



OHIO ACADEMY OF FAMILY PHYSICIANS

Standard Operating Procedures For OAFP Committees, Work Groups, Task Forces and Resource Teams Updated September 2018

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Definitions:

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.

Maintenance of a Successful Organization:

Purpose: to oversee the fundamental and ongoing success of the Academy's operations.

Bylaws Committee

Powers and Duties of the Bylaws Committee:

(As defined by the OAFP Bylaws)

The Bylaws Committee is a standing committee of the OAFP. *(Chapter XV)*

“The Bylaws Committee shall consist of six (6) or more members, one of whom shall be appointed chair by the president, approved by the OAFP Board of Directors. In addition, the speaker and vice speaker serve on the Bylaws Committee during their respective terms of office.” *(Chapter XV, Section 3)*

“Any five (5) or more members may propose Bylaws or Amendments of Bylaws. Such proposals shall be submitted to the executive vice president at least sixty (60) days prior to any regular or special meeting of the annual meeting, and notice shall be given by the executive vice president to all Academy members at least thirty (30) days prior to said meeting. A summary of the proposed amendments in an official publication of the Academy shall be sufficient to constitute notice thereof to the members. An affirmative vote on the amendment of at least two-thirds (2/3) of the members present and eligible to vote shall constitute adoption. Amendments shall take effect immediately upon adoption unless otherwise specified.” *(Chapter XX – Amendments to Bylaws)*

Membership:

“The Bylaws Committee shall consist of six (6) or more members, one of whom shall be appointed chair by the president, approved by the OAFP Board of Directors. In addition, the speaker and vice speaker serve on the Bylaws Committee during their respective terms of office.” *(Chapter XV, Section 3)*

Members of the Bylaws Committee are appointed by the president and approved by the OAFP Board of Directors. The president serves as an ex officio member of the committee.

Meetings:

The committee typically meets at least once a year, usually early in the spring in order to allow time for any recommended bylaws changes to be considered at the annual business meeting.

Responsibilities:

- Reviews annually the OAFP bylaws to ensure that bylaws are consistent with policies and practices of the OAFP
- Ensures that OAFP bylaws are not in conflict with AAFP bylaws
- Recommends any needed changes for the consideration at the annual business meeting
- Reviews any submitted regional chapter bylaws prior to their consideration by OAFP board.

Executive Committee

Powers and Duties of the Executive Committee:

(As defined by the OAFP Bylaws)

The Executive Committee is a standing committee of the OAFP. *(Chapter XV)*

“Meetings of the Executive Committee shall be held at the call of chair. A report of its actions shall be given at the next meeting of the OAFP Board of Directors.” *(Chapter IX – Meetings, Section 5)*

“There shall be an Executive Committee of seven (7) composed of the president (to serve as chair), president-elect, vice president, treasurer, immediate past president, speaker and vice speaker. The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” *(Chapter XI - Board of Directors, Section 2)*

“The Executive Committee shall consist of seven (7) members composed of the president (to serve as chair), president elect, vice president, treasurer, immediate past president, speaker and vice speaker.” *(Chapter XV - Committees and Commissions, Section 1)*

“The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the OAFP Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” *(Chapter XV - Committees and Commissions, Section 1)*

Membership:

“The Executive Committee shall consist of seven (7) members composed of the president (to serve as chair), president-elect, vice president, treasurer, immediate past president, speaker and vice speaker.” *(Chapter XV - Committees and Commissions, Section 1)*

Meetings:

“Meetings of the Executive Committee shall be held at the call of chair. A report of its actions shall be given at the next meeting of the OAFP Board of Directors.” *(Chapter IX – Meeting, Section 5)* Executive Committee typically meets four or five times per year - during each committee cluster weekend, during the AAFP Congress of Delegates and by conference call as deemed necessary by the chair.

Responsibilities:

“The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the OAFP Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” *(Chapter XV - Committees and Commissions, Section 1)*

See the position descriptions for president, president-elect, immediate past president, vice president, treasurer, speaker and vice speaker for detailed information on the responsibilities of each member of the Executive Committee.

