



# OHIO ACADEMY OF FAMILY PHYSICIANS

## **Handbook for Service on OAFP Committees, Workgroups, Task Forces and Resource Teams**

2018-2019

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## **Overview**

The OAFP Board of Directors very much appreciates your service as a member of an OAFP committee, workgroup, task force or resource team. This short handbook has been designed to give you basic information to help you fulfill your commitment of service to the OAFP.

Committee, workgroup, task force and resource team members are appointed by the president for service during the year of that person's presidency.

All appointments are subject to the approval of the OAFP Board of Directors. If the Board of Directors determines that a volunteer's performance on a committee, workgroup, task force or resource team is less than satisfactory, communication will be made with that individual to describe the problem for the purpose of giving that individual an opportunity to improve. Under exceptional circumstances, the board may remove a volunteer before the expiration of his or her term.

## **Member Responsibilities**

Members are expected to fulfill the following responsibilities when serving on an OAFP committee, workgroup, task force or resource team:

1. Attend all in-person meetings of the group to which you are appointed.
2. Participate in all scheduled conference calls of the group to which you are appointed.
3. Attend and participate in the entire meeting, not just portions of meetings.
4. Prepare for meetings by reading agenda and/or studying issues to be dealt with.
5. Complete all work assignments.
6. Participate effectively in the group's deliberations and discussions.

In addition, members are expected to:

1. Act in good faith and in accordance with what they believe to be in the best interest of the Ohio Academy of Family Physicians.
2. Discharge their responsibilities diligently and not delegate them to other volunteers or staff.
3. Publicly disclose any actual or perceived conflicts of interest; members should excuse themselves from voting on such matters if a conflict of interest is present.
4. Refrain from any discussions or activities that are in violation of antitrust laws.

## **Role of Academy Committees, Workgroups, Tasks Forces and Resource Teams**

Members are appointed to committees, workgroups, task forces and resource teams to help the Board of Directors carry out its work.

Committees, workgroups, task forces and resource teams are defined as such:

- Standing committees are required to exist in order for the organization's structure to be compliant with its bylaws. These standing committees are currently Bylaws Committee, Executive Committee, Finance/Audit Committee and Nominating Committee.
- Non-standing committees focus on issues that require ongoing attention.
- Workgroups have a singular focus but reoccur on an annual basis.
- Task forces address more specific issues/programs and are disbanded once they've achieved their goal.
- Resource teams are a group of members who agree to serve as a collaborative of experts that are mobilized virtually to respond to a specific issue, question or concern.

These groups normally meet at the call of the chair to conduct business assigned to them.

This work may include:

- Appropriately implementing directives from the strategic plan. The Board of Directors refers specific items from the strategic plan to committees, workgroups, task forces and resource teams for action. The chair will receive formal notice of those referrals.
- Planning events or meetings for which the group is responsible. For example, the Family Medicine Workshop Workgroup plans the Family Medicine Workshop.
- Reviewing, investigating, and considering appropriate action on resolutions and recommendations referred by the Board of Directors. The chair will receive formal notice of those referrals.
- Developing, researching and refining ideas generated during board mega issue discussions. The board will ask and assign groups responsibilities relative to taking on certain tasks.

The process of committees, workgroups, task forces and resource groups tends to generate worthwhile activities and innovative projects. The growth of the Academy depends on the ingenuity and interest of each group's members. It is important for the chair and individual group members to realize that no group activity can be performed without the prior approval of the Board of Directors. Often new group-generated activities and/or projects have financial implications and may require the expenditure of staff time to complete. The board

must consider such requests taking into account how the proposed activity or project meets the goals and objectives of the current OAFP strategic plan in context with available financial and staffing resources.

