

ILLINOIS ACADEMY OF FAMILY PHYSICIANS

POSITION TITLE: President

BASIC FUNCTION: Serves as chief elected officer of the Academy, representing the entire membership. Directs other officers, and acts as chief spokesperson for the Academy.

DUTIES:

1. Attends all meetings of the Academy's Board of Directors and Executive Committee.
2. Keeps the Board, Executive Committee, and Academy committees informed of the conditions and operations of the Academy. Prepares a report for Board and Executive Committee meetings on current activities.
3. Selects and approves members and chairs for all Academy committees and task forces with the advice and consent of the Board.
4. Outlines the purposes and duties of the committees and task forces and monitors their progress.
5. Conducts a periodic review of organizational performance and effectiveness, including annual review of the executive vice president's performance. The executive vice president reports directly to the president. When necessary, recommends changes in Academy structure to the Board of Directors.
6. Acts as a spokesperson for the Academy to the public, press, legislative bodies, and other related organizations.
7. Represents the Academy at other state meetings, or assigns officers to attend in his or her stead, and coordinates the participation of officers and other Board members who serve as representatives and spokespersons at other functions.
8. Promotes active participation in the Academy on the part of the membership.
9. Reports the activities of the Board and the Academy to the members through a column in the *Family Physician*.
10. Serves in other official capacities at Academy business meetings, including presiding over special events and introducing speakers.
11. Serves as a resource for staff members who need historical or background information on the Academy, the profession, or issues in medicine.
12. Participates in Academy business meetings as a resource to committee meetings.

13. In the absence of the chair of the board, presides at Board meetings and Executive Committee meetings.