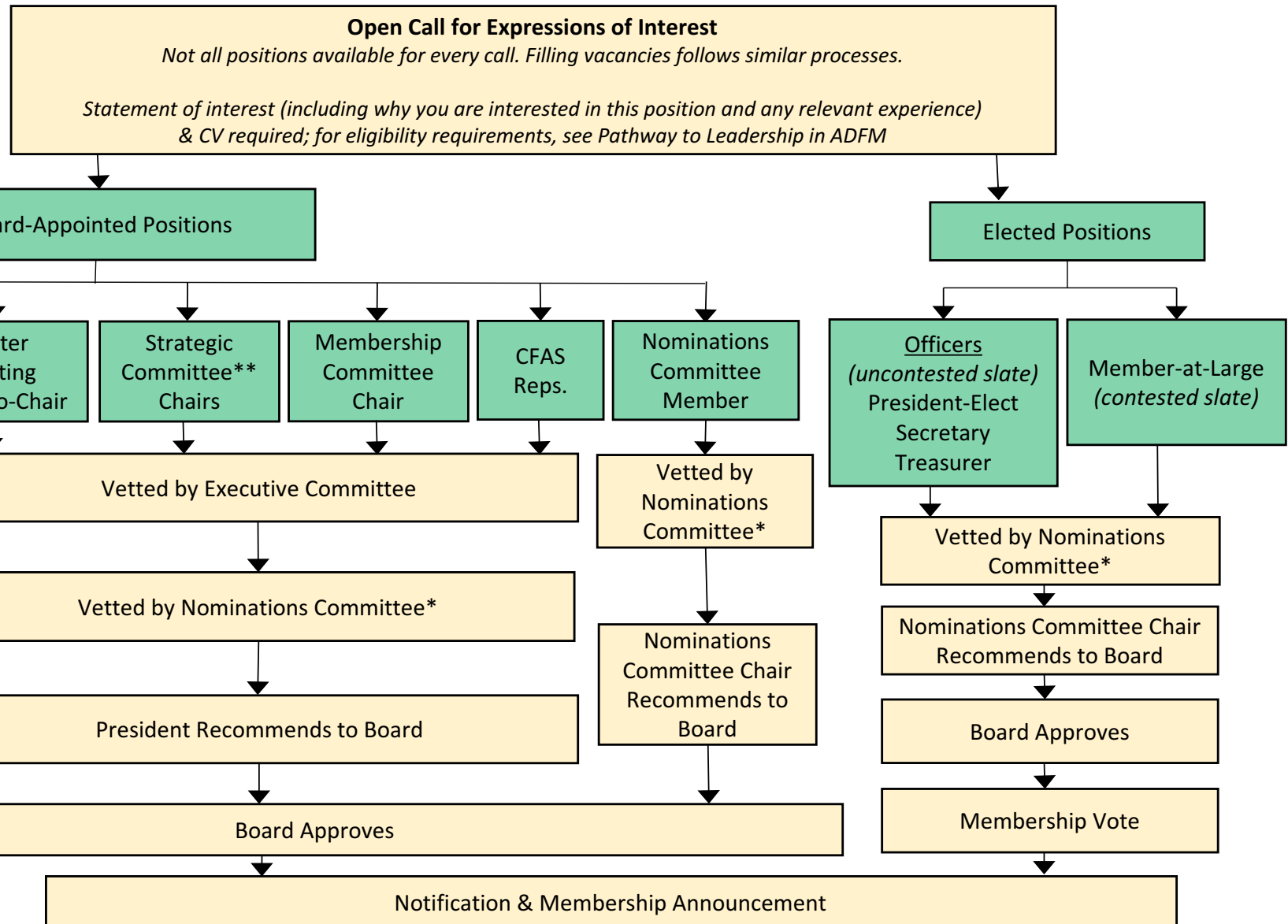


ADFM Process for Board-Appointed and Elected Positions

Last Updated 8.28.18



*If we receive an insufficient number of nominees, a second call and personal contact by Nominations Committee may be pursued; past expressions of interest also considered.

**strategic committees include: Leadership Development, Education Transformation, Research Development, and Healthcare Delivery Transformation

NOTES:

1. The appointment of the Chair & Chair-Elect of the Administrators' Steering Committee is channeled through the Administrators' Steering Committee
2. Appointment of the Public Member, approved by the Board, is now in a 2-year pilot 2018-2020
3. Taskforces and Working Groups may be appointed by the Board. These can vary considerably. Some are very specific and time-limited in which case specific individuals may be appointed by the Executive Committee without an open call. Others may be more enduring and cross-cutting in which case there is an open process for participation.

PATHWAY TO LEADERSHIP IN ADFM

Revision Approved October 19, 2015 by ADFM Nominations Committee

Revisions from Administrators' Steering Committee May 2017

August 2018 Updates Per Review by the Nominations Committee

I. Pathway to Leadership in ADFM FOR DEPARTMENT MEMBER CHAIRS

Note that individuals who serve on the ADFM Nominations Committee cannot seek office during their time on the Committee.

