meeting of the members, shall be in writing, upon the president or secretary of the Academy.

Sec. II. **Annual Report**. The directors shall cause to be sent to the members not later than six (6) months after the close of the fiscal year, a balance sheet, as of the closing date of such fiscal year, together with a statement of the income and profits and loss for such fiscal year.

Sec. III. **Rules of Order**. Sturgis Standard Code of Parliamentary Procedure, Current Edition, shall control all parliamentary proceedings of the meetings of the Board of Directors except when in conflict with the Bylaws of the Academy.

**Chapter X**

**Amendments to Bylaws**

 Any five (5) or more members may propose Bylaws or Amendments of Bylaws. Such proposals shall be submitted to the executive director in appropriate timeprior to any regular or special meeting of the Board of Directors, and notice shall be given by the executive director to all the membership at least thirty (30) days prior to said meeting. Publication of proposed amendments in the official publication of the membership shall be sufficient to constitute notice thereof to the members. An affirmative vote of at least two-thirds (2/3) of the members present and voting shall constitute adoption. Amendments shall take effect immediately upon adoption unless otherwise specified.

***NORTH DAKOTA ACADEMY OF***

***FAMILY PHYSICIANS***

***ORGANIZATIONAL BOOK***

Created October 2005

Revised March 2015

This Organizational Book shall contain job descriptions of the officers, committees, and task forces that describe duties and functions beyond those specified in the NDAFP Bylaws. Changes in the Organizational Book that do not alter or conflict with the Bylaws may be made at any meeting of the Board of Directors or its Executive Committee. This book was adapted from the Minnesota Academy of Family Physicians Duty Book.

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PRESIDENT

1. Shall be the official representative and spokesperson of the NDAFP and is responsible for monitoring and evaluating the organizational performance and effectiveness of the organization.

2. Shall constantly promote the ideals and concepts of family medicine.

3. May call special meetings of the Board of Directors and/or Executive Committee and/or membership in accordance with the Bylaws.

4. Shall attend the meetings of the AAFP Congress of Delegates, Annual Leadership Forum, NDAFP Annual Meeting, and such other meetings as may be directed by the Board of Directors. (Expenses will be reimbursed as prescribed by the Board of Directors.)

5. Shall keep the Board of Directors and other officers informed on the condition and operations of the North Dakota Academy. The President-Elect in particular must be kept knowledgeable of developments with future portents for his/her term of office and beyond.

6. Shall prepare, at the end of term of office, a report of his/her service and a statement of recommendations requiring action by his/her successor, the Board of Directors, committees and the staff.

7. Represent the NDAFP at the NDMA meeting as the Alternate Delegate.

BOARD CHAIR

1. The Board Chair shall be responsible for monitoring and stimulating inactive directors.

2. The Board Chair is expected to attend all board of directors meetings.

3. Represent the NDAFP at the NDMA meeting as the Delegate.

PRESIDENT-ELECT

1. Understudy the President to become familiar with the requirements of that office and to provide continuity.

2. Become familiar with policies of the AAFP and the NDAFP.

3. Become familiar with problems confronting medicine in general and family medicine in particular.

4. Encouraged to attend the annual meetings of the AAFP Congress of Delegates and the Annual Leadership Forum. (Expenses will be reimbursed as prescribed by the Board of Directors.)

5. The President-Elect shall represent the President at such functions as the President may request.

6. Attend and participate in all meetings of the North Dakota Academy and the Board of Directors

7. The President-Elect may serve as an alternate delegate to the Congress of Delegates.

8. Plan the Annual Meeting for the year to include social aspects as well as a scientific assembly.

secretary/TREASURER

1. Is recognized as the legal representative of the organization for financial matters.

2. Responsible for maintenance of accurate financial records of the organization and present financial reports to regular and special meetings of the Board of Directors.

3. Prepare a draft budget in conjunction with the Executive Director and present for approval o the Board of Directors. The Treasurer will also review staff recommendations for mid-year budget adjustments and present them to the Finance Committee and the Board of Directors.

4. Oversee NDAFP investment activities and make long-term investment decisions with input from the Finance Committee.

5. Review the annual tax return prepared by the Executive Director.

***EXECUTIVE DIRECTOR***

EFFECTIVE DATE: 09/20/04, (revised 11/1/13)

POSITION SUMMARY:

 Serves as the chief administrative officer, responsible to the Board of Directors for the effective conduct of the affairs of the NDAFP. Recommends and participates in Board formulation of association mission, strategic planning and policies. Direct the planning and implementing of the programs, projects, and activities of the Academy.

