

# TEXAS ACADEMY OF FAMILY PHYSICIANS



# MANUAL OF DUTIES AND RESPONSIBILITIES

Revised July 2009

# TABLE OF CONTENTS

I.	TAFP Vision Statement .....	3
II.	TAFP Mission Statement .....	3
III.	TAFP Governance & Member Participation.....	4
A.	Board of Directors .....	4
B.	Officer Duties.....	5
C.	Other TAFP Leaders.....	12
D.	Reimbursement for Officers.....	16
E.	Standing Committees .....	18
F.	Commissions .....	24
G.	Sections.....	41
H.	TAFP Committee Chairs Guide to Preparing Reports .....	42
IV.	Seal & Logo.....	45

The purpose of this Manual of Duties and Responsibilities is to provide explanations for various components of the structure of the Texas Academy of Family Physicians. The manual includes the duties and responsibilities of TAFP Officers and Delegates to the American Academy of Family Physicians. This manual states the goals, objectives and responsibilities of the TAFP committees, commissions and sections. The manual also contains guidelines for Chairs of the committees, commissions and section to run these meetings and generate the required reports. The components of this manual will be reviewed annually at the TAFP Interim Session and any necessary changes made.

## **I. TAFP Vision Statement**

The Texas Academy of Family physicians is dedicated to the promotion of a health-care environment that values the vital role of family doctors in providing quality, comprehensive care to all Texans.

## **II. TAFP Mission Statement**

The Texas Academy of Family physicians unites the family physicians of Texas through advocacy, education and member services, and empowers them to provide a medical home for patients of all ages.

### **III. TAFP Governance & Member Participation**

#### **A. Board of Directors**

##### **1. DIRECTOR AND ALTERNATE DIRECTOR TO THE TAFP BOARD OF DIRECTORS**

###### **a. Basic Functions**

The function of the Board of Directors is to establish and review major policy and plans of the Academy, which are:

- Plan, clearly define and articulate the purpose or mission of the Academy
- Review and approve budget, audit, and financial reports
- Evaluate organizational effectiveness
- Fundraising
- Community and public relations
- Assess Board performance

###### **b. Duties, Responsibilities, and Authority**

Board members have specific legal and fiscal responsibilities to the members of the association. Each board member, whether Director or Alternate, should:

- Participate in setting policy and not become involved in staff operations
- Participate in long term planning
- Ensure that assessments are made of membership needs and the profession
- Critically evaluate the performance of the association
- Be familiar with the stated purposes, objectives, and methods of the operation of the Academy.
- Consider the needs of their component chapter or representative body and bring those needs to the full attention of the Board of Directors.

###### **c. Relationships**

- Board members and alternate directors work in partnership with the Officers and other members of the Board to carry out the responsibilities of the position.

## B. Officer Duties

### 1. PRESIDENT

#### a. Basic Functions

- Serves as chief elected officer, representing the entire membership and the best interests of the Texas Academy of Family Physicians.
- The President shall demonstrate leadership and motivate other officers, board members, committee members, staff and membership.
- Is influential in the establishment of goals and objectives for the organization during his or her term.
- Acts as spokesperson and inspirational leader, making clear at all times whether communicating Academy policy or personal opinion, and takes an important part in monitoring and evaluating organizational effectiveness and accomplishment.
- Works in partnership with the Chief Executive Officer/Executive Vice President (CEO/EVP) and support staff.

#### b. Duties, Responsibilities, and Authority

Set forth in the Bylaws of the Academy, the President is responsible and has commensurate authority to accomplish the duties outlined below:

- Attends all meetings of the Board of Directors and Executive Committee, and serves as Chairman of the Board. Coordinates with the CEO/EVP the agenda development for the same.
- Works with the CEO/EVP in seeing that basic policies and programs that will further the goals and objectives of the Academy are planned, formulated, and presented to the Board of Directors.
- Appoints chairs and members to the Academy committees, commissions, and section leaders.
- Chairs the Core Delegation.
- Is an ex-officio member of the TAFP Foundation Board of Trustees.
- Helps to establish duties and the agenda for committees, and monitors progress. Serves ex-officio on all TAFP committees.
- Reviews all reports coming out of the Section meetings.
- The President should be familiar with the following:
  1. Historical perspective
  2. Bylaws
  3. Long range and strategic plans
  4. Goals and priorities
  5. Rules of Order
  6. Committee actions during the year

#### 7. Legislative priorities

- Suggests representatives or nominees to other organizations and agencies with approval of the Board or Executive Committee.
- Supports and defends policies and programs adopted by the Board of Directors.
- Promotes interest and active participation in the Academy on the part of the membership and reports activities to the Board of Directors by means of letters, publications, and/or speeches.
- Presents an annual report for publication in *Texas Family Physician* at the end of the term and other appropriate meetings.
- Acts as spokesperson for the Academy to the press, the public, legislative bodies, and related organizations when deemed appropriate or necessary.
- In cooperation with those with financial responsibilities, the President shall help develop, recommend, and see that the finances of the association are audited annually.

#### c. Relationships

##### The President

- Is responsible to the membership, through the Board of Directors and Executive Committee, for seeing that the policies and programs of the TAFP reflect the needs and aspirations of the membership.
- Will consult and advise with the CEO/EVP on all matters pertaining to Academy policies, programs, and finances.
- Will consult and advise with the Executive Committee on all matters requiring Board approval between meetings of the Board of Directors.

## 2. PRESIDENT-ELECT

### a. Basic Functions

- The President-Elect's term of office serves primarily as a year of training prior to becoming President.
- The President-Elect shall be kept informed of all activities and of the TAFP.
- The President-Elect shall demonstrate leadership and motivation to other officers, board members, committee members, staff, and membership.
- He or she will succeed to the office of President at the conclusion of the first annual business meeting following the business meeting at which his or /her election occurred.

### b. Duties, Responsibilities, and Authority

- Attends all meetings of the Board of Directors and Executive Committee, serving as a member.
- Serves as an ex-officio member of all TAFP committees.
- Presides at meetings of the Academy in the absence of the President and Vice President.
- Is a member of the Core Delegation.
- Is an ex-officio member of the TAFP Foundation Board of Trustees.
- The President or Board of Directors may assign the President-Elect specific responsibilities. He or/she may be asked to attend meetings of the component chapters or other state constituent chapters, and regional meetings as a representative of the TAFP.
- 
- Every effort should be made by the President-Elect to insure continuity between the previous administration and upcoming administration.
- The President-Elect should be familiar with the following:
  1. Historical perspective
  2. Bylaws
  3. Long range and strategic plans
  4. Goals and priorities
  5. Rules of Order
  6. Committee actions during the year
  7. Legislative priorities

### c. Relationships

- The president-elect works in partnership with the President, other officers, and the CEO/EVP.

## 2. VICE PRESIDENT

### a. Basic Functions

- On assuming office, the Vice President's most important function is to be able to assume the Presidency due to total disability or death of the President and assure continuity of the office. Therefore, he or/she must know the management of the Academy and be sympathetic with, and supportive of, the aims and objectives of the President.
- These skills will be improved and perfected by attendance at as many Academy functions as possible.
- The Vice President should become familiar with the officers and the management techniques of other state chapters.

