

Association of Departments of Family Medicine
Associate Member Administrators' Leadership Eligibility and Position Descriptions
(Draft Updated 12.29.14)

Associate Administrator Steering Committee – Chair

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 is a one-year term and is appointed by the Administrators' Nominations Committee. The appointment to Chair follows the one-year appointment as Chair-elect.

Associate Administrators' Steering Committee-Chair: Duties/Responsibilities

Chair Administrators' Steering Committee:

- Organize and lead steering committee meetings (Conference Calls: March, May, August, October, January; In-Person: ADFM Winter Meeting)
- Organize and lead meeting with ADFM Associate Administrators' leadership positions: Chair-Elect, Preconference Chair, and Membership Chair (Conference Calls: March, July, November, January; In-person: ADFM Winter Meeting)
- Update Steering Committee on ADFM Board activities and direction
- Lead priorities for the ADFM Associate Administrators' Members
- Obtain volunteers to serve or lead committees of ADFM or Associate Administrators'
- Serve as a resource and provide direction and guidance as needed to ADFM Associate Administrators' leadership positions

Member of ADFM Board of Directors

(Note: ADFM financially supports the travel of the Associate Administrators' Chair to attend the Fall Board Meeting)

- Serve as the Associate Administrators' in ADFM liaison to the ADFM Board
- Represent voice of Associate Administrators' Members to the ADFM Board
- Serve on committees and provide input to the ADFM Board on issues affecting/involving the Associate Administrators' Members

Other Duties and Responsibilities:

- Create, revise and update policies for Associate Administrators' Members
- Fill in for other ADFM Associate Administrators' leadership roles as needed
- Coordinate and host bi-monthly conference calls with Steering Committee Chair-Elect to set priorities for the year for the ADFM Associate Administrators' Steering Committee and collaborate to support all Associate Administrators' leadership positions.