OHIO ACADEMY of FAMILY PHYSICIANS

Standard Operating Procedures For OAFP Officers and Board

September 2025

Table of Contents

President 2
President-Elect 5
Immediate Past President 7
Vice President 9
Treasurer/Chair of Finance & Audit Committee 11
Executive Vice President 13
Speaker and Vice Speaker 15
AAFP Delegates and Alternate Delegates 17
OSMA Delegate and Alternate Delegate 19
Regional Directors 20
At-large Directors 22
Resident and Medical Student Directors 23
Board of Directors 24
Banking Signatory Authority 27

President

Powers and Duties of the President:
(As defined in the OAFP Bylaws)

"The president shall be the chief executive officer of the organization and shall, subject to the control of the OAFP Board of Directors, have general supervision, direction, and control of the business and officers of the organization. The president shall preside at all meetings of the OAFP Board of Directors and assemblies. The president shall be an ex officio member of all committees, and shall have such powers and duties as may be prescribed by these bylaws and by the OAFP Board of Directors. The president shall also appoint all standing commission and committee chairs subject to the approval of the OAFP Board of Directors." (*Chapter XIV, Section 1)*

"The president may appoint medical students, who are committed to family medicine, as participants in the deliberations of certain committees." (*Chapter XIV, Section 1)*

"The current president shall appoint four (4) members of the board of directors and three (3) past presidents, who have indicated that they do not intend to run for an office in the current year, to serve on the Nominating Committee. The president will designate one (1) of the three (3) past presidents to serve as chair. In the event a Nominating Committee member is unable to attend the committee's deliberations during the annual meeting, the president may appoint a member to fill the vacancy." *(Chapter XIII, Section 1)*

"Five at-large directors shall be elected and would serve two-year terms. In years when four (4) regional directors are being elected, two (2) at-large members can be elected. In years when three (3) regional directors are being elected, three (3) at-large members can be elected. The president may appoint up to two (2) additional directors to serve at the president's discretion but not beyond the end of the president's term." *(Chapter XIII, Section 1)*

Major Duties and Responsibilities:

- Provides direction to ensure that OAFP activities are focused appropriately to achieve our mission and strategic plan.
- Serves as chair of the board of directors, presiding over the meetings, works with the executive vice president in preparing meeting agendas and with ensuring that board action items are followed-up upon.
- Presides at meetings of the Executive Committee and National Action Workgroup, works with the executive vice president in preparing meeting agendas and with ensuring that action items are followed-up upon.
- Coordinates and plans the strategic thinking exercise/mega issue discussion at each board meeting and, in consultation with the board, plans strategic planning activities as appropriate.
- Sets, in consultation with the Executive Committee, the board meeting and executive committee schedules annually.
- Serves as ex officio member of all OAFP committees, workgroups, taskforces, and resource teams.
- Solicits advice and counsel from other officers, board members, and senior staff members regarding the welfare of the OAFP.
- Serves as one of the OAFP's representatives to the Ohio Coalition of Primary Care Physicians, and chairs the meetings of the coalition that are hosted by the OAFP (the immediate past president and the president-elect are the other two coalition representatives). Works with the executive vice president in preparing the coalition meeting agenda for the meetings hosted by the OAFP.
- Serves as the official OAFP spokesperson to all external groups communicating official Academy policy as approved by the board of directors.
- Assigns other Executive Committee members, in consultation with those members, to serve as board liaisons to OAFP pillars, committees, workgroups, taskforces, and resource teams (all have a designated Executive Committee member as liaison to the board). The primary responsibilities of the board liaison are to:
- Provide general guidance and leadership to committee, workgroup, taskforce, and resource team members.
- Provide history and knowledge of the OAFP.

- Remind committees, workgroups, taskforces and resource teams of the mission and strategic plan.
- Convey board direction to the committee, workgroup, taskforce, or resource team.
- Convey information from committees, workgroups, taskforces and resource teams to the board.
- Attends any programs planned by the committee, workgroup, taskforce, or resource team to which they serve as board liaison

Prepares the President's Message for each quarterly issue of *The Ohio Family Physician.*

- Appoints, in consultation with the Executive Committee and approval of the board, the chairs and members of all committees, workgroups, taskforces, and resource teams.
  Items to be kept in mind during this appointment process:
  - Inactive members may be dropped from their assigned group even if their complete term has not yet expired
  - Appointments should reflect diversity and geographic balance
- Appoints four (4) members of the board of directors and three past presidents, who have indicated that they do not intend to run for an office in the current year, to serve on the Nominating Committee; designates one (1) of the three (3) past presidents to serve as chair. In the event a Nominating Committee member is unable to attend the committee's deliberations during the annual business meeting, the president may appoint a member to fill the vacancy. *(Chapter XIII, Section 1)*
- Appoints, with consultation of the Executive Committee, liaisons to other organizations.

Conducts, along with the immediate past president, the annual performance review of the executive vice president (EVP)
Items to be kept in mind relative to the EVP performance review:

- Input should be requested from all Executive Committee members regarding the EVP's stated goals.
- The chair of the OAFP Foundation should be asked for input on the EVP's performance as it relates to the Foundation.
- Verbal and written feedback regarding performance should be provided.
- A recommendation as to a merit salary increase based on the performance review should be made to Finance/Audit Committee prior to the Finance/Audit Committee's fall meeting to develop the coming year's budget.

Travel Responsibilities:

In state travel:

- The president and members of the Executive Committee may elect to travel to the various regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, to gain better understanding of problems within regional chapters and regions, and to communicate to all the goals and objectives of the Academy.
- The president may elect to visit regional chapters and is expected to respond to requests of at-large and regional directors and leaders to use the powers of the office to meet local needs.

Out of state travel:

- During the tenure of a member's service on Executive Committee, each Executive Committee member may elect to attend a couple of out-of-state meetings for the purpose of experiencing another chapter meeting. These trips should be strategically selected so the Executive Committee member has an opportunity to learn about specific things the other chapter does well. The president, in consultation with Executive Committee, will select the meetings and make assignments. The Executive Committee member who visits another chapter meeting will present a report on their visit during the next regularly scheduled meeting of the Executive Committee.
- The president will attend the Ten State Regional Conference, the AAFP Annual Chapter Leader Forum, the AAFP Congress of Delegates, and the AAFP Family Medicine Advocacy Summit. When necessary, other out-of-state meetings may be attended at the discretion of the president and budget permitting.

Reimbursement:

- The president's travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Hospitality Responsibilities:

- Plans, with assistance of the OAFP staff, an Ohio Dinner in accordance with the Ohio Dinner guidelines:

  Ohio Dinner Guidelines:
  The Ohio Dinner, held annually during the AAFP Annual Chapter Leader Forum in Kansas City, MO, and annually during the AAFP Congress of Delegates in the designated convention city, is hosted by the OAFP president for those OAFP members and their spouse/significant other who attend these respective national meetings in an official capacity for the OAFP.

  The official delegation to the Annual Chapter Leader Forum includes: Any OAFP member who is currently serving on the AAFP Board of Directors, OAFP Executive Committee members, OAFP delegates/alternate delegates to the AAFP; OAFP representatives to the National Conference of Constituency Leaders (NCCL); any OAFP member who serves in an official NCCL position; and OAFP staff.

