

ADFM President term: 1 year as Pres-elect, 1 year as President and 1 year as Board Chair.

ADFM PRESIDENT and PRESIDENT-ELECT MUST ATTEND

- ADFM Board Meetings: February (in conjunction with Annual ADFM Conference), and Fall (typically in conjunction with or near location of the Annual AAMC meeting). Additionally, 3-4 Board teleconferences per year.
 - In the event the Board Chair is not available, the President presides over Board meetings
- ADFM Business Meetings (President Presides): February
- Family Medicine Leadership Consortium (FMLC): August and January**
- Council of Academic Family Medicine (CAFM) Meetings held the day before FMLC meetings: August and January**

**Dates for upcoming August FMLC and CAFM Meetings:

August 2020: Aug 20-22, 2020; Portland OR

January 2021: Jan 13 – 16, 2021; Savannah GA

August 2021: Aug 11-14, 2021; Santa Fe NM

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

PRESIDENT SHOULD ATTEND:

- STFM Annual Spring Conference and/or
- North American Primary Care Research Group Annual Conference

ADFM Executive Committee Meetings

- Monthly Conference Calls
- January and August: In conjunction with CAFM and FMLC meetings (timing dependent on travel schedules)
- Fall Meeting, typically at AAMC

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 FMLC 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.

9/16/19 last updated