

FLORIDA ACADEMY OF FAMILY PHYSICIANS

GUIDELINES FOR RESIDENT DIRECTOR LEADERSHIP COUNCIL MEMBERS

COUNCIL CHARGE

Responsible for promoting Resident and Student membership within the Academy. Duties include Resident and Student recruitment into FAFP committees and to initiate ideas, education and actions pertaining to Family Medicine for the benefit of the specialty in Florida and the nation.

AUTHORITY

FAFP Bylaws, Chapter VI, Section 5: *"The President of the Resident Leadership Council shall be elected to the Board of Directors for a term of one (1) year by Resident members of the Academy in approved family medicine residency programs in Florida in such a manner as to achieve fair representation. The process of election shall be stipulated by the Board of Directors. The term of office for the Resident Director begins at the conclusion of the FAFP Spring Meeting following their election and ends at the conclusion of the following FAFP Spring Meeting. The Resident Director shall have the privilege of the floor and the right to vote at Board of Director's meetings, but shall be ineligible to hold office. Only an officer of the Resident Leadership Council may serve as a proxy with approval from the EVP. The reasonable expenses of the Resident Director, as well as other officers of the Resident Leadership Council, attending a Board meeting and CME Weekend, shall be borne by the FAFP."*

ELECTION PROCESS

Prior to June 1 each year, at an Annual Meeting of the Resident Representatives of approved Family Medicine Residency Programs in Florida, three Resident members of the Academy shall be elected to serve on the Board of Directors of the Florida Academy of Family Physicians for a term of one year as described above. These three Resident Directors will also serve as President, Vice President and Secretary-Treasurer of the Florida Association of Family Medicine Residents.

The site and date of this meeting shall be subject to the approval of the FAFP Medical Education Committee but the election will occur at the Spring Forum. Notice of this meeting shall be given at least thirty days prior to the meeting date to each Resident Program Representative through a communication by the Secretary to the Resident Representative's physical or electronic address of record.

The process of election at the Spring Forum shall be conducted by generally accepted Sturgis Rules of Order and in accordance to the requirements listed below. Results of the election shall be given in writing to the Secretary of the Florida Academy of Family Physicians within a period of ten days following the election by an appropriate officer of the Florida Association of Family Medicine Residents.

ELECTION REQUIREMENTS

1. Resident must be in good standing at an approved Florida Family Medicine Residency Program.

2. Residents must state their intention to run for a position and submit an application package by designated date prior to the meeting. There will be no nominations from the floor. Residents will present their candidate information at the Spring Forum during the Resident Director meeting.
3. A sample ballot will be sent for approval prior to the election. If there are vacant positions residents who are on the ballot may change the position for which they are running. There will be no late applications and no changes in the final ballot on the floor.
4. The role of President must be held by a third-year resident given the associated appointments to the FAFP Board of Trustees and as the State Representative to the National Congress of Family Medicine Residents. Other positions are open to residents at any level of training but third year residents are preferred.
5. Each Residency Program and Medical School Student Representative has a maximum of two (2) votes regardless of the number of attendees. The voters must be present to participate.

RIGHTS AND PRIVILEGES

1. Right of the floor at meetings of the FAFP Board of Directors.
2. Right to vote at meetings of the FAFP Board of Directors.
3. The privilege to be appointed to and participate fully in FAFP committees and task forces.
4. Privilege of nomination by the FAFP to commissions or committees of the American Academy of Family Physicians (AAFP).
5. The President of the Resident Board of Directors will serve as the State Representative to the National Congress of Family Medicine Residents and be appointed to the FAFP Board of Directors.
6. FAFP staff requests that each Resident Director make their own hotel reservations for arrival on Thursday and departure on Sunday for Family Medicine Weekends. Within reason and subject to approval of FAFP staff, costs associated with travel, accommodations and meals for required meetings will be paid for by the Academy upon completion of an Expense Reimbursement Form. Expenses not covered are personal phone calls, Internet access, purchases from the gift shop, spas, movies, golf, tennis or excessive meals and entertainment outside of the hotel when meals are included at a meeting. See Attachment A for complete details of FAFP's Travel Reimbursement Policy.

