



## Joining the FMEC Board of Trustees

### **Membership**

The FMEC Board of Trustees is composed of 17 members. The Executive Committee includes the 4 Officers (President, President-Elect, Immediate Past President, and Treasurer-Secretary). There are an additional 11 Members-At-Large, as well as 1 Medical Student representative and 1 Resident representative. At any given time, 3 members should be representing the Host Committees for the previous, current, and future Annual Meetings.

The President-Elect and the Secretary-Treasurer shall be chosen by a vote of the Board of Trustees. The President-Elect automatically becomes President and then Immediate Past President. Executive Committee terms are 2 years, and other than the Treasurer-Secretary, terms cannot be repeated consecutively. Nomination for Members-At-Large shall be accepted from the membership and elected by the Board of Trustees. Trustees have 3-year terms, and there is no limit on the number of terms a Trustee may serve.

### **Responsibilities and Supports**

Duties of the FMEC Board members include the following:

- Advise on FMEC strategy and future activity;
- Serve on special groups as needed (oversight subcommittees, Host Committee, topical committees, etc.);
- Support the FMEC's success by identifying and recruiting other volunteers and experts; by representing the FMEC to other state, regional and national groups; and by providing or leveraging financial support (personal and/or institutional donations and sponsorships. A personal donation at any amount which is comfortable for you is expected); and
- Attend and participate in all scheduled meetings (see below), including attending the FMEC Annual Meeting each fall.

The FMEC Board of Trustees holds 1-hour virtual meetings every other month, typically in the evening, and two in-person meetings each year. The in-person meetings include a 3-day meeting in February in the location of that year's Annual Meeting, and a 4-hour meeting on the Thursday before the fall Annual Meeting. Other than the hotel room and meals at the February meeting, all travel expenses are the responsibility of the Board member or their institution.

The schedule for 2026 is appended to this document. Executive Committee meetings are only for the 4 Officers (President, President-elect, Treasurer/Secretary, and Immediate Past President). Board meetings are for all members.

### **Who is Eligible**

Membership on the FMEC Board of Trustees is open to any family medicine practitioner, educator or advocate; it is not limited to physicians or any specific degree, profession, geography, membership status, etc. However, historically, the Board has approved individuals who are Active Members, which is defined in the FMEC bylaws as "individuals who represent the FMEC's Organizational Partners or others who support the FMEC's mission."

As of 2025, the current Board has prioritized the following. Board members should be in the FMEC region (14 states +DC – see the list on the [FMEC website](#)). FMEC membership (either [individual membership](#), or membership via an FMEC Partner organization – see the [FMEC Partner](#) list) is encouraged. Active participation in the FMEC via speaking at or helping plan the Annual Meeting, participating in a learning collaborative, or other means will contribute to a strong application.



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In discussing the current and future vacancies, the Board has identified the following priorities.

- From an otherwise underrepresented part of the FMEC region, specifically states with many residencies such as Ohio or New York and/or where participation in FMEC is lacking such as Virginia, West Virginia, or New England.
- A healthcare provider interested in innovations and the future of health care delivery. Individuals can be at any point in their career, and previous “board-level” experience is not necessary!
- Tech-savvy, to help the Board navigate issues like AI and how training is changing due to technology.
- Contributing to the diversity of the FMEC Board – which may be achieved by belonging to a racial or ethnic group that is underrepresented in the medical profession, or by their role in residency training (faculty as opposed to program director, non-physician faculty, administration).
- Supporting residency training from a position other than faculty; for instance, as a program coordinator or other GME staff, staff at an AAFP Chapter, etc.

### **Approval Process**

Per the FMEC bylaws, the FMEC Executive Committee (President, President-elect, Treasurer-Secretary, and Immediate Past President) serve as the Nominations Committee. They will review applications and submit a recommendation to the full Board for approval.

Invitations may or may not include an application process. When asked to apply, candidates should submit their CV; a short letter of application which states they will fulfill the commitment, notes previous/current involvement with the FMEC, and answers the question “Why do you want to serve on the FMEC Board of Trustees?”; and the contact information for a colleague who *may* be asked for a reference, should the Nominating Committee reach out to them. Materials can be submitted in written format or sent as a short (under 2 minutes) recorded video (a simple recording using your phone or Zoom and emailed is fine. If too large to email, please upload and send the link)

### **Future Vacancies**

The FMEC will happily accept applications at any time and consider them for future vacancies. We expect to have at least 3 member-at-large vacancies in 2026. If you are not able or invited to join the Board in 2026, we will be happy to reconsider your application in the future if you remain interested.