### b. Duties, Responsibilities, and Authority

- Attends all meetings of the Board of Directors and Executive Committee, serving as a member.
- The Vice President shall preside at meetings of the Academy and of the Board in the absence of the President.
- Is a member of the Core Delegation.
- Is an ex-officio member of the TAFP Foundation Board of Trustees.
- Other duties may be assigned by the President, i.e., Chairmanship of committees, serving as the chapter's liaison to other organizations, etc.

### c. Relationships

- The Vice President works in partnership with the President, the other officers of the Board, and the CEO/EVP.

### 3. TREASURER

#### a. Basic Functions

- The function of the Treasurer is to oversee the financial operations of TAFP. He or she should ensure that adequate and proper accounting records are kept and properties and funds of TAFP are managed appropriately. In doing so, he or she should meet with the CEO/EVP and the TAFP Financial Manager on a quarterly basis throughout the term of office.

#### b. Duties, Responsibilities, and Authority

- Attends all meetings of the Board of Directors and Executive Committee, serving as a member.
- Serves as Chair of the Finance Committee.
- Reviews the audits performed annually by the independent auditor.
- Reviews income and expenditures to ascertain whether the Academy is living within its current budget.
- Renders a financial report at the meetings of the Board of Directors. This report should include any financial recommendations the Treasurer wishes to present.
- Reports to the Board any proposals from committees, which have been approved by the Finance Committee, for action that may involve expenditures not allocated in the current budget.
- Works with the CEO/EVP and other staff to prepare a budget to be presented at the Annual Session prior to the beginning of the fiscal year.
- Is a member of the Core Delegation.
- Is an ex-officio member of the TAFP Foundation Board of Trustees.

#### c. Relationships

##### The Treasurer

- Will consult and advise with the CEO/EVP on all matters pertaining to Academy finances.
- With the entire Finance Committee, will meet with other committee chair to receive requests for budgetary adjustments. The Treasurer will make recommendations to the Board of Directors concerning these requests.

## 4. PARLIAMENTARIAN

### a. Basic Functions

- The Parliamentarian shall inform the officers and Board of Directors of proper parliamentary procedures, according to Sturgis Standard Code of Parliamentary Procedure (current edition to be given to him or/her at the start of his or her term).

### b. Duties, Responsibilities, and Authority

- Attends all meetings of the Board of Directors and Executive Committee, serving as a member.
- He or she will arrive at the Board of Directors meetings at least thirty minutes ahead of time for member credentialing.
- Notify the Board Chair of a quorum during meetings of the Board or Academy.
- He or she will visit the Control Center on Committee and Commission days to audit and review each report for proper formatting.
- Is a member of the Core Delegation.
- Is an ex-officio member of the TAFP Foundation Board of Trustees.

### c. Relationships

- The Parliamentarian works in partnership with the President, the other officers of the Board, and the CEO/EVP.

## 5. IMMEDIATE PAST PRESIDENT

### a. Basic Functions

- In the absence of the President, Vice President and the President-Elect, the Immediate Past President may serve as Chair of the Executive Committee. His or her projects should be evaluated by the Executive Committee and/or the Board to determine if they should be continued, abandoned, or altered.

### b. Duties, Responsibility, and Authority

- Is an ex-officio member of the TAFP Foundation Board of Trustees.

## C. OTHER TAFP LEADERS

### 1. DELEGATES AND ALTERNATE DELEGATES TO AAFP CONGRESS OF DELEGATES

#### a. Basic Functions

- The TAFP Delegates to the AAFP represent the Texas Academy of Family Physicians to the AAFP and its Congress of Delegates.
- Alternate Delegates will represent the TAFP to the AAFP in the absence of the Delegates, and will attend meetings with the Delegates whenever possible.
- Delegates and alternate delegates must know TAFP policies and positions and reflect it in their votes and discussions at the AAFP Congress of Delegates.

#### b. Duties, Responsibilities, and Authority

- They shall inform the Board of Directors of the candidates for AAFP office and solicit the opinion of the Directors, in order that the TAFP have effective representation on the national level.
- Delegates and Alternate Delegates are members of the Core Delegation. They are responsible for seeing that the Core Delegation is kept informed of important activities of the AAFP.
- The Delegates and Alternate Delegates are on the Board of the TAFP.
- They shall represent the consensus of the membership of the TAFP at all AAFP functions, including the COD.
- The Delegates are expected to attend the Annual Congress of Delegates meeting of the AAFP, and the annual ALF meeting.
- The term of office of a Delegate to AAFP shall not exceed three (3) consecutive two (2) year terms. The term of office of Alternate Delegate to AAFP shall not exceed three (3) consecutive two (2) year terms. The terms of the TAFP Delegates and Alternate Delegates to the AAFP will begin and end at the conclusion of the AAFP Congress of Delegates.
- The Senior Delegate shall give a report to the Board of Directors at the Interim and Annual Session meetings.

#### c. Relationships

- The delegates are responsible for maintaining and advancing our relationships within the AAFP and other states.

## 2. STUDENTS AND RESIDENTS

A manual titled “*Getting Involved in Your Academy*” was developed as a basic orientation manual for students and residents to familiarize them with TAFP as the specialty society for family physicians and provide information on how students and residents can become more involved.

Students and residents will be selected to represent their respective sections on the TAFP Board of Directors and Executive Committee.

### Student and Resident Chairs

#### a. Basic Functions

The chairs of these sections represent their constituencies on the Executive Committee, and run meetings of their respective sections.

#### b. Duties, Responsibility, and Authority

- Chair meetings of their sections.
- Attend meetings of the Executive Committee and Core Delegation.
- Inform their chapter’s Board members of issues to bring to the Board of Directors.

#### c. Relationships

Represent their constituencies to the TAFP leadership, and develop relationships with AAFP student and resident leaders.

### 3. Special Constituency Executive Committee Member

#### a. Basic Functions

This Executive Committee member represents special constituencies within the TAFP to the leadership of the TAFP.

#### b. Duties, Responsibility, and Authority

- Attend meetings of Section on Special Constituencies.
- Attend meetings of the Executive Committee and Core Delegation.
- Inform their chapter's Board members of issues to bring to the Board of Directors.

#### c. Relationships

This member is the liaison between special constituency members of the TAFP and the Academy leadership. They should also develop relationships with national NCSC leaders and represent TAFP members' concerns at a national as well as state level.

#### 4. At large Executive Committee Members

##### a. Basic Functions

Two members are appointed by the President to serve on the Executive Committee and two are elected by the Board of Directors at Annual Session. Their function is to represent the membership at large or the Board of Directors to the Executive Committee.

##### b. Duties, Responsibility, and Authority

Attend Executive Committee and Core Delegation meetings.

##### c. Relationships

These members should become familiar with the function of the TAFP and the Executive Committee, as they are potential future leaders and officers. They should strive to meet as many TAFP members and leaders as possible to begin to develop relationships that will serve the Academy.

