

## ILLINOIS ACADEMY OF FAMILY PHYSICIANS

POSITION TITLE: First Vice President

BASIC FUNCTION: Presides over the All-Member Assembly, which meets 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 All-Member Assembly and presentation of Action Items from Committees, Task Forces and Interest Groups at the Board meetings.
3. Presides over All-Member Assembly and during board meeting when action items from committees, task forces and interest groups are presented.
4. Serves as official representative of the Academy to other groups when requested to do so by the president.
5. Serves as liaison between the All-Member Assembly and the Board, and between the All-Member Assembly and the staff.
6. Records and presents to the Board members all Congress 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.