



Center for the History of Family Medicine
11400 Tomahawk Creek Parkway, Leawood, KS 66211-2672
Telephone: (913) 906-6007
Fax: (913) 906-6095
Email: chfm@aafp.org
Website: www.aafpfoundation.org/chfm



Administered by the
American Academy of Family Physicians
Foundation

OPERATIONAL GUIDE FOR THE BOARD OF CURATORS OF THE CENTER FOR THE HISTORY OF FAMILY MEDICINE

CHARGE

The Board of Curators advises the AAFP Foundation in the overall planning and administration of the Center for the History of Family Medicine (CHFM) and recommends to the AAFP Foundation's Board of Trustees policy governing the scope of the CHFM and access to the Center's collections. Further, to ensure that the CHFM preserves historical materials from the entire specialty of Family Medicine, the Board of Curators also actively encourages the participation of all the Family Medicine organizations at every level in the CHFM's operations and activities.

RESPONSIBILITIES

1. Representing the entire family of Family Medicine in all aspects and operations of the CHFM.
2. Establishing the strategic direction for the CHFM and reviewing its Strategic Plan.
3. Ongoing evaluation of the CHFM's operations.
4. Reviewing CHFM policy and making recommendations to the AAFP Foundation Board of Trustees.
5. Reviewing the annual budget for the CHFM and submitting it for approval to the AAFP Foundation Board of Trustees.
6. Assisting CHFM staff in identifying and obtaining acquisitions for the Center's collections wherever possible.
7. Marketing and promoting the CHFM wherever appropriate.
8. Supporting the CHFM both philosophically and financially, including an explicit *expectation* that every Curator contribute to the CHFM Endowment, and that 100% participation be expected as a component of Board service.

BACKGROUND

The Center for the History of Family Medicine (formerly called the Archives for Family Practice) was originally established as a special project of the AAFP in 1989 under the direction

of Claudene Clinton, the former Director of the AAFP's Division of Research and Information Services. As archival material was compiled from the Academy's files, a need for documenting and preserving the history of Family Medicine soon became evident. That same year, the Board of Directors of the Academy established an "AAFP Archives" within the Academy, and following her retirement as Director of the Division of Research and Information Services, Ms. Clinton served as the first Archivist for the Archives on a contractual basis with the Academy.

On January 1, 1992, administrative responsibility for the Archives was transferred from the Academy to the AAFP Foundation. There were several reasons for this transfer: Ms. Clinton intended to discontinue her contract to administer the Archives at the end of 1991; after review, according to a memo from then AAFP Executive Vice President Robert Graham, M.D., it was determined that the archives was "a logical extension of the present activities and services of the Huffington Library," then a part of the Foundation; the Archives' new focus (on documenting not just the history of the Academy but the specialty of Family Medicine as a whole) and its new name (it had been changed from the "AAFP Archives" to "The Archives for Family Practice") required that a neutral member of the "family of Family Medicine" administer it, a role which it was felt the Foundation could best fill due to its non-profit status; and finally, that being housed under the auspices of the Foundation, a non-profit, charitable 501(c)(3) corporation, would also provide the added benefit of enabling the Archives to solicit donations of money as well as materials for its collections.

Following its transfer to the Foundation, a full-time archivist was hired, acquisitions and access and use policies were developed, and major strides were made in broadening both the depth and breadth of the Archives collections through preserving and organizing the records of enduring organizational and historical value generated by both the major national organizations involved in Family Medicine and by individuals involved in the history and development of Family Medicine. Further support for the activities of the Archives was provided through an unrestricted educational grant provided by Sandoz (later renamed Novartis) Pharmaceuticals averaging \$50,000 per year from 1993 through 2002. In 1998, an endowment was also created for the Center, to help realize the Board of Curators' vision of a "self-sustaining and self-supporting" entity operating within the Foundation.

By 2003, the Archives for Family Practice had evolved into the principal resource center for the collection, conservation, exhibition and study of materials relating to the history of Family Medicine. The collections had also evolved, growing into four separate and distinct areas: 1) a corporate, or organizational archives for the holdings of the Family Medicine organizations; 2) manuscript collections of prominent family physicians and Family Medicine educators and staff; 3) an historical research library containing books written by and about family physicians and reference materials on Family Medicine; and 4) a museum collection of medical artifacts relating to the specialty for exhibition. All of the collections within the Archives serve to document the history of Family Medicine's changing role in delivering health care and advocating for patients.

This rapid expansion of the Archives for Family Practice's collections, coupled with some confusion generated by its name (which was similar to several medical journals bearing the title "Archives"), gave rise for the need for a name change for the Archives. Consequently, in November of 2003, the Board of Curators and the AAFP Foundation Board of Trustees approved

a new name for the facility, and on January 1, 2004, the Archives for Family Practice officially became the Center for the History of Family Medicine.

Besides the Academy and the Foundation, other Family Medicine organizations that contribute by placing their records into its holdings, donating to its endowment and having their members serve on its advisory board presently include the American Board of Family Medicine (ABFM), the American College of Osteopathic Family Physicians (ACOFP), the Association of Departments of Family Medicine (ADFM), the Association of Family Medicine Residency Directors (AFMRD), the North American Primary Care Research Group (NAPCRG), and the Society of Teachers of Family Medicine (STFM).

