

CAFP Annual Committee Nominations Process and Timeline

Note: Nominations for the CAFP Board of Directors and Governance Committee are governed by a separate process and timeline, as defined by CAFP Bylaws.

CAFP committees make recommendations to the Board of Directors regarding policy, development of new programs and projects, improvements to current activities, and potential discontinuation of activities. Committee members are expected to participate fully in the meetings and activities of the committee. CAFP Committee positions are competitive, and each member's participation is critical to the successful work of the committee.

Time Commitment

Most CAFP committees meet virtually 2-4 times annually, with several committees holding one of these meetings in person per year. Any required travel for CAFP Committee meetings is reimbursed by CAFP. In addition to meetings, there may be pre-reading, email correspondence and/or sub-committee work between meeting dates. Read specific time commitments in each committee charter. More information on each committee is available at www.familydocs.org/committees.

Step One – IDENTIFICATION (Autumn/Early Winter)

- **Autumn:** CAFP Staff verify committee openings, in collaboration with respective Committee Chairs.
- **November:** Committee openings are posted to the CAFP website, and in CAFP's newsletter, the Academy in Acton, as well as distributed through CAFP leadership channels (staff, Board and local chapter leadership).
- **January:** Interested candidates should review the committee charter and qualifications and submit an online Committee Engagement Form and CV by the application deadline.

Step Two – ASSESSMENT (Winter/Early Spring)

- **February:** The Committee Chair & Staff Liaison consider and review all applications for each open position and may seek the views of chapter officers within the districts, consider previous offices held, service and performance on other CAFP committees, and potential for higher offices, as well as the specific committee requirements outlined in the respective committee charters.

CAFP is committed to promoting diversity and inclusion and striving for health equity. As such, committees shall represent a broad demographic of members, including, to the extent possible, representatives from multiple practice settings and member constituencies (such as New Physician, LGBTQ+, IMG, Women, BIPOC) as well as generally representative of CAFP membership (gender, age, urbanization code, etc.)

- **Early Spring:** Committee Chair and Staff Liaison finalize a slate of candidates for presentation to the CAFP Board for approval.

Step Three – BOARD VOTE on COMMITTEE MEMBERSHIP – Spring Meeting

Step Four – NEW MEMBER NOTIFICATION & ORIENTATION – Late Spring

- All new committee members begin their terms during the first meeting following approval by the CAFP Board, typically, though not always, in the Spring.

If you have questions about committee service, application process, or other aspects of serving on a CAFP Committee, please contact us at cafp@familydocs.org.