

Family Medicine Leadership Consortium Principles for Working Together

1. Purpose: The Family Medicine Leadership Consortium is intended to facilitate information sharing, relationship building, and leadership for coordinated and/or collaborative strategic action on behalf of family medicine.
2. The twice yearly face-to-face meetings are foundational to collective impact. At FMLC meetings, we develop personal relationships among leaders across organizations and explore common action with input from volunteer leaders and executive staff. From time to time for some issues, it will be important for the specialty to take collective action requiring sustained activity between meetings. The need for this sustained, collective action will emerge organically.
3. To maintain momentum across years, we will separate the functions of meeting arrangements, managed by the host organization and rotated annually, from the Program Committee meeting continuously across years.
4. The Program Committee will consist of the executive staff of all organizations. Volunteer leaders (up to one leader from each organization who will attend the FMLC) are invited to participate in the FMLC Program Committee according to the customs of each organization.
5. The focus of FMLC discussion should be the strategic issues facing the specialty. Some topics will serve as an environmental scan on an issue, and others will be an exploration of strategic needs.
 - a. Some topics will be carried over from year to year. The Program Committee will identify and prioritize topics for discussion and use a process of voting by organizations to choose topics.
 - b. The Program Committee has committed to these organizational principles to enhance the quality of the dialogue:
 - i. Sessions will have limited pre-readings of select information as appropriate
 - ii. The emphasis will be on interactive discussion, with at least 50% of the time scheduled for discussion
 - iii. Groups will sit inter-organizationally for at least day one of the meeting.
6. The host organization has discretion to contribute one key topic for each meeting.
7. FMLC will consider inviting leaders from outside the eight FMLC organizations to participate in specific discussions if their perspective is seen as essential to enhance the conversation. The Program Committee will consider whether invited guests should participate via video conference, come from local institutions, or be selected from areas that require travel support.

- a. Expenses for external guests who require travel support will be shared by the FMLC organizations based on organizational budget in the following percentage arrangements.
 - i. ABFM, AAFP – 27.5% each
 - ii. AAFP Foundation, ACOFP, AFMRD, STFM – 10% each
 - iii. NAPCRG, ADFM – 2.5% each
- b. These expenses will be prepaid, if needed, by the host organization. The host will add these outside travel costs to the invoice that is sent to each organization with its personal meeting expenses after each FMLC.

8. Logistics:

- a. Organizations will alternate responsibility for hosting the FMLC, according to an agreed-upon schedule. Host organization responsibilities:
 - i. Determine location, contract with hotel, and provide logistical support for two meetings during its host year.
 - 1. FMLC will meet for 1.5 days, typically all day Friday and Saturday morning of the meeting. Ideally at least 12-18 months in advance and in consultation with the Program Committee, the host organization will share the dates of future FMLC meetings.
 - 2. Each host organization has the flexibility to select the locations for the FMLC meetings it hosts; however, host organizations will be sensitive to the cost of the meeting, given the variations in the various organizations' budgets.
 - ii. Schedule calls of the Program Committee. Advance planning is important. The Host organization will schedule up to three meetings of the Program Committee in advance of each upcoming meeting.
 - iii. Develop a web presence or other means to share pre- and post-meeting materials. There will be discussion about what materials can/should be shared more broadly with others.
 - iv. Lead Program Committee discussions to determine the meeting agenda
 - v. Provide a meeting summary of each meeting
 - vi. Lead a conversation at the end of each meeting requesting feedback for future topics and improvements.
- b. Each organization will send at least their chief staff executive and a senior leader of their Board who will be empowered to make decisions on behalf of their organizations, subject to final consideration by their respective Boards. Organizations may bring additional leaders as desired.
- c. Ideally, the meetings will be organized to engage as many organizations and their leaders as possible as presenters, facilitators, etc.

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