INTERNAL RELATIONSHIPS:

 Reports to President. Appointed by the Board of Directors. Supervises all other agents of the NDAFP. Is an ex-officio member of the Board of Directors, without vote but with the privilege of making recommendations and motions. Is a non-voting ex-officio member of the NDAFP Foundation Board of Directors. Has regular contact with the officers, the Board of Directors, committees and task forces on administrative matters and other issues as appropriate.

EXTERNAL RELATIONSHIPS:

 Maintains personal contact with AAFP, other state chapters, and the general NDAFP membership to the greatest degree possible. Maintains appropriate relationships with other associations, industry, government, public service organizations, and vendors to enhance the image of the NDAFP and support the attainment of its objectives.

SPECIFIC RESPONSIBILITIES:

Within the limits of the NDAFP Bylaws and the policies established by the Board of Directors, the Executive Director, performs or appropriately delegates the following responsibilities:

1. Serves as staff to the Executive Committee, Board of Directors, and all Committees to carry out or causes to be carried out the actions of each.

2. Coordinating all committee and Board of Director meetings.

3. Responsible for overall financial management of the NDAFP. Directs and inspects NDAFP spending in keeping with the approved budget. Oversees preparation of the annual budget for Investment Committee and Board approval.

4. Oversees an effective program of membership recruitment and retention and membership services, including timely re‑election of members based on meeting the CME requirements and timely payment of dues.

5. Organizes and conducts an Annual Meeting with the President-Elect, which includes an educational program to advance the professional skills of the membership, exhibits, and other events consistent with the objectives of the NDAFP.

6. Maintains an effective legislative program to represent the interests of the NDAFP membership to state and national legislatures and governmental agencies.

7. Maintains communications and public relations with officers and Board of Directors in regards to conditions and operations of the North Dakota Academy. Communication to consist of *Family Medicine Quarterly,* Email newsletter, and other notices as needed.

8. Oversees research, prepares information, and makes recommendations to be used in NDAFP strategic planning.

9. Maintains the Board of Directors organizational book and assures that the policies contained therein are followed.

10. Insures the legal integrity of the association, including consulting legal counsel as necessary.

11. Preserves or causes to be preserved the history of the NDAFP.

12. Executes all decisions of the Board of Directors.

NDAFP FOUNDATION DUTIES:

Within the limits of the NDAFP Foundation Bylaws and the policies established by the Board of Directors, the Executive Director, performs or appropriately delegates the following responsibilities:

1. Serves as staff to the Foundation Board of Directors and all Committees to carry out or causes to be carried out the actions of each.

2. Coordinating all committee and Foundation Board of Director meetings.

3. Responsible for overall financial management of the NDAFP Foundation. Directs and inspects NDAFP Foundation spending in keeping with the approved budget. Oversees preparation of the annual budget for NDAFP Foundation Board approval.

4. Maintains communications and public relations with officers and Board of Directors in regards to conditions and operations of the NDAFP Foundation.

5. Oversees research, prepares information, and makes recommendations to be used in NDAFP Foundation strategic planning.

6. Insures the legal integrity of the Foundation, including consulting legal counsel as necessary.

7. Preserves or causes to be preserved the history of the NDAFP Foundation.

8. Executes all decisions of the NDAFP Foundation Board of Directors.

TRAVEL REQUIREMENTS:

 o Big Sky Family Medicine Update

 o Annual State Meeting

 o Annual Leadership Forum in Kansas City, MO, annually or as deemed necessary by the Board of Directors

 o Congress of Delegates annually or as deemed necessary by the Board of Directors

QUALIFICATIONS:

Knowledge of or willing to become familiar with:

 o All aspects of association management

 o NDAFP policies and programs

 o North Dakota health care environment

 o The specialty of family medicine

Ability to:

 o Staff and motivate volunteer committees

 o Propose new policies and programs

 o Manage multiple programs and projects

 o Communicate effectively verbally and in writing

 o Adapt to a constantly changing group of employers.