## D. Reimbursement for Officers

### 1. Reimbursement for the President and Members of the Executive Committee

#### a. Reimbursement for the President

The President will be reimbursed for documented expenses for any official meeting. This reimbursement will, however, be limited to a budgeted amount. Expenses may include coach airfare, mileage in a personal vehicle, mileage in a personal aircraft, negotiated meeting hotel rates for lodging, meals and registration fees. These must be submitted to the TAFP office for reimbursement by September 30 of the last year of the Presidential term. Budgeted amount for Presidential expenses is \$12,000 for the President's term. The official Presidential year will begin at the end of Annual Session where he or she assumes office and end at the next year's Annual Session. The outgoing President will be reimbursed through the end of the meeting.

In addition, to help cover the costs of maintaining an office practice, the President, if in an office practice, will receive a per diem of \$350 for any days out of the office to attend meetings such as the following. Budgeted amount for Presidential per diem is \$7,000 for the President's term.

1. Interim Session-	2 days
2. Annual Session-	3 days
3. Texas Medical Association-	1 day
4. AAFP Annual Meeting-	4 days
5. Annual Leadership Forum	1 day
6. Family Practice Advisory Committee to Coordinating Board of Higher Education-	4 days
7. Legislative Service-	6 days

#### b. Reimbursement of Other Executive Committee Members

Other officers can be reimbursed up to \$1600 for expenses incurred when attending the AAFP Annual Leadership Forum in Kansas City.

Officers can also be reimbursed for attending other meetings to represent TAFP in an official capacity. This includes local chapter meetings and visiting medical schools and residency programs of behalf of TAFP. For each meeting, the officer can request up to \$500 in travel reimbursement and \$350 per diem for days out of the office. A maximum of \$6,750 can be spent each year on this category of officer travel.

## 2. Reimbursement for Delegates and Alternate Delegates

Delegates and Alternate Delegates will be reimbursed for documented expenses for any official meeting. This reimbursement will, however, be limited to a budgeted amount. Delegates and Alternate Delegates will be reimbursed a per diem of \$350 while attending either of the following meetings. This per diem will encompass expenses including hotel and lodging, meals and entertainment, tips and any registration fees in addition, reimbursement will also be granted for coach airfare, ground transportation and any transfer fees.

1. Annual Leadership Forum
  - a. Coach Airfare
  - b. (3) Days of Per Diem
2. AAFP Congress of Delegates
  - a. Coach Airfare
  - b. (4) Days of per diem

## E. Standing Committees

Modifications to standing committees require a bylaws change. The TAFP Bylaws require the following committees be included in the Manual of Duties and Responsibilities.

### **BYLAWS COMMITTEE**

*From TAFP Bylaws:*

#### **This Committee shall consist of:**

1. A Chairperson and five (5) or more other members. A voting resident member and a non-voting student member may be appointed for a one (1) year term.
2. A Vice-Chair is to be appointed from the Committee at each TAFP Interim Session.
3. One-third (1/3) of the members shall be appointed annually, each for a term of three (3) years.

*From the TAFP Long Range Planning:*

#### **Goals**

1. To serve as the Texas Academy of Family Physicians' custodian of the corporate Bylaws to assure compliance with the laws of Texas, the policies of the American Academy of Family Physicians, and the policies adopted by the TAFP Board of Directors.

#### **Responsibilities:**

1. Duties of this committee shall include studying the Bylaws and making recommendations for changes, deletions, and interpretations after consideration of submitted proposals.

#### **Objectives:**

1. To emphasize that the TAFP provides support for evidence-based medicine in the bylaws.
2. To emphasize that the TAFP provides support to its stated vision pertaining to the right of the patient to choose his/her family physician.
3. To assure that the TAFP Bylaws are consistent with the AAFP Bylaws.
4. The Bylaws should not exclude any members who practice in areas outside of the traditional family medicine. Bear in mind the broad constituency of TAFP and represent each of these constituency practice models as appropriate to the overall role of family practice.
5. Assure the TAFP Bylaws provide a mechanism for public advocacy for our membership through legislative, educational, and public relations activities.

## EXECUTIVE COMMITTEE

*From the TAFP Bylaws:*

### **This Committee shall consist of:**

1. No less than twelve (13) members:
  - a. President - who also serves as Chair
  - b. Vice President
  - c. President-Elect
  - d. Treasurer
  - e. Immediate Past President
  - f. Parliamentarian
  - g. Two (2) members selected by the President
  - h. Two (2) other members elected from nominations made by component chapters or from the floor of the Board of Directors at the Annual Session Board of Directors meeting
  - i. One (1) special constituent member selected by the Section on Special Constituencies
  - j. One (1) resident member, selected by the Section of Resident Physicians. The resident member shall be a voting member of this committee.
  - k. There will also be a non-voting student member selected by the Section of Medical Students.
2. A Vice-Chair is to be appointed from the Committee at each TAFP Interim Session.
3. Terms shall be in conjunction with the elected position terms for President, Vice President, President-Elect, Treasurer, Immediate Past President, and the Parliamentarian. Terms of the four additional members (two selected by the President and two elected by the Board) shall be for one year. The special constituent member, resident member, and student member will be appointed to serve a one (1) year term and may be appointed for an additional year term.

### **Purpose:**

1. The Executive Committee, by a vote of its members, shall have full authority to act for and in behalf of the Board of Directors on such matters as determined by the Board or whenever the business of the Academy demands prompt action in the interim between meetings of the Board or when it is impracticable or impossible to convene the Board of Directors.
2. The Executive Committee will be responsible for evaluating and making recommendations to the Board concerning the internal affairs of the Academy. These affairs include among other items: personnel problems, major staffing selections and changes, performance reviews, annual salary review of the CEO/EVP and review of employee benefit plans. The Executive Committee will be available to the CEO/EVP to discuss any items necessary. The Executive Committee will decide at any time when the expertise of an Internal Affairs Commission is necessary and call that commission in at that time.

### **Executive Committee Meetings:**

1. Meetings of the Executive Committee shall be held at the call of the Chair. The Executive Committee shall give a report of its actions to the Board of Directors at the following Board meeting. A majority shall constitute a quorum.

### **Goals:**

1. Instruct, nurture and develop future leader's potential and encourage their participation at the local, state and national level.

### **Objectives and Activities:**

1. Activity: Provide multiple opportunities for leadership development through training conferences, workshops, lectures, and mentoring opportunities:
  - 1.1. Legislative leadership workshops
  - 1.2. Public speaking workshops
  - 1.3. Meeting management workshops
  - 1.4. Resident leadership workshops
  - 1.5. Radio, TV public relations workshops
  - 1.6. Practice management leadership training
  - 1.7. Faculty training workshops

## FINANCE COMMITTEE

*From the TAFP Bylaws:*

### **This Committee shall consist of:**

1. Treasurer as chairperson, and four (4) or more other members. A voting resident and a non-voting student member may be appointed for a one-year term.
2. A Vice-Chair is to be appointed from the Committee at each TAFP Interim Session.
3. One-third (1/3) of the members shall be appointed annually, each for a term of three (3) years. The CEO/EVP shall serve as an ex- officio, non-voting member of this Committee.
4. This Committee shall supervise the Academy's fiscal accounts, submit an annual budget for Board approval, and arrange an annual fiscal audit.

