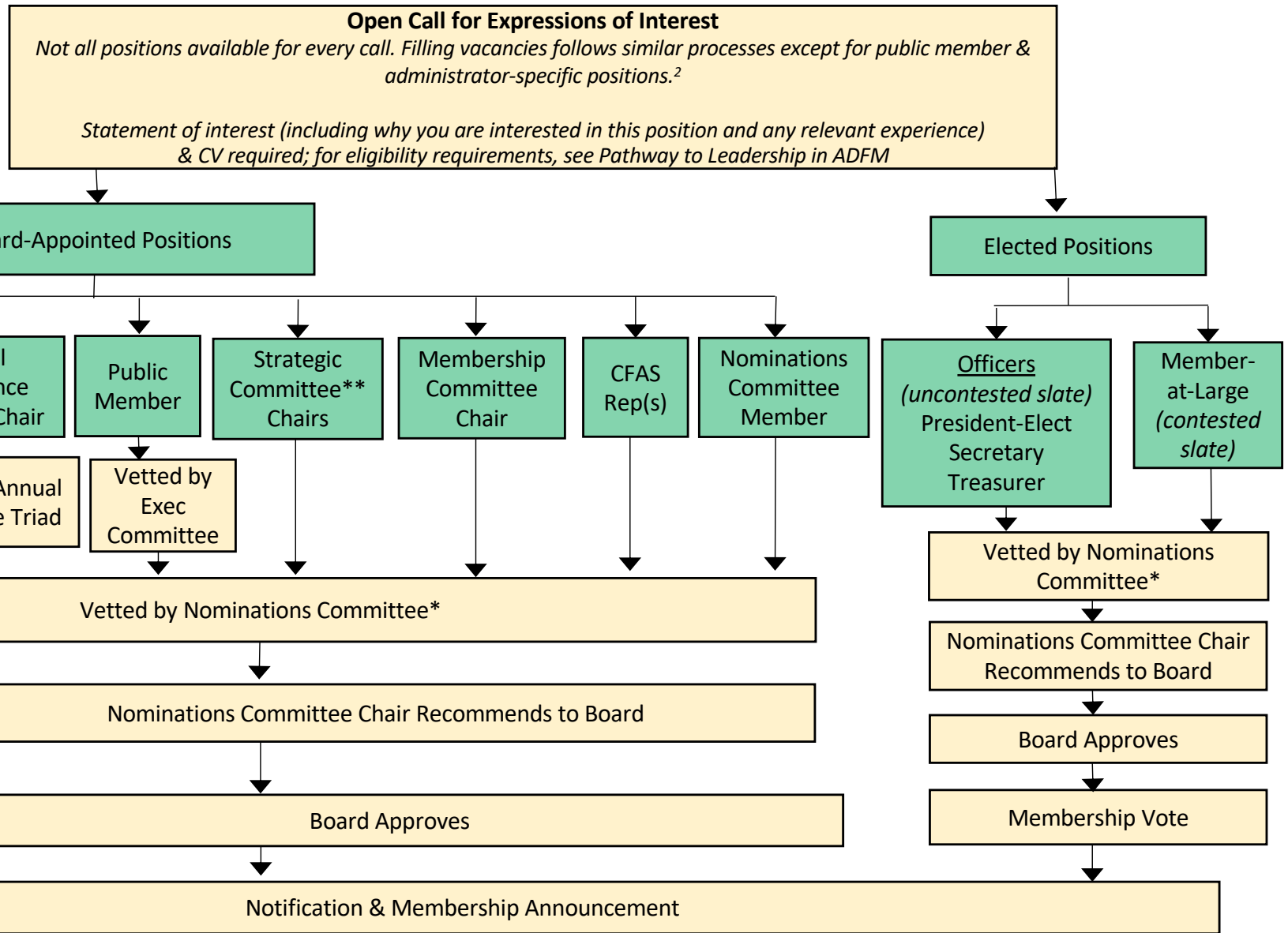


ADFM Process for Board-Appointed and Elected Positions
Last Updated 9.3.20



*If we receive an insufficient number of nominees, a second call and personal contact by Nominations Committee may be pursued; past expressions of interest also considered.

**strategic committees include: Leadership Development, Education Transformation, Research Development, Healthcare Delivery Transformation, Advocacy, and Diversity, Inclusion, and Health Equity

NOTES:

1. Executive Committee is involved in helping with outreach and is kept informed of the nominations processes
2. The appointment of the Chair & Chair-Elect of the Administrators' Steering Committee is channeled through the Administrators' Steering Committee
3. Taskforces and Working Groups may be appointed by the Board. These can vary considerably. Some are very specific and time-limited in which case specific individuals may be appointed by the Executive Committee without an open call. Others may be more enduring and cross-cutting in which case there is an open process for participation.

PATHWAY TO LEADERSHIP IN ADFM
Revisions Approved by the ADFM Board 9.2.20

I. Pathway to Leadership in ADFM

Note that individuals who serve on the ADFM Nominations Committee cannot seek office during their time on the Committee.

