



American
Academy of
Dermatology
Association



2025

Governance Handbook

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Who We Are

American Academy of Dermatology

The American Academy of Dermatology (AAD), founded in 1938, is the largest, most influential, and most representative of all dermatologic associations. With a membership of more than 20,600 physicians worldwide, the AAD is committed to: advancing the diagnosis and medical, surgical, and cosmetic treatment of the skin, hair, and nails; advocating high standards in clinical practice, education, and research in dermatology; and supporting and enhancing patient care for a lifetime of healthier skin, hair, and nails. AAD is tax exempt under 501(c)(3).

American Academy of Dermatology Association

The American Academy of Dermatology Association, the advocacy arm of the Academy (AADA), provides a voice to dermatologists, ensuring that public policies address the ever-changing needs of practices and patient care. The AADA provides members with valuable resources and tools to adapt to the shifting health care landscape while contributing to policies that protect the quality of and access to dermatologic care. AADA is tax exempt under 501(c)(6).

Vision, Mission, Core Values and Strategic Goals

All the work undertaken by the American Academy of Dermatology on behalf of its members, their patients and the public are guided by a clear vision and mission and a set of values. These elements are reflected in all the programs, projects and initiatives¹ undertaken by the Academy.

Vision

Ensure healthy skin for all and end suffering from skin disease.

Mission

Advance excellence in dermatology.

Core Values

The Academy seeks to reflect the following values in all its programs and initiatives:

- Patient-first
- Member-centric
- Lifelong learning
- Visionary leadership
- Professionalism
- Unity
- Scientifically-founded

¹ [Our Strategic Goals](#)

Council, Committee and Task Force Governance Structure

Organizational Structure

The standing governance organizational structure of the Academy and Association (AAD/A) consists of councils, committees, and task forces (CCTF). Task Forces report to committees, committees report to councils, and councils report to the board. Task force chairs are members of the committees to which their task force reports; committee chairs or designated representatives are members of the councils to which their committee reports.



Issue driven workgroups may also be appointed under a CCTF. In addition, there are ad hoc task forces (AHTF) that are appointed by the president and report directly to the board of directors for special projects.

Composition

The composition of each CCTF has been determined through review of the mission statement and any appropriate governing bylaws, administrative regulations or board governance policies. The maximum size and definition of positions for each AAD/A organizational unit is defined by the Organizational Structure Committee (OSC) based on recommendations from the reporting council.

Roles

The roles of a CCTF include chair, deputy chair, members, and ex-officios (voting members appointed by virtue of another position). The only time a member is a non-voting ex-officio member is if they are the president or secretary treasurer and they are not officially appointed to the entity. Other non-voting members are residents and board liaisons.

Mission Statements

The OSC is the entity responsible for periodic review of all mission statements with each council and its reporting units, as well as the committees of the board to be reviewed once every five years with councils required to incorporate a review of their constituent units' mission statements as part of their annual reports to the board.

Established rotation for periodic review of all component units of each council during the OSC meeting scheduled during the Annual Meeting is as follows:

- 2025 – Council on Member Services
- 2026 – Council on Practice Management

Council, Committee and Task Force Governance Structure

- 2027 – Council on Government Affairs & Health Policy
- 2028 – Board Committees & Council on Communications
- 2029 – Council on Community, Corporate and Philanthropic Relations
- 2030 – Council on Education
- 2031 – Council on Science & Research

Time Commitment

CCTFs generally meet face-to-face at the Annual Meeting; they may also meet at the Innovation Academy Meeting if the chair determines there is sufficient business to conduct. CCTFs may also meet throughout the year via video conference call or email. In general, committee meetings/calls are scheduled well in advance; every attempt is made to accommodate the majority of members across multiple time zones and care is taken to schedule calls to minimize our members' time away from clinic and patients.

For any official business, a quorum must be present for all meetings or calls. Not having a quorum slows down the work of the CCTF. At any time during your appointment term should your business or personal commitments change, and you have difficulty fulfilling your CCTF appointment, please contact your chair and discuss your options. Unless excused by the chair, a member with **50% or more unexcused absences** for meetings, calls, or email ballots ***within a one-year period may be removed from their appointment.***

Appointment terms generally begin and end at the conclusion of the Academy's Annual Meeting. Incoming committee members are invited to attend CCTF meetings held at the Annual Meeting as non-voting guests.

Commitment Classifications

Light

- 1 in-person meeting/Academy's Annual Meeting
- 2 – 3 conference calls annually
- 0 – 4 hours per year for additional project work
- Provide vote on email ballots (2 – 3 annually)

Moderate

- 12 in-person meetings/Academy's Annual Meeting/Innovation Academy
- 4 – 6 conference calls annually
- 4 – 8 hours per year for additional project work
- Provide vote on email ballots (4 – 6 annually)

Council, Committee and Task Force Governance Structure

Extensive

- 1 – 2 in-person meetings/Academy's Annual Meeting/Innovation Academy
- 2 – 4 conference calls quarterly
- 8 – 12 hours per year for additional project work
- Provide vote on email ballots (2 – 4 quarterly)

Definitions of Governance Organizational Units

Board of Directors

The Board of Directors consists of seven officers and 17 directors, and this group of individuals holds decision making power over both the American Academy of Dermatology (AAD) and the AAD Association (AADA). When both entities are referred to collectively, it is the AAD/A or Academy. This essentially creates a unified governing body that oversees the operations and activities of both entities, potentially leading to coordinated strategies and policies across both organizations.

The main purpose of the AAD is to provide the highest possible standard of medical education pertaining to dermatology and related disciplines. The main purpose of the AADA is to advocate on behalf of its members. It's important to ensure that the shared board adequately represents the interest of both the academy and the association members.

Executive Committee

The Executive Committee consists of the President, the President-elect, the Vice President, the Vice President-elect, the Secretary-Treasurer, Assistant Secretary-Treasurer and at least one other director designated by the Board of Directors and that shall include the Executive Director as a non-voting, ex-officio member. The role of the Executive Committee is to act on behalf of the Board of Directors between Board meetings.

Council

The Council serves as oversight and coordinating group based on functions defined by the AAD/A as being pertinent to the organization's Mission Statement. Reports directly to the Board of Directors.

Committee

First level organizational entity that performs assigned tasks and directs and monitors the specific activities carried out by task forces. Reports directly to the overseeing council, unless it is a standing Board committee, then it reports directly to the Board of Directors.

Task Force

Second level organizational entity assigned very specific and defined tasks under the direction of appropriate committees and councils; whose scope is normally quite focused. Reports directly to overseeing committee.

Advisory Board

The Advisory Board is a committee of the AAD/A Board of Directors, and as such, operates under the auspices of the AAD/A Board of Directors in accordance with the AAD/A Bylaws and Administrative Regulations.

Definitions of Governance Organizational Units

Ad Hoc Task Force (AHTF)

Issue-specific task forces with a mission that is *not already being addressed* somewhere within the standing governance statures are identified as “ad hoc task forces.” If the topic is already being addressed within the current governance structure, the ad hoc task force should only be appointed if the identified entity's chair has confirmed that it has a full agenda and is unable to meet the required deadline.

These ad hoc task forces are appointed by the President, report to the Board of Directors and should align with and advance the Academy's strategic goals. When ad hoc task forces are appointed, the appointment notification includes the mission, and the deadline for receipt of the final report. Once the recommendations of the ad hoc task force have been reviewed and acted upon by the Board of Directors, the ad hoc task force will be dissolved.

Workgroup

A workgroup is a subgroup of a council, committee, or task force (CCTF) or ad hoc task force (AHTF) that is appointed by the chair of that entity to work on a particular project. Guidance on forming a workgroup can be found in the ***American Academy of Dermatology/Association (AAD/A) Workgroup Best Practices Document***.

Expert Resource Group (ERG)

Expert Resource Groups (ERGs) are made up of individuals who come together to share information and knowledge about a particular topic. They must apply to the AAD for ERG status and be approved by the Council on Science and Research, the Organizational Structure Committee, and the board of directors to become an ERG.

ERGs are not policy-making bodies and may not speak on behalf of the AAD. They are self-appointed, self-governing, and self-administered entities that are ancillary to the AAD. They determine its own mission statements, activities and take responsibility for securing resources independently to carry out those mission statements.

ERGs are expected to submit an annual report of its activities to the Council on Science and Research.

AAD/A Workgroup Best Practices

This document serves to assist AAD/A staff and member leaders on how to request and facilitate workgroups within the AAD/A governance structure. Furthermore, this document aims to ensure consistency in the facilitation of workgroup processes within the AAD/A governance structure.

Workgroups¹ can be defined as groups of multiple individuals who collaborate and work together to produce a specific output, such as solutions, best practices, or recommendations.

When forming a workgroup, the following steps should be considered by the chair of the CCTF forming the workgroup:

- 1) What is the primary mission of the workgroup, including expected deliverables? This should be documented.
- 2) The mission of the workgroup should include a timeline leading to timely completion of the deliverables outlined in the workgroup's mission.
- 3) Members for the workgroup are selected by the chair of the CCTF forming the workgroup. During selection of members, if the chair needs to appoint members not serving on the specific CCTF, the chair should consider members that had applied in the previous appointment cycle and did not receive an appointment to that CCTF. It is important that there is a healthy mix of membership involved in the governance structure.
- 4) A workgroup must sunset at the completion of its mission.

Once the workgroup is established, CCTF liaison should provide the following information to the Governance Manager for input into the Academy's database:

- 1) Workgroup Name
- 2) Mission
- 3) Members names and roles
- 4) Projected end date for workgroup

Note:

To create a workgroup for the Clinical Guidelines Committee, refer to the Administrative Regulation on Evidence-Based Clinical Practice Guidelines.

¹ If the chair assigns a task to a small group of its council, committee, or task force (CCTF) this would be considered a subcommittee of the CCTF, not a workgroup. As an example, the chair might assign a subcommittee to review and bring back to the full committee its recommendations on a position statement the committee was assigned to review and update.

COUNCIL, COMMITTEE, AND TASK FORCE (CCTF)

POSITION DESCRIPTIONS

Chair, voting member

Term:¹

- Council Chair: 4-year term
- Committee Chair: 2-year term
- Task Force Chair: 2-year term

Responsibilities:

- ✓ **Set Direction:** Govern in a manner that is consistent with the AAD/A's stated shared values and the goals identified in its strategic plan. Establish policies that will affect the life and work of the organization and is accountable for the outcomes. Challenge yourself and the members to focus on solving the most strategically relevant tasks and issues for the betterment of the field of dermatology and the AAD/A.
- ✓ **Prepare:** Attend chair & deputy chair orientation and review related documents. Develop a plan that will allow the CCTF to effectively complete its responsibilities for the year, working with CCTF liaison. Create an effective agenda and keep members on track during meetings/calls. Review agenda and background materials for all calls/meetings. Ensure adequate resources (structure, time, members, staff, technology, etc.).
- ✓ **Engage in Outreach:** Encourage active participation by all members. Make recommendations during the appointment application cycle.
- ✓ **Serve as Facilitator:** Keep members on track and focused, establish a quorum and ensure consensus is reached enabling business to continue to move through the governance structure. Ensure members feel comfortable participating in meetings and discussions.
- ✓ **Maintain Compliance:** Ensure all members are compliant with Disclosure of Outside Interests and Management of Conflicts of Interest, AAD/A Antitrust Compliance Statement, AAD/A Board and CCTF Code of Conduct and Conduct at AAD/A Meetings and Other AAD/A Activities. As needed, contact non-compliant members. Ensure individual Disclosure of Outside Interests form is up to date.
- ✓ **Plan for the Future:** Mentor the deputy chair and entity members as part of a succession plan to help retain institutional memory.
 - Participate in passing of the baton meeting with the deputy chair and CCTF liaison, 1 to 2 months prior to changing of the role of the deputy chair to chair. Allow for open discussion providing advice and guidance on facilitating the calls/meetings.

¹ Chair term may be different depending on the CCTF; check Appointments Board Governance Policy for specific CCTF chair term

COUNCIL, COMMITTEE, AND TASK FORCE (CCTF)

POSITION DESCRIPTIONS

- ✓ **Participate:** Attend CCTF meetings and voice objective opinions. A quorum is necessary to conduct business at meetings/calls. Unless excused by the chair, a member with **50% or more unexcused absences** for meetings, calls, or email ballots ***within a one-year period may be removed from their appointment.*** As needed, chair will contact absent or non-responsive members. Response to all correspondence (emails/ballots, etc.) timely.

Deputy Chair, voting member

Term: Two-year term²

Responsibilities:

- ✓ **Prepare:** Attend chair & deputy chair orientation and review related documents. Review agenda and background materials for all calls/meetings.
- ✓ **Engage in Outreach:** ***In conjunction with chair*** encourage active participation by all members. Make recommendations during the appointment application cycle.
- ✓ **Serve as Facilitator:** ***If chair is absent, stand in for the chair*** keep members on track and focused, establish a quorum and ensure consensus is reached enabling business to continue to move through the governance structure. Ensure members feel comfortable participating in meetings and discussions.
- ✓ **Maintain Compliance:** Ensure individual Disclosure of Outside Interests form is up to date.
- ✓ **Participate:** Attend CCTF meetings and voice objective opinions. A quorum is necessary to conduct business at meetings/calls. Response to all correspondence (emails/ballots, etc.) timely.
- ✓ **Provide Insight:** Work as part of the CCTF and CCTF liaison team to ensure that the CCTF's work and recommendations are in keeping with the mission and goals. Support the efforts of the CCTF chair and carry out individual assignments made by the chair.

CCTF Member, voting member

Term: 3-year term³

Responsibilities:

- ✓ **Prepare:** Review agenda and background materials for all calls/meetings.
- ✓ **Maintain Compliance:** Ensure individual Disclosure of Outside Interests form is up to date.

² Deputy chair term may be different depending on the CCTF; check Appointments Board Governance Policy for specific CCTF deputy chair term

³ Member term may be different depending on the CCTF; check Appointments Board Governance Policy for specific CCTF member term

COUNCIL, COMMITTEE, AND TASK FORCE (CCTF)

POSITION DESCRIPTIONS

- ✓ **Participate:** Attend CCTF meetings and voice objective opinions. A quorum is necessary to conduct business at meetings/calls. Response to all correspondence (emails/ballots, etc.) timely.
- ✓ **Provide Insight:** Work as part of the CCTF and CCTF liaison team to ensure that the CCTF's work and recommendations are in keeping with the mission and goals. Support the efforts of the CCTF chair and carry out individual assignments made by the chair.

Resident Member⁴, non-voting member⁵

Term: Concurrent with resident/fellowship training; Terms may be one to three years depending on when appointed.

Responsibilities:

- ✓ **Prepare:** Review agenda and background materials for all calls/meetings.
- ✓ **Maintain Compliance:** Ensure individual Disclosure of Outside Interests form is up to date
- ✓ **Participate:** Attend CCTF meetings and voice objective opinions.
- ✓ **Provide Insight:** Work as part of the CCTF and CCTF liaison team to ensure that the CCTF's work and recommendations are in keeping with the mission and goals. Support the efforts of the CCTF chair and carry out individual assignments made by the chair.
- ✓ The precise role of residents varies on the specific CCTF, but their participation is highly valued. Resident members represent the future of our field, and we hope that their early involvement in the Academy will foster a long-term desire to promote the interests of the AAD/A, and ultimately, their career and the health of their patients.

Ex-officio Member, voting member

A member is an ex-officio by virtue of another position s/he holds within the governance structure.

Term: concurrent with his/her CCTF appointment term (i.e. vice president is ex-officio voting member of the Membership CCTF throughout his/her one-year term as vice president)

Responsibilities:

- ✓ **Prepare:** Review agenda and background materials for all calls/meetings.
- ✓ **Serve as Facilitator:** Ensure bi-directional communication between the CCTFs serving on.
- ✓ **Maintain Compliance:** Ensure individual Disclosure of Outside Interests form is up to date.

⁴ Residents are not eligible to participate on every CCTF; check the Appointments Board Governance Policy for all ineligible CCTFs

⁵ Generally resident members are non-voting; check the Appointments Board Governance Policy for specific CCTF resident member voting status

COUNCIL, COMMITTEE, AND TASK FORCE (CCTF)

POSITION DESCRIPTIONS

- ✓ **Participate:** Attend CCTF meetings and voice objective opinions. A quorum is necessary to conduct business at meetings/calls. Response to all correspondence (emails/ballots, etc.) timely.
- ✓ **Provide Insight:** Work as part of the CCTF and CCTF liaison team to ensure that the CCTF's work and recommendations are in keeping with the mission and goals. Support the efforts of the CCTF chair and carry out individual assignments made by the chair.

Ex-officio Member, non-voting member (President and Secretary-Treasurer)

Per the Bylaws, the president and secretary-treasurer serve as ex-officio, non-voting members of all standing CCTFs and AHTFs. For appointments which are held by virtue of their positions, they are voting members. (e.g., president serves and has a vote on the Executive Committee).

Term: Concurrent with Board term

Responsibilities:

- ✓ **Set Direction:** Govern in a manner that is consistent with the Academy's stated shared values and the goals identified in its strategic plan.
- ✓ **Engage in Outreach:** Understand the needs, wants and values of the broader membership *and* the broader membership. Encourage active participation by all members.
- ✓ **Maintain Compliance:** Ensure individual Disclosure of Outside Interests form is up to date.
- ✓ **Participate:** Attend CCTF meetings and voice objective opinions.
- ✓ **Provide Insight:** Ensure legal and ethical integrity and maintain accountability. Work as part of the CCTF and CCTF liaison team to ensure that the CCTF's work and recommendations are in keeping with the mission and goals. Support the efforts of the CCTF chair and carry out individual assignments made by the chair.

Board Liaison⁶, non-voting member

Board liaisons are appointed to each Council, the Residents/Fellows Committee, and SkinPAC as a representative of the board. They report on the actions of that governance entity to the Board of Directors.

Term: Concurrent with board term.

⁶ Board liaisons cannot concurrently serve in a similar position in any other professional society or organization that may pose a conflict of interest. Conflicting positions should be deferred until AAD/A term of service as concluded.

COUNCIL, COMMITTEE, AND TASK FORCE (CCTF)

POSITION DESCRIPTIONS

Responsibilities:

- ✓ **Prepare:** Review agenda and background materials for all calls/meetings.
- ✓ **Serve as Facilitator:** Ensure bi-directional communication between the Board and the Councils, Residents/Fellows Committee, or SkinPAC
- ✓ **Maintain Compliance:** Ensure individual Disclosure of Outside Interests form is up to date.
- ✓ **Participate:** Attend CCTF meetings and voice objective opinions.
- ✓ **Provide Insight:** Ensure legal and ethical integrity and maintain accountability. Communicates the AAD/A strategic plan. Work as part of the CCTF to ensure that the CCTF's work, and recommendations are in keeping with the mission and goals. Support the efforts of the committee chair and carry out individual assignments made by the chair.
 - Board liaisons must be careful not to overly influence committees but should Participate in the discussions to help the committee avoid unforeseen consequences of its recommendations and to ensure that committee work aligns with Board-approved strategy and policy.

