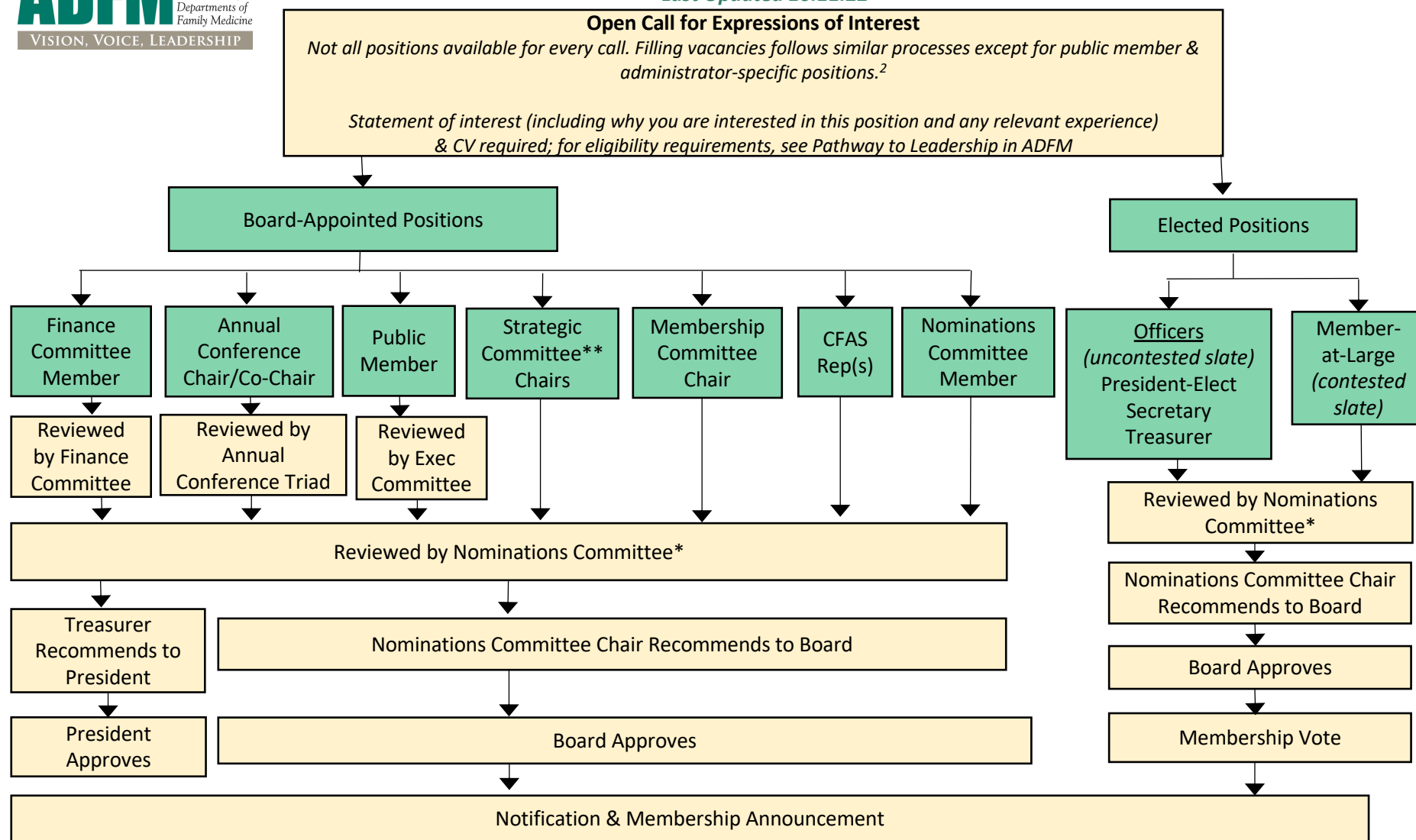


ADFM Process for Board-Appointed and Elected Positions
Last Updated 10.11.22



*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, Equity & Inclusion

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 11.11.22

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

There are many options for leadership within ADFM. These include positions on the Board, positions on volunteer strategic and operational committees, and other appointed roles. Below describes all of these options.

