



JOB DESCRIPTION

SPEAKER AND VICE SPEAKER

CALIFORNIA ACADEMY OF FAMILY PHYSICIANS

As outlined in Article X, Section 9 of the Bylaws of the California Academy of Family Physicians:

Speaker and Vice Speaker of the All Member Advocacy Meeting

(a) Function: The speaker shall notify the delegates and alternates of the time and place of the meeting, prepare the agenda, and preside over meetings. The vice speaker shall assist the speaker with their duties.

(b) Election and Term of Office: The speaker and vice speaker shall be elected by the majority vote of the delegates at the AMAM for a one year term.

In more plain language and specific detail:

AMAM Responsibilities: The Speaker, with support from CAFP Staff, is responsible for providing notification to all AMAM delegates and alternates at least thirty (30) days prior to the date set forth for the meeting. The Speaker also works closely with staff to prepare the agenda, thoroughly familiarize themselves in advance of the meeting with the contents of the participants handbook, and be familiar with the meeting rules in order to effectively preside over the meeting. The Speaker should possess strong organizational and leadership skills, public speaking and communication skills, collaboration, adaptability and an understanding of CAFP's governance structures and policy-making processes. The Speaker typically presides over day one of the AMAM meeting and the Vice Speaker presides over day two. The Vice Speaker should therefore also be familiar with the agenda, participant handbook and meeting rules and possess a skill-set similar to the Speaker.

Additional Responsibilities: In addition to responsibilities for the AMAM, the Speaker and Vice Speaker are expected to attend all Board and Executive Committee meetings throughout the year and to meet with staff in person or via telephone as needed. The Executive Committee is responsible for acting on behalf of the Board when the business of the Academy requires prompt action between Board meetings and in emergencies, and



committee members are therefore expected to be available at times the full Board is not. Finally, the Speaker or Vice Speaker may be asked to serve on special committees or task forces as needed.

Speaker Eligibility: Current or past CAFP Board officer/member with at least 5 years as a CAFP Active member.

Vice Speaker Eligibility: At least one full term on a CAFP committee or task force; preference towards a current or past CAFP Board officer/member with at least 5 years as a CAFP Active member.

Key Criteria: Strong understanding of CAFP's governance and policy processes, strong public speaking and communications skills, organized and adaptable leader.