### **Objectives:**

1. Maintain sound fiscal policy for the Academy.
2. Assure the maintenance of adequate reserves and supervise the investment and distribution of those reserves.
3. Make recommendations to the Board of Directors regarding prioritization of expenditures.
4. Monitor the building fund and the Academy's needs for future building and other capital expenses.
5. Make long range revenue projections and decide when dues increases are needed.
6. Assess investment allocations at each meeting.
7. Review the profit and loss statements for all programs conducted by the Academy.

## NOMINATING COMMITTEE

*From the TAFP Bylaws:*

### **This Committee shall consist of:**

1. Nine (9) members each with a term of three (3) years.
2. One-third (1/3) of the members shall be appointed annually.
3. The President-Elect will appoint two (2) members and the other elected by the Board of Directors.
4. The committee shall elect the Chairperson from the committee's membership.
5. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.

*From the TAFP Long Range Planning:*

### **Vision:**

TAFP will have broad-based and effective leadership for the future

### **Goals:**

1. To identify within the TAFP those individuals with potential for leadership.
2. To assure the current and future leadership recognizes their responsibility for public advocacy of the TAFP on health related matters.
3. Assure adequate representation of the Academy through performance evaluation.
4. To create a list of TAFP members at Interim Session to guide in the development of Academy leaders. This list will be reviewed and revised at Annual Session and given to the President-Elect to assist in the TAFP Committee/Commission appointment process.

### **Responsibilities:**

1. Present nominations for the offices of: President-Elect, Vice President, Treasurer, one (1) Delegate and one (1) alternate Delegate to the Congress of the AAFP.
2. Review the nominations of Directors and Alternate Directors from component chapters.
3. Make recommendations to the President regarding appointments to the AAFP, Texas and American Medical Associations, other state committees and commissions, and any other appointments, which may be requested.

### **Objectives and Activities:**

1. Objective: Expand the TAFP's base of leaders.
  - 1.1. Activity: Utilize a variety of resources to identify potential leaders for:
    - 1.1.1. Chapter officers
    - 1.1.2. Directors and alternate directors

- 1.1.3. Chairs of TAFP committees
  - 1.1.4. TAFP officers
  - 1.1.5. TAFP delegates to the AAFP
  - 1.1.6. Officers in the AAFP from Texas
  - 1.1.7. Family Practice Interest Group leaders
  - 1.1.8. Family Practice Department Chairs
  - 1.1.9. Foundation Board of Trustee members
  - 1.1.10. TMA leaders and officers.
- 2. Objective: Expand representation in AAFP to influence national policy concerning family physicians and health care.
    - 2.1 Activity: Develop and implement a long-range plan to ensure that adequate representation of Texas physicians occurs on the Committees, Commissions, Board of Directors, and Officer level of the AAFP.
    - 2.2 Activity: Begin the political process necessary to ensure a more proportional representation within the AAFP House of Delegates.
  - 3. Objective: Expand representation in TMA to influence state health policy concerning family physicians and health care.
    - 3.1 Activity: Develop and implement a long-range plan to ensure that adequate representation of family physicians and the TAFP occurs on the Committees, Councils, Board of Trustees, and Officer level of the TMA.
  - 4. Objective: Leadership Development of the TAFP officers and delegates through education of expectations and performance evaluation.
  - 5. Objective: Develop and maintain an active process of mentorship of future leaders for the TAFP.

## F. Commissions

The commissions established by the Board of Directors at Interim Session 1998 are below. Management of these Commissions is the responsibility of the Board of Directors.

### COMMISSION ON ACADEMIC AFFAIRS

#### **This Commission shall consist of:**

1. A Chair (appointed by the President-Elect for a one (1) year term renewable up to three (3) years)
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. Thirteen (13) or more members
4. One-third (1/3) of the members shall be appointed annually, each for a term of three (3) years. The chairperson shall appoint committees as necessary.
5. Three (3) members of the Section on FP Resident Education, who will serve terms of three (3) years, one member to be elected each year
6. Three (3) members of the Section on Medical Student Education who will serve terms of three (3) years, one member to be elected each year
7. Three (3) members from the Section on Medical School Departments
8. Chair and Vice Chair of the Section on Resident Physicians, both voting.
9. Chair and Vice Chair of the Section on Medical Students, both voting.
10. Three (3) at-large members
11. The Coordinator of the Preceptorship Program.

*From the TAFP Long Range Planning:*

#### **Vision:**

1. Adequate supply and appropriate distribution of family physicians in Texas.
2. The art and science of family medicine is evidenced-based.

#### **Goals:**

1. Support family physicians in academic centers in their research and scholarly efforts.
2. Increase the number and diversity of Texas medical student graduates entering family practice.
3. Ensure that an adequate number of family physicians practice in rural and underserved areas in Texas.
4. Appointment of family physician as a Dean or President of a Medical School in Texas.
5. Communicate and develop educational policies at the state and national levels.

## **Objectives and Activities:**

1. Objective: Increase interest in family practice among high school, college and medical students.
  - 1.1. Activity: Work with High School health career clubs
    - 1.1.1. Task: Encourage local physicians to speak at their local high schools.
    - 1.1.2. Task: Establish speakers' bureau.
    - 1.1.3. Task: Investigate source of funding for students seeking careers in family practice and provide resource materials.
  - 1.2. Activity: Work with college (Pre-Med) clubs.
    - 1.2.1. Task: Provide speakers/resources.
2. Objective: Encourage and assist medical schools and family practice residency programs in the development and maintenance of quality programs and facilities for the education of family physicians.
  - 2.1. Activity: Provide recommendations to the Board of Directors regarding Academy policy in matters of medical education at the residency program and medical schools.
3. Objective: Encourage and assist in family practice faculty development.
  - 3.1. Develop mechanisms to compensate rural family physicians for time spent with students and residents.
4. Objective: Monitor actions of other organizations that affect family practice education make recommendations as appropriate.
5. Objective: Provide services to Program Directors, Department Chairs, and faculties of family practice education programs.
6. Objective: Assist the student and resident members of the Academy with professional development and involvement within the Academy at the local, state, and national levels.
  - 6.1. Activity: Work with Medical School Family Practice interest groups
    - 6.1.1. Task: Provide information through meetings with medical school presidents, deans, chairs.
    - 6.1.2. Task: Seek curriculum changes that increase exposure of students to family practice.
    - 6.1.3. Task: Enhance third-year clerkships.
    - 6.1.4. Task: Enhance pre-clinical preceptorships.
    - 6.1.5. Task: Work in collaborations with medical schools to develop mentor programs.
    - 6.1.6. Task: Make recommendations and develop programs to recruit, enroll, and retain women and minority medical students and residents for family medicine and the TAFP.
  - 6.2. Activity: Increase academic respect and departmental parity for family physicians.
    - 6.2.1. Task: Develop strong departmental leadership.
    - 6.2.2. Task: Prepare and promote FP's for dean positions.
    - 6.2.3. Task: Provide resources for Family Practice Research within medical schools.
  - 6.3. Activity: Influence admissions process
    - 6.3.1. Task: Input on admissions committee.
    - 6.3.2. Task: Select students who are more likely to enter family practice.
    - 6.3.3. Task: Formulate and recommend policies for legislative initiatives.
    - 6.3.4. Task: Promote performance based funding.

