



**Texas Academy of Family Physicians**

**Section on Medical Students**

**Officer Position Guide**

TAFP welcomes you to the Texas Conference of Family Medicine Residents and Students, which is held in conjunction with the C. Frank Webber Lectureship. This conference brings medical students and family medicine residents together to participate in educational lectures, to network with peers, and to meet TAFP leaders.

In addition to lectures, the student officer elections are held. Students interested in holding officer positions will have the opportunity to introduce themselves to their peers and express their interest in the position of their choosing.

Voting will take place immediately after all interested nominees have been introduced. Delegates are not nominated separately; they are elected as second highest in vote count order. Results will be read after the completion of the voting process.

## **TAFP Medical Student Section Positions:**

- Chair / Student Board Member\*
- Chair-elect
- Secretary
- AAFP National Conference Delegate
- AAFP National Conference Alternate Delegate
- Member Assembly Delegates (2)
- Member Assembly Alternate Delegates (2)
- FMIG Coordinator
- Foundation Medical Student Advisor

*\*Not an elected position. Chair-elect fills position after one year of service.*

## **TAFP Medical Student Section Officer Duties:**

### **Chair / Student Board Member**

#### **Functions:**

Not an elected position. This one-year position, for a current (on the date of the interim session) first or second year resident, must have already served as Chair-elect for one year of training prior to ascension to the Chair of the TAFP Medical Student Section. Serves as chief elected officer of the medical student section, representing the student membership and the best interests of TAFP. The chair shall demonstrate leadership; motivation of other officers and membership. He/she is influential in the establishment of goals and objectives for the organization during his/her term.

#### **Duties:**

1. Serves as chair of the TAFP medical student section meetings
2. Serves as the student member on the TAFP Board of Directors
3. Serves as the student member on the TAFP Commission on Core Delegation
4. Serves as the student member on the TAFP Commission on Academic Affairs

5. Attends all meetings of the TAFP Medical Student Section, Board of Directors, Commission on Core Delegation, Foundation Board of Trustees, and Commission on Academic Affairs
6. Helps establish duties and agendas for meetings
7. Reviews reports submitted by student members
8. Is familiar with the history and bylaws of TAFP and Rules of Order
9. Promotes active participation among student members
10. Turns in all reports on the medical student section meetings to the Board of Directors
11. Supports and defends policies and programs adopted by the Board of Directors

**Relationships:**

Responsible to the student membership, through the Board of Directors, for seeing that the policies and programs of the Academy reflect the needs and aspirations of the membership.

## **Chair-elect**

**Functions:**

The Chair-elect's term of office primarily serves as a year of training prior to ascension to the Chair of the TAFP Medical Student Section. The Chair-elect shall be kept informed of all activities of the Medical Student Section. He/she will demonstrate leadership and motivation of other officers and members. He/she will succeed to the office of Chair at the conclusion of the Interim Session a year after which his/her election occurred.

**Duties:**

1. Attends all meetings of the TAFP Medical Student Section
2. Maintains a contact list of the Texas FMIG Presidents on the TAFP student website
3. Helps to establish and maintain communication between the medical schools
4. Presides over meetings in which the chair is absent
5. Ensures continuity between the previous administration and the upcoming administration
6. Is familiar with the history and bylaws of TAFP and Rules of Order

**Relationships:**

Works in partnership with the Chair and other officers.

## **Secretary**

**Function:**

Serves as secretary for all TAFP medical student section meetings.

**Duties:**

1. Attends all meetings of the Medical Student Section
2. Records all the minutes of the medical student section meetings

3. Is responsible for typing the minutes of meetings immediately after adjournment
4. Is responsible for collecting reports from student members
5. Assists the Chair in submitting reports

**Relationships:**

Works in partnership with the Chair and other officers.

## **AAFP National Conference Delegate and Alternate Delegate**

**Function:**

Represent the TAFP medical student membership. You must know TAFP policies and positions and reflect the same in their votes at the AAFP Congress of Delegates.

**Duty:**

Attend the National Conference of Family Medicine Residents and Medical Students and follow the prescribed protocol.

**Responsibility:**

Give a report to the TAFP Medical Student Section at the annual session meeting.

## **Member Assembly Delegates and Alternate Delegates**

The Member Assembly shall convene at least annually and is the grassroots component of TAFP's governance structure.

**Composition:**

As established in the bylaws, the Member Assembly shall be composed of delegates from TAFP local chapters, all members of the TAFP Board of Directors; and delegates selected by the Section on Special Constituencies, Section on Resident Physicians, and the Section on Medical Students. The number of delegates from each local chapter shall be determined based on member numbers as of June 1, each year.

**Responsibilities:**

1. The Member Assembly's main responsibility is electing leaders including; officers, delegates to AAFP, and members of the TAFP Board of Directors.
2. The Member Assembly will also hear reports and provide feedback to TAFP's leadership.
3. The Board of Directors may refer items to the Member Assembly to get input from a larger group of members on a particular issue.
4. The Member Assembly may, by majority vote, approve a referendum for submission to the members of TAFP on questions affecting the policies or recommendations of the Academy.

## **FMIG Coordinator**

### **Functions:**

1. Serves as the liaison between the TAFP Medical Student Section and all FMIG Texas chapter presidents.
2. Serves as a liaison between the FMIG Texas chapter presidents and the AAFP Region 1 FMIG Coordinator.
3. Improves communication between the FMIG Texas chapter presidents using internet websites including Google, Gmail, Facebook, and other appropriate forms of social media.
4. Leads statewide Texas FMIG campaigns and programming, such as: primary care week, community service, clinical skills labs, etc.
5. Reports back to the TAFP Medical Student Section updates about the FMIG Texas chapters
6. Communicates FMIG updates with the Student, Resident, and New Physician Membership Coordinator.

### **Duties:**

1. Attend all meetings of the medical student section.
2. Assist the Medical Student Section Chair in incorporating updates about the Texas FMIG chapters into the TAFP Medical Student Section reports.

## **TAFP Foundation Student Advisor**

### **Functions:**

Serves as an advisor to the TAFP Foundation Board of Trustees on funding and scholarship matters affecting medical students. Also serve as a liaison between the TAFP Medical Student Section and the TAFP Foundation Board of Trustees. The term begins immediately upon election during Interim Session and expires at the next Interim Session. The two meetings of the TAFP Foundation Board of Trustees are held Saturday morning during TAFP's Annual Session and Primary Care Summit and Friday afternoon during TAFP's C. Frank Webber Lectureship and Interim Session.

### **Duties:**

1. Attends all meetings of the TAFP Foundation Board of Trustees.
2. Report to the Foundation on activities of the students and share with the students the opportunities with the TAFP Foundation.