Board Representative⁷, voting member

Board representatives are appointed to each standing board committee and Ad Hoc Task Force as a representative of the board. They serve as the governance entity's spokesperson to report its actions and any recommendations to the Board of Directors.

Term: Concurrent with board term.

Responsibilities:

- ✓ **Prepare:** Review agenda and background materials for all calls/meetings.
- ✓ **Serve as Facilitator:** Ensure bi-directional communication between the Board and the standing board committees and Ad Hoc Task Forces.
- ✓ **Maintain Compliance:** Ensure individual Disclosure of Outside Interests form is up to date.
- ✓ **Participate:** Attend CCTF meetings and voice objective opinions. A quorum is necessary to conduct business at meetings/calls. Response to all correspondence (emails/ballots, etc.) timely.
- ✓ **Provide Insight:** Ensure legal and ethical integrity and maintain accountability. Communicates the AAD/A strategic plan.

⁷ Board representatives cannot concurrently serve in a similar position in any other professional society or organization that may pose a conflict of interest. Conflicting positions should be deferred until AAD/A term of service as concluded.

COUNCIL, COMMITTEE, AND TASK FORCE (CCTF)

POSITION DESCRIPTIONS

- Board liaisons must be careful not to overly influence committees but should Participate in the discussions to help the committee avoid unforeseen consequences of its recommendations and to ensure that committee work aligns with Board-approved strategy and policy.

Guest Observers⁸, non-voting member

Individuals wishing to attend a board or CCTF meeting may submit a request in writing, according to the Board of Directors, Council, Committee and Task Force Guest Observers Policy. The chair may invite anyone to attend as a guest observer, but again, guests are not allowed at all CCTF meetings. Guests can only speak if the chair chooses to recognize them and “give them the floor.”

Term: Only for the meeting in which they are invited

⁸ Guests are not allowed to attend all CCTF meetings. Please see the Appointments Board Governance Policy for specific CCTFs guests are unable to attend

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CCTF LIAISON RESPONSIBILITIES AND QUALIFICATIONS

Overview

Councils, committees, task forces, work groups and ad hoc task forces are referred to generically as “CCTF” throughout this document.

The primary role of a CCTF liaison is to act as an advocate, administrator, collaborator, and resource to the chair and members of the CCTF. The CCTF liaison has an integral role in helping the CCTF to fulfill its mission in accordance with the Academy’s mission, vision, and strategic plan.

The CCTF liaison works to support members while working with the chair to form ideas, create focus and manage resources to ensure an inclusive environment for sharing ideas and information. The CCTF liaison uses their professional expertise, skill, and resources to harness the expertise and work of our members.

While the CCTF liaison is accountable for the responsibilities outlined below, these can be delegated to an individual, if applicable, who supports the CCTF liaison, department, or division.

Responsibilities:

Partner

- Partner with the chair to complete CCTF member orientation, (provide a CCTF roster, previous minutes, background on past and current activities/projects, etc.)
- Collaborate with CCTF chair to help plan, develop, and advance the CCTF’s agenda and ensure programs and/or activities are in accordance with the CCTF’s mission within the parameters of the Academy’s strategic plan, budget, timelines, etc.
- Partner with CCTF chair, members, and other Academy staff to implement the CCTF’s programs and activities.
- Partner with the board liaison/board representative, if one is on your CCTF, to facilitate two-way communication between the CCTF and the board. This includes providing information to the Board of Directors from the CCTF and informing the CCTF of the board’s actions related to the committee’s work. The CCTF liaison is responsible for ensuring that this communication takes place and provides support for developing these communication materials (e.g., PowerPoint presentations, talking points, information reports, etc.).
- Partner with the CCTF chair to provide insight into the skill set needed for the CCTF to accomplish its mission.
- Work with the chair to research and bring forward recommendations to the Appointment Selection Committee for upcoming appointment cycles by assessing the applicants’ knowledge, skills, and abilities relative to the desired skill set for the CCTF.

Communicator

- Anticipate and coordinate timely communication between the chair, CCTF members, and staff; as well as with the board representative/liaison if the CCTF has one.
- Develop reports, PowerPoint presentations, talking points, and other content/documents as required for meetings.
- Ensure open communication with CCTF chair (e.g., periodic meetings).
- Share pertinent communication between CCTFs.

Subject Matter Expert

- Provide expertise in a specific subject or business area; utilize that knowledge to support initiatives across the Academy, working with the chair, members, and staff to provide insight into their area of expertise (e.g., professional standards, requirements, practices used within the area represented, etc.).
- Provide subject matter expertise to guide members in strategic decision-making.
- Attend and participate in CCTF meetings, events, and activities, providing insight and subject matter knowledge as needed.

Administrator

- Coordinate and disseminate agenda packets, action items, meeting notes, and reports.
- Manage meeting logistics in accordance with scheduled deadlines, including making all arrangements for meetings such as securing room, audio visual equipment, and food and beverages.
- Ensure that CCTF members' and CCTF liaison disclosure of interest forms are updated annually and shared at each CCTF meeting.

Organizational Awareness

- Provide Academy knowledge and historical information to help align the CCTF with its mission.
- Utilize the Academy's strategic and operational plan while working closely with the CCTF chair to guide the CCTF in fulfilling its approved mission and understanding how its work supports the strategic and operational plan.
- Execute initiatives and projects within the approved budget and assure there is an understanding that fiscal and resource impacts, including staff time, of proposed projects must be approved by the budget CCTF prior to initiation.
- Understand the governance structure and advise when a project should be handled by another CCTF.
- Involve other departments and subject matter experts in the Academy as the CCTF contemplates new projects that may involve Academy resources.
- Invite subject matter experts into conversations with the CCTF chairs when relevant to the expert's role/professional discipline.

Qualifications:

- Bachelor's degree or equivalent experience in specialized field with minimum 6 years' experience based on position. Advanced degree or certification in area of expertise may be required. Demonstrated experience working with members and leaders.
- Demonstrated commitment to excellence.
- Ability to clarify and resolve complex problems utilizing prior experience.
- Strong project manager or project owner with skills such as: defining and assigning tasks and areas of responsibility, tracking progress, providing regular updates, managing project communications, escalating issues and risks, and reviewing lessons learned at the end of a project.
- Possess effective interpersonal and communication skills, and the capacity to maintain productive and positive working relationships with staff, members, and leaders.
- Maintain professionalism and tact in all interactions.
- Ability to lead and influence others to accomplish tasks, meet timelines and advance multiple projects.
- Ability to identify and advance collaborative opportunities.
- Ability to develop and manage approved budgets and provided resources.
- Understand and follow Academy governance policies (e.g., bylaws, administrative regulations, board governance policies, etc.).
- Works under general supervision.¹
- CCTF liaisons for councils are at the Director and above level; CCTF liaisons of all other entities are at the Manager and above level.

¹ The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Specific instructions are given for new, difficult, or unusual assignments. The employee takes initiative in carrying out recurring assignments. The supervisor ensures that the work is technically accurate and in compliance with instructions or established procedures.

Fiduciary Responsibilities

Each CCTF member serving within the governance structure also has fiduciary (trust) responsibilities: Duty of Care, Loyalty and Obedience.



Duty of Care requires the individual to exercise ordinary and prudent care in the performance of his or her duties, exhibit honesty and good faith, and safeguard confidential AAD/A information. “Ordinary and reasonable care” means the care that a similarly situated, prudent person would exercise in similar circumstances. CCTF members exercise reasonable care when they are present and engaged; specifically:

- Prepare for and attend all CCTF meetings.
- Engage in open debate and candid conversations during meetings.
- Understand and comply with rules of parliamentary procedure.



Duty of Loyalty requires the individual to pursue the best interests of the AAD/A rather than his or her own personal or financial interests or those of some other individual or entity. All members serving within the governance structure must comply with AAD/A procedures by proactively disclosing Conflicts of Interest (COIs) via completing Disclosure of Outside Interest form on the [website](#). In addition to completing disclosure forms, CCTF members must disclose whenever:

- A new, undisclosed relationship arises which could create a conflict.
- On a case-by-case basis whenever a transaction or agenda item does, or could reasonably appear to, involve a conflict, even if previously disclosed.

After a conflict has been disclosed or discovered, CCTF members may need to recuse themselves from further involvement (discussion/deliberation/voting).



Duty of Obedience requires the individual to act consistent with the AAD/A’s mission and purposes and its articles of incorporation, bylaws, and other policies and procedures, as well as applicable external laws and regulations. There may be times all members do not agree on a point of view; CCTF members have an ***obligation to support the decisions or actions of the CCTF even if they vote against them or otherwise disagree with them as the CCTF speaks with one voice on the outcome.***

Each CCTF member has a legal duty to act solely on behalf of and for the benefit of the Academy, not for the benefit of themselves, their employer, or their place of business.

Parliamentary Order

- **Quorum** – A quorum is the minimal number of **voting** members of a committee or organization who must be present for valid transaction of business.
 - For any official business, a quorum (**50% plus one of the voting CCTF members**) must be present for all meetings or calls.
 - Once a quorum is established, it is maintained throughout the meeting/call as long as no one calls for another quorum.
- **Voting** – The act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the membership of the Association, except where otherwise provided by law or as otherwise outlined in the Academy Bylaws¹.
 - Edits to Bylaws and Administrative Regulations require 2/3 vote to pass.
 - Board Governance Policies and Position Statements require a majority vote to pass.
- **Motions** – A motion is proposed by a member of the body for the consideration of the body as a whole. The person making the motion, known as the mover, must first be recognized by the Chair as being entitled to speak; this is known as obtaining the floor. The main purpose of a motion is to present an idea for consideration and action. **A Chair cannot make a motion but can ask for a motion to be made.**
- Below outlines the format for motions for your reference:
 1. **Be recognized** – it is important that a member of an organization first have the floor before presenting a motion or new order of business. This is typically done simply by the raise of a hand and recognition by the Chair.
 2. **Motion is presented** – the appropriate language to use is, “I move that we...”
Once a motion has been proposed, another member must second the motion for it to be considered by the committee.
 3. **Motion is seconded** – The appropriate language to use is, “I second,” or “I second the motion.”
 4. **Motion is discussed** – only motions that have been properly moved and seconded should be discussed.
 5. **Vote is taken on motion** – after an appropriate period of discussion, the Chair should call for a vote for the motion on the floor. Voting can be conducted by voice vote (“aye” or “nay”), by raising of hands, by roll call or by ballot. Most votes can be determined by a simple voice vote or raising of hands.

¹ [Academy Bylaws](#)

Parliamentary Order

- Follow rules of Parliamentary Procedure to ensure fair, orderly, and efficient meetings. Basic rules include:
 - Matters can only be discussed if introduced via a motion **and seconded**
 - Motions should be phrased in action-oriented language
 - Only one motion may be discussed and voted upon at a time
 - Only one person may speak at any given time, upon recognition by the chair
- Per the Administrative Regulation – Parliamentary Procedure:²
 - All motions made in meetings of the Academy or Association Board of Directors, committees, councils, commissions, workgroups, and task forces shall require a second, provided that routine motions, such as approval of the minutes or adjournment, may be put to a vote without waiting for a second unless a member objects to the lack of second, in which case the chair will ask for one.
 - A motion may be withdrawn by the movant at any time up to the point where it is voted upon, including after it has been seconded. The movant may also accept friendly amendments, even after the motion has been seconded.
 - Actions by committees, councils, commissions, workgroups, and task forces may be taken without a meeting if approved by “authenticated electronic communication” (as defined by the Minnesota Nonprofit Corporation Act) by the number of members required to approve the same action at a meeting where all members of the body are present.
 - The Chair or other presiding officer of the body:
 - a. Shall have discretion to determine whether sufficient discussion or opportunity for discussion has occurred before allowing an action to be approved via written or electronic consent; and
 - b. Shall consider and rule upon any written objection to the taking of such actions by written or electronic consent or to the procedures used to take such actions submitted by any member
- **Nominations**
 - **Self-nomination** – A self-nomination is when an individual member submits their own name for consideration, rather than being nominated through a colleague’s letter of support or a nomination submitted on their behalf to a Nominating Committee which will determine the slate of candidates.

² [Administrative Regulations – Parliamentary Procedure](#)

Parliamentary Order

- **Nomination from the floor** – Nomination from the floor is when an individual submits his/her name or the name of another member for consideration at the time of the meeting. They were not on the ballot at the time of the meeting.

Parliamentary Procedure at a Glance
(Based on The Standard Code of Parliamentary Procedure by Alice Sturgis)
Principal Motions (Listed in Order of Precedence)

To do this	You say this	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
*Adjourn the meeting	"I move the meeting be adjourned"	NO	YES	YES (RESTRICTED)	MAJORITY
*Recess the meeting	"I move that the meeting be recessed until..."	NO	YES	YES**	MAJORITY
Complain about noise, room temperature, etc.	"I rise to the question of personal privilege"	YES	NO	NO	NONE
Postpone temporarily (Table)	"I move that this motion be tabled"	NO	YES	NO	MAJORITY (REQUIRES 2/3 IF IT WOULD SUPPRESS)
End debate	"I move to vote immediately"	NO	YES	NO	2/3
*Limit debate	"I move that each speaker be limited to a total of two minutes per discussion"	NO	YES	YES**	2/3
*Postpone consideration of an item to a certain time	"I move to postpone this item until 2:00pm..."	NO	YES	YES**	MAJORITY
*Have something referred to committee	"I move this matter be referred to..."	NO	YES	YES**	MAJORITY
*Amend a motion	"I move to amend this motion by..."	NO	YES	YES	MAJORITY
*Introduce business (the Main Motion)	"I move that..."	NO	YES	YES	MAJORITY
*Amend a previous action	"I move to amend the motion that was adopted..."	NO	YES	YES	MAJORITY
Ratify action taken in absence of a quorum or in an emergency	"I move to ratify the action taken by the Council..."	NO	YES	YES	MAJORITY
Reconsider	"I move to reconsider..."	YES	YES	YES**	MAJORITY
Rescind (a main motion)	"I move to rescind the motion..."	NO	YES	YES	MAJORITY
Resume consideration of a tabled item	"I move to resume consideration of...?"	NO	YES	NO	MAJORITY

*Amendable

**Debatable if no Other Motion is Pending

Parliamentary Procedure at a Glance
(Based on The Standard Code of Parliamentary Procedure by Alice Sturgis)
Incidental Motions

To do this	You say this	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
Vote on a ruling by the Chair	"I appeal the Chair's decision"	YES	YES	YES	MAJORITY
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	NO	YES	NO	TWO-THIRDS
To discuss an issue without restrictions of parliamentary rules	"I move that we consider informally..."	NO	YES	NO	MAJORITY
To call attention to a violation of the rules or error in procedure, and to secure a ruling on the question raised	"I rise to a point of order"	YES	NO	NO	NONE
To ask a question relating to procedure	"I rise to a parliamentary inquiry"	YES	NO	NO	NONE
To allow the maker of a motion to remove the motion from consideration	"I move to withdraw my motion"	YES	NO	NO	NONE
To separate a multi-part question into individual questions for the purpose of voting	"I move division of the question"	NO	NO	NO	NONE
To verify an indecisive voice or hand vote by requiring voters to rise and be counted	"I move to divide the Assembly"	YES	NO	NO	NONE

Parliamentary Procedure at a Glance
(Based on The Standard Code of Parliamentary Procedure by Alice Sturgis)
Chief Purposes of Motions

Purpose	Motion
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

Parliamentary Procedure at a Glance
(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Parliamentary Strategy

To Support a Motion	To Oppose a Motion
Second it promptly and enthusiastically.	Speak against it as soon as possible. Raise questions; try to put proponents on the defensive.
Speak in favor of it as soon as possible.	Move to amend the motion so as to eliminate objectionable aspects.
Do your homework; know your facts; have handouts, charts, overhead projector slides, etc., if appropriate.	Move to amend the motion to adversely encumber it.
Move to amend motion, if necessary, to make it more acceptable to opponents.	Draft a more acceptable version and offer as amendment by substitution.
Vote against motion to table or to postpone, unless delay will strengthen your position.	Move to postpone to a subsequent meeting.
Move to recess or postpone, if you need time to marshal facts or work behind the scenes.	Move to refer to committee.
If defeat seems likely, move to refer to committee, if that would improve chances.	Move to table.
If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory.	Move to recess, if you need time to round up votes or obtain more facts.
Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i> , in case of a procedural dispute.	Question the presence of a quorum, if appropriate.
If motion is defeated, move to reconsider, if circumstances warrant it.	Move to adjourn.
If motion is defeated, consider reintroducing it at a subsequent meeting	On a voice vote, vote emphatically.
	If the motion is adopted, move to reconsider, if you might win a subsequent vote.
	If the motion is adopted, consider trying to rescind it at a subsequent meeting.
	Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i> , in case of a procedural dispute.

CCTF Scheduling Timeline

2 - 3 Weeks before Meeting

- **Schedule Meeting:** CCTF liaison works with the chair on selecting dates/times for meetings. Once the chair agrees to several date/time combinations the CCTF liaison surveys the CCTF members to see the date/time that best fits to secure a quorum. CCTF liaison sends confirmation to CCTF members of the selected date/time by email and a calendar invitation.
- **Draft Agenda and Background Materials:** Chair works with the CCTF liaison to create a well thought out agenda for the meeting. The CCTF liaison will do the research and gather the background materials for the meeting.

5 - 7 Days before Meeting:

- **Agenda Packet:** Chair reviews and approves agenda and materials; once approved, the CCTF liaison will send agenda and materials to the CCTF members.

3 - 5 Days before Meeting:

- **Expanded Agenda:** CCTF liaison provides the chair with an expanded agenda (chair meeting script). CCTF liaison to review the agenda and materials with the chair at their request.

Meeting Day:

- **Agenda Packet:** CCTF liaison sends agenda materials to CCTF members.
- **Expanded Agenda:** CCTF liaison resends expanded agenda to chair.

5 - 7 Days Post Meeting:

- **Summation Report:** CCTF liaison provides the chair with the summation report for review and approval; once approved by the chair the summation report is sent to the voting CCTF members for review and approval.
- **Discussion Summary:** *If the meeting did not meet quorum*, CCTF liaison to provide the chair with a discussion summary for review and approval, once approved by the chair the discussion summary is sent to the CCTF members for review and approval.
- **After Summation Report Approved:** CCTF liaison will create a Recommendation for Action (RFA) or an Informational Report (IR) and send it to the reporting CCTF for approval.
- **Email Ballot (as needed):** Create and send email ballot to **voting** CCTF members to approve summation report and/or other action item(s) following meeting; once quorum of CCTF members have approved the email ballot, send results to the CCTF members.