7. Objective: Continue liaison with and support of the Faculty Development Center.
  - 7.1. Activity: Work with residency program directors and department chairs to identify faculty for family practice residency programs and departments.
    - 7.1.1. Task: Seek state and national legislative initiatives for additional long-term direct funding of family practice departments at medical schools.
8. Objective: Develop direct contact with medical schools and communities.
  - 8.1. Activity: Assist in developing liaisons with community leaders.
  - 8.2. Activity: Work for adequate long term funding of family practice residencies.

## COMMISSION ON ANNUAL SESSION AND CME

### **This Commission shall consist of:**

1. A Chair (appointed by the President for a two (2) year term) and twelve or more members, one-third (1/3) of which shall be appointed annually, each for a term of three (3) years.
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. One (1) student and one (1) resident for a one-year term.

*From the TAFP Long Range Planning:*

### **Vision:**

The TAFP will be the premier provider of top quality CME for primary care physicians in the region.

### **Goals:**

1. Provide a variety of CME experiences to improve the knowledge and clinical skills of all primary care providers resulting in improved patient care.
2. Promote and maintain the highest professional standards of family medicine.
3. Promote the science and art of family medicine.
4. Provide and assist in providing CME courses for family physicians and general practitioners, and encourage participation in such training.
5. Develop dynamic programming that remains responsive to the changing educational needs of our members.
6. Plan CME offerings and keep their location and cost accessible to our members.
7. Continue to develop relationships with entities that support our CME programming within established ACCME guidelines.
8. Encourage the development of Evidence-Based Medicine.

### **Responsibilities:**

1. Define an educational mission statement and ensure that the TAFP is working to fulfill it.
2. Define and adhere to the educational development process.
3. Periodically assess the educational needs of TAFP members.
4. Develop learning objectives consistent with those identified educational needs.
5. Identify speakers capable of meeting those learning objectives.
6. Coordinate the implementation of the educational activities designed via the above process.
7. Assess the effectiveness of its educational activities in meeting the educational needs of TAFP members.

8. Evaluate and certify through the Chair, with the advice of Commission members, educational activities in accordance with ACCME requirements (for “Category 1” activities) or AAFP requirements (for “Prescribed” activities).
9. Maintain contact and cooperate with the AAFP Commission on Continuing Medical Education.
10. Ensure continued compliance with requirements for certification by the Accreditation Council of Continuing Medical Education (ACCME).
11. Plan the TAFP Annual Assembly and Scientific Program.
12. Plan other continuing education activities as deemed necessary by the TAFP and its members.
13. Assist when requested by other specialties in the administration of their educational programs.
14. Disseminate that the Texas Academy of Family Physicians is in the education business and not the promotion business.

### **Objectives:**

1. Objective: Evaluate all current TAFP CME offerings
  - Activity: Ensure that topics are current and applicable through learning needs approach.
  - Activity: Select speakers of proven ability who agree to provide a balanced presentation through lecture, visual, and syllabus presentation.
2. Objective: Assure that the CME activities, as defined by the educational needs, cover the breadth of family medicine.
  - Activity: Review new topics on the forefront of family medicine
    - 2.1.1. Task: Educate members about the new methods of computerized record keeping.
    - 2.1.2. Task: Educate members about their indicated needs as defined by member survey. Provide CME based on needs identified in the member survey.
      - 2.1.2.1. Practice management
      - 2.1.2.2. Marketing of one’s practice
      - 2.1.2.3. Medical Equipment Purchasing
      - 2.1.2.4. Risk management
  - Activity: Add innovative programs as indicated.
3. Objective: Cooperate with local chapters in helping them provide quality CME.
  - Activity: Present CME activities statewide with emphasis in underserved areas.
  - Activity: Join with other constituent chapters to develop new and enhance existing CME programs.
  - Activity: Provide advice and counsel to component (local) chapters currently holding CME seminars/programs.
  - Activity: Encourage other local chapters to become more active in providing CME.
    - 3.4.1. Task: Seek input from local chapters and individual members.
  - Activity: Develop and maintain quality CME programs that component chapters can use to “plug” into their needs
4. Objective: Cooperation with other specialties in providing CME

## COMMISSION ON CORE DELEGATION

### **This Commission shall consist of:**

1. The TAFP President as Chair and the TAFP Executive Committee
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. Delegates and Alternate Delegates to the AAFP
4. Other TAFP members serving on AAFP commissions and committees

*From the TAFP Long Range Planning:*

### **Vision:**

The TAFP will be recognized throughout the world as a leading organization on the forefront of Family Medicine.

### **Goals:**

1. Maintain excellent reciprocal relationships with diverse medical and non-medical organizations that share in common visions and interests.
2. Maintain effective means for coordination of the policies of the AAFP within the TAFP.
3. Coordinate efforts to promote TAFP policies within the TMA and the AMA.
4. To change health care policies in a concerted and proactive effort to accomplish TAFP policies.
5. To identify all current policies relating to AAFP and TAFP mission.
6. Proactively identify other national policy issues that affect family physicians.
7. To establish and strengthen relationships with other organizations with similar health care agendas.
8. Identify and promote leaders within the AAFP and TMA.

### **Responsibilities:**

1. Serve as liaison between TAFP & AAFP through their committee/commission structure.
2. Assure that TAFP initiatives are promoted within other medical organizations.
3. Coordinate the communication of TAFP policies to the AAFP through delegates and alternate delegates and members of AAFP committees and commissions.
4. Develop and maintain a long-range plan to ensure adequate representation by the TAFP in all appropriate functions and activities of the AAFP.
5. Coordinate the campaigns of the TAFP candidates for AAFP elective offices.

### **Objectives:**

1. Objective: Develop an approach/plan for TAFP members who wish to serve in national/AAFP leadership roles.
  - 1.1. Activity: Promote candidates for leadership roles in the AAFP

- 1.1.1. Task: Develop long-range plan (to be enacted over the next five years) for Texas candidates that will incorporate the visions of having a Texas AAFP president, board members, and appropriate commission/committee members.
- 1.1.2. Task: Proactively influence AAFP policy
- 1.1.3. Task: Identify slots
- 1.1.4. Task: Construct a “task force” to initiate this activity
- 2. Objective: Promote candidates for leadership roles in the Texas Medical Association and American Medical Association (Officers, Committees, Councils)
  - 2.1.1. Task: Proactively influence TMA legislative agenda and policy.
  - 2.1.2. Task: Promote and maintain a Family Medicine caucus in the TMA.
  - 2.1.3. Task: Form a Primary Care Caucus or coalition to promote TAFP policy interests within the TMA.
    - 2.1.3.1 Two members serve as TAFP representatives to the Primary Care Coalition with staggered four-year terms. They are nominated by the Nominating Committee and confirmed by the Board of Directors.
  - 2.1.4. Task: Identify and promote family physicians as leaders of the TMA.
  - 2.1.5. Task: Promote Texas family physicians to become AAFP delegates to the AMA.
  - 2.1.6. Task: Hear reports from TAFP’s representatives to the TMA inter-specialty society. They are nominated by the nominating committee and confirmed by the Board of Directors with two-year terms.
- 3. Objective: To formalize an accountability system to interpret and evaluate Core Delegation member activities.
- 4. Objective: Expand representation in AAFP to influence national policy concerning family physicians and health care.
  - 4.1. Activity: Develop and implement a long-range plan to ensure that adequate representation of Texas physicians occurs on the Committees, Commissions, Board of Directors and Officer level of the AAFP.
  - 4.2. Activity: Begin the political process necessary to ensure a more proportional representation within the AAFP Congress of Delegates.

