



# NCFMR/NCSM Candidate Fact Sheet

---

National Conference of Family Medicine Residents and Medical Students – Kansas City, MO

---

**NOTE:** If you run for office at National Conference, please plan to attend:

- A joint resident and student candidates' orientation session immediately following the Friday business session in the resident congress room.
- A briefing prior to the candidates' forum (speeches and Q&A) on Saturday morning in your respective congress room.

## Position Descriptions

Visit [www.aafp.org/getinvolved](http://www.aafp.org/getinvolved) for detailed information about the qualifications, specific responsibilities and time commitment associated with each elected position. Access the [directory of current resident and student leaders](#) to see who is serving this year and consider talking to the person holding the position you are seeking to gain insight about their experience.

## Nomination Process

Nominations are solicited during the Thursday (10:30 a.m.) and Friday (1:00 p.m.) business sessions. Upon nomination, you will receive a [red candidate button](#). You will be asked to report to the Congress Business Office (2105 where staff will take a [photo](#) to display on the candidates' board).

## Candidate Materials

All candidates must submit the following information:

- Completed application form (online)
- Letter of Interest
- Support form completed by your AAFP chapter (state or constituent chapter)
- Completed conflict of interest disclosure
- Residents only: Letter of support from your program director
- Students only: Letter of support from faculty at your medical school
- Students only: Participation form signed by medical school dean's office

If you decide during the conference to run for office, you may submit some application materials after National Conference; however, all candidates who are elected to positions must submit all required documentation before Board approval can be sought. If you do not have the AAFP leadership participation form signed by the dean of the medical school and a letter of support from a faculty member (students) or a letter of recommendation from the residency program (residents) at National Conference, you must be confident that you will be granted the time off to attend required meetings.

You may use one of the computers in the Congress Business Office (2105) to prepare your letter of interest and CV. This room will be open on Thursday and Friday from 9:00 a.m. to 5:00 p.m. **To guarantee timely display, your materials must be submitted no later than 5:00 p.m. on Friday.**

Candidates' photos and selected materials will be available via the National Conference mobile app starting Friday morning.

**IMPORTANT:** Please note below the AAFP policy for the use of social media in campaigning.

## **AAFP Guidelines: Using Social Media when Campaigning for Leadership Positions**

The AAFP embraces the use of social media for member/organizational communications, and AAFP provides formal social media channels for this purpose. These channels are not to be used for personal use, including the posting of messages selling products, recruiting, political campaigning or endorsements, promoting commercial or other ventures, or any messages perceived as spam. This includes the campaigning by members for AAFP leadership positions at the National Conference of Constituency Leaders, National Congress of Family Medicine Residents, National Congress of Student Members and Congress of Delegates. These guidelines are posted online, and any comments that violate these guidelines will be removed. Regarding X (formerly Twitter), the AAFP has no objections to candidates using the official event hashtag in any messages from their personal account, including campaign messages. Please note: this restriction applies only to the official AAFP social media channels; the use of personal social media accounts is at each member's own discretion.

### **Candidates' Orientation/Briefing**

Plan to attend an orientation session for all candidates in the resident congress room (2103C) immediately following the Friday afternoon congress session. Resident and student leaders will explain the agenda for the candidates' forum and identify resources for learning more about the Academy and members of the AAFP Board of Directors will offer tips on speaking and fielding questions.

All candidates are required to attend a final briefing at 8:00 a.m. on Saturday morning in their respective congress rooms. The candidate forum moderator will go over last-minute instructions and candidates in each category will draw their speaking order.

### **Candidates' Forum**

You should be prepared to give a brief presentation during the Candidates' Forum on Saturday (8:30 – 9:30 a.m.). Candidates for the Board of Directors and National Conference Chair positions will each speak for three minutes. Candidates for other positions will each speak for two minutes. These time frames may be adjusted at the discretion of the Chairs. A timing device (light system) will be used to signal speakers of their time limits. (Note: The actual timing of a speech begins after the candidate states his/her name, school/residency, etc.)

During the forum, candidates for selected positions will also have an opportunity to participate in a question-and-answer session. This segment of the forum is designed to give delegates and attendees a better idea of candidates' knowledge of the organization and viewpoints on important issues.

### **Elections**

The order of elections is as follows:

- Resident/Student Member of the AAFP Board of Directors
- Resident/Student Chair of the National Conference
- Resident/Student Delegates to the AAFP Congress of Delegates
- National Family Medicine Interest Group Coordinator (student only)
- Student Representative to the Society of Teachers of Family Medicine Board of Directors
- Student Representative to the AAFP Foundation Board of Trustees

### **IMPORTANT: Elected Leader Orientation**

Individuals elected to leadership positions are expected to attend an orientation session on Saturday afternoon immediately following the closing of the final congress business sessions. The orientation should end by 2:30 p.m. Candidates should make travel arrangements accordingly.