**Center for the History of Family Medicine**

**Responsibilities: STFM Representative to the Board of Curators**

**Board Meetings (Biannual)**

*Contacts: Stacy Brungardt, Crystal Bauer*

Board meets in November (1 day in Kansas City) and May (4 hours by phone)

* Preparation and follow up: review of minutes and notes
* Meet annually with STFM executive director and CHFM manager to review plans

**STFM Annual Conference (April/May)**

*Contacts: Crystal Bauer, Priscilla Noland, Ray Rosetta*

* Design and coordinate exhibit with CHFM manager, if one is requested from STFM
* Identify participants to staff exhibit/booth if necessary
* Coordinate breakfast oral history with STFM meeting coordinator

**Oral History Project**

*Contact: STFM Representative to the Center for the History of Family Medicine*

* Ongoing—Work with CHFM Board Curators and STFM members to complete oral histories

**STFM Messenger**

*Contact: Vince Munoz*

* Twice a year—Promote CHFM / STFM entries in STFM *Messenger,* STFM’s online newsletter

**CHFM Library and Holdings**

*Contacts: Stacy Brungardt, Crystal Bauer*

* Goal is to have senior STFM members donate their papers / libraries to the CHFM
* Work is to identify senior members and solicit donations

**Financial**

* Annually: Contribute to CHFM (Goal is 100% participation of CHFM Curators membership)
* STFM reimburses you for your travel to CHFM Board of Curators meetings.

**STFM Anniversaries**

* Work with staff and others to identify and implement strategies to celebrate STFM anniversary milestones. STFM’s 50th anniversary was in 2017.

**Term**

* Three years, may be renewable

**Other Personnel**

* Past STFM liaisons to CHFM Board of Curators: John Frey, Betsy Garrett, Bill Ventres, Jessica Muller, and Joe Scherger
* [STFM members on Board of Curators](http://www.aafpfoundation.org/online/foundation/home/programs/center-history/curators.html)