



ADFM SECRETARY

2-year term

Responsibilities

The Secretary works with the ADFM staff, Committee chairs, Administrators' Steering Committee Chair and ADFM Executive Committee to:

- Monitor Chairs' listserv and oversee listserv etiquette guidelines
- Oversee welcoming of new chairs into ADFM, including introducing each new member to the listserv
- Serve on the ADFM Membership Committee
- Serve on the Board of Directors, including attending 3+ virtual meetings of the Board throughout the year and 3 in-person meetings (two related to the Annual Conference in February and one in the fall, usually in conjunction with the AAMC meeting).

Length of Commitment

The length of service to ADFM in this role is two years.

Eligibility

- Chair of an ADFM member Department
- Demonstrated leadership potential or interest in ADFM

The ADFM Board of Directors and Nominations Committee are interested in having a diversity of voices in the leadership of the organization.

Election Process

Election by the membership. Eligible candidates are vetted by the Nominations Committee and then approved by the Board to be put forth for a membership vote on an uncontested slate.

5.18.20 last updated