Finance/Audit Committee

Powers and Duties of the Finance/Audit Committee:

(As defined by the OAFP Bylaws)

The Finance/Audit Committee is a standing committee of the OAFP. *(Chapter XV)*

“The Finance/Audit Committee shall include the president, president-elect, past president, treasurer and one director. Other member(s) may be appointed by the president with the approval of the OAFP Board of Directors. The treasurer shall be the chair of the Finance/Audit Committee. This committee shall supervise the keeping of the Academy's accounts, and submit an annual budget for approval of the OAFP Board of Directors” *(Chapter XV - Committees and Commissions, Section 2)*

Membership:

“The Finance/Audit Committee shall consist of the president, president-elect, past president, treasurer and one director. Other member(s) may be appointed by the president with the approval of the OAFP Board of Directors. The treasurer shall be the chair of the Finance/Audit Committee.” *(Chapter XV - Committees and Commissions, Section 2).*

The chair or treasurer of Core Content Review of Family Medicine will serve as an ex officio member of the OAFP Finance/Audit Committee with the desired purpose of helping OAFP have a better understanding of Core, its operations and finances as they relate to OAFP operations and finances.

Directors who express interest in serving as a future treasurer of the organization should be given the opportunity to serve on the Finance/Audit Committee in order to gain experience.

Anytime an OAFP member holds a position on AAFP Commission on Finance and Insurance it would be helpful to have them serve as an ex-officio member of the OAFP Finance/Audit Committee as well. (Finance 4/30/05) In the year that a new treasurer is elected it may be helpful to appoint the outgoing treasurer to serve as an ex-officio member of the OAFP Finance/Audit Committee to provide for a smooth transition.

Meetings:

The Finance/Audit Committee typically meets twice a year; once in the spring to review and accept the review/audit of the previous year's financial records and statement of financial position by the CPA and then again in the fall to develop the operating and capital budgets for the next calendar year.

Responsibilities:

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; this meeting is typically a stand-alone meeting (separate from the cluster) due to the amount of time it takes to prepare/review the operating budget.
- 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

Reviews quarterly financial statements

Reviews and approves for presentation to the board of directors the review of Academy's financial records by an outside accountant annually. That reviewed statement of the Academy's financial position for the proceeding calendar year is to be 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

Reviews and recommends board approval of annual Form 990 prior to its submission to IRS

Reviews annually IRS 990 requirements for organizational policy and procedures to ensure that OAFP is in compliance with required procedures

Informs and advises the board of directors on the proper use of Academy funds

Continually explores opportunities for non-dues revenue

Monitors the Academy's insurance coverage, ensuring that it is adequate and appropriate

Monitors, in conjunction with the executive vice president, 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

Finance Committee Related Board Actions:

- Beginning with the 1991 educational year, Core Content Review income and expenses will be divided 50/50 with the Connecticut chapter (2/90)
- Practice of establishing set-asides was discontinued by action of the board (11/04). Historical information on practice of set-asides follows but no longer applies: Set-asides will be listed as liabilities on the OAFP balance sheet so they are not co-mingled with reserves or operating funds (12/96). Set-asides are as follows:
 - \$3,000 will be set aside annually in a separate account to fund the expenses of running a candidate for national office (12/90)
 - \$2,500 should be allocated each year as a building maintenance set-aside for major repairs or equipment replacement (12/98)
 - \$2,000 should be set aside annually in a separate account for strategic planning (12/96)
 - \$3,000 should be set aside annually in a separate account for rotating purchase of Pentium III workstations and/or other necessary equipment (1/02)
- Two signatures (executive vice president, treasurer or president) are required on any checks written for \$10,000 or more. (4/12) From 1991 through April 2012, two signatures (executive vice president, treasurer or president) were required on any checks written for \$5,000 or more.
- An outside accountant will be hired annually do a review of the Academy financial records at the close of each calendar year (8/95). The outside accountant will present his/her 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 executive vice president position shall cause the outside accountant to perform an audit

rather than review for the year in which the personnel change occurs.

- Board increased the Academy’s capitalization threshold from \$500 to \$1,000 effective November 2015.
- See OAFP Policies and Procedures Section of SOP for:
 - Investment Policy
 - Regional Chapter Dues Distribution Policy
 - Reimbursement Policy

Nominating Committee

Powers and Duties of the Nominating Committee:

(As defined by the OAFP Bylaws)

Nominating Committee is a standing committee of the OAFP.

“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. This committee shall submit to the annual meeting candidates for president-elect, vice president, treasurer, regional directors, at-large directors, AAFP delegates and alternate delegates, speaker and vice speaker, OSMA delegate and alternate, resident director and alternate, and student delegate and alternate whose terms expire, provided, however that nothing in these bylaws shall prevent nominations from the floor of the annual meeting. Election shall be by majority vote of those present and eligible to vote at the annual meeting. *(Chapter XIII – Election of Officers and Directors, Section 1)*

Membership:

“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 Members Assembly, the president may appoint a member to fill the vacancy. *(Chapter XIII – Election of Officers and Directors, Section 1)*

The president and president-elect serve as ex officio, non-voting members of the committee traditionally participating in all meetings.

