

POSITION PROFILE

Position: ACFP Members at Large

Areas of Authority:

The ACFP Members at Large hold a representative position on the Alberta College of Family Physicians (ACFP) Board of Directors. The Board of Directors is the legal authority for the ACFP. As a member of the Board, the Member at Large along with its fellow officers, acts in a position of trust for the community and is responsible for the effective governance of the organization. The Member at Large is responsible and accountable to the ACFP membership.

Requirements:

- Commitment to the overall legislated mandate of the ACFP and the CFPC
- Committed to the membership, values, vision, mission, and goals as determined by the Board of Directors of the ACFP
- Prepare for the discussions and the deliberations of the Board
- Attendance at the Annual Meeting of Members (Late February/early March)
- A time commitment of approximately 2-5 hours per month (including preparation and attendance at regularly scheduled Board meetings, but excluding special meetings/fora/summits, internal and external committee participation the incumbent chooses to take on)
- Advise on member and external communications matters as required
- Assist the President in matters of the Alberta Chapter that are assigned to the position from time to time, by the President
- Serve as an ACFP representative on internal and external committees as agreed upon
- To foster a positive working relationship with other Board members
- Be aware and abstain from any conflict of interest

Time Commitment:

The Term of Office for the Member at Large shall be three years from the conclusion of one Annual Meeting of Members. All members are eligible for re-election or election to any other office or position upon completion of their term.

Compensation:

An honorarium is offered to all Officers and all expenses incurred in service to the ACFP Board of Directors will be covered based on the ACFP Expense Reimbursement Policy which is assessed regularly to meet industry standards.

Honorariums (Paid in Installments):

Board Members are paid an honorarium of \$5,000 per year.

Qualifications:

- Must have completed two years of membership in good standing with the ACFP
- Experience with not for profit boards an asset
- Organizational leadership an asset
- Knowledge and skills in one or more areas of Board governance: policy, finance, advocacy and/or operations