



JOB DESCRIPTION

CAFP DIRECTOR

CALIFORNIA ACADEMY OF FAMILY PHYSICIANS

Directors (District, Rural and Early Career Physician)

As defined in our bylaws, the Academy is divided into ten (10) districts according to geographical sections and county units. Each district is allowed one Director as well as one Alternate Director who can attend the meetings when the Director is unable to attend. There are two at-large Director seats who are elected by the Delegates at the AMAM, and may not be elected from the same district. One at-large Director is a representative of a rural area of the state, and subject to the same terms and term limits as the District Directors. One at-large Director is an early career physician who must be in practice fewer than seven (7) years at the time of election and is elected for one three-year term only.

The districts are as follow:

- I. Imperial; San Diego
- II. Orange
- III. Metropolitan Los Angeles County
- IV. Non-metropolitan Los Angeles County
- V. Inyo-Mono-Alpine; Kern; Riverside-San Bernardino; Tulare
- VI. Fresno-Kings-Madera; Merced-Mariposa; San Luis Obispo; Santa Barbara; Ventura
- VII. Monterey; San Benito; San Mateo; Santa Clara; Santa Cruz
- VIII. Alameda-Contra Costa; San Joaquin-Calaveras-Toulumne; Stanislaus
- IX. Humbolt-Del Norte; Mendocino-Lake; Marin; Napa; San Francisco; Solano; Sonoma
- X. Amador; Butte-Glenn-Tehama; Lassen-Plumas-Modoc-Sierra; Placer-Nevada;
Sacramento-El Dorado; Shasta-Trinity; Siskiyou; Yolo; Yuba-Sutter-Colusa



Responsibilities of Directors

Each District Director, in addition to attending all Board meetings (Board members cannot miss two consecutive meetings without prior excuse) and serving on any committees which they are appointed to, is responsible for selecting Delegates and Alternates to the AMAM to represent those chapters in their district that do not have active chapter leadership. They should meet with their Delegates prior to the AMAM to discuss the submission of resolutions and other appropriate matters which are expected to come before the AMAM. The Director is responsible for communication between the CAFP Board and chapter Boards or officers within their district. This includes providing reports on activities within their district to the Board, as well as being available to represent CAFP at local chapter meetings to convey pertinent updates, activities and opportunities. District Directors are also tasked with helping to recruit and recommend members from their district for committee assignments and to identify chapter leadership. The Early Career Physician Director is required to serve on CAFP's Membership Engagement Committee (MEC) and should provide insights and perspective to help represent the views of early career physicians to the Board. The Rural Director should provide insights and perspective to help represent the views of rural members throughout the state to the Board.

Election and Terms of Office

District Directors are elected by plurality vote of eligible members within their district. They are elected for a three (3) year term, with the provision that no one Director serves for more than two (2) consecutive terms, with the exception of a fraction of 1/2 year or less. A District Director's term of office begins when officers are seated with the first Board meeting following the All Member Advocacy Meeting. The two at-large Director seats are elected by the Delegates at the AMAM. One at-large Director is a representative of a rural area of the state, and subject to the same terms and term limits as the District Directors. One at-large director is an early career physician who must be in practice fewer than seven (7) years at the time of election and is elected for one three-year term only.

General Board Responsibilities

Board members are required by law 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.

Essentially, the 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, oversee 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.

New (Early Career) Physician Director Eligibility: must be in the first 7 years of practice at the time they are elected; at least 2 years as a CAFP member.

Rural Director Eligibility: must be a member practicing in a rural community; at least 2 years as a CAFP member.

Key Criteria (for both At Large positions): Demonstrated leadership as outlined in the general Board Member application.