Meetings:

The Nominating Committee typically meets three to four times per year; once in person and the rest of the time by conference call (as needed and to be determined by the chair). Typically, conference call meetings are held in the summer, and the final in-person meeting is held during the annual meeting (the morning of the day the elections take place). The final in-person meeting is an opportunity for Nominating Committee to conduct in-person interviews with candidates for positions. Time constraints at the in-person meeting may require Nominating Committee to conduct interviews with some candidates for positions by phone prior to the in-person meeting.

Responsibilities:

Solicits nominations from OAFP membership via OAFP communication vehicles.

Requests, collects and reviews CV and statement of interest from those nominated (additional information may be required as well, for example, conflict of interest statement, board commitment form, etc.)

Sets and distributes an interview schedule of nominees

Interviews nominees, any other OAFP members who specifically request an interview with the Nominating Committee; may interview anyone else who the Nominating Committee feels has experience and expertise that would be valuable

“Submits to the annual meeting candidates for president-elect, vice president, treasurer, regional directors, at-large directors, AAFP delegates and alternates, speaker and vice speaker, OSMA delegate and alternate, resident director and alternate, and student director and alternate, whose terms expire...” (*Chapter XIII – Election of Officers and Directors, Section 1*) More than one candidate for an office can be presented if a decision cannot be reached on a single nomination, and additional nominations can be presented from the floor of the annual meeting. The chair formally presents the nominations at the annual meeting.

Immediately following the conclusion of its final meeting, Nominating Committee posts in a public place available for viewing by all attendees of the annual meeting, a report listing nominations

Recommendations to be kept in mind during the committee’s deliberations:

- Any member of the Nominating Committee who is being considered for nomination to an OAFP office should excuse themselves from the meeting not only while their candidacy is being discussed, but also while others are interviewing for and discussion is being held on the office for which they are running. If the member does not voluntarily offer to leave, the chair should ask them to leave. (Board of Directors 4/24/04)
- Confidentiality is of the utmost importance, and is necessary to ensure open deliberations and unbiased input by those members appearing before the Nominating Committee and to encourage free and open communication among committee members at the meeting.
- No commitment should be given to any candidate prior to the official posting of nominations at the close of the meeting.
- Regional directors having served two terms should be considered for another office if there are other members in the region with an interest in the position of director.
- It is recommended that the terms of AAFP delegate and alternate delegate be limited to six years each. (Board of Directors - 12/90)
- Due to the complexities and responsibilities of the treasurer position, strong consideration should be given to nominating a treasurer for two or three consecutive one-year terms elected annually.

National Action Workgroup

Powers and Duties of the National Action Workgroup:

(As defined by the OAFP Bylaws)

None

Membership:

Appointments to the National Action Workgroup are made by the president with the approval of the board of directors and should include: members of the Executive Committee; AAFP delegates and alternate delegates; executive vice president, deputy executive vice president; any OAFP member who serves on an AAFP committee or commission; and any other member who in the opinion of the president has national political expertise or a specific contribution to make. The

president serves as chair.

Meetings:

The workgroup meets at the discretion of the president, but typically the number of meetings per year directly relates to whether OAFP is running a candidate for national office. The workgroup traditionally meets nightly during the AAFP Congress of Delegates and during OAFP committee cluster weekends as needed. Meetings on cluster weekends are traditionally held on Sunday, one hour prior to the start of the OAFP board meeting. During years when OAFP is running a candidate, an additional meeting is sometimes held during the annual meeting.

Responsibilities:

Evaluates national issues and candidates for office – the National Action Workgroup, in analyzing the qualifications of candidates for AAFP office, should focus not only on the candidate speech and candidate question/answer session but also in a longitudinal fashion weighing the candidate’s entire body of relevant work in leadership to 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 by those who attend 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.)