### **Role of Board Liaisons:**

Each Academy pillar will have a designated liaison to the board. Pillars under the current strategic plan are:

- Policy & Pipeline – Purpose: to advocate for legislative and regulatory environments that support family medicine and for educational funding streams that support a physician workforce that meets the population health needs of Ohio;
- Practice Success & Payment for Value – Purpose: to help family medicine practices thrive in the value-based payment environment;
- Professional Satisfaction & Wellness – Purpose: to bring joy back to the practice of family medicine, identify strategies for physician self-care, promote supportive peer networks, provide leadership and mentoring opportunities, and foster a culture of positivity and professional satisfaction; and
- Quality Improvement, CME & Population Health – Purpose: to provide cutting edge educational and quality improvement opportunities for physicians and members of their care teams and to promote the family physician’s role in population health management.

Our pillars stand on the Maintenance of a Successful Organization base – Purpose: to oversee the fundamental and ongoing success of the Academy’s operations.

Board liaisons are members of the OAFP Executive Committee. The primary responsibilities of the board liaison are to:

- Provide general guidance and leadership to groups within their pillar
- Provide history and knowledge of OAFP
- Remind groups of mission, strategic plan
- Convey board direction to the group
- Convey information from groups within their pillar to board.

Board liaisons should be present at each meeting or conference call actively participating in the meeting. If the board liaison is unable to make a scheduled meeting, the board liaison should inform the president and/or staff so other coverage may be arranged. After every meeting/conference call, the board liaison should hold a brief discussion with the group’s chair and staff member to discuss filling out the knowledge-based reporting form. The

liaison, chair and staff should reach consensus on what needs to be filed for information (but is nice to share with the board) and what needs action from the board (recommendation).

While each committee, workgroup, task force or resource team and its chair should feel free to initiate recommendations for action, those recommendations should be made with the clear understanding that the board has to consider recommendations made within the context of all other activities of the Academy. The recommendation will be clearly reflected in the meeting summary and on the knowledge-based reporting form and the board liaison will present the recommendation to the board answering any questions about the recommendation.

### **Eligibility to Serve**

Non OAFP members may serve on OAFP committees, workgroups, task forces and resource teams. Non OAFP members may not, however, serve as group chairs.

### **Staff Assistance**

A professional staff has been assembled to administer and support all efforts of the OAFP. Staff is available to send meeting notices, to assist the chair with formulation of the meeting agenda; to distribute the agenda prior to the meeting; to prepare necessary handouts for the meeting; and to take and distribute meeting summaries. Staff also follows up on specific assignments designated for staff and contacts group members with reminders about completing their assigned tasks.

### **Committee, Workforce, Task Force and Resource Team Descriptions**

Listed below are brief descriptions for current committees, workgroups, task forces and resource teams:

#### **Policy & Pipeline Pillar:**

- Public Policy Committee – coordinates OAFP’s legislative activity and monitors state legislation, state board regulatory actions (State Medical Board and Pharmacy Board) and Medicaid taking positions particularly with regard to easing administrative burdens and interference into the practice of medicine. The committee also advocates for public policy that positively impacts social determinants of health. The Public Policy Committee, in collaboration with the AAFP, will advocate for implementation of value-based payment regulations that are workable and implementable in various practice models/settings – regulations that create real value for patients. The Public Policy Committee links to the work of the AAFP DC office through the AAFP

Commission on Governmental Advocacy and staff. The Public Policy Committee also collaborates with the Ohio Coalition of Primary Care Physicians on joint advocacy efforts of the state's primary care physician organizations. A GME funding distribution formula and line item funding that incentivize medical schools to produce adequate numbers of primary care physicians are key goals of the Public Policy Committee as is funding of medical student scholarships and loan forgiveness programs that ease medical school debt for those interested in family medicine and primary care. The Ohio Patient-centered Primary Care Workforce Learning Center is a part of this effort as are Ohio's family medicine residency program directors and Ohio's medical school family medicine department chairs. The work of the Public Policy Committee compliments the Ohio Academy of Family Physicians Foundation's student and resident "filling the pipeline" programming.

