

## ***AAIM President***

### **Principal Responsibilities**

- Serves as the Chief Volunteer Officer of the organization and partners with the AAIM Chief Executive Officer (CEO) to achieve the organization's mission.
- Provides leadership to the AAIM Board of Directors in strategic planning, financial accountability, and evaluation of the CEO, the board, and program performance.
- Serve as the official spokesperson for the AAIM Board of Directors regarding board-approved decisions and established policies to external parties, including the media, stakeholders, and the public.
- Helps guide and mediate AAIM Board of Directors actions with respect to organizational priorities, and governance concerns.
- Communicates effectively with the AAIM Board of Directors and creates a safe environment for decision making; sets the expectation that participants will be prepared and leads by example.
- Ensures the committee and the volunteer structure are guided by strong leadership and clear direction.
- Cultivates future leaders to promote the development of members and provide organizational continuity.

### **Specific Duties**

- Preside over, develop agendas for, and attend AAIM Board of Directors meetings (approximately three in person full-day meetings and two to four three-hour virtual meetings annually).
- Serve as the Chair of the AAIM Executive Committee and facilitate and attend four two-hour virtual meetings annually.
- Serve as the facilitator of the Internal Medicine Education Advisory Board and attend two in person full day meetings and two three hour virtual meetings annually.
- Meet with CEO weekly for one-hour check in meetings.
- Serve as a member of the AAIM Finance and Audit Committee, which meets virtually five times annually.
- Attend AAIM conferences (currently Academic Internal Medicine Week, the APDIM Fall Meeting, and the APM Winter Meeting) and formally address conference attendees at dedicated session times.
- Attend meetings with external stakeholders as necessary at in-person AAIM meetings, virtual leadership check-ins, and at stakeholder meetings and serves as a spokesperson on behalf of the AAIM Board of Directors to convey the board's collective decisions.
- Appoints Chairs of Alliance Committees and approves final rosters of Alliance Committees
- Maintains a productive relationship with the CEO.
- Serves as official spokesperson for the AAIM Board of Directors regarding oversight of the CEO.
- Serve as the official spokesperson for the AAIM Board of Directors regarding board-approved decisions and established policies to external parties, including the media, stakeholders, and the public.