Advises the OAFP on the progression of our delegates and alternate delegates within the AAFP, and any possible candidates from OAFP who may be ready to run for a position with the AAFP (final authority rests with the board of directors)

Advises the OAFP on the interest and possible nomination of OAFP members for appointment to serve on AAFP commissions and in other national leadership roles (final authority rests with the board of directors)

Advises the OAFP on the interest and possible nomination of OAFP members for appointment to serve on the American Board of Family Medicine Board of Directors (final authority rests with the board of directors)

Plans or the president appoints a smaller task force to plan campaign strategy when OAFP is running a candidate for national office (including providing input to staff on candidate hospitality held as part of the AAFP Congress of Delegates candidates’ reception and in conducting other campaign related activities)

Resident to New-to-Practice Membership Conversion Task Force

Powers and Duties of the Resident to New-to-Practice Membership Conversion Task Force:

(As defined by the OAFP Bylaws)

None

Membership:

Appointments to the Resident to New-to-Practice Membership Conversion Task Force are made by the president with the approval of the board of directors and should include: resident members, new-to-practice members, members who are active and not active in the organization. The president appoints the task force chair.

Meetings:

The task force meets at the discretion of the president, and will continue meeting until its work is accomplished. At that time the task force will cease to exist.

Responsibilities:

The Resident to New-to-Practice Membership Conversion Task Force will identify and implement initiatives to improve the conversion rate of resident to new-to-practice active members.

Communications Resource Teams

Powers and Duties of Communications Resource Teams:

(As defined by the OAFP Bylaws)

None

Membership:

Communications resource team is a virtual group of members that provides feedback as needed on individual OAFP publications, communications vehicles and other communications projects or initiatives. Appointments to communications resource team are made by the president with the approval of the board of directors and should include those with special expertise and/or interest in the effort for which feedback is sought. The president appoints resource team members as needed and designates resource team chairs when appropriate.

Meetings:

The communications resource team typically contributes feedback virtually but can meet by conference call or in-person if a specific need to do so arises.

Responsibilities:

The communications resource team is a virtual group of members who provide feedback as needed on individual OAFP publications, communications vehicles and other communications projects or initiatives. They will fulfill any charge given to them by the board relative to the Academy's mission and/or strategic plan.

Policy & Pipeline Pillar

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.

Public Policy Committee

Powers and Duties of the Public Policy Committee:

(As defined by the OAFP bylaws):

None

Membership:

Committee appointments are made by the president in consultation with the board of directors. Those appointed to serve should be physicians who are interested in public policy and the political process. Given the diversity of issues with which the committee deals, it is especially important that physicians of diverse background makeup the membership of this committee. The committee should include physicians in academic settings, differing practice situations, physicians practicing in both rural and urban settings, family medicine residents and medical students.

The committee chair is appointed for a one-year term annually by the president with the consent of the board. The committee shall also have a vice chair (appointed by the president in consultation with the board of directors) who is groomed to later serve as chair.

The president will appoint a member of the Executive Committee to serve as the Policy and Pipeline Pillar liaison. That Executive committee member will serve as the communication link between the Public Policy Committee, the Family Medicine Educators Workgroup and the OAFP Board of Directors. The president also serves as an ex officio member of the committee.

Rapid Response Team – The Public Policy Committee utilizes a rapid response team system to advise our lobbyist on legislative negotiations that are moving quickly through the legislative process. The rapid response team will be made up of Executive Committee members plus the chair, vice chair and one other commission member selected by the chair. The Rapid Response Team will meet by conference call to discuss issue at hand; all members of the Public Policy Committee will be notified of the call and are welcome to participate if available. Once the matter has been discussed, Executive Committee will make a decision in lieu of Board action in accordance with OAFP bylaws which read: “The Executive Committee, by a majority vote of its members, shall have full authority to act for and in behalf of the OAFP Board of Directors whenever the business of the Academy demands prompt action in the interim between meetings of the OAFP Board or when it is impracticable or impossible to convene the OAFP Board of Directors.” (*Chapter XV - Committees and Commissions, Section 1*). It is noted, for information, that the following section of the bylaws defines as meeting quorum as “Those present at any meeting of a commission or committee shall constitute a quorum.” (*Chapter XVI – Quorum*) – See 2/4/2012 Advocacy Commission meeting summary for rapid response team details.

Meetings:

The committee typically meets three times annually, but the number of meetings may vary in direct relationship to the state and national political climate. Meetings are typically in-person meetings that are held during committee cluster weekends at the OAFP office in Columbus. Meetings beyond those three held on cluster weekend would typically be conference calls.

Responsibilities:

Public Policy Committee coordinates OAFP's legislative activity and monitors state legislation, state board regulatory actions (State Medical Board and Pharmacy Board) and Medicaid. 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.

