

ADFM ADMINISTRATOR MEMBERSHIP CHAIR

2-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 Associate Administrators' Membership Chair welcomes and orients new Associate Administrators' members to ADFM. The Membership Chair represents the voice of Associate Administrators' members to the Associate Administrators' leadership committee and the Associate Administrators' Steering Committee. The Membership Chair organizes and leads programs that represent the needs of Associate Administrators' members.

Responsibilities

- Active participation in meetings of the Administrators' leadership positions: Chair, Chair-Elect, and Preconference Chair (Conference Calls: March, July, November, January; In-person: ADFM Annual Conference)
- Active participation in steering committee meetings (Conference Calls: March, May, August, October, January; In-Person: ADFM Annual Conference)
- Obtains ADFM Administrators' membership listing and works in collaboration with ADFM staff to identify changes in Administrators' membership
- Welcomes New Administrator Members to ADFM
 - Sends email including welcome letter from Administrators' Chair, ADFM Chair and ADFM Executive Director to each new member
 - Posts a message on the ADFM Administrators' list-serve welcoming the new member
- Organizes Welcome Event for new members at the annual ADFM Annual Conference
- Serves as the point of contact for new members
- Leads the Administrators' Mentoring Program
- Serves as liaison from all Administrator members to the Administrators' Steering Committee (i.e. monitors list-serve discussions to understand issues of concern to the membership)
- Collaborates with the Steering Committee to design and implement programming outside of the Administrators' Preconference (for example, webinar)
- Works in collaboration with ADFM Executive Director and Chairs to increase Administrators' membership.

Length of Commitment

The Administrator Membership Chair is a two-year term.

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 Membership 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