## **COMMISSION ON HEALTH CARE SERVICES AND MANAGED CARE**

### **This Commission shall consist of:**

1. A Chair (appointed by the President for a one (1) year term) and members that shall be appointed annually, each for a term of three (3) years.
2. Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. One (1) non-voting student and one (1) resident for a one-year term.

### **Vision:**

TAFP will have the leading role in providing its members an understanding of the ever-changing world of healthcare delivery systems and providing a forum for proactive participation in the managed healthcare arena.

### **Goals:**

1. Preserve the right of family physicians to perform medical and surgical procedures for which he/she is qualified by training, expertise, and/or demonstrated ability.
2. To identify needs that are unique to family physicians working in the managed care environment.
3. To represent private family physicians involved with managed care organizations in the political spheres of the TAFP, AAFP, state and national legislatures.
4. Represent the private family physician's viewpoint to the insurance company.
5. Assure that family physicians receive equitable reimbursement for the services they provide.
6. Provide our members an understanding of the changes occurring in the health care delivery system and a forum for proactive participation in the managed health care arena.

### **Objectives and Activities:**

1. Emphasize the urgency of pro-active TAFP involvement in managed care issues and policy development.  
Activity: Develop policy statements on managed care issues.  
Activity: Provide testimony as appropriate regarding managed care issues.  
Activity: Encourage a pro-active stance for TAFP legislative involvement in managed care.  
Activity: Prepare and distribute basic information on managed care.  
Activity: Educate physicians on ways to provide quality, efficient and comprehensive care in the managed care environment  
Activity: Educate its members about medical economic issues  
Activity: Identify needs that are unique to family physicians working in the managed care environment  
Activity: Represent family physicians involved with managed care organizations in the political spheres of the TAFP, AAFP, state and national legislatures
2. Assure that Family Physicians are reimbursed for the services that they perform.

Activity: Correct/improve reimbursement inequities

Activity: Maintain equitable reimbursement for Family Physicians

3. Improve family physician's ability to negotiate with managed care plans.
4. To preserve the right of the patient to choose a physician.

## COMMISSION ON INTERNAL AFFAIRS

### **This Commission shall consist of:**

1. The current TAFP President and six additional past presidents.
2. The current President will appoint the Chair.

### **Responsibilities:**

1. Serve as an impartial reviewing panel for any human resource (personnel) concerns or problems that are deemed necessary.
2. Carry out other responsibilities that the President and Executive Committee deem necessary.

### **Functions:**

1. Convene at the request of the TAFP Executive Committee, TAFPCEO/EVP, or any staff member who may need final appeal on any grievance.
2. Hear any necessary appeals from the Executive Committee as deemed necessary.

## COMMISSION ON LEGISLATIVE & PUBLIC AFFAIRS

### **This Commission shall consist of:**

1. A Chair appointed by the President for a four (4) year term to begin in even years.
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. Not less than twelve (12) additional members, one-third (1/3) of which shall be appointed annually, each for a term of three (3) years, representing the diverse geography and population in the state.
4. One (1) non-voting student and one (1) voting resident for a one (1) year term.

*From the TAFP Long Range Planning:*

### **Vision:**

1. Improve the health and healthcare of and for the people of Texas.
2. Assume a proactive approach in the health care delivery system by maintaining legislative awareness that allows proactive responses in any area of importance to the members of the TAFP and their patients.
3. Support an equitable health care system that provides for the adequate needs of patients and of all concerned.

### **Objectives:**

1. Improve the health and healthcare of and for the people of Texas.
  - 1.1. Be involved with the legislative process and make sure the voice of the TAFP is heard.
  - 1.2. Ensure an adequate number of family physicians for the State of Texas
    - 1.2.1. Encourage rural rotations early in the medical school.
    - 1.2.2. Improve incentives for increasing supply of Family Physicians in underserved areas.
    - 1.2.3. Support the Center for Rural Health Initiatives
    - 1.2.4. Ensure an adequate, well-qualified family physician educator supply.
    - 1.2.5. Continue liaison with and support of the Faculty Development Center.
2. Assume a proactive approach in health care delivery system by maintaining legislative awareness that allows proactive response in any area of importance to the members of the TAFP and their patients.
  - 2.1. Be involved in the legislative process and make sure the voice of the TAFP is heard.
    - 2.1.1. Educate legislators in regard to public health care needs.
  - 2.2. Maintain a legislative planning and training program that allows this proactive response in any area of importance to the members of the TAFP and their patients.
  - 2.3. Increase the number of family physicians contributing to the TAFP-PAC.
  - 2.4. Assume the role of the patient advocate in the governmental arena.
  - 2.5. Oversee the "Physician of the Day" Program.
  - 2.6. Lobby and testify during the legislative session on appropriate issues.
  - 2.7. Maintain the TAFP Legislative Key Contact Network.

- 2.7.1. Expand legislative key contacts by in-district receptions with family physicians.
- 2.8. Seek state and national legislative initiatives for additional long term direct funding of family practice departments at medical schools.
- 2.9. Work for adequate long-term funding of family practice residencies.
- 2.10. Pursue Tort Reform
- 3. Support an equitable health care system that provides for the adequate needs of patients and of all concerned.
  - 3.1. Review and recommend position statements on health issues.
  - 3.2. Provide liaison with other related state, national associations and public entities.
    - 3.2.1. Maintain contact with and cooperate with the AAFP Commission on Legislative and Public Affairs.
    - 3.2.2. Build coalitions with public health agencies and other appropriate organizations.
    - 3.2.3. Establish and maintain liaisons with TMA, specialty societies, other organizations.

## COMMISSION ON MEMBERSHIP AND MEMBER SERVICES

### **This Commission shall consist of:**

1. A Chair appointed by the President, for a one (1) year term, renewable up to three years, and twelve (12) or more additional members, and one non-voting student and one voting resident for a one (1) year term.
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. One-third (1/3) of the members shall be appointed annually each for a term of three (3) years.

*From the TAFP Long Range Planning:*

### **Vision:**

1. TAFP will have diverse, broad-based and effective leadership and membership
2. The Academy will be responsive to its membership's needs
3. The public will view the family physician as an essential element in providing comprehensive, high quality and cost effective medical care.
4. A family physician will be able to practice the full spectrum of family medicine for which he/she has been trained.
5. The diversity of the membership will be served with a wide variety member services.
6. Excellence in family medicine will be recognized and honored.

