



ADFM PRESIDENT-ELECT

3-year term; 1 year as President-Elect, 1 year as President, and 1 year as Board Chair.

Responsibilities

PRESIDENT-ELECT

- Participate in monthly ADFM Executive Committee meetings; in person in conjunction with other meetings (fall Board meeting, FMLC meetings) and virtually otherwise
- Serve on the Board of Directors, 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).
- Participate in ADFM Business Meeting in February in conjunction with the ADFM Annual Conference
- Attend and participate in two Family Medicine Leadership Consortium (FMLC) meetings each year (August and January)*
- Participate in CAFM meetings via teleconference (bimonthly) and in person (in conjunction with the FMLC meetings in August and January)
- In the event that the President is not available, step into this role as needed in collaboration with Board Chair

PRESIDENT

Responsibilities as described for the President-Elect AND

- Preside over the ADFM Executive Committee meetings
- Meet or communicate frequently with the Executive Director
- Preside over the ADFM Business meeting in February in conjunction with the ADFM Annual conference
- In the event the Board Chair is not available, the President presides over Board meetings
- Attend STFM Annual Spring Conference and/or North American Primary Care Research Group Annual Conference
- Serve as the official “voice” of the organization by signing onto collaborative letters, sharing position statements, etc.

BOARD CHAIR

Responsibilities as described for the President-Elect EXCEPT participation in the FMLC and attending in person CAFM meetings in conjunction with FMLC, AND

- Preside over meetings of the ADFM Board of Directors
- Work with the Executive Director and the Executive Committee to prepare the Board agendas
- Chair the Nominations Committee, which meets quarterly (virtually) over the year and then on a more regular monthly basis in the latter quarter of the year.

**The annual ADFM budget has travel support for the President and President-elect to attend FMLC and CAFM Meetings (the Board Chair does not typically attend these). Dates for upcoming August 2021 FMLC and CAFM Meetings are Aug 11-14, 2021 in Santa Fe NM.*

Length of Commitment

The length of service to ADFM in this role is three years including the year as President-Elect, the year as President, and the year as Past President and Board Chair.

Over the course of the 3-year period from President-elect to Board Chair, the time commitment grows along with the more intimate understanding of the organization.

Eligibility

- At least 3 years as Chair of an ADFM member department
- Previous or current service on the ADFM Board of Directors (in any role, Committee Chair/Annual Conference Program Chair preferred)
- Demonstrated leadership potential or interest in ADFM
- Consideration of skills in relation to strategic directions of the organization

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.

6.3.20 last updated