



ADFM ANNUAL CONFERENCE CO-CHAIR

3-year term

The ADFM Annual Conference is led by a planning triad made up of the Program Chair and two Co-Chairs. The Program Chair heads up the current year's conference; co-chair #1 heads up the next year's conference; and co-chair #2 heads up the conference in two years. This allows for sharing of work through a steering committee model of governance with staff; expands leadership and diversity pathways in ADFM through diversity in the program planning leadership; and allows for diversity of people presiding over the meeting – one chair or co-chair for each day of the conference.

Responsibilities

- Participate in the ADFM Annual Conference planning committee calls (1-2/month in most months April to January)
- Participate in the ADFM Annual Conference planning triad (co-chairs & staff) calls (1/month in most months April to January)
- Oversee the ADFM Annual Conference in collaboration with co-chairs (& staff support)
- Serve on the Board of Directors in your Program Chair year (see below)

Length of Commitment

The length of service to ADFM is three years. The first and second years are serving as Co-Chair of the ADFM Annual Conference planning committee. The third year of service is serving as Program Chair for the ADFM Annual Conference meeting (with two co-chairs).

During the second and third years of service the Program Chair also serves on the Board of Directors. This includes attending 3+ virtual meetings of the Board throughout the year and 3 in-person meetings (two related to the Annual Conference in February and one in the fall, usually in conjunction with the AAMC meeting).

Eligibility

- Been a Chair of an ADFM member Department for at least two years
- Served on the ADFM Annual Conference planning committee within the past two years
- Demonstrated leadership potential

- Not currently on the ADFM Board of Directors

The ADFM Board of Directors and Nominations Committee are interested in having a diversity of voices in the leadership of the organization.

Appointment Process

Eligible candidates are vetted by the current ADFM Annual Conference planning Triad and the Nominations Committee. Appointment is by Board approval.

7.23.26 last updated