

Association of Departments of Family Medicine
Associate Member Administrators' Leadership Eligibility and Position Descriptions
(Draft Updated 2/24/15)

Associate Administrator Steering Committee – Chair-Elect

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 departments 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 Administrators' Steering Committee-Chair: Capacity and Term

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

Associate Administrators' Steering Committee-Chair: Duties/Responsibilities

- Partners with Chair to carry out the priorities for the ADFM Associate Administrators'
- Active participation in bi-monthly conference calls with Steering Committee Chair to set priorities for the year for the ADFM Associate Administrators' Steering Committee and collaborate to support all Associate Administrators' leadership positions.
- Active participation and leadership in meetings of the Associate Administrators' leadership positions: Chair, Preconference Chair, and Membership Chair (Conference Calls: March, July, November, January; In-person: ADFM Winter Meeting)
- Co-chairs Associate Administrators' Steering Committee meetings (Conference Calls: March, May, August, October, January; In-Person: ADFM Winter Meeting)
- Substitutes for Chair of the Associate Administrators' Steering Committee when Chair is unavailable
- Substitutes for Chair at the ADFM Board if the Chair is unavailable
- Assists Chair in revising and updating policies for Associate Members
- Serves on the ADFM Winter Meeting Planning Committee
- Recruit and obtain volunteers to serve or lead committees of ADFM or Associate Administrators'
- Participates in the Nominations Committee