

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
- Participate in all ADFM Board meetings: 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), are typically in person. Additionally, there are 3-4 Board virtual meetings per year.
- Participate in ADFM Business Meeting in February in conjunction with the annual conference
- Attend and participate in two Family Medicine Leadership Consortium (FMLC) meetings each year (August and January)
- Participate in CAFM meetings virtually (bimonthly) and in person (in conjunction with the FMLC meetings in August and January)

PRESIDENT

Responsibilities as described for the President-Elect AND

- Preside over the ADFM Executive Committee meetings
- Meet or communicate frequently Executive Director
- Preside over the ADFM Business meeting in February in conjunction with the 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.
- Participate as 1 of the 3 ADFM representatives to AFMAC (Academic Family Medicine Advocacy Committee). **This includes attending the in person AFMAC meetings (typically spring and/or fall).**

BOARD CHAIR

Responsibilities as described for the President-Elect 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 virtually over the year – roughly quarterly and then on a more regular monthly basis in the final few months of the year.

The President, President-elect, and Board Chair are also often invited to participate in additional meetings in service of ADFM; these are usually offered by interest and availability. *Note that any “additional” travel beyond the ADFM Board meetings is typically covered by ADFM or another entity, please see the [travel support policy](#).*

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, **2+ years of service on the Board 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.

3/31/25 last updated