- Family Medicine Educators Workgroup (includes family medicine department chairs or their designee, family medicine residency program directors or their designee, and FMIG coordinators or their designee) – focuses on their role in advocating for educational funding streams that support an adequate primary care workforce, the Foundation's pipeline programs, and making student and residents aware of the importance of Academy membership.

### **Practice Success & Payment for Value Pillar:**

- Value-based Payment Resource Team – a virtual group of physician volunteers who respond to value-based payment issues including the following: PCMH and enhanced primary care in Ohio; how to work with CliniSync, Health Bridge and Health Landscape to help practices utilize EHR data to improve and demonstrate quality care; informs members about changing payment models and opportunities (State Innovation Model, CPC+, Transforming Clinical Practice Initiative, clinically integrated networks, physician-led ACOs, DPC, Medicaid episodes of care payment) and helps members evaluate and navigate those opportunities; helps members survive and thrive in value-based payment systems.
- Practice Resource Team – a virtual group of physician volunteers who responds to practice issues, questions and concerns from members.

### **Professional Satisfaction and Wellness Pillar:**

- Joy of Medicine Workgroup - identifies ways to bring fun back to meetings; provides resources on physician wellness, resiliency and self-care; encourages mentorship; and serves as inspirational beacon for Ohio's family physicians.
- Awards Workgroup - oversees OAFP awards selection process (Family Physician of the Year; Family Medicine Educator of the Year; Resident Leadership Award;

- Torchlight Leadership Award; Friend of Family Medicine) and inspires others by highlighting their accomplishments and passion.
- Member Constituencies Workgroup - selects OAFP delegates to the National Conference of Constituency Leaders (NCCL).

### **Quality Improvement, CME & Population Health Pillar:**

Under this pillar are the work groups that plan OAFP's various educational events, quality improvement programming and develop OAFP's quality improvement modules. Educational programs include: Family Medicine Workshop; Team Training Day; Self-assessment and Clinical-assessment programming (virtual and live); Members Assembly CME; and Chief Resident Workshop.

- Population Health/Social Determinants of Health Workgroup - explores ways for the Academy to provide members with resources, education, and other tools that promote health equity and confront social determinants of care.
- Family Medicine Workshop Workgroup – plans annual Family Medicine Workshop
- Quality Improvement Module Development Workgroup – is charged with developing ABFM-accredited learning management modules
- Members Assembly CME Workgroup – plans CME for annual Members Assembly
- Core - a home study continuing medical education course for family physicians jointly owned and operated by the Ohio and Connecticut Academies of Family Physicians.

### **Maintenance of a Successful Organization:**

Standing Committee:

- Bylaws Committee – annually reviews the OAFP Bylaws to ensure they are consistent with the policies and practices of the OAFP, ensures that OAFP Bylaws are not in conflict with AAFP Bylaws, and recommends any needed revisions for the consideration of the Members Assembly.
- Finance & Audit Committee – develops, in conjunction with staff, the annual operating and capital budgets for the Academy; reviews quarterly financial statements; reviews the annual review/audit of Academy's financial records by an outside accountant; monitors Academy investments pursuant to established investment policy; informs and advises the Board of Directors and the Members Assembly on the proper use of Academy funds; explores opportunities for non-dues revenue; monitors the Academy's insurance coverage; and monitors, in conjunction with the Executive Vice President, employee benefits and salaries.

- Nominating Committee – solicits nominations, interviews, and recommends a slate of candidates for potential election during the annual business meeting for the positions of president-elect, vice president, treasurer, directors, AAFP delegates and alternates, speaker and vice speaker, OSMA delegate and alternate, student delegate, student alternate delegate, resident delegate, resident alternate delegate, at-large directors and regional directors.
- Executive Committee - has full authority to act for and in behalf of the OAFP Board of Directors in between board meetings.