1. Board of Directors positions

Please see “ADFM Process for Board-Appointed and Elected Positions” flow diagram included with this document for information about how each position is processed within ADFM.

The Board of Directors includes the following positions:

- a. Board Chair (Past President) – 1 year term
- b. President – 1 year term
- c. President-Elect – 1 year term
- d. Treasurer – 2 year term
- e. Communication Chair – 2 year term
- f. Members-at-Large (3 with alternating terms) – 2 year term
- g. Strategic Committee Chairs – 2 year terms (renewable for 1 additional consecutive term)
 - i. Advocacy
 - ii. Diversity, Equity, and Inclusion
 - iii. Education Transformation
 - iv. Healthcare Delivery Transformation
 - v. Leader Development
 - vi. Research Development
- h. Membership Committee Chair – 2 year term
- i. Annual Conference Chair – 1 year term (with 2 years of service as co-chair before chair)
- j. Representative to the AAMC’s Council of Faculty and Academic Societies (CFAS) – 3 year term, renewable
- k. Administrators’ Steering Committee Chair - 1 year term
- l. Administrators’ Steering Committee Co-Chair - 1 year term
- m. Public Member – 3 year term, renewable

There are also a number of liaison and representative roles that are standing or ad hoc and are typically appointed by the President. More about these positions is included at the end of this document.

2. Strategic and Conference 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). Leadership in ADFM starts with the strategic and program committees:

- 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, Equity, and Inclusion) is the next level of entry into ADFM leadership
- Strategic Committee member positions are open to all and do not require approval unless the committees grow too large to manage, this will be determined by the Executive Committee in consultation with the Committee Chair
- 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.)

3. Operational Committees and structures

ADFM has several operational committees:

- Membership Committee Chair is reviewed by the Nominations Committee, with input from the Executive Committee and approved by the Board. 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 Communication Chair, the Administrators' Membership Committee Chair and Co-Chair, an osteopathic department representative (if available), and ADFM Staff.
- 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).

Interested in getting involved?

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

Position descriptions, qualifications, and eligibility criteria

Please see the position descriptions posted on our website, here, for the most current list of positions and criteria: <https://adfm.org/about/leadership/>

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.

When processing nominations, the Nominations Committee considers that membership on the Board of Directors will: 1) include members who desire active involvement and bring a collaborative spirit to the Board; 2) have the skills and qualifications necessary to serve in their position and 3) reflect a breadth of diversity of individuals and departments.

Diversity of individuals refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more. Diversity of departments include department size, age, geographic location, type of institution (public, private), programs/offerings, and more.

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; 2) have the skills and qualifications necessary to serve in their position and 3) reflect a breadth of diversity of individuals and departments (see definition above).

- 4. Position descriptions, qualifications, and eligibility criteria**

As noted above, please see the position descriptions posted on our website, here, for the most current list of positions and criteria: <https://adfm.org/about/leadership/>

General Guidelines for Appointed and Liaison Positions

1. There are a number of formal liaison positions held by members of ADFM in the spirit of collaborative engagement with other organizations. These are typically appointed by the ADFM President and have renewable terms. When a position comes open, the ADFM Executive or Nominations Committees decides whether to send the call for nominees to the whole membership, a subset of the membership (e.g. a specific committee or member of the Board) or individuals who would be particularly eligible given some background or experience. Formal liaison positions (and where we have recruited individuals for these roles in the past if from a specific audience first) include:
 - a. AAFP Commission Liaisons (Commission on Education liaison search often starts with members of ADFM Education Transformation Committee)
 - b. Representative to the Annals of Family Medicine (search often starts with members of the ADFM Research Development Committee)
 - c. Representative to the Center for the History of Family Medicine
 - d. Representative to the CAFM Education Research Alliance (CERA) Medicine (search often starts with members of the ADFM Research Development Committee and ideally someone who sits on the ADFM Board)
 - e. Representative to WONCA
 - f. Representative to the AAFP's Residency Leadership Summit Planning Committee (search often starts with those who are also PDs)
 - g. Family Medicine Advocacy Committee Representatives Medicine (search often starts with members of the ADFM Advocacy Committee)

2. ADFM also is periodically asked for a representative to a committee, planning group, taskforce, etc. When these ad hoc requests come up, we use the same process to that described above for formal liaisons.