

**OREGON ACADEMY OF FAMILY PHYSICIANS  
CONGRESS OF THE MEMBERS  
77<sup>th</sup> ANNUAL MEETING  
April 13, 2024**

**BOARD REPORT – RECOMMENDATION ON  
POLICIES TO BE MOVED TO AN OPERATIONS HANDBOOK**

It is a best practice that the Board and staff maintain an operations handbook documenting operations and governance of the Association. Several of the policies adopted through the Congress of Members over the year are better captured in such a handbook rather than in a policy handbook, as they do not have an impact on OAFP Advocacy.

**AMERICAN SOCIETY OF ASSOCIATION EXECUTIVES**

The Academy encourages its executive staff to join ASAE and, as an indication of support, pays the annual dues. (May 1980)

*EXECUTIVE COMPENSATION*

This Compensation Policy applies to the compensation of the following persons employed by the Oregon Academy of Family Physicians:

This Policy requires that all of the following elements be included in this process: (1) review and approval by the board of directors and/or the compensation of the Academy; (2) use of data as to compensation of comparable positions; and (3) contemporaneous documentation and recordkeeping.

1. Review and approval. The compensation of the person shall be reviewed and approved by the board of directors, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in the review and approval.
2. Use of data as to comparable compensation. The review and approval of the compensation of the person at issue shall include data as to compensation for similarly qualified persons in functionally comparable positions as similarly situated organizations.
3. Contemporaneous documentation and recordkeeping. There shall be contemporaneous documentation and recordkeeping with respect to all reviews, deliberations and decisions regarding these compensation arrangements. (October, 2008 – as required by IRS 990 requirements)

**JOB POSTINGS**

OAFP will charge members and non-members to post on the OAFP Career Website, <https://oafp.careerwebsite.com/>. Members will receive a personal discount coupon that will

allow them to post 30-day job listings for 25% off the established price, and they may share their unique coupon codes with their clinics. (MAY 2023)

#### **MEALS AT ACADEMY FUNCTIONS (low fat, low cholesterol)**

Whenever possible, food served at all general membership, Board and committee meetings will follow the guidelines of the AHA (with respect to low fat, low cholesterol content) and that if this proves difficult due to lack of knowledge or resolve by establishments proposed to be patronized by the Academy, Academy will work with the Oregon Heart Association and other concerned organizations to insure that these establishments receive and follow the necessary information and guidelines. (May, 1992)

(Reversing the foregoing) the Academy will attempt to approach AHA guidelines for most Academy-related meals and give members the option to request meals for special dietary needs by contacting the Academy staff in advance. (May, 1994)

The Academy will make nutrition information available for the food served during official gatherings, going so far as to ask caterers to provide this information. (March 2016)

#### **RECYCLING, RECYCLED PAPER**

The Academy is directed by the Congress to purchase and use only recycled copier paper, fax paper, envelopes, mailing labels, business cards and other paper products wherever possible. (May, 1991)

The Academy is directed by the Congress to provide receptacles for recycling at all meetings of the Academy. (May, 1991)

The Academy urges members to use recycled paper products and to recycle paper in their offices. (May, 1991)

**The Board recommends that the Congress approve that the policies listed above be moved to an Operations Manual to be managed going forward by the OAFP Board and Staff.**