

## **ADFM President Meeting and Time Commitments**

### **ADFM PRESIDENT MUST ATTEND**

- ADFM Board Meetings: February (in conjunction with Winter meeting), and Fall (in conjunction with or near location of the Annual AAMC meeting)
- ADFM Winter/Business Meetings (Presides): February
- Working Party Meetings: August and January\*\*
- CAFM Meetings day before WP meetings: August and January\*\*

2019 AAMC Annual meeting is November 8-12, 2019 in Phoenix, AZ with ADFM Executive Committee and Board meetings taking place on Friday, Nov 8, 2019.

\*\*Dates for August Working Party and CAFM Meetings: (attended by Pres, Pres-elect)  
August 2019: August 22-24, 2019 Lexington KY  
January and August 2020 Dates and Location TBD

The annual ADFM budget has travel support for the President and President-elect to attend (the Board Chair does not attend these):

- Working Party/CAFM meetings

### **PRESIDENT SHOULD ATTEND:**

- STFM Annual Spring Conference
- North American Primary Care Research Group Annual Conference

### **ADFM Executive Committee Meetings**

- Monthly Conference Calls
- January and August: In conjunction with CAFM and WP meetings (timing dependent on travel schedules)
- November at AAMC: Meetings on first Friday of AAMC meeting

As far as travel requirements go, they are the same for the Pres-elect and President. The Board Chair has the same travel requirements with the exception of attending the in-person CAFM meetings and Working Party Meetings in January and August. The time required for all three years of service involves monthly Executive Committee calls as well as monthly CAFM Calls. For the President, there are also calls every 2-3 weeks with the Executive Director. For the Board Chair role, there is the added responsibility of presiding over Board meetings, working with the Executive Director and the Executive Committee to prepare the Board agenda and importantly, the Board Chair also Chairs the Nominations Committee. The Nominations committee meets quarterly by teleconference over the year and then on a more regular monthly basis in the latter quarter of the year. 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.

9/11/18 Update