### **For Questions**

If you or your program leadership have any questions, please contact Scott G. Allen, MS, CEO of the FMEC, at [scott.allen@fmec.net](mailto:scott.allen@fmec.net) or 773-330-4331.

***FMEC Board member responsibilities follow.***



The following information will help you understand your role and responsibilities as an FMEC Board member.

## FMEC BOARD OF TRUSTEES OVERVIEW

### Term

- 3-year term for at-large members (2-year for Officers); 1-year term for medical student and resident members
- Starts at the close of the Annual Meeting each fall (typically mid-September)
- No limit on number of terms served, other than medical student and resident members, who may serve additional terms if they are still in training

### Meeting schedule

- 1-hour virtual meetings every two months (April, June, August, December)
- February 3-day meeting (arrive Thursday morning, meet Thursday afternoon, all day Friday, half day Saturday) – typically in same location as Annual Meeting
- Annual Meeting – 4 to 5-hour meeting on Thursday

### Reimbursement

- Generally, no reimbursement for participation, other than February meeting
  - FMEC does pay *meals and lodging* for February meeting; travel to city is on your own
- Expectation is to attend Annual Meeting on personal/department funds
- FMEC does support travel, lodging and meals for medical student and resident members

### Board Composition

See <https://www.fmec.net/fmec-board-of-trustees> for the current Board list

- Bylaws allow for 17 total positions, including four Officers (Pres, VP, Pres-elect, Treasurer-Secretary); three meeting representatives (last, current, and future meetings); a resident member; and a medical student member.
- Candidates are identified from active FMEC members and volunteers and must be in the FMEC region (14 states plus DC)
- Officers serve as the Nominating Committee, which selects candidates and recommends them to the full Board of Trustees, which Board approves new members (no elections are held).
- Recent composition has been heavily weighted toward program directors, and heavily represented by specific geographic areas such as Pennsylvania, but the long-term plan is to better diversify.

### General Duties

- Maintain an active membership in the FMEC, which may be individual or via affiliation with an FMEC Partner Organization
- Attend and participate in all scheduled meetings
- Advise on strategy, future activity
- Serve on special groups as needed (Exhibitor Subcommittee, DEI Committee, new groups TBD)



- Serve as primary liaison to one or more areas of FMEC work, which may be projects/initiatives or areas of FMEC operation such as finance, communications, etc.
- Promote the work of FMEC to colleagues within your institution and region
- Fundraising: FMEC Board members are expected to contribute to the FMEC and raise funds from others by:
  - Making a personal contribution to the FMEC, to support the campaign or need of their choice, at the level that is comfortable for them personally
  - Encouraging their affiliated institution(s) (health systems, residency programs, medical schools) to join the FMEC as Partner Organizations
  - Identifying and helping to approach other Partners, sponsors, and exhibitors on behalf of the FMEC
- Annual Meeting:
  - Help recruit for local Host Committees (and serve yourself if appropriate)
  - Attend Annual Meeting
  - Support FMEC onsite by judging posters, moderating sessions, staffing registration or other functions if needed

#### FMEC's Future as of 2026

- Continue to improve and grow the FMEC Annual Meeting
- Support residency training programs to implement ACGME guidelines through education on faculty development, scholarly activity, competency based assessment, etc.
- Refine and strengthen our processes for residency learning networks/learning collaboratives, continue those in process (IMPLICIT, Integrative Health, Hereditary Cancers) and launch networks on new topics (burnout, professionalism, advocacy, and more)
- Continue to support topical committees to develop new projects and provide pathways for involvement
- Promote innovations in family medicine via the Innovator's Network and related activity
- Better engage medical students and residents in FMEC programs and leadership
- Better engage program coordinators and other GME staff by convening them regularly and planning educational events where they can present, learn and network
- Develop a peer-reviewed journal
- Improve administrative efficiency and operations
- Reexamine the business model to ensure sustainability, for instance by expanding revenue sources, reducing dependence on health systems for partnership and sponsorship funds, and reducing variation in financial success tied to location of meeting

#### Miscellaneous

- FMEC has Directors & Officers Insurance, so Board members are protected from liability.
- Serving on any nonprofit board comes with legal responsibilities and risks. FMEC Board members who have not previously served on nonprofit boards should become familiar with the legal duties of nonprofit board service. Publicly available resources include [BoardSource](#), the [National Council of Nonprofits](#), the [American Society of Association Executives](#), and others, and FMEC staff can assist with more information about legal responsibilities.