

**Association of Departments of Family Medicine**  
**Associate Member Administrators' Leadership Eligibility and Position Descriptions**  
*(Draft Updated 2.12.15)*

**Associate Administrator Steering Committee – Member-at-Large**

**Associate Administrator Steering Committee: Committee Description**

The Steering Committee serves as the leadership board for the Associate Members of ADFM. The Committee brings together ideas from the different institutions 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 Associate Administrator leadership roles and provides guidance and direction for the associate administrator members. Steering Committee members are active leaders in ADFM and participation is a must when serving in this capacity.

**Associate Administrator Steering Committee: Capacity and Term**

The Associate Administrator Steering Committee Members will be comprised of 12 members to include Steering Committee Chair, Steering Committee Chair-Elect, Administrators' Preconference Chair, Membership Chair, Administrators' Nominations Committee Chair and seven (7) members-at-large.

Members-at-large will be appointed to serve a two-year term with the option for renewal.

**Associate Administrator Steering Committee: Duties/Responsibilities**

- As a member of the Steering Committee you will actively participate in all conference calls and in-person meetings of the committee. Conference calls will be held in March, May, August, October and January. In-person meetings will occur in conjunction with the ADFM Winter Meeting.
- Represent voice of ADFM Associate Administrator Members. Bring forth ideas, innovations and concern to the committee for discussion.
- Participate in projects and committees of ADFM and the ADFM Associate Members (i.e. Toolbox of resources, assisting with listserv conversion topics, ADFM Strategic Committees)