



The Alliance empowers academic internal medicine professionals and enhances health care through professional development, research, and advocacy. We are department and division administrators, division chiefs, and education administrators. We are residency and fellowship educators, student educators, and department chairs and other leaders. We represent departments of internal medicine at medical schools and teaching hospitals across the United States and Canada.

Roles, Responsibilities, and Expectations for AAIM Volunteer Leaders

1. Volunteer leaders are expected to understand that as board and council members they bear legal and fiduciary responsibility for the associations they represent, the decisions made by the board or council, and the products and initiatives developed during their tenure on the board or council.
2. Volunteer leaders are expected to understand that their positions on the boards and councils have a specific tenure and time commitment. Prior to joining the boards and councils, leaders are expected to ensure that their personal and professional commitments will permit them to complete the assigned term.
3. Volunteer leaders are expected to participate in at least 80% of scheduled in person meetings and conference calls for the board or council. They are asked to recognize that scheduling conference calls or meetings at a mutually convenient date and time for 12 to 35 people is a complex process and are asked to be as flexible as possible.
4. Volunteer leaders are expected to register for and attend association membership meetings. They are encouraged to actively solicit member and colleague interest in membership meetings for their own associations and for others in the alliance.
5. Volunteer leaders are expected to respond to requests for information or feedback, whether annual association surveys, meeting attendance confirmation requests, or emails to solicit board/council member opinions.
6. Volunteer leaders are expected to follow up on actions requested or required of them during in-person meetings and conference calls, whether the leader participates in the meeting or call, as well as ad hoc requests from staff. Volunteer leaders are expected to review minutes and action items carefully to ensure this work is completed in a timely fashion.
7. Volunteer leaders are expected to be familiar with all administrative policy statements provided, including but not limited to the leadership travel reimbursement policy and conflict of interest policy.
8. Volunteer leaders are expected to read and be familiar with the contents of all emails from association headquarters, including but not limited to leadership conference call and meeting schedules; calls for council/board nominations, award nominations, workshops, and abstracts; conference call and meeting background material; election notices; survey requests; and meeting registration reminders.

9. Volunteer leaders are expected to minimize distractions caused by using laptops, tablets, smart phones, and similar devices during meetings. While AAIM provides Internet access during leadership meetings, volunteer leaders should minimize the use of the Internet for non-association related activities during these meetings. In addition, volunteer leaders should mute all laptops, tablets, smart phones, and similar devices during leadership meetings to avoid distracting other meeting participants.
10. Volunteer leaders are expected to recognize that the staff send emails in a regularly scheduled manner to provide information to, or request action from, members. Volunteer leaders should be aware of these emails as well as able to provide the relevant information to inquiring members.
11. Volunteer leaders are expected to familiarize themselves with the contents of the AAIM website to ensure that they have a basic understanding of the products and services offered by the alliance and all constituent organizations.
12. Volunteer leaders are expected to learn how to use the association discussion forums and log into www.im.org. Orientation sessions can be provided by the staff on request. Volunteer leaders are also expected to encourage members to use the association discussion forums and log into www.im.org.
13. Volunteer leaders are expected to understand that resources, both in terms of human capital and finances, are limited by the current leadership commitment to keeping membership dues and meeting registrations below market value and affordable for members.
14. Volunteer leaders, particularly committee chairs, are expected to understand that initiatives or statements developed by a committee or task force are to be vetted and approved by the board or council prior to execution or dissemination to ensure that association resources are being used equitably, reasonably, and in conjunction with the mission.
15. Volunteer leaders are expected to publicly support association initiatives, whether meetings, publications, advocacy positions, infrastructure improvements, or other items. Volunteer leaders who do not agree with decisions made or initiatives undertaken by the association are encouraged to remain publicly neutral and to avoid comments that may be construed as derogatory or denigrating to the association. However, leaders are not expected to support decisions that are morally, ethically, or legally questionable.
16. Volunteer leaders are expected to publicly disclose any potential conflicts of interest during council or board discussions. Please note that silence during a discussion is not equivalent to disclosure.
17. Volunteer leaders are expected to remember that, regardless of what other leadership positions they hold at other associations/entities, the interests and agenda of the alliance or constituent organization are to be foremost during board and council discussions and decisions.
18. Volunteer leaders are expected to recognize that their words outside board and council meetings, written and spoken, may be construed as statements of association policy. Volunteer leaders should ensure that listeners and readers understand the difference between association policy and personal opinion.
19. Excepting presidents, leaders should be cognizant that they are not permitted to act as “representatives” or speak on behalf of the alliance or its constituent organizations unless expressly invited to do so by the board or council.

20. Volunteer leaders are expected to recognize that the alliance or association name is a valuable commodity and, therefore, not to be used by members without the review and permission of the council or board. Volunteer leaders who know of “unauthorized use” of the association’s name are expected to report it to the national office.
21. Volunteer leaders are expected to refrain from inviting members to serve on committees, naming association representatives to external entities, or creating working groups to address association concerns. Because resources are limited and most of the associations have more interested volunteers than positions in which to include them, these decisions are solely the purview of the association president.
22. Volunteer leaders are expected to avoid the perception of “favoritism” or “closed clubs” that often accompanies repeatedly naming the same members or same types of members to positions of external authority or importance.
23. Volunteer leaders are expected to recognize that they have a responsibility to directly contact members or other individuals they may not know, whether to encourage a specific action (join, renew, invite, register, or submit) or to provide positive or negative feedback.
24. Volunteer leaders are expected to understand that boards and councils make many long-term decisions. Volunteer leaders are expected to respect the circumstances and decision-making paradigms of the past and not necessarily seek to assign responsibility for currently unpopular decisions. Decisions to overturn past decisions should be made with careful consideration of the financial and political implications.
25. Volunteer leaders are asked to recognize that an association is a very different business model from a department of internal medicine. Volunteer leaders are expected to recognize the association management experience of the staff and work in collaboration with them to achieve the goals of the alliance.
26. Volunteer leaders are expected to recognize that board and council members who do not or cannot fulfill the outlined expectations, legal responsibilities, or fiduciary responsibilities may be replaced mid-term.