

10-7-2003

**AAIM Secretary/Treasurer defined responsibilities**

1. Supervise and assist the AAIM Executive Secretariat in its secretarial, financial, and administrative activities (apart from the Annual Meeting, which is the purview of the AAIM President).
2. Receive, record, deposit, and track all AAIM monies.
3. Review for approval all proposed substantial AAIM expenses.
4. Pay the bills.
5. Manage and reconcile the AAIM bank accounts.
6. Provide copies of all financial transactions to the AAIM accountant on a monthly basis.
7. Arrange & provide the necessary information for the annual audit and the annual tax return.
8. Liaise with the Finance VP regarding the status of AAIM investments.
9. Produce an annual budget for review and discussion at the fall Finance Committee meeting.
10. Keep the AAIM financial records and other records pertinent to the Secretary/Treasurer function.
11. Maintain the AAIM D&O and General Liability insurance policies.
12. Keep the minutes for the Executive Committee and Executive Council meetings
13. Liaise with official representatives of external organizations as the need arises.
14. Provide a report on AAIM financial activities and current status at both the Annual Meeting and mid-year meeting Executive Council meeting.
15. Report on member deaths at the Annual Meeting.
16. Participate as a member of the Executive Committee, Executive Council, Finance Committee, and Membership Committee.
17. Assist the AAIM President in setting Executive Council meeting agendas.
18. Assist in keeping the organization functioning within the parameters of the AAIM Constitution and in addressing constitutional issues as they may arise.

19. Solicit & receive signed “Conflict of Interest” statements from each Executive Council member on an annual basis.
20. Maintain a permanent record of AAIM activities.