

Bright Lights Review Working Group Roles and Responsibilities

Purpose

The Bright Lights Review Working Group evaluates submissions for AFHTO's Bright Lights Awards, ensuring a fair and consistent selection process that highlights innovative, high-impact initiatives in team-based primary care.

Key Responsibilities

- Independently review and score assigned nominations using established evaluation criteria.
- Attend virtual meeting(s) to discuss nominations and reach consensus on finalists
- Maintain strict confidentiality of all nomination materials and deliberations.
- Declare any conflicts of interest and recuse themselves from relevant reviews.
- Offer recommendations to strengthen the review process for future years.

Time Commitment

Estimated time commitment is 6–10 hours between June –July includes:

- Orientation session.
- Independent review and scoring of nominations.
- Participation in 1-2 virtual meetings for final decisions.

Support Provided

- Orientation and scoring guidance
- Access to all materials and evaluation tools