Other:

- National Action Workgroup - evaluates national issues and candidates for office, positions, and appointments with the AAFP and the American Board of Family Medicine and when the OAFP is running a candidate for national office, plans campaign strategy.
- Resident to New-to-Practice Membership Conversion Task Force – identifies and implements initiatives to improve the conversion rate of resident to new-to-practice active members
- Communications Resource Team – virtual group of physician volunteers who provide feedback on individual OAFP publications and other communications vehicles.

Separate Entities:

- OAFP Foundation – as the philanthropic arm of Ohio Academy of Family Physicians, the OAFP Foundation improves and increases access to quality health care for all Ohioans by generating student interest in the specialty of family medicine. OAFP/F is a public grant-making, charitable organization with 501(c)(3) tax-exempt status.
- Family Medicine Political Action Committee (FM-PAC) – operates with separately elected board and officers raising money for the purpose of making campaign contributions in state legislative and judicial races.

In addition, the following staff should be contacted for information about the following:

- Ohio Coalition of Primary Care Physicians (Ann Spicer)
- Core Content Review of Family Medicine (Kate Mahler)
- Family Medicine Workshop (Kaitlin McGuffie) – a continuing medical education course held in Columbus, offering 22 Prescribed credits, involving two weekends in January.
- Financial Matters Including Regional Chapter Dues (Bob Vogel)
- Regional Chapter Business (Emily Pavoni)
- Social Media (Morgan Pelt)

- Membership Re-election; Membership Records (Emily Pavoni)
- Computer System Administration (Erin Jech)
- Web Site (Emily Pavoni)
- Public Relations/Marketing/Press Inquiries (Morgan Pelt)
- Awards (Morgan Pelt)
- Resident Member Issues (Katie Seigrist)
- Student Member Issues (Katie Seigrist)
- Foundation (Kaitlin McGuffie)
- FM-PAC (Bob Vogel)

## **Meeting Dates**

The dates of committee cluster weekends for the 2018-2019 year are as follows:

- Saturday – Sunday, November 10-11, 2018
- Saturday – Sunday, January 19-20, 2019
- Saturday – Sunday, March 30-31, 2019
- Family Medicine Celebration - August 3-4, 2019

Meetings are held at the call of the group’s chair. Chairs are encouraged to schedule their meetings during cluster Saturdays. Scheduling a meeting on one of these days will reduce the travel time and expense of officers and committee, workgroup, and task force members by allowing them to attend more than one meeting, as well as keep the number of work weekends under control for the OAFP Executive Committee and staff. Under unusual circumstances, in-person meetings can be scheduled on a non-cluster weekend, but mileage for participants will not be covered unless special approval is granted.

Committee, workgroup, and task force meetings are also sometimes held in conjunction with other OAFP activities/meetings, but are not to interfere with CME offerings.

Committees, workgroups, and task forces often meet by conference call in addition to their work on cluster weekends. Conference calls are an excellent, efficient way to conduct well-defined business. A conference call requires no travel time and can be conducted at a time convenient for those involved. Staff will set up the call and send meeting notices with call directions to participants. Again, a staff member will participate in the conference call, providing the same support as at an in-person meeting.

## **Meeting Notices**

Meeting notices will be sent by staff three to four weeks prior to a scheduled meeting to give people time to get the meeting on their calendar. Meeting notices will be sent electronically.

Committee, workgroup, and task force members are asked to indicate their attendance plans via email. It is important for staff to know your attendance plans so appropriate arrangements can be made for food, beverage, handout materials, etc. It is also important to let staff know your attendance plans because if a sufficient number of members can't participate in the meeting, the meeting may need to be rescheduled for a different date. Attendance plans should be sent to [mail@ohioafp.org](mailto:mail@ohioafp.org). No committees, work groups, task forces or other OAFP entities are to schedule meetings that conflict with scheduled CME programming or annual business meeting sessions.

## **Meeting Agendas**

Meeting agendas with handouts will be sent by staff one week prior to a scheduled meeting and will be sent electronically. Members should prepare for meetings by studying materials provided in advance of meeting time. Members also should bring agendas and any relative handouts to the meeting.