  The official delegation to the AAFP Congress of Delegates includes: Any OAFP member who is currently serving on the AAFP Board of Directors; OAFP Executive Committee members; OAFP delegates/alternate delegates to the AAFP; OAFP members who are delegates/alternate delegates to AAFP representing member constituencies, resident or student delegates; past presidents; and OAFP staff.

  The president, in consultation with the EVP, will use discretion in extending invitations to any additional OAFP members keeping in mind the cost implications of additional guests and space constraints of the venue. The OAFP president is the only officer with the authority to invite additional guests.

  Invited guests will heed RSVP deadlines and understand that failure to respond in a timely fashion to the RSVP deadline may result in forfeiting the ability to attend the dinner. All dinners will offer a cash bar. (Adopted 1/13; revised 9/19)

- Selects dinner location for Executive Committee meetings, when applicable.

Annual Meeting/Annual Report Responsibilities:

- Writes, in conjunction with the EVP, a written report on the year's achievements and accomplishments for publication in the fall edition of *The Ohio Family Physician* and for distribution via the OAFP's communications vehicles.
- Greets out-of-state guests during the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Greets other official representatives or guests who attend the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate) .
- Serves as ex officio member of Nominating Committee and appears before the committee to provide any information as appropriate.
- Attends the Virtual Membership Meeting and Family Medicine Celebration.
- Participates in the Town Hall session held during the Virtual Annual Membership Meeting.

President-Elect

Powers and Duties of the President-Elect:
(As defined in the OAFP Bylaws, Chapter XIV, Section 2)

The president-elect shall act as president in the absence of, or at the request of the president; and when so acting shall have all the powers of, and be subject to, all the restrictions upon the president. The president-elect shall have such powers and perform such other duties as may be prescribed by the OAFP Board of Directors. The president-elect shall automatically become president the year following the term of president-elect.

Major Duties and Responsibilities:

- Works with the president laying the groundwork for continuing OAFP activities focused to achieve our mission and strategic plan.
- Continually observes the entire operation of the OAFP providing support and feedback to the president and the board of directors.
- Serves as a member of and attends all Executive Committee meetings.
- Serves as a member of and attends all National Action Workgroup meetings.

Serves as board liaison to one of the pillars as assigned by the president in consultation with the Executive Committee - the primary responsibilities of the board liaison are to:

- Provide general guidance and leadership to committee, workgroup, taskforce, and resource team members.
- Provide history and knowledge of the OAFP.
- Remind committee, workgroup, task force and resource team members of mission, strategic plan
- Convey board direction to the committee, taskforce, workgroup, or resource team.
- Convey information from committee, workgroup, taskforce, or resource team to board.
- Attends any programs planned by the committee, workgroup, taskforce, or resource team to which they serve as board liaison.
- Is available for special assignments as needed.

Thinks about the upcoming responsibility of appointing chairs and members of all committees, workgroups, taskforces, and resource teams (Traditionally appointments happen immediately after the annual meeting for approval of the board at their first meeting of the year.)

Items to keep in mind:

- Consult with the executive vice president and staff in making appointments.
- Use OAFP publications to seek interested volunteers.
- Ask members of the board of directors, regional chapter presidents, and other interested parties for their suggestions.
- Observe the performance of members in other roles; keeps a list of members who would be excellent leaders.
- Contacts each incoming chair to discuss activities for the coming year ensuring that activities of the group are appropriately focused on the mission and strategic plan.
- Serves as one of the OAFP's representatives to the Ohio Coalition of Primary Care Physicians (the immediate past president and president are the other two coalition representatives).
- Has a professional headshot photograph taken for use by the OAFP.
- Provides the OAFP office with their current CV.

Travel Responsibilities:

In state travel:

- The president-elect, at the direction of the president and Executive Committee, will travel as specifically assigned to various regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, to gain better understanding of problems within regional chapters, and to communicate to all the goals and objectives of the Academy.
- The president-elect, at the direction of the president and Executive Committee, will travel as specifically assigned to visit regional chapters and address requests of regional directors and other regional leaders.

Out of state travel:

- During the tenure of a member's service on the Executive Committee, Executive Committee members may opt to attend a couple of out-of-state meetings for the purpose of experiencing another chapter meeting. These trips will be strategically selected so the Executive Committee member has an opportunity to learn about specific things the other chapter does well. The president, in consultation with Executive Committee, will select the meetings and make assignments. The Executive Committee member who visits another chapter meeting will present a report on their visit during the next regularly scheduled meeting of the Executive Committee.
- The president-elect will attend the AAFP Annual Chapter Leader Forum and the AAFP Family Medicine Advocacy Summit (presuming the chapter is permitted to send two representatives). The president-elect may opt to attend the AAFP Congress of Delegates, but is not required to attend. The president-elect should plan to attend the Ten State Regional Conference if the president is unable to attend.
- Every other year, the president-elect, vice president, and the EVP will attend one of the spring sessions of the ASAE Symposium for Chief Elected Officers and Chief Executive Officers.

Reimbursement:

- The president-elect's travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Hospitality Responsibilities:

- Helps welcome visiting officers and officials during the Family Medicine Celebration.

Annual Meeting Responsibilities:

- Greets out-of-state guests during the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Greets other official representatives or guests who attend the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate)
- Serves as ex officio member of Nominating Committee and appears before the committee to provide any information as appropriate.
- Attends the Virtual Membership Meeting and Family Medicine Celebration.
- Participates in the Town Hall session held during the Virtual Membership Meeting.
- Works with the staff to select gifts for the outgoing president.

Immediate Past President

Powers and Duties of the Immediate Past President:
(As defined in the OAFP Bylaws, Chapter XIV, Section 3, Immediate Past President)

Immediately following a term as president, the president shall become the immediate past president. The most recent past president shall act as president in the absence of both the president and president-elect; and when so acting shall have all the powers of, and be subject to, all of the restrictions upon the president. The past president shall have such powers and perform such other duties as may be prescribed by the OAFP Board of Directors. The immediate past president shall be a member of the OAFP Board of Directors during the term of immediate past president.

Major Duties and Responsibilities:

- Serves a support role working with the current president and other members of the Executive Committee in laying the groundwork for continuing OAFP activities focused to achieve our mission and strategic plan.
- Serves as a member of and attends all Executive Committee meetings.
- Serves as a member of and attends all National Action Workgroup meetings.

Serves as board liaison to one of the committees, workgroups, taskforces, or resource team as assigned by the president in consultation with the Executive Committee - the primary responsibilities of the board liaison are to:

- Provide general guidance and leadership to committee, taskforce, workgroup, and resource team members
- Provide history and knowledge of the OAFP.
- Remind committee, taskforce, workgroup, and resource team members of the mission and strategic plan.
- Convey board direction to the committee, taskforce, workgroup, or resource team.
- Convey information from committee, taskforce, workgroup, or resource team to board.
- Attends any programs planned by any group to which they serve as board liaison.
- Any formal board orientation session for new board members is organized and conducted by the immediate past president. Staff keeps board orientation materials current on the OAFP website.
- Monitors progress made in achieving strategic plan goals and objectives for the organization and identifies any specific problems that may arise for discussion by the board.
- Serves as the keeper of the strategic plan during board meetings (is the person who reminds the board of the plan; insists that any new ideas, initiatives and objectives be measured relative to the plan; explains the necessity of identifying objectives to be dropped if new objectives are found to be more important and added).
- Serves as one of OAFP's representatives to the Ohio Coalition of Primary Care Physicians (the president and president-elect are other two coalition representatives).

