



JOB DESCRIPTION

PRESIDENT-ELECT

CALIFORNIA ACADEMY OF FAMILY PHYSICIANS

In cooperation with the President, the President-elect exercises personal leadership in the motivation of other officers, board members, committee members, staff and membership. He or she helps oversee accomplishment of goals and objectives set for the organization in the strategic plan during his/her term of office, and acts as spokesperson when the President is unable. The President-elect has an important role in monitoring and evaluating organizational performance and effectiveness, in cooperation with the President, and works in partnership with the Chief Executive Officer. The President-elect assumes office during the Installation Ceremony that occurs at the All Member Advocacy Meeting each year.

Within the limits of the Academy's Bylaws and policies, the President-elect is responsible and has authority to accomplish the duties set forth below, in the event the President is unable or at the President's request:

1. Presides at the annual board meeting that is held in conjunction with the All Member Advocacy Meeting.
2. Attends and presides at all Board of Directors meetings and provide such reports to the Board as necessary to keep members informed.
3. Chairs the Executive Committee.
4. Sees that the Board of Directors and other Officers are kept fully informed on the conditions and operations of CAFP. (The CEO also plays a major role in fulfilling this responsibility.)
5. Works with the CEO in seeing that basic policies and programs that will further the goals of the California Academy of Family Physicians are planned, formulated and presented to the Board of Directors.
6. Appoints Chairpersons for all CAFP committees and task forces (often with approval of the Executive Committee and/or Board), outlines the purposes and duties of these committees, and monitor progress.
7. Sees that the organizational structure and policies of CAFP are reviewed annually with the CEO.

8. Supports and defend policies and programs adopted by the Board of Directors and the Executive Committee.
9. Promotes interest and active participation in the CAFP on the part of the membership and reports activities of the Board and the association to members by means of letters, publications, and speeches.
10. Acts as spokesperson for CAFP to the press, the public, legislative bodies and related organizations.

RELATIONSHIPS (if the President is unable to meet his/her responsibilities)

1. Responsible to the Board of Directors and to the membership for seeing that the programs and policies of the CAFP reflect the needs and aspirations of the membership.
2. The President consults with the CEO on all matters pertaining to CAFP policies, programs and finances.

The President-elect is expected to attend:

1. All meetings of the Board of Directors
2. All meetings of the Executive Committee and Triple P.
3. The CAFP All Member Advocacy Meeting
4. Leadership and governance best practices training, such as The American Society of Association Executives' Chief Elected Officer/Chief Staff Officer Seminar.
5. The AAFP Annual Leadership Forum – a Thursday and Friday in late April or early May in KCMO.
6. AAFP Congress of Delegates – generally in September or October.

CAFP pays for airfare/hotel/registration/expenses of meetings the President and President-elect are expected to attend, with the exception of the CAFP Family Medicine POP! and AMAM Registration fees.

From time to time, the CEO consults with the “Triumvirate,” the President, President-elect and Immediate Past President to discuss pressing Academy matters. The President may be asked for input and response via conference call, email, fax, etc. The “Triumvirate” is also responsible for the annual review of the CEO, which traditionally takes place at the AMAM if



all three are present. In that capacity, he or she may be asked to fill out an evaluation of the CEO and review in advance the materials the CEO provides prior to the review.

Eligibility: Current or past CAFP Board officer/member with at least 5 years as a CAFP Active member.

Key Criteria: Demonstrated success in a CAFP leadership role (i.e. on the CAFP Board, CAFP committee service), well-versed in CAFP governance and policy, ability to publicly represent CAFP, available to meet the time commitments of the position.