Since its establishment, the CHFM has made major strides in establishing its collection of historical resources and building awareness of its value through regular and increased utilization of these resources. The Center will continue to focus on maintaining and expanding its holdings while satisfying ever-growing requests for information. Along with these major functions will be a continuing effort to build an even broader base of awareness of the Center's long-term value to the specialty of Family Medicine.

MISSION & GOALS

The mission of the Center for the History of Family Medicine is to serve as the principal resource center for the collection, conservation, study, exhibition, and dissemination of materials relating to the evolving of the specialty of Family Medicine in the United States for the benefit of the specialty and the public. This is accomplished by preserving and organizing the records of enduring organizational and historical value generated by the major national Family Medicine organizations (AAFP, AAFP Foundation, ABFM, ACOFP, ADFM, AFMRD, NAPCRG, and STFM) and by individuals involved in the development and evolution of Family Medicine. Even as the older Family Medicine organizations (AAFP, AAFP Foundation, ACOFP, STFM and ABFM) celebrate significant anniversaries, they are relatively young in terms of organizational documentation. This youth provides a valuable opportunity to collect these organizations' records before they are lost. Emerging organizations in the family of Family Medicine have an even greater potential to collect and preserve complete written records from their inception.

To accomplish this goal, the CHFM collects in three major areas:

1. Official records of major Family Medicine organizations;
2. Personal papers and other materials of individuals involved in the development and evolution of Family Medicine; and
3. Books, printed materials and three-dimensional artifacts which document the history and evolution of the role of the family physician in American society.

GOVERNING AUTHORITY FOR THE CENTER

Since 1993, the Board of Curators has advised the AAFP Foundation in the overall planning and administration of the CHFM, and has recommended to the Foundation's Board of Trustees policy governing the scope of the History Center and access to the collection. As such, the Board of

Curators acts in an advisory capacity to the AAFP Foundation Board of Trustees, and all decisions and determinations of the Board of Curators are subject to final approval by the AAFP Foundation Board of Trustees.

The Board operates on a “Three Model” level of Governance, as follows:

I. Macro Policy Level – Responsibility of the AAFP Foundation Board of Trustees

1. Composition of Board of Curators
2. Charge of Board of Curators
3. Approval of CHFM Budget

II. Annual Operational Plan – Responsibility of the Board of Curators

1. CHFM Strategic Plan
2. Tracking Annual Progress of Strategic Plan
3. Review of CHFM Budget

III. Day-to-Day Conduct of Center Business – Responsibility of CHFM Manager

1. Fulfilling Strategic Plan within the constraints of the budget, accountable to the Board of Curators
2. Processing, organizing, conservation and storage of the collections
3. Assisting visitors and researchers with research into the collections and conducting related research
4. Designing and implementing exhibitions for annual and special events as needed.

STRUCTURE OF THE BOARD & TERMS OF OFFICE

The structure of the Board of Curators is organized so that every participating Family Medicine organization will have one vote on the Board. Family Medicine organization liaisons to the Board are decided by each organization.

The Board of Curators presently consists of sixteen members and is composed as follows:

Convener of the Board- The Board of Curators is headed by a Convener, who is appointed by the AAFP Foundation Board of Trustees. The Convener presides over all meetings of the Board, determines the agenda for the meetings, appoints all subcommittees, acts as spokesperson for the Board (including at all Foundation Board of Trustees meetings), and signs all correspondence on behalf of the Board. The Convener is appointed by the AAFP Foundation Board of Trustees to serve for a term not to exceed the Convener’s term on the Board of Trustees.

Family Medicine Organization Liaisons- A total of eight organizational liaisons presently serve on the Board of Curators from the major Family Medicine organizations: one Liaison each from the American Academy of Family Physicians (AAFP); the American Academy of Family Physicians Foundation (AAFP Foundation); the American Board of Family Medicine (ABFM);

the American College of Osteopathic Family Physicians (ACOFP); the Association of Departments of Family Medicine (ADFM); the Association of Family Medicine Residency Directors (AFMRD); the North American Primary Care Research Group (NAPCRG); and the Society of Teachers of Family Medicine (STFM). The AAFP Liaison and the AAFP Foundation Liaison on the Board of Curators also serve as Trustees on the Foundation Board, and are appointed yearly. Each organizational liaison from the other Family Medicine organizations (ABFM, ACOFP, ADFM, AFMRD, NAPCRG and STFM) serve an initial three-year term, with reappointment and subsequent terms left to the discretion of the sponsoring organization. Each participating organization is responsible for its liaison's travel expenses to meetings of the Board of Curators.