Approved: Board of Directors – 11/5/2022

AAD/A Governance Policy on Member Contact Information

The American Academy of Dermatology/Association (Academy) regularly requests and collects the contact information of its members in order to conduct business as a membership association, including but not limited to: emails, postal, phone and fax numbers. The Academy is committed to maintaining the privacy and usage of the personally identifiable information of its members.

Members voluntarily agree when they become a member, that personal information such as email, phone, postal and fax information may be used for internal business purposes by the Academy for:

- Maintaining member records and membership directories
- Analysis to understand member trends and needs
- General and one-on-one correspondences
- Marketing for Academy programs and services
- Academy partners to communicate to members additional services that are available.

Once membership is approved, members may opt out of these communications.

In addition, members agree that the Academy can share non-identifiable and aggregated information that allow it to enhance member services. The Academy does not sell or rent email addresses, phone, or fax numbers to external entities.

The Academy's database and listing of member contact information is the property of the Academy. Members may not copy, reformat, transfer, reproduce, or retain in any form whatsoever all or any part of a group listing or permit a third party, agent, employee or contractor or their respective agents to do so. No communication list shall be used to create a database. Members shall indemnify Academy for any loss, damage, claim or expense (including attorney's fees) arising out of the misuse of any listing.

Council, Committee, and Task Force (CCTF):

From time to time, members within a CCTF will be provided with their own group's contact information. This information is to be used for the workings of the group and is not to be used for any other purpose outside the scope of the CCTF.

Find a Dermatologist and Membership Directory:

The Academy's "Find a Dermatologist" and "Membership Directory" are produced by the American Academy of Dermatology (AAD) as references of professional information on individual dermatologists. Both are intended to provide members with a quick access to information on other members. Neither the database, nor any part of the data, including phone, fax and emails, may be used to create listings, be downloaded, republished, or duplicated, in whole or in part, for commercial purposes, purposes of compiling a mailing list or any other list of dermatologists, or for any other purposes without the prior express written permission of the AAD.

Elections:

The Academy will provide the names and addresses of those Academy members who do not have e-mail addresses or fax numbers to candidates for a one-time use upon request.

Research:

The Academy does not allow members/nonmembers to use email addresses for research projects unless the project supports the work of the Academy's Councils/Committees/Task Forces, is approved by the relevant CCTF and correspondence/survey instrument is sent out by the Academy.

Miscellaneous Policies

Bona Fide Dermatologic Society (definition for a sister society)

The following definition was approved by the Board of Directors.

A bona fide dermatologic society must:

- be incorporated as a 501 (c) 3 or 501 (c) 6 not for profit organization with an individual physician membership,
- have a majority of its members who are certified or eligible to be certified by the American Board of Dermatology (ABD), the American Osteopathic Board of Dermatology, the Royal College of Physicians and Surgeons of Canada (Royal College) or a foreign board or its licensing equivalent or who satisfy educational and professional requirements of the ABD or the Royal College;
- provide, as its primary mission, continuing medical education for dermatologists, public education related to dermatologic concerns, professional development programs for dermatologists or support for research in dermatology; and
- derive its revenues principally from member dues and contributions, member service programs, annual meeting fees, or unrestricted educational grants from multiple commercial sources.

Bylaws: Separate Bylaws for Committees & Task Forces

Organizational units within the Academy's governance structure may not have Bylaws separate from those of the Academy. In those instances, where written guidelines are required to delineate the functions and/or operating practices of the committee, task force, etc., they should be identified as "Operational Guidelines" which is the terminology utilized by the Advisory Board.

International League of Dermatologic Societies (ILDS)

Liaison Activity with U.S. and Canadian Member Societies of the International League of Dermatologic Societies (ILDS)

The coordination function between the International Committee of Dermatology and the U.S./Canadian Society representatives will be handled by the officers and coordinated through the Constituent Relations and Strategic Planning department with a specified officer position identified as the responsible individual.

Automatic Appointments – Ex Officio Capacity

President (Term – 1 year)

- Board of Directors (Chair)
- Budget Committee
- Compensation Committee
- Executive Committee (Chair)
- Scientific Assembly Committee
- Serves as Ex-Officio (non-voting) on all Councils, Committees, Task Forces & Ad Hoc Task Forces (except above where he/she is a voting member)

President-Elect (Term – 1 year)

- Appointment Selection Committee, (Chair)
- Board of Directors
- Budget Committee
- Compensation Committee
- Executive Committee
- Scientific Assembly Committee

Incoming President-Elect (Term – 1 year)

- Budget Committee
- Appointment Selection Committee

Immediate Past President (Term – 1 year)

- Academy Former Presidents Committee (Chair)
- Ad Hoc Task Force on Election Oversight (Chair)
- Board of Directors

Vice President (Term – 1 year)

- Advisory Board Leadership (BOD Liaison)
 - Executive Committee
 - General
 - Reference Committee
- Board of Directors
- Budget Committee
- Compensation Committee
- Executive Committee
- Membership Committee (per Bylaws)
- Chair, Ad Hoc Nominating Committee
- Member, WG – RRT – Rapid Response Team – Corporate

Automatic Appointments – Ex Officio Capacity

Vice President-Elect (Term – 1 year)

- Appointment Selection Committee
- Board of Directors
- Budget Committee
- Executive Committee
- Member, WG – RRT – Rapid Response Team – Corporate

Secretary-Treasurer (Term – 3 years)

- Audit Committee
- Budget Committee (Chair)
- Compensation Committee (Chair)
- Council on Community, Corporate, and Philanthropic Relations
- Executive Committee
- Investment Committee
- Organizational Structure Committee
- Scientific Assembly Committee
- Appointment Selection Committee
- Serves as Ex-Officio (non-voting) on all Councils, Committees, Task Forces & Ad Hoc Task Forces (except above where he/she is a voting member)

Assistant Secretary-Treasurer (Term – 3 years)

- Audit Committee
- Budget Committee
- Compensation Committee
- Council on Community, Corporate and Philanthropic Relations
- Executive Committee
- Investments Committee
- Scientific Assembly Committee
- Appointment Selection Committee
- JAAD Publications Committee

Incoming Assistant Secretary-Treasurer (Term – 1 year)

- Board of Directors
- Audit Committee
- Budget Committee

Automatic Appointments – Ex Officio Capacity

Advisory Board Chair (concurrent term – 4 years)

- Advisory Board Executive Committee, Chair
- Board of Directors
- Budget Committee
- Compensation Committee
- Organizational Structure Committee
- State Society Relationships Committee (Chair or designee)
- Council on Government Affairs and Health Policy (GAHP)
- Council on GAHP Scope of Practice/Truth-in-Advertising (SOP/TIA) Triage Team

Advisory Board Representative

- State Society Relationships Committee (Chair or designee)
- Member Communications Committee
- Nominating Committee (must come from geographic region being vacated by the BOD's appointee)

AMA Dermatology Section Council, Chair

(Term – 4 years; renewable 1-additional term)

- Council on Government Affairs and Health Policy

Council on Education, Chair

- Scientific Assembly Committee

Education and Volunteers Abroad Committee, Chair

- International Affairs Committee

Executive Committee-BOD Elected Representatives

- Budget Committee

International Board Advisor

- Board of Directors (Advisor)
- International Affairs Committee
- Membership Committee

International Affairs Committee, Chair

- Council on Member Services
- Scientific Assembly Committee

Automatic Appointments – Ex Officio Capacity

Resident/Fellow Committee, Chair

- Board of Directors (Advisor)
- Young Physicians Committee (Resident)
- Council on Member Services (Member)

SkinPAC Chair

- Council on Government Affairs and Health Policy

Young Physicians Committee Chair

- Board of Directors (Advisor)
- Residents/Fellows Committee (Ex-Officio)
- Member, Council on Member Services

Academy's Council on Medical Society Specialty (CMSS), Rep

(Term – 4 years; renewable one additional term)

Academy Former Presidents Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The committee is charged to interact with members and encourage their colleagues to get involved. That involvement could be on many levels, from AAD leadership (i.e., encouraging colleagues to run for office in the AAD; director and officer positions) to federal office positions to even participating at a more grass-roots level (state and local organizations).

Time Commitment: Light

Committee meets in conjunction with the Annual Meeting.

Composition:

Immediate Past-President serves as Chair
Former Academy Presidents who wish to participate.

Appointment Term:

Former Academy Presidents will always be eligible to be on this committee if they wish to participate.

Note:

- Exception to the one-appointment rule

Advisory Board

Reports to: Academy and Association Board of Directors **Advisory Board Organizational and Operational Guidelines**

The Advisory Board is a committee of the AAD/A Board of Directors, and as such, operates under the auspices of the AAD/A Board of Directors in accordance with the AAD/A Bylaws, Administrative Regulations and Board Governance Policies.

Mission Statement:

The mission of the Advisory Board is to protect, promote, and preserve the interests of the individual practitioner of dermatology by:

1. Providing a forum for AAD/A members to present policy proposals for consideration by the AAD/A Board of Directors; and
2. Serving as a conduit of information between AAD/A Advisory Board, the represented societies, and the AAD/A Board of Directors; and
3. Disseminating information on AAD/A policies and other issues vital to AAD/A members' patients and practices.

Time Commitment: Light

- Serve in this position for a minimum of two (2) years.
- Annually attend the two General Business meetings of the Advisory Board (in conjunction with the AAD Annual and Innovation Academy Meetings.
- Provide a 10-minute presentation to your membership at your society's annual meeting; and
- Facilitate a discussion of pending Advisory Board resolutions with members of your society prior to biannual Advisory Board business meetings.

In addition, this representative may be asked to assist other members of your organization in crafting thoughtful resolutions for submission or presenting resolutions on behalf of your organization. Ideally, this representative would either be a sitting member of your Board of Directors or have access to the Board to facilitate two-way communication between the Academy and your organization.

Composition:

The Advisory Board is comprised of one representative from each of its constituent societies as defined in Article VI, Section 8 of the [Academy Bylaws](#). Constituent societies will be members of the Advisory Board after they are determined to be bona fide dermatologic societies. The Advisory Board also consists of the Chair and Vice Chair of the Advisory Board Executive Committee.

Bona Fide Dermatologic Society: The following definition was approved by the Board of Directors (7/01). A bona fide dermatologic society must:

- Be incorporated as a 501(c)3 or 501(c)6 not for profit organization with an individual physician membership that is national and/or international in scope.

Advisory Board (continued)

- Have a majority of its members who are certified or eligible to be certified by the American Board of Dermatology (ABD), the American Osteopathic Board of Dermatology, the Royal College of Physicians and Surgeons of Canada (Royal College) or a foreign board or its licensing equivalent or who satisfy educational and professional requirements of the ABD or the Royal College.
 - Provide, as its primary Mission Statement, continuing medical education for dermatologists, public education related to dermatologic concerns, professional development programs for dermatologists or support for research in dermatology; and
 - Derive its revenues principally from member dues and contributions, member service programs, annual meeting fees, or unrestricted educational grants from multiple commercial sources.
 - Further, a society may not have membership requirements beyond those for a Fellow member of the AAD, excepting pertinent geographic membership requirements.
2. They have been approved for membership by a majority vote of the Advisory Board Executive Committee.
 3. Constituent societies must be located within the United States, with the exception of the Canadian Dermatology Association. Constituent society representatives must be a member of the society that he or she represents as well as a member of the Academy and Association.

Appointment Term:

Not part of the appointment process

AB Chair also serves concurrent term on:

- *Board of Directors*
- *Organizational Structure Committee*
- *Budget Committee*
- *Council on Government Affairs and Health Policy*
- *Compensation Committee*

Note:

- Exception to the one-appointment rule

Advisory Board Executive Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

It is the responsibility of the Advisory Board Executive Committee to review annually the attendance records of the constituent societies and to initiate action against any nonparticipating constituent society. In addition, the Advisory Board Executive Committee shall determine the Advisory Board membership eligibility of all new and returning constituent societies.

Time Commitment: Extensive

Monthly evening conference calls, in-person committee meetings held in conjunction with the Annual Meeting and AAD Innovation Academy. Encouraged to attend the Fall Legislative Conference

Composition: (7 elected voting members)

The Advisory Board Executive Committee shall be up to seven elected members from among the representatives of the constituent societies, as well as, the Advisory Board Chair, the Vice Chair and when applicable, the Chair-Elect and Vice Chair-Elect.:

- Advisory Board Chair
- Vice Chair
- Chair-Elect (serves one year prior to assuming role of Advisory Board Chair)
- Vice Chair-Elect (serves one year prior to assuming role of Advisory Board Vice Chair)
- Immediate Past Chair (*non-voting*) (*not included in count*)*
- Reference Committee Chair (*non-voting*) (*not included in count*)
- State Society Relationships Committee representative, (*non-voting*) (*not included in count*)
- Board of Directors Liaison (Vice President) (*non-voting*) (*not included in count*)
- Resident (*non-voting*) (*not included in count*)

Limitation on Multiple Roles

Except for the Advisory Board Chair and the Board of Directors Liaison, no person may concurrently serve as a director or officer of the AAD/A. Advisory Board officers may not serve as a constituent society representative. Officers of the Advisory Board are the Chair, Chair-Elect, Vice Chair and Vice Chair-Elect.

Representatives and Elections - Constituent Society Representatives

Each constituent society shall identify a representative to serve on the Advisory Board by whatever mechanism, and for whatever term, best suits that society's organization.

Advisory Board Executive Committee Members

The constituent societies representatives shall nominate and elect, by majority vote of the Advisory Board membership present and voting at its annual meeting, the seven members of the Advisory Board Executive Committee to serve staggered four-year terms.

Advisory Board Executive Committee (continued)

Advisory Board Chair and Vice Chair

The Advisory Board Chair and Vice Chair shall be elected by a majority vote of the Advisory Board membership present and voting at its annual meeting and shall serve concurrent four-year terms beginning at the adjournment of the meeting at which they are elected.

At the beginning of his or her third year in office, the Advisory Board Chair shall appoint a Selection Committee of three Advisory Board members. This Selection Committee shall select two candidates for Chair and two candidates for Vice Chair. The election will be held at the Annual Meeting of the Advisory Board at the beginning of the current Chair's fourth year in office. In accordance with *Based on American Institute of Parliamentarians; Standard Code of Parliamentary Procedure*, nominations may be made from the floor. Upon assuming office, the newly elected officer must relinquish his or her representative position, and the constituent society shall make a new appointment. The incumbent officers will serve for one year as Chair-Elect and Vice Chair-Elect.

Any vacancy in the office of Advisory Board Chair that may occur between regular elections shall be filled by the Advisory Board Vice Chair for the duration of the unexpired term. An election shall be held, using the procedure as stated in this section, by electronic means to fill the position of Advisory Board Vice Chair for the duration of the unexpired term.

As provided in the Academy and Association Bylaws, the Advisory Board Chair shall serve as an ex-officio member of the Academy and Association Board of Directors with full voting privileges.

No person may serve more than one full term as the Advisory Board Chair or Vice Chair.

Board of Directors Liaison

The Academy and Association Vice President shall serve as liaison to the Advisory Board and shall actively participate in the Advisory Board.

Reference Committee Members

The Advisory Board Reference Committee shall be made up of a Chair and four Advisory Board members appointed by the Advisory Board Chair to staggered terms of four years each. The Vice President of the Academy shall serve on the Reference Committee as ex-officio, non-voting member. The Chair of the Reference Committee and the four Reference Committee members shall have one vote each.

Appointment Term:

Automatic appointments - Concurrent with sitting appointment terms

- **Immediate Past Chair serves as ex-officio non-voting member of the Advisory Board Executive Committee for one year following his or her term as Advisory Board Chair*

Note:

Not part of the appointment process

Appointment Selection Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The Appointment Selection Committee, chaired by the President-Elect, solicits appointment recommendations from the Board members, Governance Chairs and Deputy Chairs, and Residency Program Directors, for vacancies on councils, committees, and task forces (CCTF) for the upcoming appointment cycle.

Time Commitment: Extensive

The Committee has one face-to-face meeting held in conjunction with the Fall Budget Committee meeting; six to eight hours to review appointment book prior to meeting; occasional email ballots.

Skill Set:

Ex-officio roles

Composition: Max #5

President-elect, Chair
Vice President-elect
Secretary-Treasurer
Assistant Secretary-Treasurer
Incoming President-elect

The Appointment Selection Committee:

- Selects deputy chair from sitting members or a member who has previously served on the CCTF or is knowledgeable, experienced or has a strong background in specific issues or areas.
- Deputy chair of committee/task forces is appointed for a 2-year term. This provides the deputy chair with an opportunity to become more familiar with the issues of the committee. A determination will be made whether a deputy chair will ascend to chair when the current chair's term expires.
- Council deputy chairs are appointed two years prior to the council chair completing their term. A determination will be made whether a deputy chair will ascend to chair when the current chair's term expires.

Appointments to councils generally come as a result of committee service.

Appointment Selection Committee (continued)

Appointment Guidelines

The Appointment Selection Committee, chaired by the president-elect, is encouraged to appoint members who have attended the Leadership Forum, ADLP and/or Legislative Conference to available positions.

Adopted, as a non-binding guideline for the president-elect from year to year, “consensus of the executive committee” is that **former officers** should not receive priority in consideration for appointment to councils, committees, and task forces in order to make leadership training opportunities available to the next generation of Academy leaders. Agreement that when these individuals have an expertise related to a specific topic, the chair of the body may be empowered to invite the former officer to serve as a guest observer to the group for a specified task.

Replacement Appointments

Replacement appointments are handled through the Appointment Selection Committee (ASC). When a vacancy occurs, the ASC will first review the current year’s unappointed member/resident spreadsheet to select the member(s) to fill the vacancy. In most cases, a backup or two will also be selected. Once the ASC has approved the replacements, the recommendations will be approved by the Executive Committee or the Board of Directors, based on timing.

Appointment Term:

Automatic appointments – Concurrent with officer term

Note:

- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings.

Audit Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The mission of the Audit Committee has a very substantial charge, which is reflected in the policy of the AAD. The work of the Audit Committee represents the final review activity associated with the Academy's annual financial results. The Committee conducts on behalf of the Board of Directors an in-depth review of the Academy's financial documents of the most recently ended fiscal year. These documents include those prepared by the Academy's independent auditors and staff. The Committee assures the Board of Directors and the membership that the funds of the Academy are being prudently managed and that expenditures were consistent with the purposes and levels intended at the time that the financial plan (budget) for the fiscal year was prepared and approved by the Board.

Time Commitment: Light (Focus on Spring timeframe)

One in-person meeting typically held in conjunction with the Spring Board Meeting. Members are required to review the agenda and materials prior to this meeting. There is one additional short evening conference call, usually in February.

