

## **ADFM ADMINISTRATOR MEMBERSHIP 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 Administrators' Membership Chair welcomes and orients new Administrators' members to ADFM. The Membership Chair represents the voice of Administrators' members to the Administrators' leadership committee and the Administrators' Steering Committee. The Membership Chair organizes and leads programs that represent the needs of Administrators' members.

### ***Responsibilities***

- Active participation in steering committee meetings (Conference Calls: March, May, August, October, January; In-Person: ADFM Annual Conference)
- Serves on ADFM Membership Committee
  - Works in collaboration with ADFM Executive Director and Chairs to increase Administrators' membership.
- Active engagement with other Administrators' leadership positions (Chair, Chair-Elect, and Preconference Chair & chair-elect) as needed between Steering Committee meetings
- Welcomes New Administrator Members to ADFM, in particular, posts a message on the ADFM Administrators' list-serve welcoming the new member (after staff processing membership send new member notice)
- Organizes Welcome Event for new members at the annual ADFM Annual Conference
- Serves as the point of contact for new members
- Along with other Steering Committee members, helps oversee the Administrators' Peer Partner Program; ideally also serves as a peer partner
- 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, webinars) as needed

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

The Administrator Membership Chair-elect is a one-year term that leads into the Membership 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 Membership Chair 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*