



AAIM Treasurer

Position Description (as of September 1, 2026)

The Alliance for Academic Internal Medicine (AAIM) bylaws revised as of 2/1/2026 provide:

The Treasurer shall serve as Chair of the Finance Committee, among other responsibilities as assigned by the Board of Directors. The Treasurer is supervised by and reports to the Board of Directors. The term of the Treasurer shall be two years with an option to be elected to a second, consecutive two-year term.

The Treasurer shall also serve as an officer of the corporation and be a member of the Board of Directors and Executive Committee.

The term of office is July 1 to June 30 of any given year.

Requirements

1. Financial management training, experience, or aptitude sufficient to fulfill the responsibilities.
2. Ability and willingness to devote the time necessary to learn and to perform the necessary responsibilities.
3. General understanding of financial accounting for 501(c)3 nonprofit organizations, specifically associations.
4. Ability to review materials in a timely manner.
5. Availability to handle transactions on a timely basis.
6. A willingness to ask questions, even if it challenges staff or financial advisors.

Responsibilities

1. Facilitate the AAIM Board of Directors review of and action related to the AAIM Board's financial responsibilities.
2. Monitor the financial health of AAIM and advocate for fiscally responsible decision-making for AAIM.
3. Work with the CEO and staff designees to ensure that appropriate financial reports are made available to the AAIM Board in a timely manner.
4. Support the CEO and staff designees in preparing the annual budget and presenting the AAIM Finance Committee recommended budget to the AAIM Board for approval.
5. Work with the AAIM Finance Committee, CEO, and staff designees to develop fiscal policies and financial strategies for recommendation to the AAIM Board to ensure the financial integrity and sustainability of AAIM.

6. Remains informed about legal, regulatory, and sector developments relevant to the AAIM Board's financial responsibilities.
7. Facilitates selection of and serves as the liaison to the AAIM audit firm.
8. Ensures the accuracy and approval of the annual AAIM financial audit and submission of required legal documents, such as the organizational 990, corporate annual reports, and business tax filings.

Duties

The primary duty of the AAIM Treasurer is to oversee and report on the organization's finances, in addition to carrying out the fiscal responsibilities common to all board members. The Treasurer has several important duties, including:

- Investment account maintenance
 - Oversee the long-term reserves and investment accounts of the organization in conjunction with the AAIM investment manager.
- Financial transaction oversight and approval
 - Is knowledgeable about who has access to the organization's funds, as well as monitoring systems for keeping cash flow manageable.
- Budget development and monitoring.
 - Work with other leaders to develop the annual budget and fiscal philosophy;
 - Present the annual budget to the Board for approval;
 - Review financial statements Throughout the year,.
- Financial policies
 - Ensure the development, maintenance, and timely review of the organization's financial policies.
- Reports
 - Work with the CEO and staff designees to ensure that appropriate financial reports are made available to the board on a quarterly and year-end basis.
 - Provide regular updates to the board on key financial events, trends, concerns, and assessment of fiscal health.
 - Review the annual audit and respond to board members' questions about the audit

These duties are executed with the support and assistance of the CEO and staff designees.

Meeting Attendance

- Attends and chairs AAIM Finance Committee meetings, normally four times per year virtually
- Attend all AAIM Board of Directors meetings, normally three times per year in person and two times per year virtually
- Attend all AAIM Executive Committee meetings, normally six times per year virtually