Legislative focus specified by the current strategic plans focuses on:

- Easing administrative burdens on family physicians and their practice teams;
- Minimizing legislative interference into the practice of medicine;
- Advocating for implementation of value-based payment requirements/regulations that are workable and implementable in various practice models/settings and that create real value for patients;
- Advocating for public policy that positively impacts social determinants of health;
- Advocating for GME funding distribution and line item funding that incentivize medical schools to produce adequate numbers of primary care physicians; and
- Funding medical student scholarships and loan forgiveness programs that ease medical school debt for those interested in family medicine and primary care.

The work of the Public Policy Committee compliments the work of the Ohio Patient-centered Primary Care Workforce Learning Center and the Ohio Academy of Family Physicians Foundation's student and resident "filling the pipeline" programming.

The Public Policy Committee will fulfill any other charge given to the committee by the board relative to the Academy's mission and strategic plan.

The Public Policy Committee will recommend to the board of directors for final approval, positions on legislative bills affecting medicine. Once approved by the board, the recommendations become official OAFP policy. The position recommendation options are:

- Strongly Support (write letters, inform members through *The Ohio Family Physician* and encourage those members to communicate with legislators about issue). Financial implications of strong support (in form of fiscal note) should be presented to the board for final decision.
- Support (verbal approval only if contacted; no fiscal note or letter writing)
- No Position
- Oppose (verbal opposition only if contacted: no fiscal note or letter writing)
- Strongly Oppose (write letters, inform members through *The Ohio Family Physician*, and encourage those members to communicate with legislators about issue). Financial implications of strong opposition (in form of fiscal note) should be presented to the board for final decision.

Travel Responsibilities:

Committee members are expected to attend committee meetings and any others events that are planned by the committee.

The president and president-elect will attend the AAFP Spring Legislative Visit to Washington, budget permitting. Travel to the AAFP Spring Visit to Washington will be reimbursed in accordance with the current OAFP travel reimbursement policy.

The president and president-elect or a member selected from the OAFP Public Policy Committee membership will attend the AAFP State Legislative Conference, budget permitting. Travel to the AAFP State Legislative Conference will be reimbursed in accordance with the current OAFP travel reimbursement policy.

Family Medicine Educators Work Group

Powers and Duties of Family Medicine Educators Work Group:

(As defined by the OAFP Bylaws)

None

Membership:

Membership includes Ohio's medical school family medicine department chairs or their designee, Ohio's family medicine residency program directors or their designee, and Ohio's FMIG coordinators or their designee.

The president will appoint a chair to lead the work group. The president will appoint a member of the Executive Committee to serve as the Policy and Pipeline Pillar liaison. That Executive Committee member/liaison will serve as the communication link between the Family Medicine Educators Work Group, the Public Policy Committee and the OAFP Board of Directors. The president will also serve as an ex officio member of the Family Medicine Educators Work Group.

Meetings:

Meetings will be held at the call of the chair.

Responsibilities:

In accordance with the current strategic plan, the activities of the Family Medicine Educators Work Group are to be focused as such:

- Advocating for educational funding streams that support an adequate primary care workforce for Ohio;
- Advocating for OAFP Foundation's pipeline programs that generate student interest in family medicine and result in student choice of family medicine as students' career specialty; and
- Making medical students and residents aware of the importance of Academy membership now and throughout their professional careers.

Practice Success & Payment for Value Pillar

Purpose: to help family medicine practices thrive in the value-based payment environment.

Value-based Payment Resource Team

Powers and Duties of the Value-based Payment Resource Team:

(As defined by the OAFP bylaws):

None

Membership:

Resource teams are virtual groups of members who provide feedback and expertise as needed on value-based payment. Appointments to resource teams are made by the president with the approval of the board of directors and should include those with special expertise and/or interest in the effort for which feedback is sought. The president appoints resource team members as needed and designates resource team chairs when appropriate.

The president will appoint a member of the Executive Committee to serve as the Practice Success & Payment for Value Pillar liaison. That Executive committee member will serve as the communication link between the Value-based Payment Resource Team, the Practice Issues Resource Team, and the OAFP Board of Directors. The president also serves as an ex officio member of the resource team.

Meetings:

Resource teams typically contribute feedback virtually but can meet by conference call or in-person if a specific need to do so arises.

Responsibilities:

The Value-based Payment Resource Team is a group of physicians who have volunteered to virtually provide feedback and expertise to members on value-based payment issues that might include 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. They will fulfill any charge given to them by the board relative to the Academy's mission and/or strategic plan.

Practice Issues Resource Team

Powers and Duties of the Practice Issues Resource Team:

(As defined by the OAFP bylaws):

None

Membership:

The Practice Issues Resource Team is made of physicians who volunteer to respond virtually to practice issues, questions and concerns raised by OAFP members. Appointments to the Practice Issues Resource Team are made by the president with the approval of the board of directors and should include those with special expertise and/or interest in practice issues.

