

## **ADFM ADMINISTRATOR PRECONFERENCE CHAIR-ELECT**

### **1-year term**

The Administrator Steering Committee serves as the leadership board for the Administrator Members of ADFM. The Committee brings together ideas from the different departments and collaborates in a way that gives voice to administrator related issues and concerns. The Steering Committee reviews and evaluates all recommendations made by the Administrator leadership roles and provides guidance and direction for the administrator members. Steering Committee members are active leaders in ADFM and participation is a must when serving in this capacity.

The Administrator preconference is hosted annually in conjunction with the ADFM Annual Conference. The preconference is an opportunity for Administrator members to gather together and learn from one another. Topics in the preconference are representative of the issues/needs of Administrator members. The preconference offers opportunities for Administrator members to network with one another; creating contacts and relationships that extend beyond the ADFM Annual Conference. The one-day preconference is planned and led by the Administrator Preconference Chair with support from the Preconference Chair-Elect.

### ***Responsibilities***

- Active participation in steering committee meetings (approximately bimonthly)
- With the Preconference Chair, helps plan and lead the Administrator Preconference held in conjunction with the annual ADFM Annual Conference. Ideal timeline includes:
  - Select preconference topic/theme by May
  - Draft Agenda is presented to the Administrators' Steering Committee by August (note: specific logistical needs should be sent to ADFM staff as early as possible, but no later than August)
  - All presenters should be confirmed by October and final confirmation by November
  - Contact presenters in January to identify AV needs. Forward requests to ADFM staff for coordination with the site
  - Contact presenters one-week prior to the conference to obtain the presenters slide-deck for pre-loading
- Monitors the Administrators' list-serve for topics of interest for the preconference
- Active participation in the ADFM Annual Conference Planning Committee

### ***Length of Commitment***

The Administrator Preconference Chair-elect is a one-year term that leads into the Preconference Chair position (two years total commitment).

### ***Eligibility***

- Administrator of an ADFM member department
- Active participation in ADFM through strategic or operational committees and/or in Administrators group

We seek to have a diverse nominations committee to best represent the organization, so desired qualifications may vary depending on the committee's composition.

### ***Appointment Process***

The Administrator Preconference Chair/Chair-elect is appointed by the Administrators' Nominations Committee.

### ***Expectations of All Steering Committee Members***

- Attend and participate in meetings.
  - Notify the committee chair and staff in advance if you are unable to attend (deny appointment, email or call).
  - Attend 75% of meetings
- Communicate and follow up on specific tasks and assignments. Respond to emails that are sent to the Steering Committee. Provide updates to the committee as needed.
- In general, be an available and engaged member of the Steering Committee, and not just a member by title only. We are the leaders of a national group of leaders – let's be role models!

*9.5.23 last updated*