
AUGUST 2015

PRESIDENT

Powers and Duties of the President:

(As defined in the LAFP Bylaws, Chapter X, Section 1)

1. He/she shall preside at all meetings of the Board of Directors, prepare the Board meeting agenda and work with the Executive Vice President in assuring that basic policies and programs that will further the goals and objectives of the Academy are planned, formulated and presented to the Board of Directors.
2. The President shall be Chair of the Board of Directors, a member of the Executive Committee, and an ex officio member of all standing committees.
3. The President, with approval of the Board of Directors, shall appoint all committee members, and fill any vacancies on committees that occur during his/her term of office. The President may appoint medical students, who are committed to Family Medicine, as participants in the deliberations of certain committees.
4. The President shall, at least ninety days before the General Assembly meeting, form the Nominating Committee, which will be comprised for the following members: the Legislative and Membership Committee Chair, who will serve as the Nominating Committee Chair, the President, President-Elect, Immediate Past President and two other Board of Directors members selected by the President.
5. The President shall deliver an annual report to the General Assembly.
6. The President shall represent the entire membership and the best interests of the Academy. He/she shall make clear whether he/she is communicating Academy policy or personal opinion.
7. The President represents the Family Physicians of the State of Louisiana before the public, the Louisiana State Medical Society, the medical schools, and the peers of other medical specialties.
8. Preside over meetings of the General Assembly in the absence of the Speaker and the Vice Speaker;

Major Duties and Responsibilities:

1. Provides direction to ensure that LAFP activities are focused appropriately to achieve our mission and strategic plan
2. Presiding over the meetings of the Board of Directors, works with the EVP in preparing meeting agendas and with ensuring that Board action items are followed-up upon
3. Presides at meetings of the Executive Committee and Operations Committee, works with the EVP in preparing meeting agendas and with ensuring that committee action items are followed-up upon
4. Sets, in consultation with the Executive Committee, the Board meeting schedules annually
5. Solicits advice and counsel from other officers, Board members and senior staff members regarding the welfare of LAFP
6. Serves as the official LAFP spokesperson to all external groups communicating official Academy policy as approved by the Board of Directors
7. Prepares the President's Message for each quarterly issue of *The Louisiana Family Doctor* (deadline is one month prior to date of publication; (for example, the deadline for the March issue is January 31)
8. Appoints, in consultation with the Executive Committee and approval of the Board, the chairs and members of all standing committees
Items to be kept in mind during this appointment process:
 - Inactive committee members may be dropped from the committee even if their complete term has not yet expired
 - Committee appointments should be staggered in such a manner that retains some members with seniority and experience

- Appointments should reflect diversity and geographic balance
9. Appoints, with consultation of the Executive Committee, liaisons to other organizations
 10. During his/her term of office the President should attend the AAFP Congress of Delegates and the Southeastern Forum Conference. **(If budget permits he/she may wish to attend the AAFP Annual Chapter Leadership Forum (ACLF) in Kansas City and other meetings.)**
 11. It is the President's privilege to present the Gerald R. Gehringer Family Medicine Award, the Michael Fleming, MD Family Medicine Award and the Tulane Family Medicine Award at the Awards Day ceremony for graduating students from LSU Medical School in New Orleans and Shreveport and Tulane.

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 the districts and to communicate to all the goals and objectives of the Academy.

Out of state travel:

- The President will attend the Southeastern Forum and the AAFP Congress of Delegates. 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 LAFP travel reimbursement policy.

Annual Meeting Responsibilities:

1. Writes and delivers a report on the year's achievements and accomplishments for publication in the General Assembly materials
2. Greets other official representatives or guests who attend the General Assembly (welcoming them and offering to provide information, assistance as needed and as is appropriate)
3. Attends the Board of Directors and committee meetings
4. Attends all social functions during the meeting.
5. Attends the Awards and Installation Ceremony and the President's Reception, sitting at the head table with spouse; makes brief comments about the accomplishments of the past year and the challenges of the future; introduces spouse, family and staff making tributes to those individuals as desired; presents state medallion and gavel to the incoming president