Conducts, along with the president, the annual performance review of the EVP

Items to be kept in mind relative to the EVP performance review:

- Input should be requested from all Executive Committee members regarding the EVP's stated goals.
- The chair of the OAFP Foundation should be asked for input on the EVP's performance as it relates to the Foundation.
- Verbal and written feedback regarding performance should be provided.
- A recommendation as to a merit salary increase based on the performance review should be made to the Finance/Audit Committee prior to the Finance/Audit Committee's fall meeting to develop the coming year's budget.

Travel Responsibilities:

In state travel:

- The immediate past president, at the direction of the president and the Executive Committee, will travel as

specifically assigned to various regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, to gain better understanding of problems within component chapters and regions, and to communicate to all the goals and objectives of the Academy.
- The immediate past president, at the direction of the president and the Executive Committee, will travel as specifically assigned to visit regional chapters and address requests of regional directors and other regional leaders.

Out of state travel:
- During the tenure of a member's service on the Executive Committee, Executive Committee members may opt to attend one out-of-state meeting for the purpose of experiencing another chapter meeting. This trip will be strategically selected so this Executive Committee member has an opportunity to learn about specific things the other chapter does well. The president, in consultation with the Executive Committee, will select the meetings and make assignments. The Executive Committee member who visits another chapter meeting will present a report on their visit during the next regularly scheduled meeting of the Executive Committee.
- The immediate past president will attend the AAFP Congress of Delegates.

Reimbursement:
- The immediate past president's travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:
- Appears before the Nominating Committee to provide any information as appropriate.
- Greets out-of-state guests during the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Greets other official representatives or guests who attend the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Attends the Virtual Membership Meeting and Family Medicine Celebration.

Vice President

Powers and Duties of the Vice President:
(As defined by the OAFP Bylaws, Chapter XIV, Section 4)

The vice president shall be directly responsible for the activity of those committees, workgroups, taskforces, and resource teams which are assigned by the OAFP Board of Directors.

Major Duties and Responsibilities:

- Supports the president and president-elect, working with the EVP to make sure that all groups of the Academy stay focused on activities that achieve our mission and strategic plan.
- Serves as member of and attends all Executive Committee meetings.
- Serves as a member of and attends all National Action Workgroup meetings.

Serves as board liaison to one of the pillars as assigned by the president in consultation with the Executive Committee - the primary responsibilities of the board liaison are to:

- Provide general guidance and leadership to committee, workgroup, taskforce. and resource team members.
- Provide history and knowledge of the OAFP.
- Remind committee, workgroup, taskforce, and resource team members of the mission and strategic plan.
- Convey board direction to the committees, workgroups, taskforces, and resource teams.
- Convey information from committees, workgroups, taskforces, and resource teams to the board.
- Attends any programs planned by any group to which they serve as board liaison.

Observes OAFP members who may be future OAFP leaders, keeping in mind that they may eventually become president, and the responsibility of appointing chairs and members of all committees, workgroups, taskforces and resource teams will be theirs.

Serves as a voting member of the OAFP Foundation serving as a liaison between the Academy Executive Committee and the Foundation Executive Committee.

Travel Responsibilities:

In state travel:

- The vice president, at the direction of the president and the Executive Committee, will travel as specifically assigned to various regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, to gain better understanding of problems within regional chapters and regions, and to communicate to all the goals and objectives of the Academy.
- The vice president, at the direction of the president and the Executive Committee, will travel as specifically assigned to visit regional chapters and address requests of regional directors and other regional leaders.

Out of state travel:

- During the tenure of a member's service on Executive Committee, the Executive Committee member may opt to attend a couple of out-of-state meetings for the purpose of experiencing another chapter meeting. These trips will be strategically selected so the Executive Committee member has an opportunity to learn about specific things the other chapter does well. The president, in consultation with Executive Committee, will select the meetings and make assignments. The Executive Committee member who visits another chapter meeting will present a report on their visit during the next regularly scheduled meeting of the Executive Committee.
- The vice president will attend the Ten State Regional Conference and the AAFP Annual Chapter Leader Forum. The vice president may opt to attend the AAFP Congress of Delegates, but is not required to attend.
- Every other year, the president-elect, vice president, and the EVP (or Deputy EVP) will attend one of the spring sessions of the ASAE Symposium for Chief Elected Officers and Chief Executive Officers.

Reimbursement:

- The vice president's travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Appears before the Nominating Committee to provide any information as appropriate.
- Greets out-of-state guests during the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Greets other official representatives or guests who attend the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Attends the Virtual Membership Meeting and the Family Medicine Celebration
- Participates in the Town Hall session held during the Virtual Membership Meeting.

Treasurer and Chair of the Finance/Audit Committee

Powers and Duties of the Treasurer:
(As defined by the OAFP Bylaws)

The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the organization including amounts of its assets, liabilities, receipts, disbursements, gains, losses and surplus. The books of account shall at all times be open to inspection to any member of the OAFP Board of Directors. (*Chapter XIV, Section 5 – Power and Duties of Officers)*

The treasurer shall deposit, or cause to be deposited, all moneys and other valuables in the name and to the credit of the organization, with such depositaries as may be designated by the OAFP Board of Directors. The treasurer, or the EVP, shall disburse the funds of the organization as may be ordered by the OAFP Board of Directors. The treasurer shall render to the president and the OAFP Board of Directors, whenever they request it, an account of all transactions as treasurer and of the financial condition of the organization; and shall have such other powers and perform such other duties as may be prescribed by these bylaws and the OAFP Board of Directors. (*Chapter XIV, Section 5 – Power and Duties of Officers)*

Sees that the statement of the Academy's financial position for the proceeding calendar year is made available to the membership no later than March 31 (statement of financial position for the fiscal year {January 1 to December 31 inclusive} shall be made available by the board of directors to the members no later than ninety (90) days after the close of the fiscal year. Such financial statement shall be certified by a public accountant. (*Bylaws, Chapter XVIII*)

Major Responsibilities and Duties:

- Works with other officers to ensure that OAFP activities are focused appropriately to achieve our mission and strategic plan.
- Develops, in conjunction with staff, the annual operating budget for the Academy.
  Items to be considered during that process:
  - Annual operating budget should be tied closely to the Academy's strategic plan and mission.
  - Finance/Audit Committee should meet in the fall to prepare the budget for the following calendar year.
  - Ideally, the budget proposal should be balanced and should reflect an educated guess as to anticipated income and estimated expenditures. If an unbalanced budget is presented for the consideration of the board, an explanation as to why should be provided.
- Develops, in conjunction with staff, the annual capital improvements budget for the Academy.
- Arranges, in conjunction with the EVP, for a review of Academy financial records by an outside accountant annually (the outside accountant will present their findings to the OAFP Finance/Audit Committee; Finance/Audit Committee will have the opportunity to meet with the accountant without staff in the room. A change of personnel in the EVP position shall cause the outside accountant to perform an audit rather than review for the year in which the personnel change occurs).
- Sees that the statement of the Academy's financial position for the proceeding calendar year is made available to the membership no later than March 31 (statement of financial position for the fiscal year {January 1 to December 31 inclusive} shall be made available by the board of directors to the members no later than ninety {90} days after the close of the fiscal year). Such financial statement shall be certified by a public accountant. (*Bylaws, Chapter XVIII*)
- Monitors Academy investments pursuant to established investment policy.
- Informs and advises the board of directors on the proper use of Academy funds.
- Continually explores opportunities for non-dues revenue.
- Monitors, in conjunction with the Finance/Audit Committee, the Academy's insurance coverage, ensuring that it is adequate and appropriate.
- Monitors, in conjunction with the EVP, employee benefits and salaries to ensure that the Academy is able to retain and attract high quality employees by continuing to be competitive in the employment marketplace
- Serves as chair of the Finance/Audit Committee, presides over the meetings, works with the deputy EVP in

preparing meeting agendas and ensures that board action items are followed up upon.
- Serves as a member of and attends all Executive Committee meetings.
- Serves as a member of and attends all National Action Workgroup meetings.

Serves as board liaison to one of the Academy pillars as assigned by the president in consultation with the Executive Committee - the primary responsibilities of the board liaison are to:
- Provide general guidance and leadership to committee, taskforce, workgroup, and resource team members.
- Provide history and knowledge of the OAFP.
- Remind committees, taskforces, workgroups and resource teams of the mission and strategic plan.
- Convey board direction to the committees, taskforces, workgroups, and resource teams.
- Convey information from committees, taskforces, workgroups, and resource teams to board.
- Attends any programs planned by any groups to which they serve as board liaison.

Observes OAFP members who may be future OAFP leaders, keeping in mind that he or she may eventually become president, and the responsibility of appointing chairs and members of all committees, workgroups, taskforces, and resource teams will be theirs.

Travel Responsibilities:

In state travel:
- The treasurer, at the direction of the president and the Executive Committee, will travel as specifically assigned to various regions of the state for the purpose of giving the organization visibility, to improve communications within and outside of the organization, to gain better understanding of problems within regional chapters and regions, and to communicate to all the goals and objectives of the Academy.
- The treasurer, at the direction of the president and the Executive Committee, will travel as specifically assigned to visit regional chapters and address requests of regional directors and other regional leaders.

Out of state travel:
- During the tenure of a member's service on Executive Committee, the Executive Committee member may opt to attend a couple of out-of-state meetings for the purpose of experiencing another chapter meeting. These trips will be strategically selected so the Executive Committee member has an opportunity to learn about specific things the other chapter does well. The president, in consultation with the Executive Committee, will select the meetings and make assignments. The Executive Committee member who visits another chapter meeting will present a report on their visit during the next regularly scheduled meeting of the Executive Committee.
- The treasurer will attend the Ten State Regional Conference and the AAFP Annual Chapter Leader Forum. The treasurer may opt to attend the AAFP Congress of Delegates, but is not required to attend.

Reimbursement:
- The treasurer's travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:
- Appears before the Nominating Committee to provide any information as appropriate.
- Greets out-of-state guests during the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Greets other official representatives or guests who attend the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Attends the Virtual Membership Meeting and Family Medicine Celebration
- Participates in the Town Hall session held during the Virtual Membership Meeting.

Executive Vice President

Powers and Duties of Executive Vice President:
(As defined in OAFP Bylaws, Chapter XIV, Section 8)

The OAFP Board of Directors shall appoint an executive vice president (EVP) for a term and stipend to be fixed by the OAFP Board of Directors. The EVP shall, under the direction of the OAFP Board of Directors, perform such duties as the title of the office ordinarily connotes and such other duties as may be assigned by the OAFP Board of Directors. The EVP shall not be entitled to vote. Such appointee may be, but need not be, a member of the Academy. Any duties of treasurer may be assigned to the EVP by action of the OAFP Board of Directors. The EVP shall keep, or cause to be kept, at the principal office or at such other place as the OAFP Board of Directors may direct, a book of minutes of the organization and of the OAFP Board of Directors with the time and place of holding, whether regular or special; how authorized, the notice given; the names of those present at meetings of the organization and proceedings thereof; and shall serve as secretary of these bodies. The EVP shall likewise keep, or cause to be kept, an up-to-date list of members of the organization. The EVP shall give, or cause to be given, notice of all meetings of the organization and of the OAFP Board of Directors required by these bylaws and shall have such other powers and perform such other duties as may be prescribed by these bylaws or by the OAFP Board of Directors.

Major Responsibilities and Duties:

The EVP is directly responsible for the day-to-day management of the affairs of the Ohio Academy of Family Physicians. The EVP shall be responsible for an accurate record of the minutes and transactions of the board of directors, annual meeting, and all meetings of the Academy or its committees, workgroups, taskforces, and resource teams. The EVP shall perform such other powers and duties as may be prescribed by the board of directors or the bylaws. In addition, the EVP shall act as publisher of all publications.

To take any reasonable action necessary to carry out the responsibilities of the EVP in accordance with the established policies, and within any specific limitations set by the board of directors.

Management Responsibilities:

- Receives general guidance and direction from the board of directors and, acting independently or in coordination with Academy officers and committee, workgroup, taskforce, and resource team chairs, implements the policies and decisions promulgated by the board of directors.
- Provides for efficient day-to-day management of office activities.
- Maintains a sound organizational structure at the office.
- Maintains and updates as necessary procedures and personnel manuals.
- Recruits, hires, trains, and motivates staff personnel. Is responsible for all promotions and terminations.
- Has general responsibility for conducting all Academy programs and activities in cooperation and coordination with Academy officers, directors, and committee, workgroup, taskforce, and resource team chairs.
- Remains abreast of association management concepts to provide the highest level of management expertise.

Organizational Responsibilities:

- Develops positive relationships with the committees, workgroups, taskforces, and resource teams of the organization and with outside groups so as to obtain their fullest cooperation and understanding.
- Assists in planning programs that will keep members informed about Academy policies, goals, and programs.
- Responds to inquiries from the public, members of the Academy, and other professional organizations through the release of appropriate information concerning Academy activities.
- Insures Academy representation at conferences, seminars, and other meetings affecting the affairs of the Academy to see the Academy's interests are protected, and reports such proceedings to the board of directors.
- Assists officers and directors to the extent that time and available resources will permit.

- Personally serves as liaison with organizations, groups, and individuals to represent the OAFP and serve its best interests.
- Maintains liaisons with other constituent chapters, exchanging ideas and strategies to strengthen the OAFP and other chapters.

Financial Responsibilities:

- Pays for all goods and services received.
- Disburses funds in accordance with established fiscal policies of the Academy.
- Advises and assists the Academy's treasurer.