## **Meeting Summaries**

Each committee, workgroup and task force will be assigned staff who will be present at the meeting and who will prepare meeting summaries. All OAFP meeting summaries are written in the same format. They are divided into three sections:

1. Recommendations - the following actions were taken by the committee, workgroup or task force that requires consideration by the Board of Directors:

(These items are actually placed on the board's agenda for review and action.)

2. Information to the Board - the following actions were taken by the committee, workgroup or task force and are reported here for the information of the Board of Directors:

(These are actions of which the members of the Board of Directors need to be aware. The board needs to carefully read these items and to ask for clarification as needed.)

3. For the Record - The committee, workgroup or task force discussed the following items and made the following decisions, which are recorded to assure appropriate follow-up and to maintain a permanent record of business conducted by the group:

(It is hoped that board members would read the complete text of all meeting summaries but these items are primarily for member and staff follow-up. Therefore, it would be more important for board members to read items listed under the first two headings if time is limited.)

The following guidelines should be followed in determining which items should be taken to the board as recommendations:

- Items resulting from a board directive to report back
- Recommendation of major new policy
- Items requiring a fiscal note
- Items where policies or positions would be viewed as controversial
- Items relating to significant issues which are being addressed by two or more OAFP groups
- Initiation or change of interaction with entities external to OAFP
- Items that are non-controversial in nature but recommend a policy or position on which it is essential to be able to represent the policy or position as the Academy's policy or position; or are non-controversial changes in current policy or position.

Meeting summaries will typically be completed within two weeks of the meeting date and once completed will be available in the minutes archive of the members only section of the OAFP web site at [www.ohioafp.org/minutes.htm](http://www.ohioafp.org/minutes.htm). Electronic copies of all meeting summaries are distributed to the members of that specific group and to all members of the Board of Directors. Hard copies of all meeting summaries are kept on file at the OAFP office.

## **Refreshments**

During OAFP clusters, pizza/salad and/or sandwiches are provided at no charge to members. An assortment of fruit, cookies, coffee, tea and sodas are also provided.

## **Dress**

Attire for OAFP cluster meetings is very casual. Jeans and tennis shoes are often worn. Dress for your comfort and convenience.

## **Reimbursement**

Committee, workgroup and task force members will be reimbursed round trip mileage at the Internal Revenue Service (IRS) approved mileage reimbursement rate for meetings scheduled on cluster weekends or in conjunction with another OAFP meeting. Under unusual circumstances, in-person meetings can be scheduled on a non-cluster weekend, but mileage for those participating in those meetings will not be covered unless special approval is granted.

Members who are required to stay overnight because of cluster and/or board meetings held on two consecutive days may opt to have their hotel bill paid in lieu of mileage.

Executive Committee members and resident/medical student members of the Board of Directors may claim roundtrip mileage and hotel reimbursement on cluster/board weekends.

Mileage reimbursement vouchers must be completed and returned to the OAFP office for payment. Please submit your expense vouchers to OAFP within 30 days of the expenses being incurred. Reimbursement for meetings in November and December should be submitted for payment prior to the end of the calendar year. Mileage reimbursement vouchers are available at the OAFP office. If for some reason you can't locate a form, please ask staff for one. Also please note that the mileage reimbursement voucher offers the option to donate your mileage reimbursement or a portion of that mileage reimbursement to the OAFP Foundation. Anyone interested in this option can specify the Foundation program to which they wish the donation designated.

