

### **STFM President Job Description**

*The following description was adapted from materials from BoardSource.*

1. Is a member of the Board and Executive Committee
2. Serves as the chief volunteer spokesperson for the organization.
3. Is a partner with the executive director in achieving the organization's mission
4. Provides leadership to the Board of Directors, which sets policy and to whom the executive director is accountable.
5. Chairs meetings of the Board, and of the Executive Committee, after developing the agenda with the executive director.
6. Encourages the Board's role in strategic planning.
7. Appoints the chairs of committees and liaison positions, in consultation with staff and other appropriate individuals.
8. Serves ex officio as a member of all committees, with the exception of the Nominations Committee.
9. Discusses issues confronting the organization with the executive director.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Reviews with the executive director any issues of concern to the Board.
12. Participates in the annual review of the Executive Director.
13. Identifies a focus for the year that fits into the Society's strategic priorities.
14. Conducts the Business Meeting at the Annual Spring Conference.

**STFM President-Elect Job Description**

*The following description was adapted from materials from BoardSource.*

This position is successor to the President position. In addition to the responsibilities outlined in the Board Member job description, this person:

1. Is a member of the Board and Executive Committee
2. Performs presidential responsibilities when the president cannot be available (see President Job Description)
3. Participates closely with the President to develop and implement officer transition plans.
4. Performs other responsibilities as assigned by the Board.

**STFM Secretary-Treasurer Job Description**

*The following description was adapted from materials from the National Center for Nonprofit Boards.*

1. Is a member of the Board
2. Manages minutes of Board meetings.
3. Ensures minutes are distributed to members shortly after each meeting.
4. Serves as chair of Finance Committee.
5. Oversees finances of the organization.
6. Works with staff to prepare annual budget and present to the Board for member approval.
7. Ensures development and Board review of financial policies and procedures.
8. Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings.

## **Council of Faculty and Academic Societies Representative Job Description**

The Society, at its annual meeting, shall elect from among its members one Representative to the Council of Faculty and Academic Societies who shall also serve as a member of the STFM Board of Directors. CFAS representatives serve a four-year term, commencing at the conclusion of the meeting during which they were elected, and may be elected to a second term if nominated by the STFM Nominating Committee.

1. The CFAS Representatives will be responsible for the Fall Session during the AAMC meeting. The session will be titled The Academic Family Medicine Fall Session (STFM, ADFM, AAFP). An equitable financial contribution will be determined by the respective organizations.
2. Duties include:
  - All family medicine CFAS representatives will meet at the spring CFAS meeting and decide on the theme and determine speakers.
  - The CFAS representatives will attend and actively participate in all AAMC CFAS meetings. When appropriate, CFAS representatives will seek leadership responsibilities within the CFAS structure.
  - One of the CFAS family medicine representatives will assume primary responsibility on a rotating basis (preferably a senior representative) for the session with one STFM CFAS representative being either the primary or secondary person responsible each year.
  - One STFM CFAS representative will assume responsibility for providing the STFM Board of Directors with reports of relevant AAMC activities and highlights from CFAS meetings.
  - Each organization will alternate primary responsibility for a Fall Session in the following order: 2013 – STFM; 2014 - AAFP; 2015 – ADFM; 2016 – STFM; 2017 - AAFP

## **STFM Member at Large Job Description**

*Taken from STFM Policy Manual.*

1. Represent the entire (as opposed to a single constituency) membership as their constituency at all Board meetings.
2. Serve as liaison to STFM task forces, groups, committees, and activities that do not have direct representation to the Board of Directors. It is intended that this liaison function of communicating the needs of the membership to the Board would be one of the primary services of the Members-at-Large.
3. Serve as liaison to external groups, such as primary care networks, committees and commissions of the AAFP, ADFM, AFMRD, AMA, Wonca, or other groups as future needs and interests indicate, and when a senior STFM officer is not needed.
4. Assume leadership or co-leadership for new or ongoing STFM projects that are assigned or taken on a voluntary basis based on one's expertise or interest.
5. Represent STFM at meetings when an officer is not in attendance and when STFM's interests are best served by local representation.
6. Assist the president and the Nominations Committee in identifying candidates for elected and appointed offices, and assist committee chairs in membership selection.
7. Participate in a forum as needed for general membership access to the Board of Directors.
8. Each year one Member-at-Large shall serve as a member of the Executive Committee.

## **STFM Standing Committee Chair Job Description**

*The following description was adapted from materials from BoardSource.*

1. Is a member of the Board.
2. Sets the tone for the committee's work--includes collaborating with STFM staff to develop meeting agendas and plan committee-related activities.
3. Ensures that members have the information needed to do their jobs.
4. Oversees the committee's projects.
5. Recommends committee members for Board approval, in consultation with staff and other appropriate individuals.
6. Reports to the Board's president.
7. Consults with the Board's president and the executive director on committee-related questions and activities.
8. Reports on committee's decisions/recommendations to the full Board.
9. Works closely with the executive director and other staff as agreed to by the executive director.
10. Assigns work to the committee members, manages the meetings, and ensures distribution of accurate meeting minutes.
11. Initiates and leads the committee's annual evaluation.
12. Collaborates with other committee and/or group chairs on projects that advance the Society.

### **Skills/Characteristics Needed:**

1. Able to keep an open mind
2. Able to communicate clearly both verbally and in writing
3. Able to plan and lead an effective meeting
4. Able to discuss controversial topics effectively
5. Able to listen critically
6. Able to collaborate and build consensus
7. Possesses strong background in the areas of expertise required to chair his/her respective committee
8. Able to innovate