Skill Set:

Members should have the following attributes:

- an understanding of financial statements and generally accepted accounting principles,
- an ability to assess the general application of such principles in connection with the accounting for estimates, accruals, and reserves,
- understanding of internal controls and procedures for financial reporting; and
- an understanding of audit committee functions.

A member can acquire such attributes through their education and experience with running their own practices and/or serving on relevant/similar boards or committees. Experience actively supervising an office manager/bookkeeping personnel or person performing similar functions (or experience overseeing or assessing the performance of companies or public accountants with respect to the preparation, auditing, or evaluation of financial statements) is important.

Composition: Max #9

1 Chair

1 Deputy Chair

5 At-large Members

2 Ex-officio Members (*voting*)

- Secretary-Treasurer
- Assistant Secretary-Treasurer

Appointment Term:

Chair – three-year term; Deputy Chair – three-year term; Members – three-year term

- Exception to the one-appointment rule

Note: Residents not eligible to serve on this committee/Guest observers may not participate in meetings.

Budget Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The Budget Committee will review the proposed budgets of the American Academy of Dermatology and AAD Association and present recommendations to the Board of Directors. The Committee will also make recommendations during the fiscal year on financial resources that are necessary to carry out the Academy's priorities/activities.

Time Commitment: Moderate (focus on fall timeframe)

Fall in-person meeting where there is a significant number of materials to review and approve prior to the committee meeting. If necessary, a meeting will be held in conjunction with the Spring Board Meeting.

Skill Set:

As a member of the Board of Directors, this committee will have a fiduciary responsibility to be good stewards of the Academy's finances.

Composition: Max #10 and Chief Executive Officer

Secretary-Treasurer, Chair

President

President-Elect

Vice President

Vice President-Elect

Assistant Secretary/Treasurer

Incoming President Elect

Advisory Board Chair

2 at-large members from the Executive Committee

Executive Director - Ex-officio member (*non-voting*) (*not included in count*)

Appointment Term:

Automatic appointments - Concurrent with sitting appointment terms

- *Same composition as the Executive Committee with addition of Advisory Board Chair and Incoming President-Elect. The Secretary-Treasurer serves as Chair.*

Note:

Not part of appointment process

- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings.

Bylaws Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

In accordance with guidelines set forth in the Academy and Association's administrative regulations, the Bylaws Committee shall review, analyze, and suggest revisions as it may deem necessary and appropriate to all proposed amendments to the Academy and Association's Bylaws or Articles of Incorporation that may originate either with the Board of Directors or by petition of qualified members.

Time Commitment: Light

Committee meets in conjunction with the Annual Meeting and/or AAD Innovation Academy **only** if Bylaws Amendments are being revised. Members may be asked to participate in evening conference calls, to review, make recommendations, and approve written materials.

Skill Set:

Committee members should have an interest in making long term improvements/impact on Academy operations. Appreciation for and attention to the detail of processes, procedures and Academy history is especially important. Significant Academy experience is not required but suggested. Ideal candidates should be able to review, analyze and suggest revisions to proposed amendments, be dedicated to patient care and able to see big picture. Must be computer literate and able to accept attachments and view redlined documents.

Composition: Max #9

- 1 Chair
- 1 Deputy Chair
- 5 At-large Members
- 1 Young Physician Member
- 1 Board of Director (BOD Rep) (*voting*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

Note:

- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings.

Compensation Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The Committee would be charged with:

- reviewing and evaluating the compensation package of the Academy's CEO & Executive Director.
- overseeing and approving CEO & Executive Director benefits and perquisites
- meeting annually to review executive compensation and benefits to ensure consistency with the marketplace and compliance with IRS standards and
- making compensation, perquisites, and benefit recommendations to the Board of Directors for approval.

Time Commitment: Light

Members are expected to attend one in-person committee meeting in conjunction with the Annual Meeting and participate in 2-3 evening conference calls.

Skill Set:

Ex-officio roles

Composition: Max #6

Secretary-Treasurer, Chair

President

President-Elect

Vice President

Assistant Secretary-Treasurer

Advisory Board Chair

Appointment Term:

Automatic appointments - Concurrent with sitting appointment terms

Note:

- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings.

DataDerm Oversight Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The mission of the DataDerm Oversight Committee is to oversee all aspects of DataDerm, including oversight of DataDerm contractors, participating support, performance measure reporting and dashboards, and data governance - including data collection, use, analysis, reporting and monetization.

Time Commitment: Moderate

- one to two in-person meetings annually
- two teleconferences per quarter

Skill Set:

- Experience with health informatics and/or data science
- Interest in or expertise in coding and/or reimbursement
- Interest in or expertise in quality improvement and performance measurement
- Interest in augmented intelligence (AUI)
- Interest in data analysis and/or health services research

Composition: Max #11

1 Chair

1 Deputy Chair

2 At-large members

6 Ex-officio Members (*voting*)

- Chair or Designee of the Performance Measurement Committee
- Chair or Designee of the Patient Safety and Quality Committee
- Chair or Designee of the Council on Government Affairs and Health Policy
- Chair or Designee of the Council on Practice Management
- Chair or Designee of the Council on Science & Research
- Chair, Data Governance Task Force

1 Board of Director (BOD Rep) (*voting*)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – three-year term; Deputy Chair – three-year term; Member – three-year term

Data Governance Task Force

Reports to: DataDerm Oversight Committee

Mission Statement:

The mission of the Data Governance Task Force is to oversee DataDerm's data analytics area, which includes the overall management of the data, development of data reports, and implementation of established policies and processes for data access, dissemination and use by various stakeholder groups. The Data Governance Task Force makes recommendations to the DataDerm Oversight Committee on these topics.

Time Commitment: Moderate

- one to two in-person meetings annually
- two teleconferences per quarter

Skill Set:

- Experience with health informatics and/or data science
- Interest in or expertise in coding and/or reimbursement
- Interest in data analysis and/or health services research
- Interest or expertise in data governance and compliance
- Interest or expertise in statistical analysis

Composition: Max #7

1 Chair

1 Deputy Chair

5 At-large members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

Note:

- Chair serves as an Ex-officio member of DataDerm Oversight Committee

Executive Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The Executive Committee is responsible for the management of the Academy when the Board of Directors is not in session. In particular, the Executive Committee shall be responsible for supervising and directing the activities of all councils and committees, including performing the specific supervisory functions described in the Administrative Regulations relating to councils and committees.

Time Commitment: Extensive

- 8 monthly calls approximately one hour held during months the Board of Directors does not meet (2nd Thursday of the month)
- Miscellaneous email ballots throughout the year

Composition: 8 members and Chief Executive Officer

President, Chair

President-Elect

Vice President

Vice President-Elect

Secretary/Treasurer

Assistant Secretary/Treasurer

2 Board members elected-at-large*

Ex-officio member (*non-voting*) (*not included in count*)

- Executive Director

Note:

- *Each year the Secretary/Treasurer polls the members of the “sophomore” class of the Board of Directors to determine their interest in running for a seat on the Executive Committee. Once the slate has been established the Board then votes to elect the new Executive Committee member. All members serve concurrent terms on the Budget Committee.
- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings.

Investments Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The Investments Committee reviews Academy investment practices so as to achieve maximum return with greatest security of all funds.

Time Commitment: Light

- One in-person committee meeting in conjunction with the Annual Meeting; members are required to review and approve written materials,
- Members may also be asked to participate in evening conference calls, and
- Quarterly updates will be provided to the committee.

Skill Set:

The Investments Committee is responsible for overseeing the investment of assets, investment-related liabilities and management of investment policies and performance against established investment return benchmarks. Members should have the following attributes:

- understanding of financial statements and investment vehicles/investment funds,
- ability to assess performance of individual investments and/or investment funds,
- understanding of general investment policies; including asset/portfolio rebalancing concepts; and
- ability to review and update the Academy's risk tolerance level as it relates to changing market conditions and evolving liquidity needs of the Academy and its members, partners, and long-term strategic objectives.

No member of the Investment Committee shall have a relationship that may interfere with his/her independence from management and the Academy or with the exercise of duties as a Committee member. A member can acquire such attributes through their education and experience with running their own practices and/or serving on relevant/similar boards or committees.

Composition: Max #9

Chair

1 Deputy Chair (*appointed 2 years prior to Chair term concluding*)

6 At-large Members (*in year of Deputy Chair – 5 at large members*)

2 Ex-officio members (*voting*)

- Secretary-Treasurer
- Assistant Secretary-Treasurer

Appointment Term:

Five-year term

Note:

- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings.

JAAD Publications Committee

Reports to: Academy Board of Directors

Mission:

The mission of the JAAD Publications Committee is to review issues of vital interest between the JAAD Editor-in-Chief (EIC), representing the editorial interests of the JAAD Journals, and the Board of Directors, representing the interests (financial and otherwise) of the American Academy of Dermatology (AAD). Act as a communications conduit/channel between the society and journal to ensure editorial independence and ethical conduct of all parties, and to avoid actual or the appearance of undue outside influence on journal editorial decisions.

The JPC serves as an advisory (only) committee to the leadership of the society and to the editors of all JAAD publications; and has no decision-making authority over the publication of manuscripts.

The JAAD Publications Committee will perform the following important functions:

- Evaluate and assess journal concerns identified by JAAD Editor/s or AAD Board.
- Review and advise the Editor/s and Board on necessary actions to ensure the editorial integrity of the journal.
- Provide expertise on scientific and publications policies, as well as legal and ethical considerations.
- Advise on cross-journal policies.

Time Commitment: Light

Skill Set/Qualifications:

- Experience in various aspects of scholarly journal publishing, whether as a member of an editorial board, reviewer, author, or publisher; or in a society governance role.
- Experience serving within the AAD governance structure and familiarity with society governance policies and procedures.
- Able to review and provide recommendations to resolve issues quickly and maintain confidentiality.
- Demonstrate professionalism, ethical conduct, and sound business judgment.
- Respected member of the dermatologic community.
- Cannot serve concurrently as the leader of a dermatologic journal or society considered competitive with JAAD and AAD.

JAAD Publications Committee (continued)

Member Composition:

9 members (5 voting and 4 non-voting)

Voting positions:

- 1 Chair: former editor, deputy editor or associate editor of *JAAD*, *JAAD Case Reports*, *JAAD International* or other *JAAD* OR *AAD (Dermatology World, Dialogues in Dermatology)* publication not concurrently serving on the AAD Board or in a competing journal's editorial leadership.
- 1 Ethics Expert: Chair, Professionalism and Ethics Committee
- 2 At-large members with publications experience
- 1 At-large young physician member, preferably has successfully completed a mentee role in the *JAAD* Editorial Mentorship Program

Non-voting positions:

- Current *JAAD* Editor-in-Chief
- 1 Ombudsman; the AAD Assistant Secretary-Treasurer as a divested officer with knowledge of the Board and of *JAAD*; Reports to the Board on Committee actions.
- 1 Publishing industry representative¹
- 1 Medical Journal Editor with experience in a field outside of dermatology²

Terms:

- Chair will serve 3-year terms, with one consecutive reappointment possible
- Ex-officio roles will serve concurrent terms.
- All other roles will serve 3-year terms.

Notes:

- Residents not eligible to serve on this committee.
- No member, except for the *JAAD* Editor-in-Chief, should be a member of the *JAAD* Editorial Board.
- No member, except for the Assistant Secretary Treasurer, should be a member of the AAD Board.
- Guest observers or advisors may not participate in meetings.

¹ Minimum of 10 years' experience as a Publisher in the scholarly publishing field for a society self-published journal or commercial publishing company; selected by the Chair and confirmed by the Appointment Selection Committee and the Board of Directors. One consecutive reappointment possible.

² Minimum of 5 years' experience as an Editor in Chief of a scholarly medical journal; selected by the Chair and confirmed by the Appointment Selection Committee and the Board of Directors. One consecutive reappointment possible.

Leadership Development Steering Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The mission of the Leadership Development Steering Committee is to develop leadership skills in dermatologists, preparing and motivating them to serve effectively in:

- organized medicine.
- policy making, advocacy and practice management; and
- their careers.

Time Commitment: Moderate

Committee meets in conjunction with the Annual Meeting and before the Annual Leadership Forum. Attendance at the annual Leadership Forum strongly encouraged. Evening conference calls quarterly, or as needed.

Committee provides updates for each Board of Directors meeting on the development of sessions for the Annual Meeting and AAD Innovation Academy, Leadership Forum, Advanced Leadership Forum, and the Academic Development Leadership Program.

Skill Set:

Members should have proven leadership skills and participated in one or more of the following Academy's Leadership Development Steering Committee's (LDSC) leadership programs:

- Leadership Forum
- Advanced Leadership Forum
- Mastery CCL
- Academic Dermatology Leadership Program

LDSC members may be asked to serve on LDSC workgroups or aid in LDSC design of course development. Current workgroups include (but are not limited to):

- WG – Leadership Forum
- WG – Advanced Leadership Forum
- WG – Academic Dermatology Leadership Program (ADLP)
- WG – Mentoring
- WG – Sessions
- WG – Diversity Initiatives

Additionally, there are courses created with consultants and presented at Annual Meeting and AAD Innovation Academy. Current LDSC members are asked to help with sessions; however, on occasion another member may be invited to participate.

Leadership Development Steering Committee (continued)

The LDSC also manages the work of the Leadership Institute which includes:

- developing and accessing outcomes measures,
- developing an overall leadership curriculum framework and specific sessions,
- teaching some Leadership Institute sessions at Annual Meeting and/or AAD Innovation Academy; and
- overseeing the work of six workgroups that develop specific projects.

Composition: Max #11

1 Chair

1 Deputy Chair

8 At-large Members

1 Board of Director (BOD Rep) (*voting*)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – three-year term; Deputy Chair – three-year term; Member – three-year term;

Resident term concurrent with residency

Leadership Advisory Board

Reports to: Leadership Development Steering Committee

Mission Statement:

Provide broad perspective on leadership initiatives, needs and ideas to both the Leadership Development Steering Committee and its workgroups. Members will serve as the liaisons between their respective organizations and the Leadership Steering Committee and Institute activities.

Time Commitment:

Includes in-person meetings in conjunction with the Annual Meeting and AAD Innovation Academy, and evening conference calls as needed. Should provide advice and insight as to the overall direction of leadership development for dermatologists. Terms depend on the term that the representative serves on the entity for which he/she is appointed but should be 2-4 years.

Skill Set:

Leadership Advisory Board members are appointed by the stakeholder groups, which currently include the Intersociety Liaison Committee societies. The Leadership Advisory Board serves to provide a broad perspective on leadership initiatives, needs and ideas to both the Steering Committee and workgroups. In addition, members will serve as liaison between their organization and the leadership initiative.

Composition:

Representatives of the following sister societies:

American Academy of Dermatology

American College of Mohs Surgery

American Contact Dermatitis Society

American Dermatological Association

American Society for Dermatologic Surgery

American Society for Dermatopathology

American Society for Mohs Surgery

Association of Military Dermatologists

Association of Professors of Dermatology

Council for Nail Disorders

Medical Dermatology Society

Noah Worcester Dermatological Society

North American Hair Research Society

Photomedicine Society

Society for Investigative Dermatology

Society for Pediatric Dermatology

United States Cutaneous Lymphoma Consortium

Women's Dermatologic Society

Appointment Term:

Automatic appointments - Concurrent with sitting appointment terms

Nominating Committee

Reporting to: Academy Board of Directors

Mission Statement:

The Nominating Committee shall screen and evaluate all nominees and select a definitive slate of highly qualified candidates for President-Elect, Vice President-Elect, Board of Directors, and Nominating Committee Member Representative based on professional, scholarly, and administrative skills, as well as geographic representation. The Nominating Committee recognizes that [diversity](#) is a core value of the Academy, and shall be taken into consideration throughout the committee's deliberations and decision-making process.

Time Commitment: Heavy from Fall through Spring election cycle

- Review and complete on-line nominee grids approximately 4 weeks prior to the in-person meeting,
- One in-person meeting approximately 7 weeks prior to the Annual Meeting,
- One conference call approximately 3 weeks prior to the Annual Meeting,
- Other evening conference calls as needed throughout the nomination/election cycle.

Skill Set:

The Nominating Committee member requirements are established in the governing bylaws and administrative regulations and policies of the Academy. Members should have these suggested attributes:

- extensive knowledge of the working/operational structure, history, and traditions of the Academy and how a potential candidate for office has interacted with Academy staff over the years.
- experienced enough with the Academy to understand the degrees of responsibility different positions have, i.e., being chair of SAC is more important than being chair of a task force, etc.
- open, honest, impartial and have no significant conflicts of interest, resist politicization of the nomination process and should be forceful enough to speak up, but not so forceful as to try to exert undue influence over the nominations process, able to understand and follow the rules and requirements of the nominations process under the Academy's bylaws and administrative regulations.
- very experienced and currently active in Academy activities be energetic and willing to give the amount of time required for the nominations process and understand that he or she may be called upon to perform activities at unusual times in possibly inconvenient locations.
- flexible and willing to look at the nominations process and offer suggestions as to how to improve it and not be rigid and unduly committed to the status quo.
- willing to accept feedback and be "tough skinned" when and if the Nominating Committee's decisions are questioned in good faith by Academy members.
- broad knowledge of members from many dermatology specialty areas (i.e., medical, surgical, dermpath, pediatrics, and the academic and clinical sectors), and
- not currently serving on a nominating committee of another major dermatology organization

Nominating Committee (continued)

Additional suggested characteristics for the Board of Directors, Advisory Board and Nominating Committee to consider when selecting nominees to serve on the Nominating Committee are outlined in the Nominee Criteria Nominating Committee Standard Operating Procedure.

Composition²: Max #7

- 1 Chair
- 2 Members appointed by the Board of Directors
- 2 Members appointed by the Advisory Board
- 2 Members elected by the general membership

The Board of Directors' appointee is selected by the Ad Hoc Nominating Committee appointed by the President. The Board of Directors' appointee must come from the geographic region being vacated by the Advisory Board appointee.

The Advisory Board appointee must come from the geographic region being vacated by the Board of Directors' appointee.

The member representative rotates between East and West representation.

The separate Administrative Regulations (AR) and Board Governance Policy (BGP) that cover the composition and activities of the Nominating Committee are:

- AR on Nominating Committee – Regional Rotations for the Board of Directors & Advisory Board Representatives
- BGP on Restrictions on Nomination and Election Entities
- AR Nomination and Election Procedures

Appointment Terms:

- | | |
|-----------------------|-------------------------------|
| 1-year term | Chair ³ |
| 2-year term | Members |
| 1-year automatic term | Former President ⁴ |

Note: Not part of the appointment process

- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings. No incumbent member of the Board of Directors may serve on the Nominating Committee.

³ At the conclusion of each election cycle, the Nominating Committee elects one (1) member who has completed two (2) election cycles on the Committee to serve as Chair of the Committee for the next election cycle. (AAD Bylaws Article VI Board of Directors – Section 3 a.)