The president will appoint a chair to lead this group. The president also serves as an ex officio member of the resource team. The president will also appoint a member of the Executive Committee to serve as the Practice Success & Payment for Value Pillar liaison. That Executive committee member will serve as the communication link between the Value-based Resource Team, the Practice Issues Resource Team, and the OAFP Board of Directors.

Meetings:

The Practice Issues Resource Team typically contributes feedback virtually but can meet by conference call or in-person if a specific need to do so arises.

Responsibilities:

The Practice Issues Resource Team responds virtually to practice questions, concerns and issues posed by OAFP members. They will fulfill any charge given to them by the board relative to the Academy's mission and/or strategic plan.

Professional Satisfaction and Wellness Pillar

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.

Joy of Medicine Workgroup

Powers and Duties of the Joy of Medicine Workgroup:

(As defined by the OAFP bylaws):

None

Membership:

Workgroup appointments are made by the president in consultation with the board of directors for one year terms. The workgroup chair is appointed for a one-year term annually by the president with the consent of the board.

The president will appoint a member of the Executive Committee to serve as the Professional Satisfaction & Wellness Pillar liaison. That Executive Committee member will serve as the communication link between the Joy of Medicine Workgroup, the Awards Selection Workgroup, the Member Constituencies Workgroup, and the OAFP Board of Directors. The president also serves as an ex officio member of the workgroup.

Meetings:

Meetings will be held at the call of the chair.

Responsibilities:

The Joy of Medicine Workgroup will:

- Identify ways to bring fun back to meetings;
- Provide resources on physician wellness resiliency and self-care;
- Identify methods for providing leadership opportunities, encouraging mentorship and promoting supportive peer networks;
- Foster a culture of positivity and professional satisfaction;
- Serve as inspirational beacon for Ohio's family physicians; and
- Fulfill any charge given to the workgroup by the board relative to the Academy's mission and/or strategic plan.

Awards Workgroup

Powers and Duties of the Awards Workgroup:

(As defined by the OAFP bylaws):

None

Membership:

Workgroup appointments are made by the president in consultation with the board of directors for one year terms. The workgroup chair is appointed for a one-year term annually by the president with the consent of the board. Past award recipients often serve as members of the Awards Selection Committee.

The president will appoint a member of the Executive Committee to serve as the Professional Satisfaction & Wellness Pillar liaison. That Executive committee member will serve as the communication link between the Joy of Medicine Workgroup, the Awards Selection Workgroup, the Member Constituencies Workgroup, and the OAFP Board of Directors. The president also serves as an ex officio member of the workgroup.

Meetings:

Meetings will be held at the call of the chair.

Responsibilities:

The Awards Workgroup will:

- Oversee 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
- Oversee the submission of OAFP nominees for AAFP awards to include but not limited to: AAFP Family Physician of the Year; the AAFP Exemplary Teaching Awards, the AAFP Thomas Johnson Award, the AAFP Public Health Award and the Robert Graham Physician Executive Award.

Member Constituencies Workgroup

Powers and Duties of the Member Constituencies Workgroup:

(As defined by the OAFP bylaws):

None

Membership:

Workgroup appointments are made by the president in consultation with the board of directors for one-year terms. The workgroup chair is appointed for a one-year term annually by the president with the consent of the board. The workgroup chair and workgroup members must be members of a constituency group represented at NCCL. Constituency groups are defined by the AAFP as: new; women; minority; international medical graduate; and gay, lesbian, bisexual, transsexual or physicians who are supportive of GLBT issues. Members serving in national member constituency-related positions will be included as members of the workgroup.

The president will appoint a member of the Executive Committee to serve as the Professional Satisfaction & Wellness Pillar liaison. That Executive Committee member will serve as the communication link between the Joy of Medicine Workgroup, the Awards Selection Workgroup, the Member Constituencies Workgroup, and the OAFP Board of Directors. The president also serves as an ex officio member of the workgroup.

Meetings:

Meetings will be held at the call of the chair. The workgroup operates primarily through email and meets by conference call.

Responsibilities:

The purpose of the Member Constituencies Workgroup is to:

- Annually identify, with the board's approval, a representative to represent each special constituency group at the AAFP National Conference of Constituency Leaders (NCCL). The forum will actively encourage OAFP member involvement at NCCL and will strive to send a new person each year as the official representative for each constituency.
- Fulfill any charge given to the workgroup by the board relative to the Academy's mission and/or strategic plan.