Sample voucher:

<b>TRAVEL EXPENSE VOUCHER</b> <b>OHIO ACADEMY OF FAMILY PHYSICIANS</b> <b>4075 NORTH HIGH STREET</b> <b>COLUMBUS, OH 43214-3296</b>	
Name of meeting: _____	Date: _____
Roundtrip mileage: _____	From (city) _____ To (city) _____
Reimbursement rate is 54.5 cents per mile. Reimbursement checks are issued in April, August, and December. On cluster weekends, hotel overnight may be paid in lieu of mileage, at the member's option.	
PLEASE CHECK ONE:	
<input type="checkbox"/> Please mail a check to me.	
<input type="checkbox"/> Please donate \$_____ of this amount to the OAFP Foundation in my name and designate for (please check one):	
<input type="checkbox"/> Restrict use to most needed program	
<input type="checkbox"/> Specific program: _____	
Name _____	Social Security # _____
(please print)	
Address _____	
City _____	State _____ Zip _____

## Travel Accident Insurance Coverage

The OAFP provides \$50,000 accidental death and dismemberment coverage for all board, committee, workgroup, task force and resource team members whenever they travel on

behalf of the OAFP. This insurance will protect you as long as you serve as a committee, workgroup, task force or resource team member. Details of the coverage may be obtained from the executive vice president.

## **Conflict of Interest and Disclosure Statement**

The Academy's Board of Directors, officers and staff as well as members of various organizational entities deal with a variety of issues which may have far-reaching implications. The Academy is well served by the fact that many of those involved in policy development and implementation have diverse interests and are involved in a number of activities outside this organization. This interest and involvement enhances the expertise that these individuals bring to the various roles they fill in representing the Academy.

On occasion, situations may exist in which an individual serving the Academy in an elected or appointed position has some outside interest which constitutes a conflict of interest or could be perceived as constituting a conflict of interest. Generally, a conflict of interest could be said to exist when individuals have material interests outside the Academy which could influence them or could be perceived as influencing them to act contrary to the interests of the Academy and for their own personal benefit or the benefit of a family member or business associate.

Most often, the type of interest resulting in a conflict would be financial, such as, for example, when an individual has an association with a third party through receipt of a research or other type grant or stipend, an ownership interest, an employment relationship, or a consultative or advisory arrangement. However, in some situations a conflict of interest may exist even though the conflict does not arise out of financial considerations. For example, a member of the Academy's Board of Directors may have a fiduciary responsibility as a member of the Board of Directors of some other organization. If the interests of that organization were contrary to the interests of the Academy, a situation could exist in which the individual could not fulfill his or her fiduciary responsibilities to both organizations. A conflict of interest would exist, even though it might not be related to personal financial gain.

A key element in avoiding an actual or a perceived conflict of interest is to ensure that a system is in place under which those serving the Academy provide full disclosure of any potential conflicts. Accordingly, the Academy has developed a disclosure form to be completed by officers, Board members, those appointed to serve on commissions, committees and other similar entities and senior members of the staff including directors and the executive vice president.

Academy members elected or appointed to serve the organization will be requested to complete this disclosure form each time they are appointed or elected to a new term. *All of*

*those completing the form are expected to notify the Academy's executive vice president in writing if a potential conflict of interest arises which has not previously been noted on the current disclosure form.*

When an individual is acting for the Academy and does have a conflict of interest because of the subject under consideration, that individual will be expected to refrain from any discussions or actions on that subject. In most situations, no further action will be required. However, in some instances, the nature of the conflict of interest may be so substantial that the individual will be asked to discontinue the non-Academy activity resulting in the conflict or relinquish his or her position with the Academy.

In some isolated cases, it may occur that a substantial conflict of interest exists and the involved individual refuses to take the necessary steps to resolve the conflict. Since members of committees and similar entities serve at the will of the Board of Directors, they too would be subject to removal by the Board.

It again must be emphasized that OAFP policy on conflict of interest and the required disclosure form are not intended to dissuade qualified candidates from Academy service. Indeed, each individual's special interests and involvement can enhance his or her ability to better serve the organization. In many instances, those interests and involvement clearly do not constitute a potential or actual conflict of interest. However, when the potential for a conflict of interest exists, it is appropriate that the relevant facts be fully disclosed.