Desirable Qualifications:

 o Bachelor's degree

***AAFP DELEGATE***

1. Represent NDAFP at the national level, at annual and called meetings of the Congress of Delegates of the AAFP. (Expenses will be reimbursed as prescribed by the NDAFP Board of Directors.)

2. Consider all issues thoroughly and fairly by soliciting input from the NDAFP delegation regarding candidates as well as specific issues; otherwise, to vote for the best interest of the patient, the NDAFP and the AAFP.

3. Establish contacts with other delegations, to the end that the needs of the NDAFP may be best served.

4. Inform the President of the NDAFP and the Board of Directors of impending problems or major issues at national meetings.

5. Report the activities and major actions of the Congress of Delegates of the AAFP to the Board of Directors.

6. Assist in hosting in the North Dakota hospitality room at national meetings (if there is one).

7. Carry forward pertinent actions of the NDAFP to the AAFP Congress.

8. There shall be designated a Senior and a Junior Delegate by virtue of their length of service.

AAFP ALTERNATE DELEGATE

1. Of the two alternate delegates, one may be the current President and the other may be the current President-Elect.

2. Attend all meetings of the AAFP Congress of Delegates, understudying the delegate, in order that the alternate delegate might act as delegate if needed. (Expenses will be reimbursed as prescribed by the NDAFP Board of Directors.)

3. Maintain constant liaison with North Dakota delegates, the other alternate delegate, and officers attending the meeting.

4. Effectively represent the NDAFP in all contacts with other state chapter delegations.

***DUTIES OF NDAFP DELEGATION TO THE AAFP***

1. The delegation shall consist of the two Delegates, two Alternates, and the Executive Director.

2. The delegation shall promote North Dakota members for AAFP commissions and committees.

3. Pre-Congress Activities

 A. Provide the NDAFP Board with suggestions for nominations to AAFP commissions and committees in time to meet AAFP's due date.

 B. Supervise resolution development and progress through the House of Delegates according to the AAFP Resolution Format.

 C. Delegate various necessary activities and/or coverage to other NDAFP officers and/or members attending the AAFP Congress of Delegates.

4. Congress Activities

 A. Congress of Delegates Activities

 1. Attend all sessions of the Congress.

 2. Attend and testify as assigned at Reference Committee hearings.

 3. Attend caucuses, as necessary, during the meeting.

 B. North Dakota Hospitality Suite Activities (If the NDAFP hosts a Hospitality Suite for the purpose of national candidate promotional activities.)

 1. The Delegation, including the Campaign Committee Chair, shall serve as hosts.

 2. Accounting responsibility should belong to the NDAFP Executive Director.

 3. A member of the NDAFP Delegation should be present in the Suite at all times when the Suite is open.

 C. Other Activities

 1. Gather all information possible regarding Board and National Headquarters activities.

 2. Gather any information in regard to future national candidates.

 3. Promote North Dakota candidates.

5. Post-Congress Activities

 A. Report to the NDAFP Board of Directors

 B. Prepare report for communication to the membership.

***REIMBURSABLE EXPENSES OF OFFICERS AND BOARD MEMBERS***

All reasonable and necessary expenses incurred by officers, board members and the Executive Director in connection with the Academy business at the national level are reimbursable. Expenses must be preapproved and if possible charged on a NDAFP business credit card. If a NDAFP business credit card is not available, an expense report must be submitted within one month after the expense is incurred. All receipts should be attached to the expense reports.

The Board of Directors has specified that the following expenses will be reimbursed:

o Airfare at the coach roundtrip fare or mileage at the current IRS rate

o Registration fee for the Conference

o Hotel room at the conference rate

o Ground Travel

o Per Diem of $75 per day

o Airport Parking

State meetings are at the expense of the Board Members.

***MEETINGS***

There will be a planned Annual Meeting with a Scientific Assembly included. It will be the responsibility of the President-Elect, with assistance from the Executive Director, to plan and organize this meeting. This meeting will be held annually at a time planned for the best attendance by the membership.

There will be a mid-year meeting of the Board of Directors and Officers. This meeting will have an established agenda, which will deal with items deemed necessary to be discussed and acted upon prior to the Annual Meeting. This meeting will be held at a time most convenient for board member attendance.