Legal Responsibilities:

- Performs all duties as an administrative officer of the Academy.

Committee/Workgroup/Taskforce/Resource Team Responsibilities:

- Assists chairs, or provides staff to assist with the preparation of an agenda for all meetings of the board of directors, committees, workgroups, taskforces, and resource teams.
- Attends all meetings of the board of directors, and provides assistance to chairs, or provides staff to assist in recording transactions of such meetings if necessary.
- Attends committee/workgroup/taskforce/resource team meetings as is feasible.
- Greets out-of-state guests during the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Greets other official representatives or guests who attend the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Attends the Virtual Membership Meeting and Family Medicine Celebration.

Speaker and Vice Speaker

Powers and Duties of Speaker and Vice Speaker:
(As defined by the OAFP Bylaws)

The speaker and vice speaker of the annual meeting of the OAFP shall be appointed yearly to the OAFP Board of Directors with full privileges as other members are entitled. *(Chapter XI – Board of Directors)*

The speaker of the annual meeting is the official representative of the annual meeting on the OAFP Board of Directors. It is the speaker's duty to see that the OAFP Board of Directors translates annual meeting policy into action and stays within the limits of that policy. The speaker is then responsible for reporting board action back to the annual meeting. The speaker shall preside over the meetings of the annual meeting, and shall appoint all special committees of the annual meeting. The term of office shall begin immediately following election and continue until a successor is elected. The presiding officer of the annual meeting shall be entitled to vote in the annual meeting in the event of a tie vote of the annual meeting. The vice speaker of the annual meeting shall be a member of the OAFP Board of Directors, and shall preside over all meetings of the annual meeting in the absence of the speaker. (*Chapter XIV, Section 7 – Powers and Duties of Officers)*

Major Responsibilities and Duties:

- Works together with other members of the board of directors to ensure that OAFP activities are focused appropriately to achieve our mission and strategic plan.
- Organizes and conducts the Virtual Membership Meeting with input from the Executive Committee and the OAFP staff.
  Specific responsibilities for the Virtual Membership Meeting include:
  - Plans the Virtual Membership Meeting agenda.
  - Appoints necessary special committees/positions of the Virtual Membership Meeting; for example, credentials committee members, tellers committee members, and parliamentarian; diversity and geographic balance in making these appointments are important.
  - Determines, in conjunction with the president, president-elect, and staff, the invitation to an AAFP official representative
  - Participates in the Town Hall session held during the Virtual Membership Meeting.
- Represents the Virtual Membership Meeting at the meetings of the board of directors; monitors the actions of the board with regard to decisions of the previous annual meeting.
- Reviews all resolutions, working with authors to resolve any issues prior to the resolution being reviewed by the OAFP board of directors.

Serves as board liaison to one of the Academy pillars as assigned by the president in consultation with the Executive Committee - the primary responsibilities of the board liaison are to:

- Provide general guidance and leadership to committee, workgroup, taskforce, and resource team members.
- Provide history and knowledge of OAFP.
- Remind committee, workgroup, taskforce, or resource teams of the mission and strategic plan.
- Convey board direction to the committee, taskforce, workgroup, or resource team.
- Convey information from committees, taskforces, workgroups, or resource teams to the board.
- Attends any programs planned by any groups to which they serve as board liaison
- Serves as a member of and attends all Executive Committee meetings.
- Serves as a member of and attends all National Action Workgroup meetings.
- Writes an article for *The Ohio Family Physician* on the annual meeting proceedings.

Travel Responsibilities:

- Attendance at the Virtual Membership Meeting and the Family Medicine Celebration is required as well as attendance at all Executive Committee meetings and OAFP Board meetings.
- The speaker and vice speaker will attend the AAFP Annual Chapter Leader Forum. The speaker and vice speaker may opt to attend the AAFP Congress of Delegates, but are not required to attend.
- During the tenure of a member's service on the Executive Committee, the Executive Committee member may opt to attend a couple of out-of-state meetings for the purpose of experiencing another chapter meeting. These trips will be strategically selected so the Executive Committee member has an opportunity to learn about specific things the other chapter does well. The president, in consultation with the Executive Committee, will select the meetings and make assignments. The Executive Committee member who visits another chapter meeting will present a report on their visit during the next regularly scheduled meeting of the Executive Committee.

Reimbursement:

- The travel of speaker and vice speaker will be reimbursed in accordance with the current OAFP travel reimbursement policy.

AAFP Delegate and Alternate Delegate

Powers and Duties of AAFP Delegates and Alternate Delegates:
(As defined by the OAFP bylaws)

The delegates and alternate delegates to the American Academy of Family Physicians (AAFP) Congress of Delegates from the OAFP, elected for a two-year term, shall be appointed to the OAFP Board of Directors with full privileges as members are entitled. *(Chapter XI, Section 1- Board of Directors)*

The officers of the Academy shall consist of a president, president-elect, past president, vice president, treasurer, executive vice president, speaker, and vice speaker of the annual meeting, and the delegates and alternates to the AAFP Congress of Delegates. The powers, duties, terms of office, and method of election of the officers shall be set forth in the bylaws. *(Chapter XII - Officers)*

It shall be the duty of the delegates to attend all meetings of the AAFP Congress of Delegates as representatives from the OAFP. In the event the delegate cannot be present at the AAFP Congress of Delegates, the alternate delegate shall assume the powers and duties of the delegate. (*Chapter XIV, Section 9 – Power and Duties of Officers)*

The delegates and alternates shall be ex officio members, with vote, of the OAFP Board of Directors and attend all of its meetings. Their term of office shall begin immediately following their election and continue until a successor is elected, except when an AAFP delegate or alternate is serving as an AAFP officer he or she shall resign as an AAFP delegate or alternate. (*Chapter XIV, Section 9 – Power and Duties of Officers)*

AAFP delegate number one and AAFP alternate delegate number one shall be elected on the odd number calendar year and the AAFP delegate number two and AAFP alternate delegate number two shall be elected on the even number calendar year. *(Chapter XIII, Section 1 – Election of Officers and Directors)*

The term of office for OAFP directors, AAFP delegates and alternate delegates, and OSMA delegate and alternate delegate shall be for two (2) years, unless otherwise specified. *(Chapter XIII, Section 1 – Election of Officers and Directors)*

Major Responsibilities and Duties:

- Works with other members of the board of directors to ensure that OAFP activities are focused appropriately to achieve our mission and strategic plan.
- Represents the OAFP at the AAFP Congress of Delegates; attends reference committees and all other appropriate meetings held for delegates and alternate delegates during the Congress of Delegates.
- Prepares for the Congress of Delegates by reviewing and researching as necessary the resolutions and board reports presented to the AAFP Congress of Delegates for consideration.
- Understands the AAFP Congress of Delegates rules of procedure in order to effectively represent the OAFP and participate proficiently in the AAFP Congress of Delegates proceedings.
- Meets jointly with other OAFP delegates and alternate delegates prior to the AAFP Congress of Delegates to review submitted resolutions in order to develop a consensus opinion for Ohio on resolutions and/or issues under consideration of the AAFP Congress of Delegates.
- Analyzes the qualifications of candidates for AAFP office focusing not only on the candidate speech and candidate question/answer session, but also in a longitudinal fashion weighing the candidates' entire body of relevant work in leadership to the AAFP and family medicine. (While candidates for AAFP office will be discussed at the National Action Workgroup meetings held in conjunction with the AAFP Congress of Delegates, delegates are not bound to vote according to the consensus opinion reached at those National Action Workgroup meetings. Candidates from the Ten State region will be reviewed in that context and can be favored in instances of equal experience and qualifications.)