⁴ The former president serves an automatic one-year, non-voting appointment on the Nominating Committee upon completion of his/her appointment on the Ad Hoc Task Force on Election Oversight. No other former president shall, through election or appointment, serve on the Nominating Committee.

Organizational Structure Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The mission of the Organizational Structure Committee is to survey and update on a continuing basis the council, committee, and task force structure. The Committee makes recommendations to the Board of Directors for any changes to the organization.

Time Commitment: Light

Committee usually meets in conjunction with the Annual Meeting and/or AAD Innovation Academy. Members may need to participate on 3-4 evening conference calls and/or email ballots throughout the year.

Skill Set:

An individual with a broad understanding of the Academy's governance structure and strategic framework. Ideally, interested members should have previous experience or understanding of the governance structure. Activities include making decisions on council/committee/task force (CCTF) mission statements, composition, policies, definitions, and reporting structure.

Composition: Max #11

- 1 Chair
- 1 Deputy Chair
- 7 At-large members
- 2 Ex-officio Members (*voting*)
 - Secretary Treasurer
 - Advisory Board Chair
- 2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member– three-year term; Resident-concurrent with residency

Professionalism and Ethics Committee

Reports to: Academy Board of Directors

Mission Statement:

The mission of the Professionalism and Ethics Committee is to prepare, maintain and disseminate guidelines for a code of professional conduct and ethical principles for dermatologists. The Committee also develops regulations and administrative procedures regarding adherence to the code by Academy members. It reviews complaints or charges alleging violation of these guidelines by members or staff of the Academy. Finally, the Committee develops and disseminates educational content related to ethics and professionalism in dermatology to members of the Academy.

Time Commitment: Light

Based on issues, Committee usually meets at the Annual Meeting. Throughout the year members may be asked to review, make recommendations, or approve written materials by either evening conference call or email ballot.

Skill Set:

An active member in good standing in either private or academic practice with significant experience in the Academy, dermatology society, community, and other professional activities. Leadership should seek to maintain diversity (age, gender, practice type and race) of the Committee if such consideration does not diminish the quality and experience of the Committee. Fast turn-around of committee issues with little advance notice is occasionally required. Must be computer literate and able to accept attachments and view redlined documents. Members must agree to full and complete disclosure consistent with Academy requirements and understand the need for complete confidentiality.

Composition: Max #11

- 1 Chair
- 1 Deputy Chair
- 8 At-large Members
- 1 Board of Director (BOD Rep) (*voting*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

Note:

- Chair and Deputy Chair each draft two “Question of the Week” for committee approval via email ballot
- Residents not eligible to serve on this committee
- Guest observers may not participate in meetings

SkinPAC Board of Advisors (Board)

Reports to: Association Board of Directors

Mission Statement:

The American Academy of Dermatology Association Political Action Committee (SkinPAC) is a non-partisan voluntary, non-profit, unincorporated association operating as a separate, segregated fund of the American Academy of Dermatology Association. It is the intent of SkinPAC to help the AADA achieve its legislative goals by supporting the election or reelection of candidates to Congress who share the AADA's commitment to the specialty of dermatology. To further these purposes, SkinPAC is empowered to solicit directly or indirectly, accept voluntary personal contributions, and to make expenditures in connection with the election of candidates to federal office.

Time Commitment: Moderate

The SkinPAC Board of Advisors meets in-person one to two times per year, typically at the Annual Meeting and in the summer the Innovation Academy meeting. In addition to this meeting, The SkinPAC Board typically holds 3-4 conference calls per year. Additional business is conducted via email as needed. SkinPAC Board members are also expected to engage in fundraising activities and encouraged to attend other dermatologic meetings and political events on behalf of SkinPAC.

Skill Set:⁵

SkinPAC is the specialty's only federal political action committee. Members of the SkinPAC Board of Advisors (Board) should have an interest in the electoral process at the federal level and should be committed to advancing the AADA's advocacy priorities. Board member duties include fundraising for SkinPAC contributions from fellow dermatologists at dermatologic meetings and within their personal network; political education of AADA members about the importance of SkinPAC and its role in federal election process, and importance to AADA Advocacy; representing SkinPAC at AADA and other dermatologic meetings throughout the year. A record of SkinPAC support is strongly encouraged. Fundraising experience is also very helpful.

Resident Skill Set:

In addition to participating in Board meetings, the resident will help build a culture of giving among the Association membership from the earliest days in Association members' careers. As a part of this effort, the resident member would encourage other residents to begin supporting SkinPAC's efforts—if even at small and nominal amounts—with a greater goal of building a culture that will produce and encourage future SkinPAC supporters. Support of SkinPAC including a nominal amount, is strongly encouraged.

⁵ SkinPAC members and its' applicants are strongly encouraged to donate but not required. Under federal election law, all political contributions must be voluntary.

SkinPAC Board of Advisors (Board) continued

Platinum	\$5,000
Gold	\$2,500-\$4,999
Silver	\$1,000-\$2,499
Bronze	\$500-\$999
Member	\$250-\$499
Resident	\$25 (benefits with \$100)

Composition: Max #11

1 Chair

1 Vice Chair

9 At-large Members

1 Board of Director (BOD Liaison) (*non-voting - not included in count*)

2 Residents (*non-voting - not included in count*)

Appointment Term:

- Chair - two-year term coincides with the two-year federal election cycle (i.e., beginning on January 1 of the federal election cycle and concluding on December 31 of the election year)
- Chair serves as a member of the Council on Government Affairs and Health Policy
- Vice Chair two-year term coincides with the two-year federal election cycle.
- **At-Large member - three-year term and may serve one additional term**
- Resident-concurrent with residency

Note:

- Terms run January– December (Nominations presented at November Board Meeting)
- Exception to the one-appointment rule
- Members serving on SkinPAC should not serve concurrently on the Philanthropic Relations Committee

State Society Relationships Committee

Reports to: Academy and Association Board of Directors

Mission Statement:

The mission of the State Society Relationships Committee is to develop, expand and enrich Academy relations with state societies and their leaders to increase our cooperative work toward common goals and development/support of state initiatives.

Time Commitment: Moderate

Committee meets in person in conjunction with the Annual Meeting and State Society President's Summit and AADA Legislative Conference. Evening conference calls may be necessary for workgroups or committee members working on specific programs. Committee provides updates for each Board of Directors meeting on the programs, tools and resources developed for state societies. Committee oversees the State Society President's Summit program and plans meetings and leadership retreats with select state societies. Some committee members will need to travel. Attendance at the President's Summit is encouraged.

Skill Set:

Members should have a strong interest in ensuring that dermatology state societies are strong, with engaged members. Current or past involvement within a state society is highly recommended.

Composition: Max #11

1 Chair

1 Deputy Chair

5 At large Members

3 Ex-officio Members (*voting*)

- Chair, State Policy Committee
- Chair, Patient Advocate Task Force
- Board of Director (BOD Rep)

1 Ex-officio Member (*non-voting*)

- Chair, Advisory Board Executive Committee, or designee

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair, State Society Relationships Committee, or his/her designated member from that Committee shall serve on the Advisory Board Executive Committee as a non-voting member.*

Patient Advocate Task Force

Reports to: State Society Relationships Committee

Mission Statement:

The mission of the Patient Advocate Task Force is to be responsible for serving as a point of coordination on educational, legislative, and research issues of shared concern between patients, patient advocacy groups and the AAD and AADA that support our shared goal of promoting, advancing, and sustaining the highest medical care for all patients with dermatologic disorders.

Time Commitment: Light to Moderate

Task Force meets in conjunction with the Annual Meeting and may have periodic conference calls, as necessary. Task force members are strongly encouraged to attend the AADA Legislative Conference in Washington, DC.

Skill Set:

Members should have a strong interest in patient advocacy and in working with patient groups. Task force members work with patient advocate and disease-specific organizations on several projects and programs.

Composition: Max #11

- 1 Chair
- 1 Deputy Chair
- 9 At-large Members
- 2 Residents (*non-voting*) (*not included in count*)
- 1 Coalition of Skin Diseases (CSD) Advisor (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency; Advisor – 1-year term (can be reappointed)

- *Chair serves concurrent term on the Council on Science & Research*

Council on Community, Corporate and Philanthropic Relations

Reports to: Academy Board of Directors

Mission:

The mission of the Council on Community, Corporate and Philanthropic Relations is to provide strategic direction for the Academy's overall efforts including community outreach initiatives that showcase the commitment of members to the public and position them as experts on skin health and fundraising activities to raise revenue for the Academy's programs and services. Responsibilities include developing and adhering to policies, procedures and guidelines for Academy community programs and individual and corporate financial support. This committee will help and provide support in developing short and long-term plans for Community, Corporate and Philanthropic Relations.

Time Commitment: Moderate

Throughout the year, members participate in several meetings and evening conference calls, some of which may include calls or in-person meetings with potential or current donors and/or representatives from industry.

Skill Set:

Understand how corporate support, philanthropic contributions and community outreach programs support the Academy's strategic vision.

Should lead by example by being a donor to the Academy and being willing to engage with their peers on related fundraising activities.

Demonstrate a commitment to the community, corporate and philanthropic activities of the Academy by:

- Supporting activities that strengthen relationships with donors, prospects, volunteers, and corporate supporters.
- Communicating the impact of Academy initiatives on patients, the public, and members

Be an advocate for Academy programs and philanthropic activities to both internal (members) and external (public) audiences as appropriate.

Maintain absolute confidentiality about all sensitive information received during Council work.

While representing the Academy as a member of the Council on Community, Corporate and Philanthropic Relations, their primary focus should be the Academy. Holding a position in fundraising with another organization would present a conflict of interest and may eliminate a member from being eligible to serve on the Council on Community, Corporate and Philanthropic Relations.

Council on Community, Corporate and Philanthropic Relations (continued)

Composition: Max #13

1 Chair

1 Deputy Chair

7 Ex-officio Members (*voting*)

- Chair, Community Outreach Programs Committee
- Chair, Corporate Relations Committee
- Chair, Education and Volunteers Abroad Committee
- Chair, Philanthropic Relations Committee
- Chair, Melanoma/Skin Cancer Community Programs Committee
- Secretary-Treasurer
- Assistant Secretary-Treasurer

4 At-large Members (3 At-large members in years when Deputy Chair appointed)

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*)

Appointment Term:

Chair – four-year term; Deputy Chair – two-year term (appointed in third year of Chair term); Member – three-year term; BOD Liaison-concurrent with board term

Note:

- Chair serves concurrent term on the WG – RRT – Rapid Response Team – Corporate
- Residents not eligible to serve on this committee.
- Guest observers may not participate in meetings.
- **Those who hold a position in fundraising with another organization that would present a conflict of interest are not eligible to serve on this committee; the Academy should be the members primary focus while serving on this council.**
- **Members who run their own program or conference are not eligible to serve on this entity.**

All members of the Council on Community, Corporate and Philanthropic Relations and the committees that report to the Council are highly encouraged to make a philanthropic donation to the Academy.

Name	Giving Level
1938 Legacy Society*	Transformational Gift
Blue Visionary	\$5,000+
AAD Pride	\$2,500 - \$4,999
Derm Nation**	\$1,000 +

*A transformational gift is typically over \$10,000 or is a planned gift of significance

**Young Physicians qualify for derm nation at \$250+

Council on Community, Corporate and Philanthropic Relations (continued)

RRT – Rapid Response Team – Corporate

(Reference – BGP – Honoraria and Travel Expense Reimbursement Policies for Non-CME Industry Funded Educational Activities)

Composition:

Chair, Council on CCPR

Chair, Council on Education

Chair, Corporate Relations Committee

Secretary Treasurer and/or Assistant Secretary Treasurer

CCTF liaisons: Chief officers of the Education and Community, Corporate and Philanthropic Relations departments

Community Outreach Programs Committee

Reports to: Council on Community, Corporate & Philanthropic Relations

Mission Statement:

The mission of the Community Outreach Programs Committee is to be responsible for identifying new endeavors and target audiences for which the Academy strives to work within select communities for specific dermatologic-related skin conditions. The Committee helps to determine success metrics, criteria for outreach to audiences and policies for growth and expansion.

Time Commitment: Light

One face-to-face meeting at the Academy's Annual Meeting and one to two conference calls throughout the year. Review and judging of annual shade structure grant applications as well as Good Skin Knowledge video contest applicants. Participation at one of the six week-long Camp Discovery camps sometime during his/her tenure on the committee is encouraged.

Skill Set:

- Experience with and passion for reaching underserved communities.
- Experience in addressing community needs.
- Experience with creating replicable programs in local communities.
- Strong networking skills/willingness to leverage relationships to support AAD-led programs.
- Community involvement/volunteerism experience preferred.
- Desire/experience working with other orgs to bring outreach efforts to communities.

Composition: Max #13

1 Chair

1 Deputy Chair

11 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

Note:

- **Members who run their own program or conference are not eligible to serve on this entity.**

Community Outreach Programs Committee (continued)

All members of the Council on Community, Corporate and Philanthropic Relations and the committees that report to the Council are highly encouraged to make a philanthropic donation to the Academy.

Name	Giving Level
1938 Legacy Society*	Transformational Gift
Blue Visionary	\$5,000+
AAD Pride	\$2,500 - \$4,999
Derm Nation**	\$1,000 +

*A transformational gift is typically over \$10,000 or is a planned gift of significance

**Young Physicians qualify for derm nation at \$250+

Corporate Relations Committee

Reports to: Council on Community, Corporate and Philanthropic Relations

Mission Statement:

The mission of the Corporate Relations Committee is to be responsible for the review, evaluation and recommendation of policies related to corporate relations. Assist with guidance on, and participate as needed in, development of relationships with corporate supporters.

Time Commitment: Moderate

Committee meets in conjunction with the Annual Meeting and AAD Innovation Academy, as well as the Industry Summit Meeting in the spring. Members may be asked to participate in meetings with industry, as well as evening conference calls as needed.

Skill Set:

- CANNOT be currently serving on Council on Community, Corporate and Philanthropic Relations, SkinPAC or Philanthropic Relations Committee
- Have previously served on another CCPR committee
- Be able to facilitate industry introductions and make recommendations on ways to approach industry.
- Demonstrate a knowledge of and commitment to the philanthropic programs/products the Academy has to offer.
- Maintain absolute confidentiality about all sensitive information received in the course of Committee work.
- High integrity and respect as perceived by members and industry.
- Understanding of the appropriate roles industry plays in dermatology and the Academy.
- Ability to participate in a balanced and unbiased way in deliberations regarding corporate relations.

Composition: Max #11

1 Chair

1 Deputy Chair

8 At-large Members

1 Ex-officio Member (*voting*)

- Young Physicians Committee Member

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

- *Chair serves concurrent term on the Council on Community, Corporate and Philanthropic Relations*
- *Chair serves concurrent term on the WG – RRT – Rapid Response Team - Corporate*

Corporate Relations Committee (continued)

Note:

- Residents not eligible to serve on this Committee.
- Guest observers may not participate in meetings.
- **Members who run their own program or conference are not eligible to serve on this entity.**
- **No corporate members/corporate environment**

All members of the Council on Community, Corporate and Philanthropic Relations and the committees that report to the Council are highly encouraged to make a philanthropic donation to the Academy.

Name	Giving Level
1938 Legacy Society*	Transformational Gift
Blue Visionary	\$5,000+
AAD Pride	\$2,500 - \$4,999
Derm Nation**	\$1,000 +

*A transformational gift is typically over \$10,000 or is a planned gift of significance

**Young Physicians qualify for derm nation at \$250+

Education and Volunteers Abroad Committee

Reports to: Council on Community, Corporate and Philanthropic Relations

Mission Statement:

The mission of the Education and Volunteers Abroad Committee is to improve dermatologic care to those in underserved areas through the provision of education and service. Their areas of focus include oversight for: Resident International Grant (RIG), Native American Health Service (NAHS), Skin Care in Developing Countries, Health Volunteers Overseas and Volunteers Aboard Course (VAC). Provide oversight for the Skin Disease Education Cards.

Time Commitment: Moderate

In-person Committee meeting in conjunction with the Annual Meeting and participates approximately 25-30 hours/year reviewing applications online for various grants and scholarships offered. April, July, and October are key months for reviewing applications.

Skill Set:

- Knowledge/experience in grant making.
- Interest/willingness to review/judge/score grant applications three times per year with up to 15 applications in each round.
- Knowledge of international dermatology helpful
- Understanding of unique dermatological issues present in low resourced areas.
- Knowledge/experience/understanding of unique cultural issues as it relates to underserved populations.
- Committee members do not travel

Composition: Max #15

1 Chair

1 Deputy Chair

2 Ex-officio Members (Grant Program Directors) (*voting*)

- Resident International Grant (RIG)
- Native American Health Service (NAHS)

10 At-large Members

1 At-large International Member

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves a concurrent term on Council on Community, Corporate and Philanthropic Relations*
- *Chair serves a concurrent term on International Affairs Committee*

Education and Volunteers Abroad Committee (continued)

All members of the Council on Community, Corporate and Philanthropic Relations and the committees that report to the Council are highly encouraged to make a philanthropic donation to the Academy.

Name	Giving Level
1938 Legacy Society*	Transformational Gift
Blue Visionary	\$5,000+
AAD Pride	\$2,500 - \$4,999
Derm Nation**	\$1,000 +

*A transformational gift is typically over \$10,000 or is a planned gift of significance

**Young Physicians qualify for Derm Nation at \$250+

Philanthropic Relations Committee

Reports to: Council on Community, Corporate & Philanthropic Relations

Mission Statement:

The mission of the Philanthropic Relations Committee is to develop and implement strategies to increase charitable giving to the Academy by members and other individuals. Committee members will actively engage in peer-to-peer solicitations and ongoing stewardship of individual donors. Committee members will also assist in the identification and cultivation of prospective donors and serve as ambassadors for the philanthropic efforts of the Academy.

Time Commitment: Moderate

Throughout the year, members will participate in meetings at the Annual Meeting and AAD Innovation Academy and periodic conference calls. Approximately 1-2 hours monthly (at a maximum) required for donor stewardship activities such as thank you letters and phone calls, excluding any in-person visits or solicitations that may be required.

Skill Set:¹

- Be committed to the AAD's mission and take personal ownership in its success.
- Demonstrate a commitment to learning about philanthropic programs of the AAD and how to speak comfortably about their importance.
- Be able and willing to open doors to donors and prospects in their network and in their community when appropriate.
- Willingness to support AAD staff in fundraising activities including in-person solicitation, cultivation and stewardship. Members should represent a broad range of ages, practice settings and geographic locations.
- Must maintain absolute confidentiality about all sensitive information received in the course of their committee work.
- Those who hold a position in fundraising with another organization that would present a conflict of interest are not eligible to serve on this committee.

Composition: Max #11

1 Chair

1 Deputy Chair

9 At-large Members

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

¹ Philanthropic Relations Committee members and its applicants are strongly encouraged but not required to be a donor.

