

# **AIME Trustee and Staff Roles, Relationships, and Responsibilities**

## **Background**

AIME is a 501(c)3 not-for-profit educational/scientific organization with four voting members as separately incorporated Member Societies. Corporate, professional, and student membership resides in these Societies: The Society for Mining, Metallurgy, and Exploration (SME), The Minerals, Metals, and Materials Society (TMS), the Association for Iron and Steel Technology (AIST), and the Society of Petroleum Engineers (SPE).

AIME is governed by a Board of Trustees, with 8 voting members, 2 appointed by each Member Society, typically for a four-year term. The four Trustees in the presidential rotation serve as Officers (specific responsibilities below) of the Institute. The AIME Board currently meets via two conference calls (one in April and one in December) and one in person meeting the first weekend in August at different locations to be selected by the President each year.

## **AIME Board of Trustees**

### Key Roles

1. Acting as caretakers of the Mission, Vision, and Values by which AIME operates.
2. Ensuring the financial integrity of AIME funds.
3. Creating, prioritizing, supporting, and monitoring progress on all strategic initiatives.
4. Establishing policies, processes and the budget with regard to (w/r/t) AIME resources, activities, and plans.
5. Communicating with the Member Societies w/r/t AIME resources, activities, and plans and confirming needs.
6. Establishing, maintaining, and communicating to the Member Societies the criteria by which new Trustees are selected.
7. Soliciting and recommending nominees for external awards.

### Working Relationships

The Board should work hand-in-hand with AIME Staff to communicate with the Member Societies regarding the purpose of AIME, as well as resources available and upcoming and ongoing activities and plans. The Board should give particular attention to supporting AIME Staff as they represent the Institute and its strategic initiatives to the larger engineering and scientific community.

### Specific Responsibilities

Service as an AIME Trustee typically involves a four-year term. Trustees are expected to represent AIME's interest and share issues, challenges and other pertinent information of their individual Member Society at each AIME Board meeting. Trustees should also represent their Society on any committees, as requested, and represent AIME at Member Society functions. Trustees may also be asked to serve as one of two Trustees from AIME to the United Engineering Foundation (UEF) along with two Trustees from each of the other four engineering Founder Societies: AIChE, ASCE, ASME, and IEEE (specific responsibilities below).

## **AIME Officers**

### Key Roles

1. Actively representing AIME in the larger engineering and scientific community.
2. Communicating with the Founder Societies w/r/t AIME resources, activities, and plans.
3. Evaluating the performance of AIME Staff.
4. Providing feedback and direction to and acting as a sounding board for AIME Staff.

### Working Relationships

AIME Officers should lead the way in communicating the "AIME story" and promoting AIME at every opportunity within their respective Society, especially among younger members. AIME Officers should seek every opportunity to communicate relevant AIME information at regularly scheduled Member Society Board meetings (not just at annual meetings).

### Specific Responsibilities

Service as the AIME President involves a four-year term: the first year as President-Elect Designate, the second year as President-Elect; the third year as President, and the fourth year as Past President. Each of the Member Societies is responsible for selecting the new President-Elect Designate every fourth year.

The time demands are greatest during the year as President but significant demands arise during all four years. In particular, the Officers act on personnel issues between Board of Trustee meetings and perform annual evaluation of the Executive Director. Additionally, the President occasionally looks to fellow Officers to represent AIME at external events and/or functions of the pertinent Member Society. In addition to the common duties of all Officers, the following duties arise:

#### For the President

- Conduct calls with Executive Director to discuss the daily business of AIME.
- Execute correspondence on behalf of AIME.
- Act as main decision-maker and signatory for AIME, along with AIME Executive Director
- Represent AIME at Awards Program functions, present awards (TMS and SME meetings are typically in March, AIST is typically in May, and SPE is typically in October).
- Participate in recognition activities for former AIME Presidents (usually at Member Society annual meeting).
- Attend meetings of the Founder Society Presidents (typically one-day in conjunction with the ½ day UEF Board meeting each September).
- Act as the voting representative at AAES Board meetings (typically ½ day in conjunction with the full-day NAE Convocation and ½ day Engineering Public Policy Symposium mid-April and one beginning of November).
- Select a location and assist in the planning of the annual meeting (typically 2 ½ days first weekend in August) and related social functions.
- Arrange and preside over all Board of Trustee meetings (in addition to the above, one 2-hour call mid-April and one 2-hour call mid November).
- With the Executive Director, prepare draft agendas for the Board meetings.

