

ADFM Secretary: Two-year, renewable Term

Meeting Commitment

ADFM Secretary is to attend all Board and Business meetings which take place as follows:

WINTER

- Wednesday all day Board meeting before Winter meeting and Saturday lunch immediately after the Winter meeting
- Annual ADFM Business meeting in conjunction with Winter meeting

FALL

- Friday Board Meeting, first Friday of AAMC Annual Meeting.

RESPONSIBILITIES:

Work with Executive Director, Data & Special Projects Manager, Administrative Director, Committee chairs, Administrators' Steering Committee Chair and ADFM Executive Committee to:

- Monitor Chairs' list-serve and oversee List-serve etiquette guidelines
- Oversee welcoming of new chairs into ADFM
- Serve on the ADFM Membership Committee

(9/11/18 revision)