



JOB DESCRIPTION

AAFP DELEGATE AND ALTERNATE DELEGATE

CALIFORNIA ACADEMY OF FAMILY PHYSICIANS

As outlined in the Bylaws of the California Academy of Family Physicians, AAFP Delegates and Alternates unique Board functions are to represent the views of CAFP at the AAFP meeting, report AAFP affairs to the CAFP, and prepare resolutions for presentation at the AAFP meeting. To support this unique responsibility, AAFP Delegates and Alternates should be well-versed in CAFP policy and policy-making processes, AAFP policy and policy-making processes, and possess significant CAFP Board leadership experience, ideally including in the role of President.

Responsibilities of Delegates & Alternates

AAFP Delegates are required to attend all CAFP Board meetings (Board members cannot miss two consecutive meetings without prior excuse) and fulfill the general responsibilities of Board members as outlined below. The AAFP Senior Delegate is responsible for reporting to the Board on AAFP issues and Chairing Delegation meetings.

AAFP Alternate Delegates will attend CAFP Board meetings on behalf of a Delegate in the Delegate's absence.

AAFP Delegates and Alternates attend the annual AAFP Congress of Delegates as well as participate in Delegate Caucuses and other events at the AAFP. Delegates and Alternates will participate in at least two telephonic/video meetings throughout the year and must be prepared to provide input on CAFP Resolution positions.

General Board Responsibilities

Members of the Board determine and advance CAFP's mission and purposes and are responsible for the direction of the Academy. The Board governs, develops policy and sets a course for the future. Its functions cover four areas: governance, policy and position development, future focus or vision and fiduciary. The Board selects the chief executive officer and auditor, supports the chief executive (whose performance is assessed by the president, president-elect and immediate past president annually), ensures adequate resources, oversees finances and resources, determines, monitors and enhances programs and services, promotes CAFP's image, ensures the legal and ethical integrity of the Academy and maintains accountability.

Board members are required to exercise:

- The Duty of Care – leaders must use reasonable care and good judgment in making their decisions on behalf of the interests of the organization.
- The Duty of Loyalty – leaders must be faithful to the organization, avoiding conflicts of interest. (CAFP Board members must complete a [conflict of interest form online](#) each year.
- Duty of Obedience – leaders must comply with governing documents, i.e., bylaws, policies, etc.

**Election and Terms of Office**

AAFP delegates are elected by the delegates at the AMAM to serve staggered two-year terms and may serve no more than three terms as delegates unless elected to an additional term by two-thirds (2/3) vote of the delegates at the AMAM. Alternate delegates are also elected by the delegates to the AMAM to serve staggered two-year terms and serve no more than three terms as alternates unless elected to an additional term by two thirds (2/3) vote of the delegates to the AMAM. Alternates may succeed to delegate positions.

Eligibility: Current or Past CAFP Board member.

Key Criteria Delegate: CAFP Board experience, including ideally in the role of President, leadership experience, demonstrated understanding of CAFP policy, significant AAFP experience.

Key Criteria Alternate Delegate: CAFP Board experience, leadership experience, demonstrated understanding of CAFP policy, have prior engagement with AAFP which may include attending a COD, serving on an AAFP Commission, or attending NCCL.