Quality Improvement, CME & Population Health Pillar

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.

Educational programs provided under this pillar include: Family Medicine Workshop; Team Training Day; Self-assessment and Clinical-assessment programming (virtual and live); Annual Meeting CME; and Chief Resident Workshop.

Population Health/Social Determinants of Health Workgroup

Powers and Duties of the Population Health/Social Determinants of Health Workgroup:

(As defined by the OAFP bylaws):

None

Membership:

Workgroup appointments are made by the president in consultation with the board of directors for one year terms.

The president will appoint a member of the Executive Committee to serve as the Quality Improvement, CME and Population Health Pillar liaison. That Executive Committee member will serve as the communication link between the Population Health/Social Determinants of Health Workgroup, Family Medicine Workshop Workgroup, the Quality Improvement Module Development Workgroup, the Annual Meeting CME Workgroup, Core, and the OAFP Board of Directors. The president also serves as an ex officio member of the workgroup.

Meetings:

The workgroup meets at the call of the chair.

Responsibilities:

The Population Health/Social Determinants of Health Workgroup is responsible for exploring ways for the OAFP to provide members with resources, education and other tools that promote health equity and confront social determinants of care.

Family Medicine Workshop Workgroup

Powers and Duties of the Family Medicine Workshop Workgroup:

(As defined by the OAFP bylaws):

None

Membership:

Workgroup appointments are made by the president in consultation with the board of directors for one year terms. Typically, workgroup members are people who regularly attend the Workshop, are familiar with the program and its

learning concepts, and are familiar with specialists in their area who are accomplished speakers. It is important that membership reflect all geographic areas of the state as members will be responsible for inviting speakers from their own region of Ohio.

The president will appoint a member of the Executive Committee to serve as the Quality Improvement, CME and Population Health Pillar liaison. That Executive Committee member will serve as the communication link between Family Medicine Workshop Workgroup, the Population Health/Social Determinants of Health Workgroup, the Quality Improvement Module Development Workgroup, the Annual Meeting CME Workgroup, Core, and the OAFP Board of Directors. The president also serves as an ex officio member of the workgroup.

Meetings:

The committee meets annually during one of the weekends of the Family Medicine Workshop to plan the topics and speakers for following year's meeting.

Responsibilities:

The Family Medicine Workshop Workgroup is responsible for planning the educational offerings each year. The work group chooses the specialty areas for the workshop in accordance with the core content curriculum concept. An attempt is always made to present core content curriculum on a three-year cycle.

The workgroup chooses speakers and alternates, and the topics to be covered by each speaker. Workgroup members are then responsible for contacting potential speakers to discuss their interest in presenting on the chosen topic. Workgroup members are then responsible for providing OAFP staff with contact information for willing speakers in a timely manner. The format is to be group in-depth discussion of cases presented by the faculty from the topics selected by the workgroup. The case studies, along with questions on the content of the cases, are submitted to participants in advance of the program, usually one month prior to the date of the course. The workgroup prefers that speakers include evidence-based content in their presentations if possible.

Family Medicine Workshop Workgroup members are expected to attend both weekends of Family Medicine Workshop.

Quality Improvement Module Development Workgroup

Powers and Duties of the QI Module Development Workgroup:

(As defined by the OAFP bylaws):

None

Membership:

Workgroup appointments are made by the president in consultation with the board of directors for one year terms. The president will appoint a member of the Executive Committee to serve as the Quality Improvement, CME and Population Health Pillar liaison. That Executive Committee member will serve as the communication link between the Population Health/Social Determinants of Health Workgroup, the Family Medicine Workshop Workgroup, the Quality Improvement Module Development Workgroup, the Annual Meeting CME Workgroup, Core, and the OAFP Board of Directors. The president also serves as an ex officio member of the workgroup.

Meetings:

The workgroup meetings are held at the call of the chair.

Responsibilities:

The QI Module Development Workgroup assists with developing and maintaining ABFM-accredited learning management modules and quality improvement programming for the OAFP.

Annual Meeting CME Workgroup**Powers and Duties of the Members Assembly CME Workgroup:**

(As defined by the OAFP bylaws):

None

Membership:

Workgroup appointments are made by the president in consultation with the board of directors for one year terms. The president will appoint a member of the Executive Committee to serve as the Quality Improvement, CME and Population Health Pillar liaison. That Executive Committee member will serve as the communication link between Population Health/Social Determinants of Health Workgroup, the Family Medicine Workshop Workgroup, the Quality Improvement Module Development Workgroup, the Annual Meeting CME Workgroup, Core, and the OAFP Board of Directors. The president also serves as an ex officio member of the workgroup.

