



Elected a State Delegate, Now What?

1. Download the employer verification form which needs to be signed and returned to the main office via fax **770-979-6500** prior to your official duties beginning.
2. You will receive an invitation to the YaHoo! Groups dedicated for the exclusive use of the State Delegates to communicate with each other.
3. Attend monthly phone conference; agendas and meeting minutes are posted prior to every meeting.
4. You will receive a welcome packet of information from the IAFP office which will include the following information:
 - a. Welcome Letter
 - b. Job Description
 - c. Business Card Form (IAFP does not pay for this yet!)
 - d. Two name badge ribbons for conferences
 - e. IAFP member lapel pin
 - f. IAFP State Delegate Certificate
 - g. Introduction letter to State EMS Office announcing yourself. This will be pre-printed on IAFP letterhead. Please proof read for appropriate EMS Director name and contact information, sign your name to the letter and mail in pre-addressed/postage paid envelope.
5. Follow up with your State EMS Director to meet and use the IAFP speaking points to inform them about our organization.
6. Work towards providing IAFP representation on State work groups, committees, etc...
7. Get to know the other transport programs including air and ground services in your State.
8. Annually update the State EMS Director and EMS Medical Director information that is posted on the IAFP website. All updates to be sent to the State Delegate Program Coordinator via email.
9. Identify and develop rapport with local State Associations and Organizations related to EMS.
10. Write up articles upon request for newsletters and IAFP website postings.

11. Author articles for future EMS Magazine publications in critical care transport.
12. Get to know area EMS educational programs and provide support and direction for critical care transport industry per IAFP.
13. Work towards actively recruiting new members at conferences, educational institutions, and transport programs.
14. You may be asked to assist at IAFP booths at national conferences and local State EMS conferences.
15. Become involved in State Politics when working on IAFP approved projects with direction provided by the Government and Legislative Affairs Committee.
16. It is very important that you respond to all State Delegate email communications you receive from the IAFP website. If you should have questions you can always forward them onto the program coordinator.