

## ILLINOIS ACADEMY OF FAMILY PHYSICIANS

POSITION TITLE: First Vice President

BASIC FUNCTION: Presides over the annual business meeting at the Academy's Annual meeting and presides over presentation of action items from committees, task forces and interest groups at IAFP board meetings.

### DUTIES:

1. Serves as a member of the Executive Committee and attends all meetings of the board of directors.
2. Drafts agenda for annual business meeting and presentation of Action Items from Committees, Task Forces and Member Interest Groups at the Board meetings.
3. Presides over annual business meeting and during board meeting when action items from committees, task forces and member interest groups are presented.
4. Serves as official representative of the Academy to other groups when requested to do so by the president.
5. Records and presents to the Board members annual business meeting actions at the Board meeting following the Congress session.
7. Participates in a periodic review of organizational performance and effectiveness, including an annual review of the executive vice president's performance.