

Association of Departments of Family Medicine
Associate Member Administrators' Leadership Eligibility and Position Descriptions
(Draft Updated 2/17/15)

Associate Administrators' Preconference - Chair

Associate Administrators' Preconference: Preconference Description

The Associate Administrators' pre-conference is hosted annually in conjunction with the ADFM Winter Meeting. The pre-conference is an opportunity for Associate Administrators' members to gather together and learn from one another. Topics in the preconference are representative of the issues/needs of Associate Administrators' members. The preconference offers opportunities for Associate Administrators' members to network with one another; creating contacts and relationships that extend beyond the ADFM Winter Meeting. The one-day preconference is planned and led by the Administrators' Preconference Chair.

Associate Administrators' Preconference Chair: Capacity and Term

The Associate Administrator Preconference Chair is a one-year term and is appointed by the Administrators' Nominations Committee.

Associate Administrators' Preconference Chair: Duties/Responsibilities

- Active participation in meetings of the Associate Administrators' leadership positions: Chair, Chair-Elect, and Membership Chair (Conference Calls: March, July, November, January; In-person: ADFM Winter Meeting)
- Active participation in steering committee meetings (Conference Calls: March, May, August, October, January; In-Person: ADFM Winter Meeting)
- Plans and leads the Administrators' Preconference held in conjunction with the annual ADFM Winter Meeting
 - Timeline for Preconference
 - Select preconference topic/theme by May
 - Draft Agenda is presented to the Associate Administrators' Steering Committee by August (note: specific logistical needs should be sent to Priscilla as early as possible, but no later than August)
 - All presenters should be confirmed by October and final confirmation by November
 - Contact presenters in January to identify AV needs. Forward requests to Priscilla for coordination with the site
 - Contact presenters one-week prior to the conference to obtain the presenters slide-deck for pre-loading
 - After the pre-conference, send thank you notes to all conference presenters
- Monitors the Administrators' list-serve for topics of interest for the Preconference
- Active participation in the ADFM Winter Meeting Planning Committee