



**Association of Departments of Family Medicine  
Board of Directors Public Member Position  
Job Description and Call for Applications**

**ADFM is seeking an individual to serve on our Board of Directors in the role of Public Member. This is a 3-year, renewable term.**

**More information about the organization and the position are below.**



ADFM members are Departments of Family Medicine, represented by the Department Chairs and Senior Administrators, as well as by other senior department leaders (as Associate Members). Our current members represent more than 150 Departments of Family Medicine in the US and Canada.

*Mission*

The Association of Departments of Family Medicine (ADFM) support academic departments of family medicine to lead and achieve their full potential in care, education, scholarship, and advocacy to promote health and health equity.

*Vision*

Thriving, empowered academic departments of family medicine improving health for all.

*Values*

- **Excellence:** We pursue the highest goals and accept responsibilities required to achieve our best performance.
- **Integrity:** We commit to honesty, truthfulness and authenticity in our relationships and activities.
- **Inclusion:** We promote diversity, a culture of belonging, respect and value for all persons, and equity.
- **Respect:** We nurture free and open discourse, listen to ideas, and value diverse perspectives.
- **Partnership:** We commit to engaging with patients and communities as partners in our mission, and to achieving collective impact with mission-aligned organizations.

Although the number of individual members of ADFM is relatively small, the organization has an influential role in academic medicine and the broader health system through the pivotal position of its member departments in training institutions and health systems. Each year ADFM member departments are involved in educational programs reaching nearly 100,000 medical and other health professional students and 8,000 family medicine residents, delivery of

clinical services to millions of patients, production of cutting edge research to advance scientific knowledge and its application to improve health, and engagement with community partners to promote healthier communities and achieve health equity. To advance its mission, ADFM supports its member departments through an annual conference focused on sharing innovations and best practices and strategically responding to emerging issues, ongoing initiatives in each of ADFM's strategic plan priority areas (Health Care Delivery Transformation, Education Transformation, Research Development, Leader Development, and Diversity, Inclusion and Health Equity), a member listserv, public advocacy, strategic alliances with other family medicine and academic and health organizations, and other activities. ADFM is governed by a Board of Directors, and is staffed by an Executive Director and additional support staff. Strategic and Operational Committees report to the Board of Directors and Executive Director. The annual operating budget is approximately \$500,000.

### **Duties of the Public Member of the Board (3-year, renewable term)**

1. The public member shall be a voting member of the board of directors, with a vote equal in weight to those of other board members.
2. The public member will be able to serve on ADFM strategic committees (Healthcare Delivery Transformation, Education Transformation, Research Development, Leadership Development) and the Annual Conference Planning Committee.
3. The public member will be allowed to vote for candidates nominated to positions on the ADFM board of directors, including officer positions.
4. The public member will sign a Conflict of Interest form along with other Board members.
5. The public member will participate in all meetings of the Board of Directors. These include:
  - In-person meetings twice a year in conjunction with the annual ADFM Annual Conference and the annual meeting of the AAMC. For 2021, the February Board meetings will be held on February 17<sup>th</sup> (all day) and a shorter meeting after the conference concludes on February 20<sup>th</sup>. Final times and locations are TBD.
  - Quarterly Board teleconferences (approximately 60-90 minutes each)
  - In addition to the Board meetings held in conjunction with the ADFM Annual Conference, the public member is also expected to attend the regular sessions of the ADFM Annual Conference and registration is waived for the public member.
6. The public member will respond to requests from the Executive Director and Board Officers for input on business and strategic issues that arise between Board meetings, primarily in the form of reviewing periodic electronic communications and responding as requested.
7. The public member is not eligible to be a candidate for an elected officer position of ADFM (e.g., ADFM President).

8. Members of the Board of Directors are not financially compensated for service to the Board and ADFM. ADFM will reimburse travel and lodging expenses for the public member to attend the November Board meeting and the entire ADFM Annual Conference (including the Board meeting on the day prior to the Annual Conference), as well as waive registration for the conference.

### **Qualifications for Public Member Position**

ADFM seeks an individual to serve as a Public Member who embraces the Vision, Mission, and Values of ADFM and cares deeply about strengthening and enhancing the role of family medicine in academic health centers and the health system, towards the ultimate goal of promoting health equity and improving the health of the nation. The ideal candidate will have familiarity with primary care, community health, and higher education, particularly academic health centers. Individuals currently employed in ADFM member departments are not eligible for the position.

Required qualifications include:

1. At least five years of experience in a professional or volunteer role in a health, education, consumer, community-service, and/or policy field, with a distinguished record of performance in this role(s),
2. A bachelor's degree,
3. Experience participating on a decision-making body for an organization or operational unit, such as a policy committee, task force, executive council, board of directors, or similar body, with a familiarity with group decision-making processes and demonstrated ability to effectively collaborate with other members of such bodies,
4. No current financial relationship with a for-profit or commercial entity operating in the health sector that might pose a conflict of interest for service on the ADFM Board; current employment by a government health agency does not necessarily preclude serving on the ADFM Board, but would be reviewed on a case by case basis to assess for potential for conflict of interest,
5. A commitment to participate in required ADFM Board meetings and fulfill the duties of the ADFM public member position.

Desired qualifications include:

1. Advanced degree (masters or higher, or certification),
2. Work experience at an academic health center,
3. Previous service on the board of directors of a non-profit organization, university, or other civic organization,
4. Advocacy skills, and
5. Experience promoting diversity and health equity.

## Application Instructions

If you are interested in applying for this Board seat, please submit the following materials to Amanda Weidner ([aweidner@adfm.org](mailto:aweidner@adfm.org)), ADFM Executive Director, **by September 21, 2020**.

- Your Resume or Curriculum Vitae (*Please limit this to five pages or less*), and
- Statement of interest (*Please limit this to two pages or less*), which includes:
  - Brief statement of why you are interested in serving on the ADFM Board and what you hope to contribute in this role,
  - Summary of your qualifications that align with the Required and Desired Qualifications listed above, and
  - Statement of your commitment to attend required Board meetings and teleconferences.

A selection committee of the ADFM Board will review applications, conduct telephone interviews in fall 2020 with qualified candidates, and recommend a candidate to the Board for appointment. The Public Member will be appointed no later than January 1, 2021 to serve for the period beginning with the February 2021 Board meetings, including an orientation in advance.

For questions or more information, please contact Amanda Weidner at the email above.