### **Goals:**

1. To achieve a significant increase in membership.
2. To involve a broad cross-section of membership in the activities of the TAFP.
3. To facilitate communication between the TAFP, its constituent chapters and members utilizing all available technology.
4. To improve the image of the family physician through a concerted public relations effort.
5. To prepare and educate our members for the present and future changes in health care delivery systems through medical economic issues, communications, and publications.
6. To preserve the right of the family physician to engage in medical and surgical procedures for which he/she is qualified by training, expertise, and/or demonstrated ability.
7. Develop and implement mechanisms for quick response by TAFP to the political arena on late-breaking, "short-fuse" health policy issues.
8. Explore means to make membership easier for qualified family physicians.

### **Responsibilities:**

1. Provide a process for election and re-election of members.
2. Monitor changes in the delivery of health care services and make policy recommendations when appropriate.

3. Develop process and make recommendations to the Board of Directors to meet the needs of special constituents.
4. Oversee other member services and publications.
5. Develop, maintain, and apply for applicable awards and grants within the AAFP and other organizations.
6. Select members to receive appropriate awards and grants.
7. Assist members, when feasible, with issues affecting their scope of practice.
8. Maintain contact with and cooperate with appropriate AAFP Commissions & Committees.
9. Make recommendations and develop programs to recruit, enroll, and retain women and minority medical students and residents for family medicine and the TAFP.

### **Objectives and Activities:**

1. Objective: Re-emphasize and confirm the family physician as a concerned partner in health care.  
Activity: Encourage the AAFP to produce a full-scale public relations campaign
2. Objective: To improve the image of the family physician as a concerted public relations effort.  
Activity: Re-emphasize and confirm the family physician as a concerned partner in health care  
Activity: Build on credibility of family physicians  
Activity: Encourage the AAFP to produce a full-scale public relations campaign  
Activity: Initiate patient and public education  
Activity: Encourage the AAFP to emphasize positive public portrayal of the family practice physician  
Activity: To develop a public relations component of the TAFP in order to capitalize upon the public service announcements and other no-cost/low-cost mass media means.
3. Objective: To prepare and educate our members for the present and future changes in health care delivery systems.  
3.1 Oversee the publication of the Texas Family Physician
4. Objective: Increase and stabilize membership  
Activity: Continue to achieve 100% resident membership  
Activity: Study the numbers and reasons why physicians do not renew active membership  
Task: Encourage Family Medicine Program Directors to increase resident participation  
Activity: Perform continuous reevaluation of TAFP structure and governance to make the TAFP more efficient, representative and provide better preparation for AAFP activities.  
Coordinate Member Survey and periodically survey members' opinions
5. Objective: Enhance Grassroots Communication  
Task: Continue to support and develop the TAFP Grassroots program and its Internet connection  
Continue actions to reactivate local chapters in most areas of the state  
Examine other possible avenues to facilitate communication with members  
Oversee the TAFP Web Page

6. Objective: To assure that TAFP has a mechanism by which it can inform patients and the public in concert with AAFP, both the national position as well as a state version of the national position
7. Objective: Decrease liability risk  
Task: Monitor Practice Standard Guidelines and their affect on liability risk.
8. Activity: Provide members with tools to evaluate their reimbursement and managed care contracts.  
Activity: Develop workable rules to allow collective negotiations with managed care companies.  
Activity: Provide members with education and tools to effectively operate their offices.

## **COMMISSION ON PUBLIC HEALTH, RESEARCH AND CLINICAL AFFAIRS**

### **This Commission shall consist of:**

1. A Chair appointed by the President and twelve (12) or more additional members, and one (1) voting student and one (1) voting resident for a one (1) year term.
2. A Vice-Chair is to be appointed from the Commission at each TAFP Interim Session.
3. One-third (1/3) of the members shall be appointed annually each for a term of three (3) years.

*From the TAFP Long Range Planning:*

### **Vision:**

1. There will be an appropriate supply and distribution of family physicians in Texas.
2. TAFP will be the central agent in the development of health care policy for Texas

### **Goals:**

1. Improve access to care in rural and underserved areas by supporting physicians there and by encouraging resident exposure to rural practice.
2. Promote and improve the public health.
3. Promote the art and science of evidence-based medicine.
4. Increase responsiveness and assume a proactive approach toward the healthcare delivery system and health care policies.
5. Promote the concept that family physicians provide healthcare from womb to tomb.
6. Maintain excellent reciprocal relationships with diverse groups of organizations that share in common visions.
7. Seek to provide cost effective care.
8. Promote research in family medicine.

### **Objectives and Activities:**

1. Monitor changes in the delivery of public health and clinical issues and make policy recommendations when appropriate.
2. Encourage family practice research.
3. Encourage increased maternal care activities by TAFP members.
4. Maintain an active presence in rural health medicine organizations.
5. Assist members, when feasible, with clinical preventive care issues.
6. Develop programs and recommendations on health care issues affecting special patient populations.
7. Inform TAFP members of new resources useful to physicians in implementing clinical policies in their practices.
8. Maintain contact and cooperate with appropriate AAFP Commissions and Committees.

9. Make available to TAFP members of activities and programs of the TDH and local health departments in Texas that affect the practice of family physicians with respect to core public health activities and clinical policies.
  - 9.1. Activity: Improve incentives for increasing supply of physicians in underserved areas.
    - 9.1.1. Task: Provide orientations and support of spouses.
    - 9.1.2. Task: Provide physician back up.
10. Educate legislatures in regard to health care and public needs.
11. Educate patients on health care issues.
12. Build coalitions with public health agencies and other appropriate Organizations.
  - 12.1 Activity: Strengthen relationship with Community Service Organizations.
    - 12.1.1. Task: Identify organization's: business, civic, social
    - 12.1.2. Task: Establish key contacts
    - 12.1.3. Task: Establish formal contacts, liaison roles
13. Assist and encourage the success of the TAFP research network.
- 14 Promote resident and scholarship activity and presentations.
  - 14.1. Assist winners of competitions to apply for national grants where applicable.

## G. Sections

A TAFP Section meeting is defined as a meeting of several members to discuss particular interests or issues. The TAFP President will appoint the chair and vice chair to each section. The Sections will serve as an assembly point to discuss matters of common interest. Their longevity will be a function of the members involved. When a Section no longer serves a purpose it can be dissolved. The sections are ever changing working groups to be formed or sunset as defined by interest.

A member may establish a new Section by following a simple procedure. The TAFP President will refer section recommendations or suggestions to the appropriate Commission. The Section will congregate and define their charge.

The Chair of each section is responsible for recording the actions of the section meeting. If the members assembled wish to request action from the TAFP Board, they can go to the appropriate Commission or Committee and request that they bring forth an Action Item or the Section may introduce an Action Item in their report. If the Section makes an Action Item, it must be moved and seconded by a member of the Board of Directors to be considered.

The sections shall consist of a chair, a vice chair, and other active members who share an interest in the focus of the section.