- May opt to attend one other out-of-state meeting other than the AAFP Congress of Delegates, if desired; that other

meeting could be the AAFP Annual Chapter Leader Forum (ACLF), Ten State, another constituent chapter annual meeting, or any other appropriate meeting that promotes the mission and goals of the OAFP and is approved by the OAFP board in advance.

- Attends the OAFP annual meeting and OAFP board meetings to hear testimony on resolutions presented so they can fairly represent the OAFP should any of those resolutions or items go forward to the AAFP Congress of Delegates.
- Writes and refines items from the OAFP that need to go forward to the AAFP; makes the arrangements for these items to be forwarded to the AAFP.
- Serves on the OAFP Board of Directors as an ex officio member with vote (both delegates and alternates) and attends all board meetings providing information back to the board on AAFP issues and learning what OAFP discussions should be carried forth to the AAFP.
- Serves on and attends all National Action Workgroup meetings, assisting with the campaign efforts for anyone running for national office.
- Prepares a written report on the AAFP Congress of Delegates meeting for the OAFP Board of Directors for distribution at the next regularly scheduled OAFP board meeting that follows the AAFP Congress of Delegates
- Writes an article on the AAFP Congress of Delegates for publication in *The Ohio Family Physician* and the *Weekly Family Medicine Update.*
- Periodically reviews the Standard Operating Procedure (SOP) for the AAFP delegate/alternate positions to ensure the SOP is accurate and current.

Travel Responsibilities:
In state travel:

- Attends OAFP board meetings and National Action Workgroup meetings

Out of state travel:

The delegates and alternate delegates attend the AAFP Congress of Delegates and may opt to attend one other out-of-state meeting other than the AAFP Congress of Delegates; that other meeting could be the AAFP Annual Chapter Leader Forum (ACLF), Ten State, another constituent chapter annual meeting, or any other appropriate meeting that promotes the mission and goals of the OAFP and is approved in advance by the OAFP board.

Reimbursement:

- The delegate and alternate delegates' travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Appears before the Nominating Committee to provide any information as appropriate.
- Greets out-of-state guests during the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Greets other official representatives or guests who attend the Virtual Membership Meeting and Family Medicine Celebration (welcoming them and offering to provide information, assistance as needed and as is appropriate).
- Attends the Virtual Membership Meeting and Family Medicine Celebration.

OSMA Delegate and Alternate Delegate

Powers and Duties of OSMA Delegate and Alternate Delegate:
(As defined in the OAFP Bylaws)

The delegate and alternate delegate to the Ohio State Medical Association's (OSMA) House of Delegates, elected for a two-year term, shall be appointed to the OAFP Board of Directors with full privileges as members are entitled. *(Chapter XI – Board of Directors)*

It should be the duty of the delegate(s) to attend all meetings of the OSMA House of Delegates as representatives from the Ohio Academy of Family Physicians. In the event the delegate cannot be present at the OSMA's House of Delegates, the alternate shall assume the powers and duties of the delegate. Delegate(s) and alternate(s) shall be ex-officio members, with vote, of the OAFP Board of Directors and attend all of its meetings. Their term of office shall begin immediately following their election and continue on until their successor is elected. *(Chapter XIV, Section 10 – Powers and Duties of Officers)*

The term of office for a delegate and alternate commences immediately following their election and continues for the two-year period of time. The procedure for appointments of individuals to the position of delegate or alternate are outlined in the bylaws should a resignation occur. *(Chapter XIII, Section 3 - Election of Officers and Directors)*

Major Responsibilities and Duties:

- Represents the OAFP at the OSMA House of Delegates as a voting member of the House of Delegates; attends reference committees and all other appropriate meetings held for delegates and alternate delegates during the House of Delegates.
- Attends, as possible, other OSMA sponsored events throughout the year such as the OSMA legislative day, the OSMA district caucuses, and county medical association meetings.
- Attends OAFP board meetings to hear the discussion presented so they can fairly represent the OAFP should any resolutions or items go forward to the OSMA House of Delegates.
- Reviews items from the annual meeting or board that go forward to the OSMA, rewriting and refining them as necessary; forwards or makes the arrangements for these items to be forwarded to the OSMA.
- Serves on the OAFP Board of Directors as an ex officio member with vote (both delegate and alternate) and attends all board meetings providing information back to the board on OSMA issues and learning what OAFP discussions should be carried forth to the OSMA.
- Prepares a report on the OSMA House of Delegates for the board of directors.

Travel Responsibilities:

- Attends OAFP board meetings.
- Attends OSMA House of Delegates and other OSMA meetings as needed.

Reimbursement:

- The delegate and alternate delegates' travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Appears before the Nominating Committee to provide any information as appropriate.
- Attends the OAFP Virtual Membership Meeting.
- Appears before the Nominating Committee to provide any information as appropriate.
- Attends the Virtual Membership Meeting and Family Medicine Celebration.

Regional Directors

Powers and Duties of the Directors:
(As defined by the OAFP Bylaws)

Subject to the action of the annual meeting and during the interim between meetings of the annual meeting, the control and administration of the Academy shall be vested in an OAFP Board of Directors composed of seven (7) regional directors, five (5) at-large directors, officers, and immediate past president, to be elected as provided in the Bylaws. *(Chapter XI, Section 1 – Board of Directors)*

It shall be the duty of each director to attend meetings of the OAFP Board of Directors. They shall serve on committees to which they are appointed. They shall have such power and duties as may be prescribed by these bylaws or by the OAFP Board of Directors. An alternate director shall be appointed by the regional director, in the event of unavoidable absence of the director, to serve with full voting privileges. (*Chapter XIV, Section 6 – Powers and Duties of Officers)*

One director shall be elected from each region of the State of Ohio as established by the Ohio Academy of Family Physicians. For the purpose of selecting the elected directors, the State of Ohio will be divided into seven (7) geographic areas as follows:

- Central: Crawford, Delaware, Fairfield, Fayette, Franklin, Knox, Licking, Logan, Madison, Marion, Morrow, Pickaway, Richland, Ross, and Union counties.
- East Central: Ashtabula, Carroll, Columbiana, Coshocton, Harrison, Holmes, Jefferson, Mahoning, Medina, Portage Summit, Stark, Trumbull, Tuscarawas, and Wayne
- Northeast: Ashland, Cuyahoga, Erie, Geauga, Lake, and Lorain counties
- Northwest: Allen, Defiance, Fulton, Hancock, Hardin, Henry, Huron, Lucas, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood, and Wyandot counties
- Southeast: Athens, Belmont, Gallia, Guernsey, Hocking, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pike, Scioto, Vinton, and Washington counties
- Southwest Ohio Society: Adams, Brown, Butler, Clermont, Clinton, Hamilton, Highland, and Warren counties
- Miami Valley: Auglaize, Champaign, Clark, Darke, Greene, Mercer, Miami, Montgomery, Preble, and Shelby counties

Directors from the Central, East Central, Northeast, and Northwest regions shall be elected in the even number calendar years and those from the Southeast, Southwest Ohio Society, and Miami Valley regions shall be elected in the odd number years. No regional director may concurrently hold another elected state office. *(Chapter XIII – Election of Officers)*

Major Responsibilities and Duties:

- Works with other members of the board to ensure that OAFP activities are focused appropriately to achieve our mission and strategic plan.
- Serves as a member of the OAFP board representing their region at the state level through attendance at board meetings; attends all meetings and contributes to the discussion .
- Serves as a liaison between the OAFP and the chapter of their region.
  Roles to play include:
  - Attends regional chapter meetings.
  - Gleans information about regional activities and problems that need reported to the OAFP board.

