

ADFM ADMINISTRATOR PRECONFERENCE CHAIR

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

Responsibilities

- Active participation in meetings of the Administrators' leadership positions: Chair, Chair-Elect, and Membership Chair (Conference Calls: March, July, November, January; In-person: ADFM Winter Meeting)
- Active participation in steering committee meetings (Conference Calls: March, May, August, October, January; In-Person: ADFM Annual Conference)
- Plans and leads the Administrator Preconference held in conjunction with the annual ADFM Annual Conference. 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
 - After the preconference, send thank you notes to all conference presenters
- 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 is a one-year term.

Eligibility

- Administrator of an ADFM member department
- Active participation in ADFM and ideally in previous preconferences

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 is appointed by the Administrators' Nominations Committee.

Expectations of All Steering Committee Members

- Attend and participate in meetings.
 - Notify the committee chair in advance if you are unable to attend (deny appointment, email or call).
 - Chair will notify Chair-Elect
 - 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!

6.4.20 last updated