

## **ADFM ADMINISTRATOR STEERING COMMITTEE MEMBER-AT-LARGE 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 Administrator Steering Committee Members will be comprised of 12 members to include Steering Committee Chair, Steering Committee Chair-Elect, Administrators' Preconference Chair, Membership Chair, Administrators' Nominations Committee Chair and seven (7) members-at-large.

### ***Responsibilities***

- As a member of the Steering Committee you will actively participate in all conference calls and in-person meetings of the committee. Conference calls will be held in March, May, August, October and January. In-person meetings will occur in conjunction with the ADFM Annual Conference.
- Represent voice of ADFM Administrator Members. Bring forth ideas, innovations and concern to the committee for discussion.
- Participate in an ADFM Strategic Committee (Leader Development; Education Transformation; Healthcare Delivery Transformation; Research Development; Diversity, Inclusion, & Health Equity)
- Participate in projects and committees of ADFM and the Administrators' group (e.g. toolbox of resources, assisting with listserv conversion topics)

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

The Administrator Steering Committee Member-at-Large 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 Steering Committee Members-at-Large are 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*