

ADFM Annual Conference Co-Chair: Three year commitment

Background:

For the 2019 Annual Conference, the ADFM Board of Directors approved moving in the direction of having a Program Chair and two Co-Chairs as a planning triad. Rationale for moving in this direction was three-fold:

- Allows for sharing of work through a Steering Committee model of governance with staff
- Provides for expanded leadership and diversity pathway in ADFM through more diversity in the program planning leadership
- Allows for diversity of people presiding over the meeting – one person for each day of the conference

Moving forward with this triumvirate model means that on an annual basis we need to add a Co-Chair to the planning triad. Note that in June 2019, the Board approved the name change from “Winter meeting” to “ADFM Annual Conference.”

Length of Commitment:

The length of service to ADFM is three years. The first and second years are serving as Co-Chair of the ADFM Annual Conference planning committee. The third year of service is serving as Program Chair for the ADFM Annual Conference meeting (with two co-chairs).

During this third year of service the Program Chair also serves on the Board of Directors. This includes attending the 3+ virtual meetings of the Board throughout the year as well as the 3 in-person meetings – one at the end of the previous year’s Annual Conference, one at the start of the Annual Conference for the year you are Chair, and one in the fall, usually in conjunction with the AAMC meeting.

Specific Responsibilities

1. Participate in the Annual Conference planning committee calls
2. Participate in Annual Conference planning triad (co-chairs & staff) calls
3. Oversee the ADFM Annual Conference in collaboration with co-chairs (& staff support)
4. Serve on the Board of Directors in your Program Chair year

Eligibility

- Been a Chair of an ADFM member Department for at least two years
- Served on the Annual Conference planning committee within the past two years
- Demonstrated leadership potential
- Is not currently on the ADFM Board of Directors

Appointment Process

Eligible candidates are vetted by the Executive Committee, the current Annual Conference planning Triad and the Nominations Committee. Appointment is by Board approval.

9.16.19 last updated