#### For the President-Elect

- Attend NAE Convocation, Engineering Public Policy Symposium, and AAES functions (typically mid-April) to network with leadership of the other key engineering and scientific organizations.
- Attend a leadership forum with the Executive Director to begin planning for Presidential term key initiatives.
- Oversee Raymond Award recipient selection process by their Member Society
- Chair the Audit Committee and participate on the Investment Committee

#### For the President-Elect Designate

- Chair the History and Heritage Committee.

#### For the Past President

- Participate in recognition activities for former AIME Presidents (usually at Member Society annual meeting).
- Provide continuity by offering guidance and support to the President.
- Chair the External Affairs Committee.

#### **AIME Treasurer**

- Act as Board lead in setting investment policy and strategy and provides advice to the ED in communicating to investment advisor.
- Chair the Investment Committee and participate on the Audit Committee.
- Approve accounts payable and monthly reconciliations sent by staff/bookkeepers via email
- Review financials with staff on a quarterly basis.
- Assist Staff in preparing the draft annual budget in the summer for the upcoming year.
- Staff will provide notification of necessary transfers throughout the year from the investment account to the operating account, including the current operating account balance and anticipated upcoming expenditures requiring the transfer. The Treasurer will approve and, if required, sign off on these requests.

## **AIME Representatives to the United Engineering Foundation (UEF)**

### Key Roles

1. Actively represent AIME and its Member Societies at UEF functions, always bearing in mind the fiduciary duty to the UEF (typically one-hour calls in January and May and a two-day in-person meeting in September).
2. Fulfill roles as asked on UEF committees, i.e. Executive, Audit, Finance, Nominating, Grants.
3. Be knowledgeable about grant submissions from AIME and its Member Societies'.
4. Debrief with the AIME President and/or Executive Director following all UEF functions.

### Working Relationships

AIME UEF representatives should actively share information about what AIME and its Member Societies are doing, as well as understand key initiatives of the other engineering Founder Societies (AIChE, ASCE, ASME, and IEEE), actively seeking opportunities to collaborate and share best practices. They should be supportive of UEF staff and the UEF mission.

### Specific Responsibilities

Service as UEF Trustee involves a four-year term; the two positions are replaced every other two years to provide continuity. A Trustee may serve 3 terms during their lifetime. The AIME Executive Director will assist in orientation for new Trustees. They are also invited to observe at the in-person meeting the fall prior to their term start as orientation from UEF. If the AIME representatives are unable to attend a UEF Board meeting, they should notify the AIME ED who will seek AIME Board approval of an alternate.

## **AIME Executive Director and Staff**

### Key Roles

1. Aggressively represent AIME in the larger engineering and scientific community.
2. Monitor the execution of AIME investment policies and strategies.
3. Prepare annual operating budget, with the help of the Treasurer, and monitor actuals vs. approved budgets.
4. Review draft audited financials and 990 before Audit Committee review.
5. Provide support and coordination on all strategic initiatives.
6. Hire, mentor, and retain highly qualified, well-trained staff and/or contractors.
7. Be a catalyst for communication amongst the Member Societies.

### Working Relationships

The AIME Executive Director should ensure that AIME is well known throughout the membership of the Member Societies. Additionally, staff should act as a liaison for those organizations by (a) summarizing and effectively communicating items of material interest to the Member Societies and/or (b) generating a call-to-action on key issues that directly or indirectly impact some or all of the Member Societies. Staff should also aggressively seek out opportunities for improvement within AIME and ways for AIME and/or its Member Societies to partner with the larger engineering and scientific community.

### Specific Responsibilities

For the Executive Director

- Act as main decision-maker and signatory for AIME, along with AIME President.
- Ensure that AIME is represented at all UEF, Founder Society, AAES, and Member Society meetings and other industry-related functions, as appropriate.
- Lead regular meetings with the Member Society Executive Directors.
- Facilitate the process of continually updating a strategic direction for AIME.
- Evaluate performance of and recommend compensation for AIME staff.
- Direct and oversee AIME staff and/or contractors on day-to-day activities.