Philanthropic Relations Committee (continued)

Note:

- Residents not eligible to serve on this committee.
- Members serving on the Philanthropic Relations Committee should not serve concurrently on SkinPAC.
- **Members who run their own program or conference are not eligible to serve on this entity.**

All members of the Council on Community, Corporate and Philanthropic Relations and the committees that report to the Council are highly encouraged to make a philanthropic donation to the Academy.

Name	Giving Level
1938 Legacy Society*	Transformational Gift
Blue Visionary	\$5,000+
AAD Pride	\$2,500 - \$4,999
Derm Nation**	\$1,000 +

*A transformational gift is typically over \$10,000 or is a planned gift of significance

**Young Physicians qualify for derm nation at \$250+

Melanoma/Skin Cancer Community Programs Committee

Reports to: Council on Community, Corporate & Philanthropic Relations

Mission Statement:

The mission of the Melanoma/Skin Cancer Community Program Committee is to serve as an expert advisory committee for issues related to melanoma and other skin cancers and is responsible for the SPOTme™ skin cancer screening program under the SPOT Skin Cancer initiative. The Committee's work fortifies the Academy's leadership role in defining and directing a national public education campaign to eradicate and prevent skin cancer, focusing efforts on how to Prevent, Detect, and Live, which is SPOT Skin Cancer. The Committee's key activities are collecting trend data and metrics for melanoma and non-melanoma skin cancers, reviewing, and evaluating community outreach efforts and collaborating with other stakeholders to motivate key audiences to change their behavior through innovative activities and programs.

Time Commitment: Light

One face-to-face meeting at the Academy's Annual Meeting, one to two conference calls throughout the year, and periodic workgroup assignments. Volunteering to conduct an Academy SPOTme skin cancer screening is required.

Skill Set:

- Expertise in public health/community issues/activities promoting skin cancer awareness, prevention, and detection.
- Participation in the academy's free skin cancer screening program
- Understanding/experience/ knowledge of other stakeholders/groups working on skin cancer awareness

Composition: Max #11

1 Chair

1 Deputy Chair

9 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair also serves concurrent term on Council on Community, Corporate and Philanthropic Relations*
- **Members who run their own program or conference are not eligible to serve on this entity.**

Melanoma/Skin Cancer Community Programs Committee (continued)

All members of the Council on Community, Corporate and Philanthropic Relations and the committees that report to the Council are highly encouraged to make a philanthropic donation to the Academy.

Name	Giving Level
1938 Legacy Society*	Transformational Gift
Blue Visionary	\$5,000+
AAD Pride	\$2,500 - \$4,999
Derm Nation**	\$1,000 +

*A transformational gift is typically over \$10,000 or is a planned gift of significance

**Young Physicians qualify for derm nation at \$250+

Council on Communications

Reports to: Academy Board of Directors

Mission Statement:

The mission of the Council on Communications is to provide strategic oversight and direction that guides the development and implementation of multi-faceted communications program aimed at:

- Promoting American Board of Medical Specialties (ABMS) and American Osteopathic College of Dermatology (AOCD) board-certified dermatologists to the public and patients as THE experts in the diagnosis and treatment of the skin, hair, and nails.
- Sharing the AAD's brand story to members and promoting the value of membership
- Positioning dermatologists with health care policymakers as critical contributors to the health care system.
- Reinforcing dermatology as a specialty committed to advancing quality patient care through state-of-the-art scientific research.
- Encouraging public understanding of skin health, the impact of skin disease on patients, and behaviors that promote healthy skin, hair, and nails.
- Reinforcing the Academy's position on key issues affecting the specialty.

The Council is responsible for approving annual communications plans addressing our primary audiences of patients and the public, non-dermatologist physicians, policymakers, and AAD members and establishing policies and guidelines governing AAD communications initiatives. In addition to strategic direction, some direct oversight and approval, specifically of news releases and public service advertisements, is required.

Time Commitment: Moderate to Extensive

- Council members will spend approximately 40-50 hours per year, which includes meetings, evening conference calls and the review of materials.
- Most time-intensive preceding Annual Meeting and AAD Innovation Academy and prior to the Academy's other two major media relations outreach activities (in May and October).
- Members must be willing to participate in Council meetings (held in conjunction with the Annual Meeting and AAD Innovation Academy).
- The Council chair reviews all public education content and may be invited to attend Academy board meetings, which increases the time commitment.

Skill Set:

- Academy fellow or resident since the Academy's message emphasizes the importance of seeing a board-certified dermatologist.
- Active practitioner with a minimum of (5) years clinical experience, familiarity with evidence-based literature and guidelines of care preferred.
- Familiarity with the Academy's messages and objectives, and the ability to meet deadlines, is essential as Council members review and approve the Academy's public and media communications materials for medical accuracy and consistency.
- Team players with flexible schedules that allow for reviewing materials on short notice.

Council on Communications (continued)

- Prior media training is required as Council members may be called upon by the Academy to respond to media inquiries in their areas of expertise.
- Must be accessible through e-mail technology with the ability to review attachments in Microsoft Word.
- Previous Academy committee experience is preferred.
- Prefer practitioners who are very knowledgeable about the latest research in skin, hair, and nails.
- Prior to being appointed, the Council Chair should have at least (3) years of previous experience as a member of the Council on Communications.

Composition: Max #7

1 Chair

1 Deputy Chair (*appointed two years prior to chair rolling off*)

2 Ex-officio Members (*voting*)

- Chair, Public Education Committee
- Chair, Member Communications Committee

4 At-large Members (*3 At-Large members in years when Deputy Chair appointed*)

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – four-year term; Deputy Chair – two-year term (**appointed in third year of Chair term**); Member – three-year term; Resident-concurrent with residency; BOD Liaison-concurrent with board term

NOTE:

- **No appointments to adjunct members**

Member Communications Committee

Reports to: Council on Communications

Mission Statement:

The mission of the Member Communications Committee is to oversee and provide strategic direction on brand voice, tone, formats, and frequency of communications to Academy membership. The Committee's feedback and insight help to improve AAD and AADA member communications to increase member engagement with the Academy's brand and key messages.

Time Commitment: Light

- One in-person meeting/Academy's Annual Meeting, 2-3 conference calls annually.
- Members must be willing to participate in Committee meetings (held in conjunction with the Annual Meeting and AAD Innovation Academy).

Skill Set:

- Academy fellow or resident.
- Active practitioner with a minimum of five (5) years clinical experience.
- Must be accessible through e-mail technology with the ability to review Microsoft Word attachments.
- Familiarity with the Academy's messages and objectives.
- Previous Academy committee experience is preferred.
- Prefer practitioners who have served on a communications committee in a membership organization, (i.e.: community, local, regional, or state dermatology society).

Composition: Max #9

1 Chair

1 Deputy Chair

5 At large Members

2 Ex-officio Members (*voting*)

- Physician Editor, Dermatology World
- Advisory Board Representative (appointed by Advisory Board Chair)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

NOTE:

- **No appointments to adjunct member**

Public Education Committee

Reports to: Council on Communications

Mission Statement:

The mission of the Public Education Committee is to develop accurate, clear, and concise Academy content to educate the public and patients about the diagnosis and medical, surgical, and cosmetic treatments of skin, hair, and nail conditions. This includes printed, online and video public education content that emphasizes the dermatologist as the medical expert for skin, hair, and nail conditions.

Time Commitment: Extensive

- Committee members will spend approximately 60-75 hours per year, which includes meetings, evening conference calls and the review of materials.
- Members must be willing to participate in Committee meetings (held in conjunction with the Annual Meeting and AAD Innovation Academy).

Skill Set:

- Academy fellow or resident since the Academy's messages emphasize the importance of seeing a board-certified dermatologist.
- Active practitioner with a minimum of five (5) years clinical experience, familiarity with evidence-based literature and guidelines of care preferred.
- Must be accessible through e-mail technology with the ability to review attachments in Microsoft Word.
- Ability to translate science into public education messages at the sixth-grade level.
- Familiarity with the Academy's messages and objectives, and the ability to meet deadlines, is essential as Committee members review and approve the Academy's public and patient education content for medical accuracy and consistency.
- Previous Academy committee experience is preferred.
- Prefer practitioners who are very knowledgeable about the latest research in skin, hair, and nails.

Composition: Max #9

1 Chair

1 Deputy Chair

7 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Automatic appointment - 1 Consultant (3-year appointment) (Representative from Dermatology Nurses Association) (*non-voting*)

Public Education Committee (continued)

(Review the Academy's public education content, such as pamphlets and Video of the Month scripts and news releases. Along with the rest of the committee, she/he would review the content for medical accuracy and consistency in messaging with existing Academy guidelines and information. The nurse consultant does not count towards quorum; however, she/he is still encouraged to share their feedback/edits on materials.

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

NOTE:

- **No appointments to adjunct member**

Council on Education

Reports to: Academy Board of Directors

Mission Statement:

The mission of the Council on Education is to ensure that the educational program and its learning activities, products, resources, and services provided are consistent with the vision and values for AAD Education.

Vision: The American Academy of Dermatology is recognized as the preeminent source for dermatology education.

Values: Learning Resources are evidence-based, timely and relevant; Education programs are innovative and aligned with recertification and licensure requirements; Education programs and products are engaging diverse audiences; Delivery formats are designed to meet the needs and preferences of life-long learners; the portfolio of services and programs are consistent with AAD strategic priorities and initiatives.

Time Commitment: Moderate

Members are expected to attend Council meetings at both the Annual Meeting and AAD Innovation Academy, participate in evening conference calls and email ballots throughout the year, review and approve educational programs and content on an as needed basis, and participate in strategic educational sessions to evaluate the Academy's CME program.

Skill Set:

The Council on Education is chaired by a physician with experience serving on Task Forces and Committees under the Council on Education.

Composition: Max #9

1 Chair

1 Deputy Chair

4 Ex-officio Members (*voting*)

- Chair, Education Research Committee
- Chair, Learning Resources Committee
- Chair, Scientific Assembly Committee
- Chair, Sulzberger Dermatologic Institute and Education Grants Committee

4 At-large Members with demonstrated experience in CME/MOC (**3 At-large Members in year Deputy Chair appointed**)

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term: Chair – four-year term; Deputy Chair – two-year term (appointed in third year of Chair term); Member – three-year term; Resident-concurrent with residency; BOD Liaison-concurrent with board term

- *Chair serves concurrent term on the Scientific Assembly Committee*
- *Representative serves a concurrent term on Council on Practice Management*

Council on Education (continued)

Note:

The Chair is expected to attend Board Meetings and encouraged to attend meetings of committees/task forces reporting to the Council. The chair is encouraged to participate in CME-related professional development activities such as the Alliance for Continuing Education in the Health Professions Annual Meeting and Accreditation Council for Continuing Medical Education (ACCME) Workshops, as necessary.

RRT – Rapid Response Team – Education

(Reference – BGP – Honoraria and Travel Expense Reimbursement Policies for CME Activities)

Composition:

Secretary Treasurer

Assistant Secretary Treasurer

Chair, Council on Education

Education Research Committee

Reports to: Council on Education

Mission Statement:

The mission of the Education Research Committee is to identify knowledge, competency, and practice gaps through the evaluation of the Academy's portfolio of educational activities. The Committee is also responsible for content resources through the Curriculum Task Force. The Committee synthesizes outcomes data and content analysis to address identified knowledge, competency, or practice gaps. Results are communicated to the appropriate committees, task forces and work groups (CCTFs) to support program development.

Time Commitment: Light

Chair

- Help lead the committee in accomplishing tasks necessary to achieve its mission, including oversight of the Academy's needs assessment and outcomes measurement processes, guidance in the development and maintenance of the educational gaps library, and communicating identified gaps to the appropriate CCTFs
- Attendance at committee meetings (Annual Meeting)
- Lead 1-2 conference calls annually
- Time commitment is estimated to be 6-8 hours annually (phone calls and emails)

Members

- Committee meets in-person at the Annual Meeting
- 1-2 conference calls annually
- 2-4 hours per year for additional project work
- Provide vote on email ballots (2-3 annually)
- Review and approve needs assessment and evaluation methodologies on an as needed basis
- Responsible for identifying sources of knowledge, competence, and practice gaps, ranking educational needs, and making recommendations for development of content to address educational needs.

Skill Set:

Committee members include a physician chair with demonstrated experience in the identification of knowledge, competence and practice gaps, analysis of gaps, and formative and summative evaluation. A member who also has expertise in basic science and epidemiology would be beneficial.

Education Research Committee (continued)

Composition: Max #12

1 Chair

1 Deputy Chair

5 Ex-officio Members

- Chair, Curriculum Task Force
- Deputy Chair, Curriculum Task Force
- Clinical Guidelines Committee Representative
- Practice Management Committee Representative
- Patient Safety & Quality Committee Representative

5 At-large Members

- 2 At-Large Members in medical dermatology/epidemiology
- 1 At-Large Member in pediatric dermatology
- 1 At-Large Member in dermatopathology
- 1 At-Large Member in dermatological surgery

2 Residents (*non-voting - not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on Council on Education, Scientific Assembly Committee & Learning Resources Committee*

Curriculum Task Force

Reports to: Education Research Committee

Mission Statement:

The mission of the Curriculum Task Force is to develop and maintain the core curriculum of dermatology and the basic dermatology curriculum materials to ensure that the content includes diverse patient populations, currency of knowledge and is relevant to the field of dermatology.

Time Commitment: Moderate

All content development is handled via email. It is important for Members to meet stated publication deadlines. Members are required to participate in the development and maintenance of the Academy's core curriculum. Members must be able to submit and edit in electronic formats.

- Task Force meets in conjunction with the Annual Meeting
- 1-2 conference calls annually
- 3-6 hours per year for project work
- Provide vote on email ballots (2-3 annually)

Skill Set:

Members are required to participate in the development and maintenance of the Academy's core curriculum. Members are required to have experience in curriculum development specifically for post graduate education. Members should be familiar with relevant current medical knowledge and practice. Members must be able to submit and edit in electronic formats.

Composition: Max #13

1 Chair

1 Deputy Chair

11 At-large Members

2 Residents (*non-voting - not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on Education Research Committee*
- *Deputy Chair serves concurrent term on Education Research Committee*

Learning Resources Committee

Reports to: Council on Education

Mission Statement:

The mission of the Learning Resources Committee is to be responsible for the development of the Academy's self-directed learning activities, many of which are delivered in a digital format. The Committee serves in an advisory capacity to staff on new and existing learning activities that do not have oversight by a task force or committee. The Committee also makes recommendations on current self-directed learning activities for continued relevance.

Time Commitment: Light

Committee meets in conjunction with the Annual Meeting and AAD Innovation Academy, if necessary. Members also participate in occasional evening conference calls and email ballots throughout the year, and review and approve educational programs and content on an as needed basis.

Skill Set:

Ideally diverse group of specialties should be represented. Committee members include a physician chair who has served on a variety of enduring materials-producing task forces or workgroups. Members include Chairs of reporting Task Forces:

- Dialogues in Dermatology Task Force (Editorial Board)
- Members with demonstrated experience in development of self-study educational activities

Composition: Max #11

1 Chair

1 Deputy Chair

6 At-large Members

3 Ex-officio Members (*voting*)

- Editor, Dialogues in Dermatology
- Chair, Self-Assessment Task Force
- Chair, Education Research Committee

2 Residents (*non-voting - not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident concurrent with residency

Note:

Chair who has served on a variety of enduring materials task forces or workgroups. Members with demonstrated experience in development of self-study educational activities.

Dialogues in Dermatology (Editorial Board)

Reports to: Learning Resources Committee

Mission Statement:

As the official podcast of the American Academy of Dermatology, Dialogues in Dermatology provides AAD members with current practice-enhancing education spanning the entire spectrum of dermatology and its subspecialties. Additionally, the interviews and commentaries in audio and written format with associated comprehension questions enable AAD members to improve their practices and earn CME credit.

Time Commitment: Light

The committee meets in conjunction with the Annual Meeting and AAD Innovation Academy, if necessary. Members of this Editorial Board are expected to record interviews during the Annual Meeting and remotely throughout the year, as necessary. Minimum of 2 interviews per year approximately 20 minutes per interview.

Skill Set:

Comfortable with recorded media, conducting interviews and selecting of subject matter for interviews.

Composition: Max #16

1 Editor-in-Chief

1 Deputy Editor

13 Associate Editors

1 Immediate Past Editor

2 Residents (*non-voting - not included in count*)

Dialogues in Dermatology (Editorial Board) (continued)

Appointment Terms:

Role: *Editor-in-Chief*, voting member

Editor identifies topics and subject matter experts for recordings, reviews content, and edits interviews. Editor presents his/her appointment recommendations to the Appointment Selection Committee. The individual appointed must have served a term as Associate Editor.

Term: Two-year term with one-time, two-year renewal at the discretion of the President and/or President-elect.

Role: *Deputy Editor*, voting member

Works in conjunction with the Editor-in-Chief to identify topics and subject matter experts for recordings, review content, and edit interviews. Prior to a Deputy Editor moving into the Editor-in-Chief position, a determination will be made whether to ascend to the Editor-in-Chief position, Associate Editor position or their term is considered complete.

Term: Two-year term with one-time, two-year renewal at the discretion of the President and/or President-elect.

Role: *Immediate Past Editor*, voting member

Automatic appointment following final term as Editor-in-Chief

Term: Two-year term (limited to two consecutive terms)

Only Dialogues in Dermatology Editorial Board has Immediate Past Editor

Role: *Associate Editors, voting member*

Appointed by the Editor-in-Chief and approved by the Appointment Selection Committee for ratification.

Term: Three-year term, renewable at the discretion of the Editor-in-Chief with no limit on the maximum number of terms.

Role: *Resident Editor*, non-voting member

Term: Second-year resident serves two-year term; Third-year resident serves one-year term.

Responsibilities: Assists Editor-in-Chief with research, review, and other duties for each recording; works intensively throughout the year

Self-Assessment Task Force

Reports to: Learning Resources Committee

Mission Statement:

The mission of the Self-Assessment Task Force is to be responsible for the development and oversight of AAD self-assessment activities. The task force makes recommendations for new self-assessment activities and phasing out activities that no longer meet a member need. The task force creates content development workgroup(s) to ensure relevant and timely delivery of self-assessment activities.

Time Commitment: Moderate

The Self-Assessment Task Force meets at the Annual Meeting and conference calls as needed (no more than 4 per year). Members edit and review a variety of self-assessment content for Question of the Week and Case Challenges, working with AAD staff to determine and meet content delivery deadlines. Members may be asked to develop Case-based content for self-assessment products.

Skill Set:

Ideally, a diverse group of specialties should be represented. Members will need the ability to develop, or review/edit content based on the needs of the target audience including dermatologists at various career stages and sub-specialties. Experience with authoring, editing, and reviewing self-assessment or case-based questions/content in the ABD question-writing style preferred. As this task force oversees development of content for U.S. member designed to meet American Board of Dermatology requirements, representation from an international member may not be appropriate.

