

ADFM TREASURER

2-year term

ADFM has a Management Services Agreement with STFM for a number of management/administrative and meeting services. This includes helping ADFM develop its budget and all financial transactions and reporting, producing quarterly financial statements, and preparing tax returns. The ADFM Treasurer helps oversee the finances of ADFM in support of the ADFM Executive Director and the STFM Chief Financial Officer.

Responsibilities

Specifically, the role of the ADFM Treasurer involves the following:

- Serve on the ADFM Executive Committee (see below)
- Review of quarterly reports with the ADFM Executive Director and STFM CFO
- Review annual ADFM budget with ADFM Executive Director and STFM CFO
- Report to the Board on financial status of ADFM with reports provided by STFM
- Serve as Chair of the ADFM Finance/Audit committee which meets 3-4 times per year; the ADFM Executive Director will serve on this committee in ex officio capacity
- Report to the membership at the annual ADFM Business Meeting on the financial status of ADFM

The ADFM Treasurer is to attend all Executive Committee, Board, and Business meetings. The Executive Committee meets virtually monthly and in-person in conjunction with the Annual ADFM conference and Fall Board Meetings. The Board meetings include two in February (in conjunction with Annual ADFM Conference), and one in the fall (typically in conjunction with or near location of the Annual AAMC meeting), which are typically in person, as well as 3-4 Board virtual meetings per year. The Annual ADFM Business meeting takes place in conjunction with the ADFM Annual Conference.

Length of Commitment

The length of service to ADFM in this role is two years.

Eligibility

- Chair of an ADFM member Department
- Demonstrated leadership potential or interest in ADFM

The ADFM Board of Directors and Nominations Committee are interested in having a diversity of voices in the leadership of the organization.

Election Process

Election by the membership. Eligible candidates are vetted by the Nominations Committee and then approved by the Board to be put forth for a membership vote on an uncontested slate.

9.20.21 last updated