    - Reports on OAFP activities at regional chapter meetings.
    - Serves as a resource to regional chapter officers and members.
    - Encourages involvement in the OAFP; observes regional chapter officers and members and makes appropriate recommendations relative to their potential service on OAFP committees and in other leadership positions.
- Identifies another OAFP member who is willing to serve as the regional director's alternate; the alternate would attend OAFP board meetings in the absence of the regional director and keep the alternate informed of appropriate regional chapter activities to report to the OAFP board.
- Serves on and faithfully attends OAFP committee, workgroup, taskforce, and resource team meetings (as appointed by the president).
- Serves as a key contact (Family Medicine Advocate) and identifies other OAFP members within the region who are willing to serve as key contacts (Family Medicine Advocates)
- Helps to revitalize and invigorate the regional chapter if waning.
- Contacts members within the region who are late in paying dues and encourages them to continue their membership

Travel Responsibilities:

- Attends OAFP board meetings and the meetings of committees, workgroups, taskforces, and resource teams to which the regional director has been assigned.

Reimbursement:

- The regional directors' travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Attends the Virtual Membership Meeting and Family Medicine Celebration.

At-Large Directors

Powers and Duties of the Directors:
(As defined by the OAFP Bylaws)

Subject to the action of the annual meeting and during the interim between meetings of the annual meeting, the control and administration of the Academy shall be vested in an OAFP Board of Directors composed of seven (7) regional directors, five (5) at-large directors, officers, and immediate past president, to be elected as provided in the Bylaws. *(Chapter XI, Section 1 – Board of Directors)*

It shall be the duty of each director to attend meetings of the OAFP Board of Directors. They shall serve on committees to which they are appointed. They shall have such power and duties as may be prescribed by these bylaws or by the OAFP Board of Directors. An alternate at-large director shall be appointed by the at-large director, in the event of unavoidable absence of the at-large director, to serve with full voting privileges. (*Chapter XIV, Section 6 – Powers and Duties of Officers)*

Five at-large directors shall be elected and would serve two-year terms. In years when four (4) regional directors are being elected, two (2) at-large directors can be elected. In years when three (3) regional directors are being elected, three (3) at large directors can be elected. The president may appoint up to two (2) additional directors to serve at the president's discretion but not beyond the end of the president's term. *(Chapter XIII, Section 1 – Election of Officers)*

Major Responsibilities and Duties:

- Work with other members of the board to ensure that OAFP activities are focused appropriately to achieve our mission and strategic plan.
- Serves as a member of the OAFP board representing the entire membership through attendance at board meetings; attends all meetings and contributes to the discussion.
- Serves as a liaison between the OAFP and its family physician members.
  Roles to play include:
  - Attends regional chapter meetings as requested.
  - Gleans information about activities and problems that need reported to the OAFP board.
  - Reports on OAFP activities to the membership.
  - Serves as a resource to members.
  - Encourages involvement in the OAFP; observes members and makes appropriate recommendations relative to their potential service on OAFP committees, workgroups, taskforces, and resource teams, and in other leadership positions
- Identifies another OAFP member who is willing to serve as the at-large director's alternate; the alternate would attend OAFP board meetings in the absence of the at-large director and keep the alternate informed of appropriate OAFP board activities.
- Serves on and faithfully attends OAFP committee, workgroup, taskforce, and resource team meetings (as appointed by the president).
- Helps to revitalize and invigorate waning regional chapters as assigned.
- Contacts members who are late in paying dues and encourages them to continue their membership.

Travel Responsibilities:

- Attends OAFP Board meetings and the meetings of committees to which the at-large director has been assigned.

Reimbursement:

- The at-large directors' travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Attends the Virtual Membership Meeting and Family Medicine Celebration.

Resident and Medical Student Directors

Powers and Duties of the Directors:
(As defined by the OAFP Bylaws - Chapter XIV, Section 11)

It shall be the duty of the resident and student directors to attend meetings of the OAFP Board of Directors. They shall serve on committees to which they are appointed. They shall have such power and duties as may be prescribed by these Bylaws or by the OAFP Board of Directors. An alternate resident director and an alternate student director shall be elected in the event of unavoidable absence of the resident or student director, to serve with full voting privileges.

Major Responsibilities and Duties:

- Work with other members of the board to ensure that OAFP activities are focused appropriately to achieve our mission and strategic plan.
- Serves as a member of the OAFP board representing the residents and students through attendance at board meetings; attends all meetings and contributes to the discussion.
- Serves as a liaison between the OAFP and the resident and student membership.
  Roles to play include:
  - Gleans information about activities and problems that need reported to the OAFP board.
  - Reports on OAFP activities to resident and student members.
  - Serves as a resource to resident and student members.
  - Encourages involvement in the OAFP by resident and medical student members; observes members and makes appropriate recommendations relative to their potential service on OAFP committees, workgroups, taskforces, and resource teams, and in other leadership positions.
- Serves on and faithfully attends OAFP committee meetings (as appointed by the president)
- Serves as a key contact (Family Medicine Advocate) and identifies other OAFP members within the state who are willing to serve as key contacts (Family Medicine Advocates).

Travel Responsibilities:

- Attends OAFP Board meetings and the meetings of groups to which the resident or medical student director has been assigned.

Reimbursement:

- The resident and medical student directors' travel will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Annual Meeting Responsibilities:

- Attends the Virtual Membership Meeting and Family Medicine Celebration.

Board of Directors

Composition of the Board:
(As defined by the OAFP Bylaws – Chapter XI, Section 1)

Section 1. Subject to the action of the annual meeting and during the interim between meetings of the annual meeting, the control and administration of the Academy shall be vested in the OAFP Board of Directors composed of seven (7) regional directors, five (5) at-large directors, officers, and immediate past president, to be elected as provided in the Bylaws. Any OAFP member who is elected to the AAFP Board of Directors or as an AAFP officer may not serve concurrently on the OAFP Board of Directors, as either a voting or a non-voting member.

The delegates and alternate delegates to the AAFP Congress of Delegates from the OAFP, elected for a two-year term, shall be appointed to the OAFP Board of Directors with full privileges as members are entitled.