DUTIES AND OBLIGATIONS

Resident Directors' duties and responsibilities shall include but not be limited to the following:

1. Read and be knowledgeable about the Resident Director Guidelines.
2. Read and be familiar with Academy information and materials provided.
3. Promote Resident membership in the American Academy of Family Physicians (AAFP) and the Florida Academy of Family Physicians (FAFP).
4. Recruit interested Residents to apply for FAFP committees listed at: <http://www.fafp.org/membership-engagement>
5. Plan goals for the Florida Association of Family Medicine Residents.
6. Lead in the development and conduct the meetings of the Florida Association of Family Medicine Residents.
7. Develop educational programming aimed at residents and students for the Winter, Spring and Summer Forums.
8. Attend and participate in each meeting of the FAFP Board of Directors.

9. Participate fully in Family Medicine Forums and Summits by interacting with practicing physicians and students and acting as role models for Student Directors.
10. Provide written reports for the Board of Directors regarding the activities of the Florida Association of Family Medicine Residents.
 - a) Prepare a brief verbal report for Board Meetings.
 - b) Submit minutes within 30 days of all meetings.
11. Initiate ideas and actions pertaining to Family Medicine education and Family Medicine as a specialty for the benefit of the specialty in Florida and the nation.
12. Attend the National Conference of Family Medicine Residents & Medical Students in Kansas City. See Attachment B for reimbursement policy
 - a) Arrange to set up and dismantle booths at the National Conference of Family Medicine Residents & Medical Students to promote Florida's Family Medicine Residency Programs.
 - b) With input from the residency programs, FAFP will assist with coordinating and distributing booth assignments for residents, resident directors and faculty.
 - c) Ensure all participants are aware of the rules about promoting the residency programs impartially.
13. Develop and maintain mechanisms for representation and participation in regional and national activities of Family Medicine Residents with particular emphasis on the process of election of Resident Delegates to the AAFP Congress of Delegates of the American Academy of Family Physicians, election of a Chair for the National Conference for Medical Students and Residents and appointment of residents to AAFP commissions/committees.
14. Participate in Inauguration Ceremonies.

ADVISORY TO RESIDENT DIRECTOR

The FAFP Medical Education Committee shall serve in advisory and supportive capacity to Resident Directors of the Florida Academy of Family Physicians. The committee may excuse Resident Directors from attendance at meetings of the Board of Directors, and release Resident Directors from the performance of recommended duties for good and extenuating cause.

RESIDENCY PROGRAM REPRESENTATIVES

Two Resident members of the Academy shall be elected by each approved Family Medicine Residency Program in Florida to serve as its representatives. These representatives shall be elected by the Resident members of the Academy in his/her residency program by fair and democratic process as directed and/or administered by the Director of the residency program or his/her designee. Election shall be by process of due notice of meetings, democratic elections, and other appropriate mechanisms. Elections should take place at the Spring Forum and be communicated with the Resident Board of Directors at that meeting in order to better organize the Summer Forum.

Meeting dates for 2022-2023 are:

- April 8-10, 2022 FAFP Spring Forum, Orlando, FL – Hilton Bonnet Creek
- July 8-10, 2022, FAFP Summer Forum, Boca Raton – Boca Raton Resort and Club
- July 28-30, 2022, - AAFP National Conference of Students and Residents – Kansas City, MO
- December 9-11, 2022, FAFP Winter Summit, Amelia Island, FL - Ritz Carlton
- April 21-23, 2023, FAFP Spring Forum, Orlando, FL – Hilton Bonnet Creek

IRS REPORTING

Per the Internal Revenue Service requirements for 1099-MISC reporting in 2022, the 1099-MISC form issued to you for the calendar year 2022 will include payment(s) made to you for travel and/or other expenses for which you were reimbursed by the Florida Academy of Family Physicians/FAFP Foundation. It will be your responsibility to report this reimbursement and the related expenses you incurred on behalf of the Academy/Foundation on the tax return associated with the Federal ID number reported on this 1099. Copies of your receipts for those expenses should be maintained as documentation for the deductible expenses.