Composition: Max #7

- 1 Chair
- 1 Deputy Chair
- 1 Chair/Editor-in-Chief Question Bank/Board Prep Plus Editor Workgroup
- 4 At-large Members
- 2 Residents (*non-voting - not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

Scientific Assembly Committee

Reports to: Council on Education

Mission Statement:

The Scientific Assembly Committee plans, implements and evaluates the educational programs of the Annual Meeting and AAD Innovation Academy. These educational programs should include but not be limited to the enhancement of quality and safety of dermatologic care. It also maintains and advances the excellence of educational programs based on scientific, clinical and practice information needs of the membership.

Time Commitment: Extensive (One month prior to Annual Meeting and Innovation Academy)

The term of the appointment is approximately five years. Incoming members are strongly encouraged to attend the Fall SAC meeting as guests prior to the start of the appointment. Includes two in-person meetings (Spring planning meeting and Fall planning meeting); possibly 1-2 conference calls and/or email ballots throughout the year.

Responsibilities:

As a member of this committee, two of the responsibilities will be chairing an AAD Innovation Academy and three years later the Annual Meeting. During the last year of term, member will also be chair of the Scientific Assembly Committee and sit as a member of the Council on Education.

Skill Set:

A member who has been a long-time participant on AAD educational programs as a director and faculty member. Must be well-versed in the structure and function of the meetings and have a broad understanding of the membership/leadership and their respective areas of expertise in order to provide candid and valuable input into the programming process, and to recommend directors/speakers for various sessions.

Specialties represented on this committee are:

- Medical Dermatology (2 members)
- Pediatric Dermatology (1 member)
- Dermatopathology (1 member)
- Dermatological Surgery (1 member)

Composition: Max #14

1 Chair will rotate among the dermatological specialties.

4 At-large Members

9 Ex-officio Members (*voting*)

- President
- President-elect
- Secretary-Treasurer
- Assistant Secretary-Treasurer
- Chair, Council on Education
- Chair, Education Research Committee
- Chair, Named Lectureship Task Force
- Chair, International Affairs Committee
- Representative Young Physicians Committee

1 Resident (*non-voting - not included in count*)

Scientific Assembly Committee (continued)

Young Physician SAC Representative:

Role – The Young Physician member of the Scientific Assembly Committee will provide input from an early career dermatologist perspective to the development of scientific programs for Annual Meeting and AAD Innovation Academy to meet the educational and technological needs of young physicians.

Requirements:

- Must be a Young Physician who has been out of residency/fellowship for no more than 8 years throughout the term.
- Must be able to attend two in-person meetings per year (spring and fall planning meetings); participate in possibly 1-2 conference calls and respond to email ballots in a timely manner throughout the year.
- The Young Physician member representative will have good understanding of the structure and function of Academy meetings, have a broad understanding of membership/leadership, and have participated in conferences/meetings as a session director and/or speaker.
- If serving on the YPC, both terms should coincide.

Selection Process:

- A one-page statement of interest and summary of key qualifications must be submitted with a CV to the Vice President, Member Relations & Engagement who serves as the CCTF liaison of the Young Physicians Committee, no later than 30-45 days prior to the meeting with Executive Office.
- An email ballot with those expressing interest will be prepared with accompanying documentation and sent to YPC members.
- The candidate with the most votes will be notified. In the event of a tie, the YPC Chair (unless a conflict of interest exists) or Scientific Assembly Committee Chair will make the final selection.

Appointment Term:

Chair – one-year term (Most senior at-large member is elevated to Chair) – will also serve as Chair of the AAD Innovation Academy two years prior to their Annual Meeting Chair appointment.

At-large term - five-year term – selected the spring prior to official term start date.

Chairs - Committee and Task Force serve concurrent terms to their respective council, committee, and task force term.

Note:

- Guest observers may not participate in meetings.
- **Members who run their own program or conference are not eligible to serve on this entity.**

Named Lectureship Task Force

Reports to: Scientific Assembly Committee

Mission Statement:

The mission of the Named Lectureship Task Force is to be responsible for administering and selecting recipients for the Marion B. Sulzberger Award Lectureship (Lila Gruber Fund of the Academy), Clarence S. Livingood, MD Lectureship, Lila and Murray Gruber Memorial Cancer Research Award the Everett C. Fox, MD Memorial Award and Lectureship, the John Kenney, Jr, MD Memorial Award and Lectureship and the A. Paul Kelly, MD Research Award and Lectureship. The Task Force will periodically review the Administrative Policies for each lecture and recommend revisions to the Board of Directors, as necessary. The Task Force will solicit nominations, review the qualifications of nominees in relation to the Administrative Policies, and recommend awardees to the Scientific Assembly Committee.

Time Commitment: Moderate (4 weeks prior to Annual Meeting approximately 15-20 hours a year)

Prior to the Annual Meeting there is a heavy concentration of materials to be reviewed, which will be discussed when the Task Force meets at the Annual Meeting. Potentially, 2-3 evening conference calls. Task Force members will need 1-hour preparation reviewing materials prior to each call.

Skill Set:

A long-time and involved member of the Academy who has a very thorough understanding of the lectureships in these categories (Sulzberger Lectureship—Annual Meeting; Livingood Lectureship—Annual Meeting; Lila Gruber Lectureship—Annual Meeting; and Fox Lectureship—AAD Innovation Academy), the backgrounds & histories of them, and of potential candidates for these awards. Sometimes there are a limited number of nominations for an award, and those nominees do not fulfill the award(s) criteria. Therefore, the task force will discuss potential “other” candidates who have not been officially nominated, or those that may have been nominated in recent years. Ideally, the selected candidate should be an individual who has served on multiple councils, committees, and task forces, and is familiar with the Academy’s governance structure. This is one of the Academy’s highest awards/honors, and therefore, individuals serving on this task force should be well-versed with the Academy and its membership.

Composition: Max #7

1 Chair
1 Deputy Chair
5 At-large Members

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

- *Chair also serves concurrent term on Scientific Assembly Committee*

Note:

- Residents not eligible to serve on the committee.
- Guest observers may not participate in meetings.

Sulzberger Dermatologic Institute and Education Grants Committee

Reports to: Council on Education

Mission Statement:

The mission of the Sulzberger Dermatologic Institute and Education Grants Committee is to oversee the activities of both the Sulzberger Institute for Dermatologic Education and the PICMED grants programs ensuring that the processes for selection and support of the activities are consistently applied. Work groups may be assigned to each of the functions to ensure alignment with the intended purposes of the individual grants processes.

Time Commitment: Moderate

Committee meets in conjunction with the Annual Meeting and AAD Innovation Academy, and at least 1-2 evening conference calls. Extensive review of 15-25 grant applications in January and February in preparation for the committee meeting which is held at the Annual Meeting. Applications may be up to 100 pages.

Skill Set:

The committee is responsible for the Annual Grant Program, funding development of technological applications for the delivery of dermatologic education. Understanding of grants programs is extremely helpful. Focus on research or technology related to dermatology is also helpful. As some grant applications focus on programs for an international audience, representation from an international member could be beneficial here.

Composition: Max #11

- 1 Chair
- 1 Deputy chair
- 9 At-large Members
- 2 Residents (*non-voting - not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

Council on Government Affairs and Health Policy (GAHP)

Reports to: Association Board of Directors

Mission Statement:

The mission of the Council on Government Affairs and Health Policy is to ensure that dermatologists and their patients are well-represented by providing leadership and oversight in the coordination of federal and state government affairs, health care policy and practice-related activities in an effort to cultivate member engagement, and to promote a culture of professional responsibility.

Time Commitment:

The Council members participate in evening conference calls held the first Wednesday of each month (approximately 1–1 ½ hours). Often members must respond rapidly to emergent issues via email. The Council typically holds two in-person meetings a year in conjunction with the Annual Meeting and AAD Innovation Academy.

Skill Set:

Active practitioner with background in practice issues and policy development process. Previous involvement with state medical or dermatologic society policy issues ideal.

Composition: Max #17

1 Chair

1 Deputy Chair

15 Ex-Officio Members (*voting*)

- Chair, Access to Dermatologic Care Committee
- Chair, Congressional Policy Committee
- Chair, Dermatopathology Committee
- Chair, Health Care Finance Committee
- Chair, Mohs Micrographic Surgery Committee
- Chair, Patient Access & Payer Relations Committee
- Chair, Regulatory Policy Committee
- Chair, State Policy Committee
- Chair, Advisory Board
- Chair, SkinPAC
- Chair, AMA Dermatology Section
- Chair, MIPS Value Pathways (MVP) Committee
- Representative, Council on Practice Management
- AADA RUC Representative
- AADA CPT Representative

2 Residents (non-voting) (*not included in count*)

1 Board of Director (BOD Liaison) (non-voting) (*not included in count*)

3 Advisor Liaisons* (non-voting) (*not included in count*)

- 1 American Society of Mohs Surgery (ASMS) Representative
- 1 American College of Mohs Surgery (ACMS) Representative
- 1 American Society of Dermatologic Surgery Association (ASDSA) Representative

Council on Government Affairs and Health Policy (continued)

* Advisor Liaison (sister society representative with federal lobbyist and/or dedicated advocacy staff¹, one-year; renewable)

Appointment Terms:

Chair – four-year term; Deputy Chair - two-year term (**appointed in third year of Chair term**); BOD Liaison and Advisor Liaisons - concurrent with appointment term, Resident-concurrent with residency

- *GAHP Representative to serve concurrent term on Council on Practice Management*
- *GAHP Representative to serve concurrent term on Teledermatology Task Force*

The GAHP Leadership Rapid Response Team was formed for the Academy to respond quickly to federal and state government affairs as well as health care policy related issues.

GAHP Leadership Rapid Response Team Core Composition:

- Council on GAHP, Chair
- Board of Directors Liaison
- Advisor
- Reporting Chair(s) as needed/required
 - Based on the issue, the appropriate reporting chair(s) will be asked to participate. (i.e., Federal – Chair Congressional Policy Committee; State – Chair State Policy Committee; Regulatory – Chair Regulatory Policy Committee; etc.)

The Council on GAHP Scope of Practice/Truth-in-Advertising (SOP/TIA) Triage Team is charged to respond quickly to the politically sensitive issues of scope of practice and truth-in-advertising issues.

GAHP Scope of Practice/Truth-in-Advertising (SOP/TIA) Triage Team Composition:

- Secretary Treasurer, Chair
- Immediate Past Chair, SOP/TIA Triage Team
- Chair, Council on Government Affairs & Health Policy (GAHP)
- Immediate Past Chair, Council on GAHP
- Chair, Grassroots Advocacy Task Force
- Chair, State Policy Committee
- Chair, Advisory Board
- Chair, Professionalism & Ethics Committee

¹ Dedicated Advocacy staff are individuals within the organization who focus exclusively on promoting the organization mission, goals, and values through advocacy efforts. If an organization does not meet the requirement, it is encouraged to attend the AADA annual legislative conference. As a member of the AAD they should be receiving the weekly advocacy update newsletter.

Access to Dermatologic Care Committee (ADCC)

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the Access to Dermatologic Care Committee is to analyze the composition of the dermatologic workforce and distribution of dermatologic care in the United States, raise awareness of health disparities, and evaluate access to dermatologic care amongst different US populations. The Committee will also promote innovative ways to enhance the equity of dermatologic care to disadvantaged and marginalized populations. In addition, this Committee will obtain, evaluate, and disseminate scientifically sound data on the [diversity](#) of the dermatologic workforce, addressing the issue of sufficient numbers of dermatologists, and ameliorating manpower deficiencies in both civilian and government sectors.

Time Commitment: Light

Members should be available to attend the Committee meeting that occurs in conjunction with the Annual Meeting and AAD Innovation Academy and be willing to participate in 4-6 evening conference calls per year. An additional 18-24 hours per year for additional project work will be handled via email depending on projects.

Skill Set:

For this committee, there would be a preference given to Academy members that are interested in health disparities affecting populations identified by but not exclusive to race/ethnicity, socioeconomic status, geography, gender, age, and disability status within the field of dermatology.

Composition: Max #9

1 Chair

1 Deputy Chair

6 At-large Members

1 Ex-officio Member

- Representative from the LGBTQ/SGM Health Expert Resource Group

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on Council on Government Affairs and Health Policy*

Congressional Policy Committee

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the Congressional Policy Committee is to effectively and efficiently shape and implement the Academy's legislative agenda by shaping and vetting potential positions with respect to pending legislation and instigating strategies to convey support for those positions. The group would serve as a sounding board for staff, the Council chair, and Academy officers on issues requiring thoughtful but timely analysis as well as action plans for influencing the legislative process.

Time Commitment: Moderate

The majority of the committee's business will be conducted via e-mail and or evening conference call. Any necessary in-person meetings will be scheduled in conjunction with the Annual Meeting and AAD Innovation Academy. As congressional action often moves at a rapid pace, members should be accessible by email and be able to respond quickly to requests for action.

Skill Set:

Members of this committee should be active practitioners or academics with a keen interest in federal advocacy efforts on health care policy. The Committee is charged to effectively and efficiently shape and implement the Academy's legislative agenda by shaping and vetting potential positions with respect to pending legislation before the United States Congress. Committee members are frequently asked to provide direct input and serve as a sounding board for staff, the Council chair, and Academy officers on legislative policy issues requiring thoughtful but timely analysis.

Composition: Max #11

- 1 Chair
- 1 Deputy Chair
- 8 At-large Members
- 1 Ex-officio Member (voting)
 - 1 Representative, State Policy Committee
- 2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on Council on Government Affairs and Health Policy*

Grassroots Advocacy Task Force

Reports to: Congressional Policy Committee

Mission Statement:

The mission of the Grassroots Advocacy Task Force is in conjunction with Congressional (CPC) and State Policy (SPC) Committees, is to promote and enhance member engagement in the grassroots advocacy activities of the AADA. The GATF promotes leadership in dermatology and excellence in patient care through public policy education and advocacy.

Time Commitment:

Meet in person at the Annual Meeting and at other AADA meetings, as appropriate, along with conference calls to be scheduled on an as-needed basis.

Skill Set:

TBD

Composition: Max #9

1 Chair

1 Deputy Chair

2 Ex-officio members (*voting*)

- 1 Representatives, State Policy Committee (*concurrent terms*)
- 1 Representatives, Congressional Policy Committee (*concurrent terms*)

5 At-large members

- AADA Grassroots Advocates

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

NOTE:

- Chair and Deputy Chair should be current members of the CPC or SPC when assuming the Chair/Deputy Chair position. This allows for better understanding of current federal and state policy priorities and better communication between the groups.
- Members that have demonstrated a commitment to grassroots advocacy (attendance at AADA Legislative Conference, participation in AADA grassroots alerts, and/or participation in SkinPAC)

Dermatopathology Committee

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the Dermatopathology Committee is to focus on the practice and provision of dermatopathology services by monitoring socioeconomic trends and proposing solutions to ensure sufficient access to dermatology-trained dermatopathologists. The Committee responds to issues that may arise concerning scope of practice, obstacles to reimbursement for dermatopathology services (including policies interfering with in-office labs and choice of dermatopathology consultant), and regulatory and legislative matters.

Time Commitment: Moderate

Committee holds quarterly evening conference calls and additional conference calls are scheduled as needed.

Skill Set:

The chair should have no conflicts of interest. Committee members should have a basic understanding of the complexity related to provision of, and billing for, dermatopathology services. Composition ideally should also include:

- Dermatologists/Dermatopathologists working in various practice settings including but not limited to a Dermatopathologists/Mohs Surgeon
- Dermatologist who reads their own slides
- Retired Dermatopathologist
- Mohs Surgeon
- Private practicing or academic affiliated Dermatologist/Dermatopathologist

Composition: Max #11

1 Chair

1 Deputy Chair

5 At-large Members

4 Ex-officio Members

- Representative, Congressional Policy Committee
- Representative, State Policy Committee
- Representative, Health Care Finance Committee
- Representative, Mohs Micrographic Surgery Committee

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on the Council on Government Affairs and Health Policy*
- *Representative serves on the Mohs Micrographic Surgery Committee*

MIPS Value Pathways (MVP) Committee

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the MIPS Value Pathways Committee is to oversee all things related to MIPS Value Pathways impacting Dermatology. Provide leadership and oversight and evaluate ideas for the development and execution of Dermatologic MVPs. Serve as a resource to relevant CCTFs and Academy Boards on policy and measure issues related to the MVP program. Monitor developments and propose Academy positions and projects regarding MVPs as appropriate.

Time Commitment: Moderate

The Committee's in-person meeting is held in conjunction with the Annual Meeting. Members will also participate in virtual meetings 2-4 times per year. Members should expect to periodically review and provide input/comments on communication from CMS pertaining to MVPs and proposals from members/staff. The Committee is not responsible for measure development, but rather will provide strategic oversight in developing and or reviewing and approving proposed MVPs.

Skill Set:

Experience with:

- External environmental issues (e.g., payment reform, regulation, administrative requirements, etc.) as they relate to dermatology practice.
- Government payment policies and methodologies
- Federal health care regulations, including RUC, CPT, APMs, MIPS reporting, etc
- Performance measures and quality improvement
- Formulating strategic direction, management, collaboration, and team building
- Facilitating productive conflict resolution and consensus building
- Board, Council, Committee and Task Force and member interrelationships
- Meeting management and facilitation skills

Composition: Max #9

1 Chair

1 Deputy Chair

8 Ex-Officio Members (voting)

- Chair or Representative, Health Care Finance Committee
- Chair or Representative, Council on Practice Management
- Chair or Representative, Council on Science and Research
- Chair or Representative, DataDerm Oversight Committee
- Chair or Representative, Patient Safety and Quality Committee
- Chair or Representative, Performance Measurement Committee
- Chair or Representative, Workgroup on Innovation in Payment and Delivery

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

- Residents not eligible to serve on this committee.

Health Care Finance Committee (HCFC)

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the Health Care Finance Committee (HCFC) is to monitor, advise, advocate and act on payment policy issues that impact dermatologic services provided by AADA members. Such issues may involve payment guidelines and valuations, reporting initiatives that affect reimbursement, code editing software systems and claims processing. The HCFC will advocate for fair treatment of AADA members and their patients through appropriate interaction with and education of concerned parties, including AADA members.

Time Commitment: Extensive (Approximately 30-40 hours per year)

Depending on volume and intensity of coding and reimbursement issues this will vary. Committee meets for two hours in conjunction with the Annual Meeting and one hour in conjunction with the AAD Innovation Academy when a quorum is available and 3-4 one-hour evening conference calls per year.