At-Large Representatives- In addition to the organizational members, four At-Large members serve on the Board of Curators. The Board of Curators has the responsibility to recommend to the AAFP Foundation Board of Trustees persons to serve as At-Large members of the Board of Curators. Effective beginning in the regular election cycle in 2009, At-Large representatives are selected by the Board of Curators at their annual Spring meeting subject to final approval by the AAFP Foundation's Board of Trustees, and will take office beginning on July 1st of the year of their selection. Nominees for At-Large Representatives should be individuals with a recognized devotion to preserving the historical record of the specialty, and be a willing and active participant in the proceedings of the Board. Potential At-Large members of the Board of Curators could include:

1. Family physicians with an interest in the history of medicine, especially Family Medicine.
2. Family physicians who have demonstrated leadership qualities.
3. Individuals from academic groups in Family Medicine.
4. Family Medicine leaders who have made a significant contribution to the specialty of Family Medicine.
5. Staff members within "the family" with longevity and expert knowledge of Family Medicine.
6. Biographers and historians who have written about Family Medicine.

Effective beginning in the next regular election cycle in 2007, At-Large members of the Board of Curators will each serve three-year terms in a staggered fashion, and are eligible to be re-nominated to serve one additional three-year term on the Board. At-large members who are nominated to fill unexpired terms are also eligible to be re-nominated for one additional three-year term on the Board. Elections to fill any unexpired at-large terms are held during the next regular election cycle for at-large members. At-Large Representatives elected to fill unexpired terms of one year or less may be automatically appointed to fill one additional three-year term on the Board without the need for election, subject to acceptance by the incumbent At-Large Representative. Travel expenses to and from meetings of the Board for At-Large Representatives are reimbursable through the CHFMs' annual budget.

Corporate or Public Representative- One of either of the Corporate or Public Members on the Foundation's Board of Trustees may be appointed to serve on the Board of Curators for a period of one year.

Resident or Student Trustee Representative- A Resident or Student Member of the Foundation's

Board of Trustees also serves on the Board for a period of one or two years. Specific responsibilities for this Member are as follows: 1) Promoting the Center for the History of Family Medicine by interfacing with participants at the Center's booth at the National conference of Family Medicine Residents and Medical Students in Kansas City; and 2) Sharing the unique perspective of their constituency to their fellow Curators during meetings of the Board.

Ex-Officio Member- In addition, the President of the AAFP Foundation serves as an ex-officio member of the Board of Curators.

The Board of Curators is also assisted by the Manager of the CHFM, who serves as Staff Executive for the Board. The Staff Executive is not a member of the Board and has no vote in any of its proceedings, but is responsible for coordinating the activities of the Board, preparing meeting agendas and summaries, conducting Board correspondence, and producing update reports.

MEETINGS OF THE BOARD

The Board of Curators holds two regular meetings each year. The first meeting is held via teleconference in the Spring on the Wednesday during the week before the meeting of the AAFP Foundation Board of Trustees (usually in late April or early May, provided that no major scheduling conflicts arise with other Family Medicine meetings, events and activities), and a second (in-person) meeting is held in the Fall at AAFP Headquarters in Leawood, Kansas, on the Friday immediately preceding the meeting of the AAFP Foundation Board of Trustees in November.

Special meetings of the Board of Curators may be called either by the Convener, the President of the AAFP Foundation, the Board of Trustees or three or more of the members of the Board of Curators if needed.

SUBCOMMITTEES OF THE BOARD OF CURATORS

From time to time, ad hoc or standing subcommittees of the Board may be appointed by the Convener at his or her discretion, and persons may be designated as subcommittee members who are not members of the Board of Curators at the discretion of the Convener. The election of a chairperson or other officers, as well as the times and locations of meetings are made at the discretion of the members of each subcommittee as they deem appropriate.

At present, the Board of Curators has three standing subcommittees operating under its jurisdiction, whose duties and purposes are as follows:

Collection Subcommittee- The Collection Subcommittee is composed of three to five members which meet at least twice per year via e-mail or as otherwise needed and determined by the Convener. The subcommittee is charged with the following duties:

1. Review and revision if needed of the CHFМ Collection Management Policy on an annual basis, and presenting any revisions of the policy to the Board of Curators for approval;
2. Review and revision if needed of the CHFМ Acquisitions & Collecting Plan on an annual basis;
3. Review of biennial reports to be provided by the CHFМ Manager which will include lists of all donations to the collections, incoming and outgoing loans, and any other collection related activities which are deemed to be significant by staff;
4. Review and approval of any acquisitions under special circumstances as determined by the CHFМ Manager;
5. Review and approval of any and all deaccessions from the collection; and
6. Approval of all purchases of individual items over \$500 intended for the permanent collection.

Fellowship Subcommittee- The Fellowship Subcommittee is presently composed of five members, and is charged reviewing and evaluating all applications for the annual CHFМ History of Family Medicine Fellowship. After reviewing all applications, the Subcommittee recommends a recipient to the full Board of Curators, and upon approval by the Board of Curators, the individual recommended for the fellowship award will then be subject to the final review and approval by the AAFP Foundation Board of Trustees.

Strategic Planning Subcommittee- Established as a permanent standing subcommittee of the Board of Curators in 2009, this Subcommittee is composed of three to five members and is tasked with reviewing the Strategic Plan annually and all policy documents every three years, and suggesting any changes or revisions that might be appropriate. These changes will be then presented to the Board of Curators at their annual meeting in November and are subject to the approval of the Board as a whole.