***BOARD OF DIRECTORS***

The Board of Directors shall:

1. Recruit nominations for open board positions.

4. Ensure that the needs of the membership are met.

5. Approve and evaluate programs and projects of the NDAFP.

6. Plan the future direction of the NDAFP.

7. Establish or approve policies to guide the operation of the NDAFP.

8. Appoint/Evaluate the Executive Director and set his/her salary.

9. Approve and monitor the annual budget.

DIRECTOR

1. Each Director shall represent fellow members at the Board of Directors meetings, and to bring recommendations to the attention of the Board. The Directors shall also represent Board actions to their fellow members.

2. Each Director should use their own initiative and position to activate and strengthen their fellow members if they become inactive.

3. Directors are encouraged to send news to be communicated to the membership.

4. Is to be a member of one of the committees.

7. Observe the workings of the Academy in preparation for the time when they are asked to serve in an office.

STUDENT DIRECTOR

1. The Student Director is selected in the fall of the 1st Year of Medical School.

2. The Student Director is a voting member of the NDAFP Board of Directors and an ex-officio member of the Medical Student Committee and therefore has a responsibility to actively participate in these meetings.

3. The Student Director is the designated representative of NDAFP medical student members to the Board of Directors and therefore has a responsibility to actively participate in these meetings.

4. The Student Director may provide an annual report to the Board of Directors.

5. The Student Director updates pertinent student information resources.

6. The Student Director may be asked to advise the NDAFP in recruiting student members to serve on committees and task forces.

Resident Director

1. The Resident Director is selected annually by each Residency Program.

2. The Resident Director is a voting member of the NDAFP Board of Directors and an ex-officio member of the Resident Committee and therefore has a responsibility to actively participate in these meetings.

3. The Resident Director is the designated representative of the NDAFP resident members to the Board of Directors and therefore has a responsibility to actively participate in these meetings.

4. The Resident Director provides an annual report to the Board of Directors.

***COMMITTEE CHAIRS***

1. The chair shall be responsible for convening the committee.

2. The chair shall ensure that minutes of each meeting are prepared with assistance from the Executive Director.

3. A chair may appoint a vice-chair of the committee and notify the Executive Director of this appointment.

4. Each committee is to prepare an annual report of its activities for submission to the Board of Directors. Committee reports will be distributed to each committee member prior to the Board of Directors Meeting.

5. The chair shall submit a committee budget, if applicable.

6. The chair shall inform committee members of objectives and their expected individual contributions and responsibilities.

7. The chair works with the Executive Director to ensure that meeting agendas are prepared and relevant information is distributed to all committee members prior to the meeting.

8. The chair shall assist the President in identifying potential leaders among committee members.

9. The chair shall encourage active participation by committee members in the activities of the NDAFP.

10. The chair may establish subcommittees within the committee's budget allocations and appoint a subcommittee chair. Subcommittees would be assigned specific projects and report directly back to the committee. The committee chair will present any subcommittee requests and recommendations for actions or expenditures to the Board, after they have been considered and approved by the committee.

COMMITTEE MEMBERS

1. Attend all meetings of the committee.

2. Carry out individual assignments that are made by the committee chair.

3. Review all relevant material prior to the committee meetings. Prepare to make contributions and voice objective opinions concerning the committee issues.

Task Forces

To meet the ever-changing needs of the Academy in addressing specific areas, the Board of Directors may establish project-oriented task forces. The term of a task force shall be for one year and may be renewed for two terms. The annual determination of the number of task forces shall be dependent on the amount of funding available.

Task forces are different than standing committees because they are designed to complete specific projects in a short period of time. If significant new long-term programs are established by the Board of Directors, they may create steering committees or working groups to direct and implement those programs.

Task forces will:

 a. be provided staffing, meeting space, and refreshments.

 b. report directly to the Board.

Task force chairs shall:

 a. be responsible for convening the task force.

 b. ensure that minutes of each meeting are prepared.

 c. submit a report of task force plans, activities and recommendations at Board meetings.

 d. prepare an annual report of its activities for submission to the Board of Directors with the Board Chair report.

*Note: Board of Directors consideration of recommendations for establishment or renewal of task forces (as described below) may occur as part of the budgeting process.*

To Propose a Task Force

When a need for a task force is identified, a proposal will be prepared for consideration by the Board of Directors. The proposal should include a description of the need to be addressed by the task force. In addition, the proposal might address:

1. The reason the need would not be able to be addressed by a standing committee

2. How the need relates to or supports current NDAFP priorities

3. A description of project(s) that might be developed to address the need

If the Board Approves the Establishment of the Task Force

The Board will allocate funding for task force meetings and basic staffing (without project-specific funding unless fiscal note proposed at the time) and the Board Chair will appoint a chair.