Meetings:

The workgroup meetings are held at the call of the chair.

Responsibilities:

The Annual Meeting CME Workgroup assists with developing educational content for the CME portion of the annual meeting.

Core Content Review of Family Medicine

Core Content Review of Family Medicine is a unique, cooperative effort wholly owned by the Ohio and Connecticut Academies of Family Physicians. It produces and publishes a home study course (available in print and electronic versions) for family physicians. The program is governed by a committee made up of an equal number of representatives from Ohio and Connecticut (see membership below).

This successful endeavor produces non-dues income for both the OAFP and CAFP. CORE also indirectly reduces expenses for each academy by paying partial expenses of four members attending the ACLF and the AAFP Congress of Delegates meetings.

Core Content Review Committee Membership:

The Core Content Executive Committee is made up of four OAFP members who are appointed by the OAFP president (typically the president, immediate past president, and the two previous past presidents prior to the immediate past president) and four CAFP members, for a total of eight. If an officer wishes not to serve a term on Core, they should inform the executive vice president and/or president so the president can appoint another person to serve. Core service in an

opportunity not an obligation. Members of the committee serve for four years, with one member from each state elected each year.

The president of each Academy is responsible for appointing someone to fill the single committee vacancy each year. According to OAFP tradition, that member is typically the president but the president can appoint someone to serve if the president is unable or not interested in serving. Members serve one full term and are typically not re-appointed for a second full term. Sometimes a member whose term expires has filled the unexpired term of another Core member. The chair and treasurer positions rotate annually between an OAFP member and a CAFM member. CAFM holds the chair position and OAFP holds the treasurer position in odd-numbered calendar years. OAFP holds the chair position and CAFM holds the treasurer position in even-numbered calendar years. Each state internally designates their own officer.

Core Content Review Meetings:

The committee holds in-person meetings at least twice a year; those meetings are typically held in conjunction with the AAFP Chapter Leadership Forum and the American Academy of Family Physicians Congress of Delegates. If additional in-person meetings are needed, they are typically scheduled in Hartford. Teleconference meetings are also held as needed.

Core Content Review Responsibilities:

The Core Content Committee sets policy and determines goals and objectives for the program which are, in turn, implemented by a professional staff. The committee submits ideas for questions, searches for question authors, and reviews questions prepared by the two staff physician editors for content, clarity and applicability to family physicians. Committee members are given assignments to complete prior to meetings, and are expected to come to meetings prepared to review questions as well as to make administrative decisions regarding Core's operations.

OAFP Board Actions taken relative to Core operations (11/12):

- Ask Core Content Review of Family Medicine to adopt, as a matter of good business procedure, the practice of conducting annual reviews/audits of Core finances.
- Ask Core Content Review of Family Medicine to adopt, as a matter of standard procedure, a policy that states that shared chapter revenue payments for the previous calendar year will be made no later than March 31 of the current calendar year
- Chair of Core Content Review of Family Medicine be appointed as an ex officio member of the OAFP Finance/Audit Committee annually.
- Core is asked to provide the OAFP treasurer and OAFP staff with the following information on a regular basis:
 - Statements of financial position
 - Core investment policy
 - Core's annual budget with budget detail explaining budget lines
 - Policy for distribution of annual profits over \$120,000
 - Written reports from S&S Management for distribution at OAFP board meetings.

Separate Entities

OAFP Foundation

The OAFP Foundation, as the philanthropic arm of the Ohio Academy of Family Physicians, improves and increases access to quality health care for all Ohioans by cultivating student career choice in the specialty of family medicine. OAFP Foundation is a public grant-making, charitable organization with 501 (c) (3) tax-exempt status.

For more information on the OAFP Foundation, go to the Foundation Web site at: <https://www.ohioafp.org/foundation/>.

Family Medicine Political Action Committee

The Family Medicine Political Action Committee is affiliated with the Academy but is a separate legal entity. The Family Medicine Political Action Committee was formed in 1994 so that campaign contributions can be made in state legislative and judicial races. The PAC represents family medicine concerns at the state level.

The PAC treasurer and OAFP lobbyist are responsible for filing the required financial paperwork in regard to campaign contributions. The PAC chair will call and direct the meetings of the PAC. The PAC will reimburse the OAFP for any staff time spent on PAC work, activities or supplies.

See Board Policy Endorsement (Political)