This statement must be signed and returned to the OAFP office before committee members can begin their term of service.

Sample disclosure statement:

**OHIO ACADEMY OF FAMILY PHYSICIANS  
DISCLOSURE STATEMENT**

I have read the OAFP document titled "Conflict of Interest and Disclosure Statement" and understand and support its intent.

To the best of my knowledge (check one of the following):

- 1) \_\_\_\_\_ I do not have a conflict of interest.
- 2) \_\_\_\_\_ I do not have a conflict of interest. However, in the spirit of full disclosure and in the event such information would be deemed relevant by others, I have listed certain of my interests/affiliations in accordance with the instructions below.
- 3) \_\_\_\_\_ I do have a potential conflict(s) of interest and I have listed such conflict(s) in accordance with the instructions below.

*(In determining whether you have a conflict of interest, reference should be made to the Academy document, "Conflict of Interest and Disclosure Statement," (located on the back of this page) which states in part: "Generally, a conflict of interest could be said to exist when individuals have material interests outside the Academy which could influence them or could be perceived as influencing them to act contrary to the interests of the Academy and for their own personal benefit or the benefit of a family member or business associate." If you checked box 2 or 3 above, please attach to this form a full description of any of your activities which you wish to disclose or which you believe may constitute a conflict of interest. Provide all relevant information including: (1) the nature of those activities which you are listing; (2) the types of financial arrangements (if any) between you and any third parties involved in those activities; and (3) a description of the business or purpose of such third parties.*

I agree that if the Academy is considering or involved with any subject in which I have a conflict of interest, I will not participate in any discussion or action on that subject unless officially requested to do so.

I further agree that if a potential conflict of interest arises which has not been reported previously, I will immediately notify the Academy's executive vice president in writing.

\_\_\_\_\_  
**NAME (Please Print)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

## **Antitrust Compliance**

It shall be the policy of the Ohio Academy of Family Physicians to be in strict compliance with all federal and state antitrust laws, rules and regulations. Therefore:

- 1) These policies and procedures apply to all membership, board, committee, work group, task force and other meetings sponsored by the Ohio Academy of Family Physicians and to all meetings attended by official representatives of the OAFP.

2) Discussions of prices or price levels are prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as: a) Cost of operations, supplies, labor or services; b) Allowance for discounts; c) Terms of sale including credit arrangements; and d) Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.

3) It is a violation of Antitrust laws to agree not to compete, therefore, discussions of division of territories or customers/patients or limitations on the nature of business carried on or products sold are not permitted.

4) Boycotts in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.

5) It is the OAFP policy that all meetings attended by representatives of OAFP where discussion can border on an area of antitrust sensitivity, that the OAFP representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the OAFP representative should excuse himself from the meeting and request that the minutes show that he/she left the meeting at that point and why he/she left. Any such instances should be reported immediately to the President and Executive Vice President.

6) It is OAFP policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representatives of the OAFP and OAFP employees annually and that the same be read, or understood at all meetings of the membership of the Ohio Academy of Family Physicians.

## **Information for Those Serving as Chair**

### **Responsibilities of the Chair**

The chair and staff together are responsible for facilitating the work of the committee, work group, task force or resource team. The chair should:

- Attend all meetings.
- Understand, accept and support the group's charges and established goals.
- Plan meetings and meeting agendas with staff.
- Review federal and state antitrust laws, rules and regulations at the first meeting of each year.
- Ensure that all discussions are in strict compliance with all federal and state antitrust laws, rules and regulations.

- Exercise leadership.
- Be sufficiently aware of the group’s work so that he/she can interact knowledgeably with other committee members and staff.
- Move members toward participation and decision making.
- Work with staff to ensure that assigned work of the group is carried out between meetings.
- After every meeting/conference call, discuss with the board liaison and staff completion of knowledge-based board reporting form. The liaison, chair and staff should reach consensus on what needs to be filed for information (but is nice to share with the board) and what needs action from the board (such as motion).