Current Sections Include:

1. Section on Family Medicine Resident Education
2. Section on Leadership Development
3. Section on Maternity Care
4. Section on Medical School Departments of Family Medicine
5. Section on Medical Student Education
6. Section of Medical Students
7. Section of Resident Physicians
8. Section on Rural Physicians
9. Section on Research
10. Section of Special Constituencies

## H. TAFP Committee/Commission/Section Chairs' Guide to Preparing Reports

Texas Academy of Family Physicians committees, commissions and sections are an important part of the policy development process of the Academy. Each committee/commission is charged with studying, analyzing and making policy recommendations to the TAFP Board of Directors regarding important issues and concerns affecting the specialty of Family Medicine. Documentation of this process is in the form of committee/commission reports that are presented to the TAFP Board of Directors for consideration and action.

It is the duty and responsibility of each committee chair to follow the committee's agenda and record salient points of the discussion and recommendations of the committee. The chair may assign another member to assist him or /her but cannot delegate the responsibility. Below are points to assist you in recording and preparing committee reports.

1. **Take good notes, or appoint a note taker.** Each chair is responsible for preparing the committee's reports.
2. **Go to TAFP Control Center and compile your report as soon as possible.**
3. **Be brief but include necessary information.** There is no need to summarize the entire discussion. Stick to sharing the salient points.
4. **Follow the TAFP Committee Report Format below.**
5. **Express reasons for action recommended in the "background" section of the report. .**

Report Format for agenda items discussed:

- Separate into "Action Items" and "Information Items".
  - Begin with Action Items
    - Action Items include all items that will require funds, TAFP staff time, or policy statements
    - Recommendation
      - Clearly and concisely state the recommendation that the Committee/Commission wants approved by the Board of Directors.
    - Background
      - Present a brief description of the discussion on this item
      - Summarize salient points on both sides of issue
  - Next Describe Information Items
    - These are items that were presented to the Committee/Commission/Section for information purposes.
    - Present a brief description of the discussion of this item

# **REPORT EXAMPLE**

## **REPORT OF THE COMMISSION ON ACADEMIC AFFAIRS**

Author: Joane Baumer, MD, Chair

Date: March 4, 2006

### *Action Items*

**Item 1. The Commission on Academic Affairs respectfully requests financing in the amount of \$5000 to support the preceptorship workshops for July 2006-June 2007. The Commission recommends continuing to subcontract these workshops with the Waco Faculty Development Center**

### **BACKGROUND**

The Faculty Development Center's income will drop by 48% (\$249,440) as of July 1, 2006 secondary to the total loss of Title VII funding from the federal government. At the February 2006 meeting of the Family Practice Advisory Committee of the Texas Higher Education Coordinating Board, the committee decided to recommend to the Board that funding to the Faculty Development Center be increased approximately 35% to help cover the Title VII fund losses for a period of one year. Even with this assistance, the Faculty Development Center will have to cut services to meet their newly reduced budget. One program slated to be cut is the highly successful and useful preceptorship program.

**Item 2. The Commission on Academic Affairs respectfully requests that the Academy conduct a survey of all family medicine departments and family medicine residency programs regarding the impact of the loss of Title VII funding to overall budgets and programs that have been effected.**

### **BACKGROUND**

The Congress has recently approved very large funding cuts to previously funded programs in primary care medicine through Title VII grants. It is not clear to what extent this is effecting the academic medical school departments and the existing family medicine residency programs in Texas. The Chairmen who attended the Commission meeting are planning to meet and develop the query criteria.

### *Information Items*

1. The meeting was called to order by Dr. Baumer following the completion of the section discussion groups for students, residents, residency programs and academic medicine.
2. Clare Hawkins, MD was elected as Vice Chair for the 2006-2007 academic year.
3. Stephen Spann, MD submitted the Academic Summit report. The summit is still in the planning stages at the hands of Nancy Dickey, MD and Kenneth Shine, MD.
4. Overview of the residency and clerkship coordinators conference was delivered by Dr. Baumer and the commission agreed unanimously agreed to continue the conference for next year.
5. The teaching awards were reviewed. Commission members will submit further nominations to Paige Newman by the end of March. Drs. Gil Grimes and Lynda De Armond will review all of the nominations and evaluations to submit the 3 nominees, 1 in each category for consideration.
6. Resident and Student enrollment numbers were reviewed. Congratulations were offered to all participants, especially Paige Newman, for the 100% participation again this year.
7. Funding review of student and resident conference was completed. A request to the Foundation will be made to increase the funding to \$1000 per medical school and \$600 per

- residency program because we will have more participants than funding for the first time in many years.
8. A discussion of the current Match pool was entertained and there seemed to be an increase in applicants to programs which reported. It was noted that this increase is coming primarily from out of state and out of the country.
  9. International Health Resources, including the Web Site, were discussed. A recommendation was entertained to coordinate efforts between interested programs and the Physicians with Heart
  10. Lewis Foxhall MD reported that there was declining participation in the MD Anderson FM rotations in Cancer Care. He also noted that 4<sup>th</sup> year participation in the rural preceptorship program was considerably less due to the lack of funding, but the interest in the preclinical clerkship remained strong. A recommendation was made to change the focus of the residency rotations to survivor care as opposed to cancer screening procedures. Almost all programs reporting provide screening training internally now.
  11. Rebecca Gladu, MD reported that the initial data from the maternity care survey indicates a large drop in Family Physician and Rural Hospital participation in providing maternity services. 51% of reporting physicians who had stopped this service stated that malpractice costs were the primary reason. Participating students and residents state this kind of information is getting back to residents who are reconsidering their own career development in this area .
  12. The agendas from the section on residents and medical students were reviewed.
  13. Reports were submitted from the sections which met prior to the commission meeting

Respectfully Submitted,

Joane Baumer, MD  
Chair

Members Present:  
Joe Anzaldua, Jr, MD  
Syed Azhar, MD  
Richard Barry, MD  
Beth Choby, MD  
Lynda De Armond, MD  
Clare Hawkins, MD

Guests:  
John Whitham, MD  
Jorge Duchicela, MD  
Shelley Kohlleppe  
Mathis Blackstock, MD  
Glen Couchman, MD  
Carlos Moreno, MD

## IV. TAFP Seal



The following is an explanation of the meaning of the seal of the Texas Academy of Family Physicians:

The *state of Texas* represents the Lone Star State.

The *circle*, which forms the basis for the seal, stands for “eternity and unity.”

The *laurel*, which appears on the left side, symbolizes “honor, valor, and victory.”

The *oak* on the right side signifies “divine knowledge.”

The *axe* or *mace* involves several symbols. Originally, the mace was a weapon of offense, capable of breaking through the strongest armor. Hence, it represents “strength.” In Greek it stands for “light – the symbol of the sun – the power of light over darkness.” In Egyptian the axe signifies “clever one” and “the cleaver of the way.”

The *staff encircle by the serpent* is a symbol given to Apollo and his son, Aesculapius, to signify “healing” and “the renewing power of life.” It is, of course, the traditional symbol of medicine, not to be confused with the Caduceus (a double-winged staff), which is the insignia of the military medical corps.