1. Introduction into ADFM Leadership begins with the strategic and program committees.

- ADFM Department (paid) members' Chairs and Administrators are eligible to serve on Committees (Associate Members can also serve on committees but are not eligible for leadership positions)
- Volunteer participation on the Annual Conference program committee is an entry level to leadership in ADFM.
- Active participation as a member of one of ADFM's strategic committees (Education Transformation, Healthcare Delivery Transformation, Research Development, Leadership Development, Advocacy, and Diversity, Inclusion and Health Equity) is the next level of entry into ADFM leadership
- Strategic Committee member positions are approved by the Executive Committee in consultation with the Committee Chair
 - Healthcare Delivery Transformation Committee
 - Education Transformation Committee
 - Research Development Committee
 - Leadership Development Committee
 - Diversity, Inclusion, Health Equity Committee
 - Advocacy Committee
- Strategic Committee Chairs are vetted through the Nominations Committee (with input from the Executive Committee) and approved by the Board. Committee Chair terms are two-years, limited to two consecutive terms (with the possibility of serving again in the future in special circumstances).
- Annual Conference Program Co-Chair* is vetted through the Annual Conference Triad, Executive and Nominations Committee and appointed by the Board. (*As of 2018, the Annual Conference planning is led by a Program Chair and two Co-Chairs. Each year, a Co-Chair is appointed to round out the triad. The Program Chair serves on the Board during his/her year as Program Chair. Chairs who have served on the Annual Conference planning committee within the past two years are eligible to be considered for Annual Conference Co-Chair.)

2. Other Committees and structures

ADFM has several operational committees:

- Membership Committee Chair is vetted through the Nominations Committee, with input from the Executive Committee. The Chair term is two-years, renewable for another term. The Membership committee is comprised of the

following: Committee Chair, members of the Executive Committee, the ADFM Secretary, the Administrators' Membership Committee Chair and Co-Chair, and ADFM Staff. In early 2019 a Chair from an osteopathic Department was appointed by the Board to the Membership Committee.

- The Finance Committee is Chaired by the Treasurer. Composition of the Finance Committee in addition to the Treasurer includes one Member-at-Large from the Board of Directors, two additional Chairs not on the Board, and one Administrator. Per the bylaws, the members of this committee are approved by the President instead of the Board.
- Per the organization's bylaws, the Nominations Committee is Chaired by the Immediate Past President/Board Chair and is comprised of 4-5 members, including the Administrators' Nominations Committee Chair. There is also a past committee chair liaison (non-voting member) who serves as a voice of continuity. In Sept 2019 the Board agreed to change the committee term from 5 years to 2 years (renewable) to allow newer ADFM members to participate on the Nominations Committee as a way of learning the organization without restricting their participation in other leadership roles (since members of the Nominations Committee cannot seek office during their time on the committee).

3. The most common pathways to getting onto the ADFM Board of Directors are through:

- Strategic Committee Chair or Membership Committee Chair
- Annual Conference Program Chair
- Election (via contested election) to Member-at-Large position on the Board
- Election (via single slate election) to Secretary or Treasurer positions
- Election (through the Administrators' leadership structure) to Administrator Steering Committee Chair and Chair-Elect

ADFM Department Member chairs and administrators may move on and off the Board depending on elected or appointed status. For example, a Chair might serve a Member-at-Large term, leave the Board for a period and then come back onto the Board in another appointed (Committee Chair/Program Chair) or elected officer role (President-elect, Secretary, Treasurer).

As noted in our bylaws, the officers of the Corporation shall be the President, President-Elect, Secretary, and Treasurer; two or more offices may not be held by the same person. Only representatives from Departments whose dues are current are eligible to serve on the Board of Directors.

- 4. Member-at-Large positions on the board will be considered as one means of achieving desired diversity on Board.** Optimally, membership on the Board of Directors will: 1) include members who desire active involvement and bring a collaborative spirit to the Board; and 2) reflect diversity in the following:

- Gender
- Length of time as chair
- Ethnic background
- Department size
- Private/public status of DFM
- Age of Department
- Other criteria as deemed by the Nominations Committee and Board to be important to create diversity

4. Criteria to consider for Single Slate Candidate for Pres-elect:

REQUIRED QUALIFICATION

- At least 3 years as ADFM Department Member Chair and
- Past or Current Participation as a member of the Board of Directors

PREFERABLE QUALIFICATIONS

- Committee Chair/Annual Conference Program Co-Chair
- Consideration of skills in relation to Strategic directions of the organization – e.g., has leadership skills required especially within larger systems

II. Additional Pathways to Leadership in ADFM FOR DEPARTMENT MEMBER ADMINISTRATORS

- 1. In addition to what is described above, the Administrators have their own Steering Committee. The Chair and Chair-elect of the Administrators' Steering Committee serve on the Board of Directors.** The Membership Committee Chair and Co-Chair serve on the ADFM Membership Committee and the Nominations Committee Chair serves on the ADFM Nominations Committee.
- 2. The most common pathways to serving on the Administrators' Steering Committee (12 Members) are through:**
 - Serving as Chair of the Steering Committee
 - Serving as Chair-elect of the Steering Committee
 - Serving as Immediate Past Chair of the Steering Committee (the Nominations Committee Chair, also serves on ADFM Nominations Committee)
 - Serving as Membership Chair (also serves on ADFM Membership Committee)
 - Serving as Annual Conference Pre-Conference Chair
 - Serving on Strategic Committees (Education Transformation, Healthcare Delivery Transformation, Research Development, Leadership Development, and Diversity, Inclusion, and Health Equity)
 - Member-at-Large
- 3. Member-at-Large positions on the Steering Committee will be considered as one**

means of achieving desired diversity on Steering Committee.

Optimally, membership on the Steering Committee will: 1) include members who desire active involvement and bring a collaborative spirit to the Steering Committee; and 2) reflect diversity in the following:

- Gender
- Length of time as administrator
- Ethnic background
- Department size
- Private/public status of DFM
- Large Regional Medical Center status of DFM

4. Criteria to consider for Single Slate Candidates for Administrators' Steering Committee Chair-elect, Membership Chair, Pre-Conference Chair:

PREFERABLE QUALIFICATIONS

- At least 3 years as ADFM Administrator Member and
- Past or Current Participation as a member of the Steering Committee
- *For Steering Committee Chair Elect – In addition to the above:*
 - Past experience as Pre-Conference Chair or Membership Chair or considerable experience on the Steering Committee representing a Strategic Committee