### **Sample Knowledge-based Board Reporting Form:**

<p><b>Items for consideration by OAFP Board of Directors at their meeting on (Date) from: (Committee/Workgroup/Task Force/Officer)</b></p> <hr/> <p><b>Recommendations requiring Board review and action (include application to strategic plan, action desired and rationale if possible):</b></p> <p>1.)</p> <p>2.)</p> <p><b>Items to be addressed by the Board of Directors as new business if time permits (indicate if item is urgent):</b></p> <p>1.)</p> <p>2.)</p> <p><b>Items of interest to the Board but not requiring specific action:</b></p> <p>1.)</p>
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Completed knowledge-based board reporting form should be returned to the OAFP office by email: [aspicer@ohioafp.org](mailto:aspicer@ohioafp.org) or by fax: (614) 267-9191 10 days prior to the date of the next Board meeting. For meetings held the Saturday before the Sunday board meeting, chairs should return their completed form to an OAFP staff member prior to leaving the OAFP office on Saturday.

### **Developing the Agenda/Structuring the Meeting**

The group's charge and goals for the year should be reviewed and linked to the strategic plan at the first meeting of the year. Review and clarify the bounds of the group's activity and

authority. Review all ongoing projects and programs. Develop a program of work for the year.

Sequence the agenda items thoughtfully.

- Start the meeting with agenda topics that will unify the committee; this sets the stage for working together.
- Early in the meeting is a good time to discuss topics that require mental energy, creativity and clear thinking.
- Do not put difficult topics back-to-back - people need a break.
- End the meeting with topics that will unify the group; people like to leave meetings feeling that they are part of a productive team.

### **Tips for Presiding over a Meeting**

- Open the meeting on time.
- Announce the business to be conducted.
- Recognize members who are entitled to talk; discourage interruption.
- Restate the issue to be voted on before calling for a vote; this will help clarify for committee members and the person taking minutes, just exactly what is being voted upon.
- Put all issues to a fair vote; don't make assumptions about how the committee members feel.
- Announce the results of actions taken and explain the follow through to be taken and by whom. This information should be reflected in the meeting minutes.
- Help expedite business. Don't let discussions drift or go on too long.
- Stay with the agenda. Seek the full group's agreement to change the agenda once it has been announced.
- Close the meeting on time; seek the committee's agreement regarding extending the time if necessary.

### **Chair as Facilitator**

- Be a facilitator of meetings. The committee, workgroup or task force belongs to the OAFP not to the chair.
- Guide, mediate, probe and stimulate discussions. Let others thrash out ideas; committees are not formed to validate the thinking of the chair or of staff.
- Encourage a clash of ideas, but not of personalities. Good decisions are made when committees examine all sides of an issue, but don't let members personalize the debate.
- Prevent one-sided discussions.

- Deal with dysfunctional behaviors. Don't let a person who is blocking constructive discussion ruin the meeting for everyone else. Strategies for dealing with the behavior include confronting the person privately in a caring manner, pointing out the effects of the behavior and suggesting alternative behaviors.
- Keep discussions on track; periodically restate the issue and the goal of the discussion.
- Monitor participation; control talkative members and draw out silent members.
- Use well-placed questions, seek points of information and clarification, and periodically summarize to keep the discussion focused.
- Be sensitive to the feelings of members. Look for visual and verbal clues to determine if a member is unhappy with the discussion; deal with it then.
- Keep the group focused on the central question and moving toward a decision. Call on the least senior members first to express their views; discussion tends to "close down" after a senior member expresses a strong view.
- Seek consensus, but unanimity is not required. Sometimes an idea is compromised by trying to get every last person to completely agree.
- Close the meeting by noting achievements.

Sections from ASAE publication entitled "Enhancing Committee Effectiveness: Guidelines and Policies for Committee Administration by John F. Schlegel, CAE.