By signing this document you are acknowledging that you have read the following attached documents and agree to follow the rules and guidelines as such.

Name: _____

Program: _____

Signature: _____

Date: _____

Attachment A

FAFP Travel Reimbursement Policy

Please read, sign and plan accordingly for how your travel and reimbursement will be coordinated for the 2022-2023 FAFP Forums and Board Meetings.

All FAFP Resident Directors are required to complete the following:

- Register to attend the FAFP Family Medicine CME Weekend meeting with the complimentary registration code provided by FAFP staff.
- Make their own hotel accommodations and travel arrangements for each FAFP Family Medicine Weekend Meeting.

Reimbursement Guidelines*

- Accommodations: FAFP will reimburse the cost of a hotel room at a rate of up to but not greater than the lowest advertised FAFP negotiated rate at the host hotel (plus required room fees and taxes) for up to three (3) nights* if the FAFP Resident Director attends the FAFP Board of Directors meeting which traditionally takes place Friday mornings. If the FAFP Resident Director is unable to attend the FAFP Board of Director's meeting, the FAFP will reimburse the cost of a hotel room at a rate of up to but not greater than the lowest advertised FAFP negotiated rate at the host hotel (plus required room fees and taxes) for up to two (2) nights. Hotel accommodations can be reserved off-site for convenience or unavailability at the host hotel, but the maximum reimbursement will remain the same.
- Travel: The FAFP will reimburse up to a maximum of \$100 for mileage (per current IRS guidelines, 58.5 cents, 2022) to attend a FAFP Family Medicine CME Weekend meeting considering this should be sufficient to cover the cost of associated gasoline.
- Food/meals: The FAFP will reimburse up to a maximum of \$100 for food/meals during the time spent attending the FAFP Family Medicine CME Weekend meeting.
- Extenuating Circumstances: The FAFP Resident Director may request additional reimbursement due to a hardship or special circumstance, approval of which will be at the discretion of the FAFP Executive Vice President on a per meeting basis.

Payment

To ensure minimal financial inconvenience, expense reimbursements will be mailed by the FAFP to the address provided no later than five (5) business days after receipt (i.e., checks are processed weekly on Tuesdays). Furthermore, expenses can be submitted either as soon as they are incurred (e.g., deposits) or in total after the meeting.

**All associated meeting expenses (hotel, travel and meals) will be reimbursed by the FAFP, per the above guidelines, and only upon completion of the FAFP Expense Reimbursement Form provided by staff. Accompanying receipts for only the expenses as categorized above are required or reimbursement will not be provided.*

By signing the below, you are acknowledging that your understanding of the above FAFP Travel Reimbursement Policy, effective immediately, and will adhere to the guidelines as set forth above.

Name: _____

Program: _____

Signature: _____

Date: _____

Attachment B

AAFP National Conference of Students and Residents

FAFP will provide each Resident Director with a \$900 scholarship to attend the AAFP National Conference of Students and Residents in Kansas City, MO (if such meeting is held in a live capacity). Scholarship funds should be used for travel, accommodations, meals, and meeting registration. FAFP staff requests that each Resident Director makes their own hotel accommodations, airline travel reservations and register for National Conference.

Upon completion of National Conference, each Resident Director is responsible for providing FAFP an Expense Form outlining the funds used during the conference. All applicable receipts are also requested and should be included with your expense form. Unused funds will be provided back to FAFP as a refund. **Please provide all applicable forms, receipts and refunds to FAFP within 30 days of the meeting.**

Name: _____

Program: _____

Signature: _____

Date: _____