

Administrators' Steering Committee Report to the ADFM Board and Membership February 2020

Jon Coffey (Chair) and David Clute (Chair-elect)

Changes in Administrators' Leadership in ADFM

Jon Coffey will be moving off of the Administrators' Steering Committee and ADFM Board after the February 12th Board meeting, as is customary for the Chair of the Administrators Steering Committee. David Clute as Chair-elect will assume the duties of Chair after Feb 12th Board meeting. The Steering Committee will be appointing a new Chair-elect at their upcoming meetings in New Orleans. David and the new Chair-elect will then serve on the Board for 2020 following the Feb 12th Board meeting.

Current ADFM Administrator Leadership

Chair	Jon Coffey
Chair-elect	David Clute
Membership Chair	Megan McGhean
Membership Co-Chair / Member at Large	Kim Roe
Preconference Chair / Member at Large	Anna Ramanathan
Preconference Co-Chair	Allison Arendale
Immediate Past Chair	Katharine Rebolledo
Member at Large	Kerin Misiunas
Member at Large	Michael Andrade

Steering Committee Points of Emphasis

For this year the Committee reviewed Committee job descriptions and expectations for serving on the Steering Committee. Specifically focused on what is expected of Administrators while serving in leadership roles. This process will continue into 2020.

The ADFM Board approached the Administrators to see if they were open to opportunities for the Administrators to be more engaged within ADFM e.g. being more involved in the governance of ADFM through different leadership positions. The Administrator Steering Committee supported this idea. As a result, Anna Ramanathan (University of Georgia) has applied to be the chair of the new Diversity and Inclusion committee.

Administrator Participation in ADFM

In 2019 we enjoyed a continued high level of Administrators' participation in ADFM with 87 Administrators renewing dues with their Chair counterparts. Our Membership team continues to focus on reaching out to new administrators. Over the course of the year we have had 22 new Administrators join. Additionally, we emphasize the importance of using the Administrator's list-serve as a tool to communicate and share knowledge. Finally, we have continued to make concerted efforts to communicate over the Chairs' list-serve about the value of ADFM to Administrators and to Chair/Administrator dyads.

The Administrators' Preconference held on the Wednesday before the Annual Conference continues to be a key professional development experience for Administrators in ADFM.

Administrators participate in all of the ADFM strategic committees and in the Annual Conference meeting planning committee. Additionally, we now have two Board-appointed positions represented by Administrators on the ADFM Finance Committee and the new ADFM Diversity, Inclusion and Health Equity Taskforce.

In addition to Administrators participating in the work of ADFM, we also have a robust pathway to leadership in ADFM within the Administrators Group. That is incorporated into the Leadership in [ADFM Process and Pathway information on our website.](#)