

## **ADFM ADMINISTRATOR STEERING COMMITTEE CHAIR** **1-year term**

The Administrator Steering Committee serves as the leadership board for the Administrator Members of ADFM. The Committee brings together ideas from the different departments and collaborates in a way that gives voice to administrator related issues and concerns. The Steering Committee reviews and evaluates all recommendations made by the Administrator leadership roles and provides guidance and direction for the administrator members. Steering Committee members are active leaders in ADFM and participation is a must when serving in this capacity.

### ***Responsibilities***

- Serve on the ADFM Board of Directors as the Administrators' in ADFM liaison to the ADFM Board, including attending 3+ virtual meetings of the Board throughout the year and 3 in-person meetings (two related to the Annual Conference in February and one in the fall, usually in conjunction with the AAMC meeting). *Note: ADFM financially supports the travel of the Administrators' Steering Committee Chair & Chair-Elect to attend the Fall Board Meeting.*
- Represent voice of Administrators' Members to the ADFM Board
- Coordinate and host bi-monthly conference calls with Steering Committee Chair-Elect to set priorities for the year for the ADFM Administrators' Steering Committee and collaborate to support all Administrators' leadership positions.
- Organize and lead Steering Committee meetings (Conference Calls: March, May, August, October, January; In-Person: ADFM Annual Conference)
- Organize and lead meeting with ADFM Administrators' leadership positions: Chair-Elect, Preconference Chair, and Membership Chair (Conference Calls: March, July, November, January; In-person: ADFM Annual Conference)
- Update Steering Committee on ADFM Board activities and direction
- Lead priorities for the ADFM Administrators' Members
- Obtain volunteers to serve or lead committees of ADFM or Administrators group
- Serve as a resource and provide direction and guidance as needed to ADFM Administrators' leadership positions
- Create, revise and update policies for Administrators' Members
- Fill in for other ADFM Administrators' leadership roles as needed

### ***Length of Commitment***

The Administrator Steering Committee-Chair is a one-year term and is appointed by the Administrators' Nominations Committee. The appointment to Chair follows the one-year appointment as Chair-elect.

### ***Eligibility***

- Administrator of an ADFM member department
- Active participation in ADFM through strategic or operational committees and/or in Administrators group leadership structure and roles (e.g. preconference chair, membership chair)

We seek to have a diverse nominations committee to best represent the organization, so desired qualifications may vary depending on the committee's composition.

### ***Appointment Process***

The appointment to Chair follows the one-year appointment as Chair-elect, which is vetted and appointed by the Administrators' Nominations Committee.

### ***Expectations of All Steering Committee Members***

- Attend and participate in meetings.
  - Notify the committee chair in advance if you are unable to attend (deny appointment, email or call).
    - Chair will notify Chair-Elect
  - Attend 75% of meetings
- Communicate and follow up on specific tasks and assignments. Respond to emails that are sent to the Steering Committee. Provide updates to the committee as needed.
- In general, be an available and engaged member of the Steering Committee, and not just a member by title only. We are the leaders of a national group of leaders – let's be role models!

*6.4.20 last updated*