

STFM Board Member Job Descriptions

Several job descriptions were adapted from materials from BoardSource and the National Center for Nonprofit Boards.

STFM President Serves 1 year as president-elect, 1 year as president, 1 year as immediate past president. Time commitment is approximately 4-5 hours a week. Travels 25-30 days a year on behalf of STFM

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 Serves 1 year as president-elect, 1 year as president, 1 year as immediate past president. Time commitment is approximately 1-2 hours a week. Travels 15-20 days a year on behalf of STFM

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 Treasurer Serves one 3-year term. Time commitment is approximately 1-2 hours a week. Travels 8-10 days a year on behalf of STFM

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

Council of Faculty and Academic Societies Representative Serves one 3-year term; eligible for a second 3-year term. Time commitment is approximately 1-2 hours a week; Travels 10-15 days a year on behalf of STFM

The STFM CFAS Representative will be responsible for representing STFM priorities at CFAS and potentially other areas within the Association of American Medical Colleges. STFM CFAS representative will:

1. Attend and actively participate in the fall AAMC Annual Meeting and CFAS Spring Meeting annually. Specific duties include:
 - a. Sustaining CFAS activities at AAMC meetings, including networking breakfasts of other family medicine CFAS representatives.
 - b. Participating in and promoting participation of family medicine members in at least one CFAS committee or work group.
2. Actively seek leadership responsibilities within the CFAS structure particularly for roles in CFAS Program Committee, Nominations Committee, and CFAS Admin Board.
3. Participate in CFAS Special Interest Group for Primary Care.
4. Partner with other family medicine organizational CFAS representatives to maintain active communications and engagement of family medicine CFAS participants. Work with other family medicine CFAS reps to coordinate leadership and networking opportunities.
5. Partner with family medicine and other CFAS members to submit scholarly proposals for the CFAS Spring Meetings and fall AAMC Annual Meetings.
 - a. Family medicine CFAS representatives will jointly decide on the theme and determine speakers for upcoming meetings.
 - b. STFM reps will assume primary responsibility on a rotating basis for the session.
6. Provide communication to and from STFM and CFAS by sharing reports to the STFM Board of Directors with relevant AAMC activities and highlights from CFAS meetings.

STFM Member at Large Serves one 3-year term; Time commitment is approximately 1-2 hours a week. Travels 8-10 days a year on behalf of STFM

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 family of family medicine, or other groups as future needs and interests indicate, and when a senior STFM officer is not needed.
5. 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.
6. Represent STFM at meetings when an officer is not in attendance and when STFM's interests are best served by local representation.
7. Assist the president and the Nominations Committee in identifying candidates for elected and appointed offices, and assist committee chairs in membership selection.
8. Participate in a forum as needed for general membership access to the Board of Directors.
9. Each year the senior Member-at-Large shall serve as a member of the Executive Committee.

STFM Standing Committee Chair Serves one 2-year term; eligible for a second 2-year term. Time commitment is approximately 1-2 hours a week. Travels 10-12 days a year on behalf of STFM

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