

## Fact Sheet for Elected Position: President-Elect

Purpose/Time Commitment	Responsibilities	Qualifications
<p><b><u>Purpose:</u></b>            Overall oversight and management of the organization; acts as the official representative of ABM.</p> <p><b><u>Length of term:</u></b>            6 total years on board:</p> <ul style="list-style-type: none"> <li>• 2 years: President-Elect</li> <li>• 2 years: President</li> <li>• 2 years: Past President</li> </ul> <p><b><u>Hours per month:</u></b>            4-8 hours per week. The time may increase/decrease according to organizational events and activities throughout the year.</p> <p><b><u>Meetings per year:</u></b></p> <ul style="list-style-type: none"> <li>• Weekly call with the President and Executive Director.</li> <li>• 1-in-person board meeting per year held at the ABM Annual International Conference and attendance at the annual membership meeting.</li> <li>• Up to five virtual Board meetings as needed throughout the year. Each meeting is scheduled for up to 120 minutes.</li> <li>• Up to five virtual Executive Committee meetings as needed throughout the year. Each meeting is scheduled for up to 60 minutes.</li> <li>• Attend meetings with external organizations as representative of ABM as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead board and executive committee meetings and set agendas in collaboration with the executive director.</li> <li>• Participates in collaboration with officers and directors of the board in the general oversight of the affairs of ABM.</li> <li>• Appoints task force and committee chairs.</li> <li>• Assign board liaisons to task forces, committees, and external organizations.</li> <li>• Represents ABM in the breastfeeding medicine community.</li> <li>• Leads annual membership meeting.</li> <li>• Writes a column for <i>Breastfeeding Medicine</i>.</li> <li>• Votes on all policies affecting membership.</li> <li>• Uphold the organization's precepts, mission, and goals and abide by the conflict-of-interest guidelines.</li> <li>• Provides mentorship and recognition.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be a Physician-level member in Category 1, 2, 3, or a Gold member.</li> <li>• Continuous member of ABM for the last five years.</li> <li>• Must have served in a previous position on the ABM board of directors within the past five years.</li> <li>• Demonstrated experience volunteering within a global, national, or local organization as a board member, committee chair, project leader, or local chapter leader.</li> <li>• History of consistent meeting attendance and successful work outcomes at meetings applicable to previous organizational leadership roles.</li> <li>• Recommendation from an ABM member in a current or previous leadership position.</li> <li>• Ability to disrupt “group think”</li> <li>• Innovative thinker with the ability to focus on strategy.</li> <li>• Adaptable to changing environment</li> <li>• Strong collaboration/relationship-building skills.</li> <li>• Understanding or ability to understand the complexity of the Academy.</li> <li>• Commitment of time required to serve in the position from the candidate’s institution(s).</li> </ul>