1. Introduction into ADFM Leadership begins with the committees.

- ADFM Department members' Chairs and Administrators are eligible to serve on Committees
- Volunteer participation on the Winter meeting program committee is an entry level to leadership in ADFM.
- Active participation as a member of one of ADFM's strategic committees (Education Transformation, Healthcare Delivery Transformation, Research Development and Leadership Development) is the next level of entry into ADFM leadership
- Strategic Committee member positions are approved by the Executive Committee in consultation with the Committee Chair
 - Healthcare Delivery Transformation Committee
 - Education Transformation Committee
 - Research Development Committee
 - Leadership Development Committee
- Strategic Committee Chairs are vetted through the Nominations Committee, with input from the Executive Committee, and approved by the Board. Committee Chair terms are two-years, renewable for another term.
- Winter Meeting Program Co-Chair* is vetted through the Executive and Nominations Committee and appointed by the Board. (*As of 2018, the Winter meeting planning is led by a Program Chair and two Co-Chairs. Each year, a Co-Chair is appointed to round out the triad. The Program Chair serves on the Board during his/her year as Program Chair.)
- Membership Committee Chair is vetted through the Nominations Committee, with input from the Executive Committee. The Chair term is two-years, renewable for another term. The Membership committee is comprised of the following: Committee Chair, members of the Executive Committee, the ADFM Secretary, and ADFM Staff.

2. The most common pathways to getting onto the ADFM Board of Directors are through:

- Role of Committee Chair
- Winter meeting Program Chair
- Election to Member-at-Large position on the Board

- ADFM Department Member Chairs (only) are eligible to serve as a Committee Chair, Winter meeting Program Chair and/or to run for officer positions on the Board of Directors.
- ADFM Department Member chairs may move on and off the Board depending on elected or appointed status. For example, a Chair might serve a Member-at-Large term, leave the Board for a period and then come back onto the Board in another appointed (Committee Chair/Program Chair) or elected officer role. (President-elect, Secretary, Treasurer).
- As noted in our bylaws, the officers of the Corporation shall be the President, President-Elect, Secretary, and Treasurer; two or more offices may not be held by the same person.

3. Member-at-Large positions on the board will be considered as one means of achieving desired diversity on Board. Optimally, membership on the Board of Directors will: 1) include members who desire active involvement and bring a collaborative spirit to the Board; and 2) reflect diversity in the following:

- Gender
- Length of time as chair
- Ethnic background
- Department size
- Private/public status of DFM
- Age of Department
- Other criteria as deemed by the Nominations Committee and Board to be important to create diversity

4. Criteria to consider for Single Slate Candidates for Pres-elect, Treasurer, Secretary:

REQUIRED QUALIFICATION

- At least 3 years as ADFM Department Member Chair and
- Past or Current Participation as a member of the Board of Directors

PREFERABLE QUALIFICATIONS

- Committee Chair/Winter Meeting Program Co-Chair
- *For President Elect – In addition to the above:*
 - Consideration of skills in relation to Strategic directions of the organization – e.g., has leadership skills required especially within larger systems

II. **Pathway to Leadership in ADFM FOR DEPARTMENT MEMBER ADMINISTRATORS**

1. **Introduction into ADFM Leadership begins with participation on Winter meeting and ADFM strategic committees**

- Member Administrators are eligible to serve on Committees
- Volunteer participation on the Winter meeting program committee is an entry level to leadership in ADFM.
- Active participation as a member of one of ADFM's strategic committees (Education Transformation, Healthcare Delivery Transformation, Research Development and Leadership Development) is the next level of entry into ADFM leadership
- Strategic Committee member positions are approved by the Executive Committee in consultation with the Committee Chair
 - Healthcare Delivery Transformation Committee
 - Education Transformation Committee
 - Research Development Committee
 - Leadership Development Committee

2. **The most common pathways to serving on the Administrators' Steering Committee (12 Members) are through:**

- Serving as Chair of the Steering Committee
- Serving as Chair-elect of the Steering Committee
- Serving as Immediate Past Chair of the Steering Committee
- Serving as Membership Chair
- Serving as Pre-Conference Chair
- Serving on Strategic Committees (Education Transformation, Healthcare Delivery Transformation, Research Development and Leadership Development)
- Member-at-Large

3. **Member-at-Large positions on the Steering Committee will be considered as one means of achieving desired diversity on Steering Committee.**

Optimally, membership on the Steering Committee will: 1) include members who desire active involvement and bring a collaborative spirit to the Steering Committee; and 2) reflect diversity in the following:

- Gender
- Length of time as administrator
- Ethnic background
- Department size
- Private/public status of DFM
- Large Regional Medical Center status of DFM

4. **Criteria to consider for Single Slate Candidates for Administrators' Steering Committee Chair-elect, Membership Chair, Pre-Conference Chair:**

PREFERABLE QUALIFICATIONS

- At least 3 years as ADFM Administrator Member and
- Past or Current Participation as a member of the Steering Committee
- *For Steering Committee Chair Elect – In addition to the above:*
 - Past experience as Pre-Conference Chair or Membership Chair or considerable experience on the Steering Committee representing a Strategic Committee

5. ADFM Board of Directors

The pathway for Member Administrators getting onto the ADFM Board of Directors is via the role of Chair or Chair-elect of the Administrators' Steering Committee