If projects require funding or staffing beyond the amount already allocated, a Supplemental Budget Request must be prepared for consideration by the Board.

If the Task Force Requests Renewal

If, at the end of the first two terms, the task force would like to request renewal, they must submit the request to the Board of Directors.

EXECUTIVE COMMITTEE

1. The purpose of the Executive Committee shall be to carry on the work of the Academy between meetings of the Board of Directors.

2. This committee shall be convened at the call of the committee chair. Any member of the committee may request the chair convene a meeting.

3. The Executive Committee shall report any official action to the Board of Directors at the next meeting of the Board.

4. The current Board Chair shall chair the Executive Committee.

5.The committee shall be comprised of the President, President-Elect, Board Chair, Secretary/Treasurer.

Finance CommiTTEE

1. Coordinating planning for the long-range effectiveness of the NDAFP in fulfilling its mission statement and Areas of Focus, including making long range financial plans, and assisting the Board in monitoring the accomplishment of those plans.

2. Reviewing NDAFP investments and assuring that they are in keeping with the NDAFP Investment Policy.

***BIG SKY COMMITTEE***

1. Organize a week-long event filled with top speakers, family activities, and exhibit hall.

Resident and Medical Student COMMIssion

1. Assess current efforts and make recommendations on Academy programs and policies that encourage students of minority backgrounds and from rural areas to enter the field of medicine, particularly family medicine.

2. Coordinate medical student and family medicine resident activities to introduce the NDAFP/AAFP to medical students and family medicine residents

3. Provide extra-curricular opportunities for medical students and family medicine residents to become acquainted with other family physicians, residents and family medicine-oriented students

4. Provide a forum for resident representatives to gather throughout the year to discuss their own issues.

5. Coordinate the involvement of medical students and family medicine residents in the Academy and their representation at the meetings, including the election of student and resident directors

6. Assist medical students as they consider family medicine residency programs and family medicine residents as they consider selecting practice opportunities.

**2016 NDAFP Strategic Planning Retreat Executive Summary**

The Board of Directors of the NDAFP met August 12, 2016 to establish priorities for the next three years.

The group reviewed progress since its last planning session, three years ago. Much work was organizational. The board is smaller, offices are two years, and committees have been replaced by working groups. The group decided to let go of the 2013 working groups in favor of organizing around its current priorities. Work from the advocacy working group will be done by the Board.

Four priorities were identified for the next three years:

A. Stabilizing revenue through a capital campaign of the NDAFP Foundation to generate yearly funds needed to balance the NDAFP budget. The chapter will identify a marketing/fundraising professional for this campaign and launch it spring or summer 2017.

B. Address physician stress and burnout, through sessions at CME meetings and other avenues, especially related to use of EHRs.

C. Change the two telephone conference call Board meetings per year to GoToMeeting video conference calls

D. Have all Board members attend at least one AAFP ACLF meeting during their term, so that two Board members plus Brandy would attend ACLF each year.

**KEY POLICIES**

**Conflict of Interest Policy**

**Financial Investment Policy**

**Document Retention Policy**

**Whistleblower Policy**

Board of Director Agreement Form

I hereby acknowledge that

1. I understand the requirements of the position and the general terms under which I will be asked to serve, if elected.
2. I will do my best to attend each and every required meeting, held via teleconference or in person.
3. I have read and will adhere to the Board Member Code of Conduct.
4. While participating in meetings as an officer or director of the association, my first allegiance and priority and my fiduciary responsibility and liability are to the North Dakota Academy of Family Physicians and to its members whom I will be representing.
5. I will inform the nominating committee and NDAFP board about my involvement, or that of my firm, in which material litigation that could negatively impact the reputation of NDAFP and my fellow board members.
6. If applicable, I am current in any and all state licensing requirements.

Having acknowledged the above, I agree to serve NDAFP if nominated and later elected by the NDAFP membership. I acknowledge the significant commitment of time required in attending at least four board meetings per year as well as time required to discharge my duties between board meetings. I am aware that the cost of participation may be several thousand dollars per year to me personally (see Board of Directors Travel Expense Policy).

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_