The delegate(s) and alternate delegate(s) to the Ohio State Medical Association's (OSMA) House of Delegates, elected for a two-year term, shall be appointed to the OAFP Board of Directors with full privileges as members are entitled.

The speaker and vice speaker of the annual meeting of the OAFP shall be appointed yearly to the OAFP Board of Directors with full privileges as other members are entitled.

The resident representative to the OAFP Board of Directors shall be elected for a one-year term to the OAFP Board of Directors with full privileges as other members are entitled, with only one vote. A resident alternate representative to the Board of Directors, elected for a one-year term shall have full privileges and vote only in the event that the elected resident representative is absent.

The student representative to the OAFP Board of Directors shall be elected for a one-year term to the OAFP Board of Directors with full privileges as other members are entitled, with only one vote. A student alternate representative to the Board of Directors, elected for a one-year term shall have full privileges and vote only in the event that the elected student representative is absent.

Duties and Responsibilities of Board:
(As defined by the OAFP Bylaws – chapter and section cited)

- In the occurrence that 25% of regional chapter membership within a specific county wishes to align with another regional chapter, a petition stating that request must be submitted to the executive vice president for the consideration and approval of the Ohio Academy of Family Physicians Board of Directors. *(Chapter VII, Section 2 – Regional Chapters)*
- Approves the bylaws or any bylaws amendments for chartered regional chapters. (*Chapter VII, Section 3 and Section 4 – Regional Chapters*)
- Can waive state chapter dues for members engaged in full-time charitable service. (*Chapter VIII, Section 2 – Dues and Assessments*)
- Sets the time, date, and location of the annual meeting (*Chapter IX, Section 1- Meetings*)
- Has the power to call special meetings of the annual meeting; sets the time and place of those special meetings. *(Chapter IX, Section 2 - Meetings*)
- Holds regular meetings at least four (4) times annually at a time and place determined by the president or their substitute. (*Chapter IX, Section 3 - Meetings*)
- Fills any vacancy through appointment that arises for the offices of vice president, treasurer, speaker and vice speaker, directors, AAFP delegates and alternates, OSMA delegate and alternate; such appointment shall terminate at the next annual meeting at which time the Nominating Committee shall present a nominee for the unexpired term, if any. (*Chapter XIII, Section 3 – Election of Officers and Directors*)
- Appoints the executive vice president, sets term of service and stipend. (*Chapter XIV, Section 8 – Powers and Duties of Officers*)

- Appoints committees, workgroups, task forces, and resource teams (group(s)); sets the purpose, duties, number and type of members, term of membership and reporting requirements of those groups. Groups will become thoroughly informed of their duties, will give careful consideration to matters of policy, and are expected and empowered to make recommendations to the board. Each group will be subject to control and direction of the Board of Directors. (*Chapter XV – Committees and Commissions*)
- Makes statement of financial position for the fiscal year (January 1 to December 31 inclusive) available to the members no later than ninety (90) days after the close of the fiscal year. (*Chapter XVIII – Annual Report*)

Responsibilities of the Board as a Whole:

- Sets policy and provides overall leadership for the OAFP, including mission, strategic direction, and allocation of resources.
- Ensures accountability for all resources by establishing goals, developing a strategic plan, and monitoring the progress of the plan in relationship to goals and budget.
- Acts on behalf of all OAFP members.
- Has no corporate authority as individuals, only when they are part of officially-called meetings.
- Strictly adheres to the OAFP antitrust compliance policies and procedures.
- Approves annual Form 990 prior to its submission to IRS.
- Annually reviews to ensure OAFP compliance with IRS 990 requirements for organizational policy and procedures; completes check list to indicate.

Responsibilities of Individual Board Members:

- Has the responsibility to be well informed on issues that come before the board.
- Attends all board meetings and actively participates in the decision-making process.
- Informs the president or executive vice president when attendance at a board meeting is not possible.
- Clarifies and sustains the OAFP's mission and strategic vision.
- Provides information, ideas, and suggestions from the membership to the board.
- Communicates the activities and the ideas of the board to the members.
- Participates actively in the deliberation of issues relevant to the OAFP.
- Represents, promotes, and serves as goodwill ambassador in behalf of OAFP.
- Approves and supports the financial and program goals established in the yearly operating budget to assure OAFP's financial stability.
- Participates in establishing the strategic plan.
- Acts as a spokesperson to support and communicate the strategic plan's goals.
- Attends all committee, workgroup, taskforce, and resource team meetings as assigned by the president.
- Attends the Virtual Membership Meeting and Family Medicine Celebration.

Reimbursement:

- The members of the board of directors of this organization shall not receive any compensation for their services as such. Nothing herein shall be construed to preclude any member of the board of directors from serving the organization in any other capacity for compensation. (*Chapter XIV, Section 6 – Power and Duties of Officers*)
- Mileage and/or lodging expenses will be reimbursed per the current OAFP reimbursement policy.

General Procedures:

- Quorum - Forty percent (40%) of the members of the Board of Directors, present at any meeting shall constitute a quorum. (*Chapter XVI, Section 2 - Quorum*)
- The president may appoint up to two (2) additional directors to serve at the president's discretion but not beyond the end of the president's term. (*Chapter XIII, Section 1 – Election of Officers and Directors*)
- Letters of congratulations, on behalf of OAFP, will be sent to any newly appointed head of a medical regulatory board with which OAFP has regular contact. (11/12)
- While OAFP members elected to the AAFP Board of Directors or as an AAFP officer are not allowed to serve on the OAFP Board as voting, non-voting or ex officio members, they are welcome to attend OAFP board meetings.

Board Orientation:
Orientation session for new members of the board of directors will typically be held prior to the first board of directors meeting of the year. The immediate past president is charged with the responsibility of conducting the new board member orientation program. (Executive Committee Action 7/98)

In preparation for board service, each board member shall review the following materials which are available online:

1) OAFP Committee, Taskforce, Workgroup, and Resource Team Handbook
3) Standard Operating Procedure for Officers and Board Members
4) Standard Operating Procedure for Committees and Commissions
5) OAFP Bylaws
6) Copy of OAFP History
7) Copy of most recent annual report.

Upon request, regional directors will be provided with a list of members within their region.

Banking Signatory Representative

This position supports the work of the OAFP and is not an elected officer of the Academy. The description and duties of OAFP's Banking Signatory Representative are detailed to maintain control and transparency among its membership, elected leadership, and the financial institutions in which it does business.

To maintain consistency, streamline efficiency, and preserve fiduciary controls, the Board of Directors via Presidential appointment, may appoint an OAFP member to serve as a Banking Signatory Representative. The individual appointed will serve for a multi-year commitment as the member representative, providing signatory authority to all of the OAFP's accounts at each of the OAFP's banking institutions.

Selection Criteria for OAFP's Banking Signatory Representative:

- A Central Ohio member with easy access to the OAFP's bank accounts
- Consider Past-Presidents of the OAFP
- 5-year initial commitment with the option to reappoint
- Individual receives monthly OAFP financial statements.

The OAFP Treasurer retains all fiduciary roles and responsibilities as outlined in the Standard Operating Procedure and Bylaws. Adopted by the BOD 4/2023