Skill Set:

- Active practitioner with a minimum of 10 years clinical experience
- Willingness to learn about CPT coding, MIPS, and other payment systems
- Strong interest in dermatology reimbursement issues and payment delivery policy
- Previous Academy or state society task force or committee, or AMA House of Delegates experience preferred
- Experience with quality measures and MIPS reporting preferred
- Strong interest in and understanding of government payment policies and methodologies
- Willingness to respect the confidential nature of the matters that are discussed, including payer data, RUC, CPT, and other sensitive information
- Able to respond thoughtfully and timely to email, as much committee dialogue is over email

Composition: Max #14

1 Chair

1 Deputy Chair

7 At-large Members

5 Ex-officio Members (*voting*)

- Chair, Coding and Reimbursement Committee
- Chair, DermCAC
- AADA RUC Representative
- AADA CPT Representative
- Chair or Representative, Performance Measurement Committee

2 Residents (*non-voting*) (*not included in count*)

Health Care Finance Committee (HCFC) (continued)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Composition reflects the board realm of the specialty.*

DermCAC

Reports to: Health Care Finance Committee

[DermCAC Organizational and Operational Guidelines](#)

The Dermatologic Medicare Contractor Advisory Committee (DERMCAC) serves as a national coalition of dermatologist representatives selected by their respective state dermatology society. Each representative is committed to monitoring local Medicare policy issues, reporting them to the national committees, and actively participating in local Medicare policy discussions.

Mission Statement:

DermCAC's mission is to actively engage in dialogues with Carrier Medical Directors to review and guide local Medicare medical coverage policies that directly affect the practice of dermatology with the aim of collaboration with Medicare Administrative Contractors (MACs) to establish reasonable, fair policies that prioritize patient well-being.

Time Commitment:

DERMCAC meets once a year in conjunction with the Annual Meeting to discuss Medicare coding and reimbursement issues at the state, regional and national level. DERMCAc representatives are responsible for monitoring and responding to other activities in their jurisdiction, including:

- Establishing a relationship with the applicable MAC's Medical Director(s)
- Reviewing proposed local coverage determinations (LCDs) and their associated draft billing and coding articles that may be of impact to dermatology
- Attending a MAC's open meetings on proposed LCDs that may be of impact to dermatology
- Providing input as to whether the DermCAC should express support via comment letter, indicate lack of support via comment letter or not comment on a proposed LCS and its associated billing and coding article
- Reviewing and providing feedback on comment letters sent for review
- Monitoring and discussing issues and administrative policies presented in their jurisdiction that may affect dermatologists and their patients

Composition:

DermCAC's composition shall consist of:

- Chair
- Deputy Chair
- One DermCAC representative per MAC Part B contract per state. Effective January 1, 2026, representatives must be a Fellow in good standing with the Academy and a member of the state dermatology society which it is to represent.

The Chair and Deputy Chair serve as representatives or alternates for their respective states. If the Chair or Deputy Chair moves and is no longer eligible to be the DermCAC representative or alternate for his/her state, they may continue to complete their term as Chair or Deputy Chair, respectively, regardless of whether they are appointed as a DermCAC representative or alternate by their new state dermatology association.

DermCAC (continued)

Any state with multiple MACs/jurisdictions and therefore multiple MAC Part B contracts or any state in which one MAC has multiple Part B contracts may have one representative for each contract.

As needed, states may choose to appoint one or more alternate representatives who may step in when the DermCAC representative is unable to participate in activities or who may provide additional support as needed. In the event the DermCAC representative is unable to participate in activities, the DermCAC representative shall notify the DermCAC liaison and contact the alternate representative(s) to request assistance. If there is more than one alternate representative, the DermCAC representative shall consult with the alternative representatives and determine a replacement based on their availability, subject matter expertise, and any other relevant factors.

Appointment Term:

Chair – three-year term; Deputy Chair – three-year term; Member – three-year term

DermCAC Rapid Response Team:

The DermCAC Rapid Response Team serves to assist the Chair and Deputy Chair, review LCDs and billing and coding articles, identify possible subject matter experts or evidentiary literature as needed to support the DermCAC response, and to ensure that any comment letters are developed and circulated among the full DermCAC to ensure appropriate and timelier deliberation and feedback to allow for the DermCAC liaison to coordinate comments within the specified comment submission timeframe.

DermCAC Rapid Response Team shall consist of one elected representative for each jurisdiction from among the DermCAC representatives of the state dermatology societies, as well as the DermCAC Chair and Deputy Chair. The Rapid Response Team representatives shall be elected by the DermCAC members (excluding alternates) of their respective jurisdictions.

Note:

Not part of the appointment process

- Exception to the one-appointment rule
- No term limit on DermCAC representatives. After the three years, the liaison will request that dermatology state societies confirm re-appointment of the current DermCAC representative (if desired) for another three-year term or appoint a new dermatologist. A state society may change its representative prior to the end of the three-year term commitment at its discretion.

Mohs Micrographic Surgery Committee (MMSC)

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the Mohs Micrographic Surgery Committee is to deliberate as a united voice of Mohs surgery organizations and provide guidance to the Academy on socioeconomic, education and research issues directly related to the provision of and patient access to Mohs Micrographic Surgery.

Time Commitment: Moderate

The Mohs Micrographic Surgery Committee (MMSC) meetings generally occur in conjunction with the Annual Meeting and/or AAD Innovation Academy. All other business is conducted by email or evening conference calls during the year.

Skill Set and Composition: Max #11 (Board Certified Dermatologists)

- American Academy of Dermatology Association (Chair – must be a non-Mohs physician) *
 - American Academy of Dermatology Association (Deputy Chair-must be a non-Mohs physician)*
 - American Academy of Dermatology Association (2 members non-Mohs surgeon members) +
 - American College of Mohs Surgery (ACMS) (2 members)
 - American Society of Mohs Surgery (ASMS) (2 members)
 - American Society of Dermatologic Surgery (ASDS) (2 non-Mohs surgeon members)
 - 1 Ex-Officio Member
 - Representative, Dermatopathology Committee
- 2 Residents (*non-voting*) (*not included in count*)

Rationale for makeup of committee:

The committee is made up of a couple of physicians each from the ASDSA, the ACMS, and the ASMS, plus 4 non-Mohs surgeons who are the official AADA representatives. The chair and vice chair are always non-Mohs surgeons. The main purpose is to offer a way for dermatology, in a unified voice, to address Mohs related issues. This offers a forum for discussion of those issues, even if there is no agreement.

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member - three-year term

Note:

* Chair and Deputy Chair should be un-conflicted

+ Without membership in the ACMS, ASMS or the ASDS

Patient Access and Payer Relations Committee (PAPRC)

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the Patient Access and Payer Relations Committee is to:

- 1) Educate insurers, employers and other entities on the value of dermatology and dermatologic care for patients.
- 2) Build and foster relationships with insurers, employers, and other stakeholders.
- 3) Ensure that coverage and payment policies reflect work performed and allow for the highest quality of dermatologic care for our patients.
- 4) Promote patient access to dermatology care and the opportunity for dermatologists to participate through open insurer networks.
- 5) Advocate for price transparency and patient access to affordable and effective generic, branded, and specialty medications.

Time Commitment:

The time commitment of the committee is considered light to moderate. The committee typically holds two in-person meetings a year in conjunction with the Annual Meeting and AAD Innovation Academy, with the bulk of the work being conducted by conference calls and email ballots. In addition, members are strongly encouraged to participate in one in-person meeting with a payer.

Skill Set:

Public Speaking and Presentation Skills, Relationship Building, Reimbursement Policy Experience, Coding and Experience

Composition: Max #15

1 Chair

1 Deputy Chair

10 At-large Members

3 Ex-officio Members (*voting*)

- 1 Representative, Dermatopathology Committee
- 1 Representative, Coding and Reimbursement Committee
- AADA RUC Advisor (3-year term and alternating between the two AADA representatives)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – three-year term; Deputy Chair – three-year term; Member – three-year term; Resident-concurrent with residency

- *Representative serves a concurrent term on the Drug Pricing & Transparency Task Force*

Note:

- *Exception to the one-appointment rule*

Regulatory Policy Committee

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the Regulatory Policy Committee is to coordinate the Academy's activities related to all federal regulatory agencies whose activities have the potential to affect the prevention, diagnosis and treatment of diseases related to the skin, hair, and nails, primarily those within the Department of Health and Human Services (except Centers for Medicare and Medicaid Services). The Committee will monitor proposed regulations and coordinate Academy responses, serve as a resource to the agencies, promote the Academy's public health agenda, and ensure a safe and efficient practice environment for dermatologists and their patients.

Time Commitment:

Committee work is often conducted via e-mail or evening conference calls. In addition, the committee meets in conjunction with the Annual Meeting, and if necessary, the AAD Innovation Academy. Members are encouraged to participate in the Legislative Conference.

Skill Set:

The ideal member of this committee is:

- an active practitioner or academic with an interest in or experience with regulation of drugs
- biologics and/or devices used in the delivery of dermatologic care, or in the areas of risk communication/mitigation as it relates to drugs and devices
- Committee members are frequently asked for guidance in the development of comments on proposed regulations from the Food and Drug Administration, as well as input on the Academy's involvement with various FDA advisory panels
- Important to have a team player who responds quickly to email when important issues arise.
- Very complex and specialized focus

Composition: Max #13

1 Chair

1 Deputy Chair

11 At-large Members

1 NCI Advisor Liaison - optional (*non-voting*) (*not included in count*)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

Resource-Based Relative Value Scale and Current Procedural Terminology Committee

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The Resource-Based Relative Value Scale and Current Procedural Terminology (RUC/CPT) Committee is charged with overseeing the Academy and Association's involvement with all American Medical Association/Specialty Societies Relative Value Update Committee (RUC) and Current Procedural Terminology (CPT) Editorial Panel activities and is mandated to review and facilitate the activities, strategies and proposals of the RUC and the CPT teams, advise the RUC and the CPT teams, clarify responsibilities and offer solutions, and assist with team organization needs such as streamlining communications. It is also mandated to assist with the retention, recruitment, and succession of participants in the RUC/CPT processes, convey the Academy's concerns and feedback to the RUC and the CPT teams, and work with staff in ensuring that the support staff needs of the RUC and CPT teams are met. The RUC/CPT Committee strives to ensure that the Academy's membership is represented on the RUC and the CPT Editorial Panel.

Time Commitment: Moderate to Extensive (depending on AMA RUC and AMA CPT agendas)

Committee has periodic conference calls to prepare for the RUC and CPT meetings, with most business handled by either email or evening conference calls. Each year there are 3 RUC meetings and 3 CPT Editorial Panel meetings. Dermatology specific workload and issues are identified prior to each meeting. An information report on non-embargoed items is submitted to the Council on a regular basis.

Skill Set:

To be eligible to serve on the RUC/CPT Committee, a member must be a current, active member of the RUC team or the CPT team or ex-officio member as outlined in the composition.

Composition:

1 Chair (rotate between a RUC team member and a CPT team member) *

1 Deputy Chair (rotate between a RUC team member and a CPT member) *

All RUC advisors/alternative advisors from derm societies

All CPT advisors/alternative advisors from derm societies

RUC Alternative Member

CPT Editorial Panel Member, if applicable

1 Ex-Officio Member (non-voting) †

*AADA representatives

†RUC member would be a non-voting member to ensure the position remains unconflicted with his RUC position

****2 Residents (non-voting) (only fill positions if residents have expressed an interest in RUC/CPT)**

Resource-Based Relative Value Scale and Current Procedural Terminology Committee (continued)

Appointment Term:

Three-year term, eligible for renewal. Appointments are selected and approved through the standard appointment cycle. Appointment terms are renewable upon approval of Appointment Selection Committee and Board without normal one-year roll-off requirement.

- *AADA RUC representative and AADA CPT representative to serve concurrent term on Council on Government Affairs and Health Policy*
- *AADA RUC representative and AADA CPT representative to serve concurrent term on Health Care Finance Committee*

Note:

- Exception to the one-appointment rule

State Policy Committee

Reports to: Council on Government Affairs and Health Policy

Mission Statement:

The mission of the State Policy Committee is to serve as a sounding board for staff, the Council chair, and Academy officers on state issues requiring thoughtful but timely analysis. This committee will develop member expertise and leadership on state issues pertinent to dermatology and provide key input to staff in developing positions and strategy. This committee will assist staff in monitoring trends and in quickly responding to rapidly changing events at the state level. This committee would be the first line in evaluating requests from state dermatology societies for Academy funds to be used for advocacy efforts (the State Advocacy Funds).

Time Commitment: Moderate (January through December is the busiest time)

Majority of the committee's business will be conducted via e-mail and evenings conference call. Any necessary in-person meetings will be scheduled in conjunction with the Annual Meeting and AAD Innovation Academy. State legislatures often move at a rapid pace, members should be accessible by email and be able to respond quickly to requests for action.

Skill Set:

Members of this committee should be active practitioners or academics with a keen interest in state advocacy efforts on health care policy, including indoor tanning, scope of practice, truth in advertising, access to pharmaceuticals, and insurance issues (e.g.-network adequacy)

Composition: Max #10

1 Chair
1 Deputy Chair
8 At-large Members
2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term;
Resident-concurrent with residency

- *Chair serves concurrent term on the State Society Relationships Committee*

Council on Member Services

Reports to: Academy and Association Board of Directors

Mission Statement:

The mission of the Council on Member Services is to coordinate activities that provide service to all segments of membership. It serves to ensure that the Academy is meeting the current and future needs of members of all ages, stages of practice, membership categories and countries of residence. It also oversees programs to preserve the history of the Academy and the specialty and recognize those who serve the Academy and the specialty in leadership and volunteer capacities.

Time Commitment: Light to Moderate

Members should expect to attend the Council meeting which is held in conjunction with the Annual Meeting and AAD Innovation Academy, if necessary. All other business will be handled by evening conference calls and/or email.

Skill Set:

The Council on Member Services is chaired by a physician with experience serving on Task Forces and Committees under the Council. Other members of the Council include the Chairs of the Council's constituent Committees.

Composition: Max #9

1 Chair

1 Deputy Chair

5 Ex-officio Members (*voting*)

- Chair, Diversity Committee
- Chair, International Affairs Committee
- Chair, Membership Committee
- Chair, Residents/Fellows Committee
- Chair, Young Physicians Committee

3 At-large Members (**2 At-large Member when a Deputy Chair**)

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*)

1 Historian (*non-voting*) (*not included in count*)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – four-year term; Deputy Chair – two-year term (**appointed in third year of Chair term**); Member – three-year term; Resident-concurrent with residency.

- *Representative serves concurrent term on Council on Practice Management*

Historian – three-year term; one renewable term

Diversity Committee

Reports to: Council on Member Services

Mission Statement:

The mission of the Diversity Committee is to advance the Academy's vision and improve dermatologic care by promoting and facilitating **diversity** in dermatology at all levels to address health inequities and ensure all identity groups feel welcomed and included within the Academy and our specialty.

Time Commitment: Moderate

The committee meets in conjunction with the Annual Meeting and holds 5-7 evening conference calls throughout the year. An additional three hours per year are required to review online student applications for the Diversity Mentorship Program. The review process is concentrated in the 1st quarter, generally before the annual meeting. Additionally, there will be anywhere from five to ten hours spent on task assignments as it relates to the Diversity, Equity, and Inclusion 3-year plan.

Skill Set:

The Diversity Committee has focused on its activities on increasing the number of practicing dermatologists who are under-represented minorities to address access to dermatologic care and health care disparities among minority populations. Key program goals include promote and facilitate diversity, equity, and inclusion within the AAD, ensure dermatologic education and research encompasses health disparities and skin of color, and advocates for minority representation in research, increase the number of practicing dermatologists who are underrepresented minorities (URM) and provide leadership and professional development programming and expand Academy's advocacy priorities to address health inequities. Additionally, engage AAD members (especially faculty) in championing diversity in the specialty.

Composition: Max #11

1 Chair

1 Deputy Chair

9 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on Council on Member Services*

Intersociety Diversity Task Force

Reports to: Diversity Committee

Mission Statement:

The mission of the Intersociety Diversity Task Force is to increase the number of under-represented minorities in dermatology residencies and promote cultural competency by sharing organizational objectives and initiatives that identify where individual expertise is most effectively focused and where joint/coordinated efforts are appropriate.

Time Commitment: Light to Moderate

Members should expect to attend a Task Force meeting held in conjunction with the Annual Meeting, as well as 3-4 conference calls within a year. Representatives from sister societies will be expected to liaison with their respective organizations on funding, and cooperative efforts.

Composition: Max #13

- 1 Chair
- 1 Deputy Chair
- 1 At-large AAD Members (strongly consider one from the AAD LGBTQ/SGM Expert Resource Group)
- 3 Ex-officio Members
 - Chair, Diversity Committee
 - Deputy Chair, Diversity Committee
 - Chair, Access to Dermatological Care Committee
- 7 AAD Members – representatives from the following societies
 - American Society for Dermatology Surgery
 - Association of Professors of Dermatology
 - Dermatology Foundation
 - Skin of Color Society
 - Society of Investigative Dermatology
 - National Medical Association: Derm Section
 - Women's Dermatologic Society
- 2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident concurrent with residency

The societies will be asked to identify two-three AAD members to represent them on this task force. The Appointment Selection Committee will choose from those recommendations which member to put forward to the Board for approval.

All members of this task force are required to be members of the AAD. CCTF liaisons from the six societies will be included on calls/meetings.

International Affairs Committee

Reports to: Council on Member Services

Mission Statement:

The mission of the Committee on International Affairs is to promote the interchange of information, skills, concepts, understanding, and friendship between the American Academy of Dermatology and its members with dermatology communities and dermatologists throughout the rest of the world. It also selects US/Canadian residents and fellows to receive scholarships provided by certain international dermatologic societies to attend their annual meetings. The Committee monitors the scholarship programs from foreign societies and services as an ombudsman for international members.

Time Commitment: Light (Concentrated Involvement – September/October reviewing applications for the Annual Meeting Registration Scholarship (for international attendees) and the International Travel Grant Scholarship (for US and Canadian residents)).

The committee meets in-person in conjunction with the Annual Meeting, all other correspondence done via email. Members must be available to respond in a timely manner. Approximately 10-15 hours per year to review online scholarship applications.

Skill Set:

Members should be familiar with international dermatology issues and the international dermatologic community. Members promote the interchange of information between the Academy, its members, and dermatologists throughout the world. Members participate in the online review and selection process for US/Canadian residents and fellows to receive scholarships to attend international meetings. The committee also administers scholarship programs for international dermatologists to attend the Annual Meeting. Must be computer efficient.

Composition: Max #16

1 Chair

1 Deputy Chair

12 At-large Members

3 – USA and Canada

3 – Europe and Central Asia

2 – Americas

1 – Africa

1 – Middle East

2 – East Asia, South Asia and Pacific

2 Ex-officio Members (*voting*)

- Chair, Education and Volunteers Abroad Committee
- Chair, World Congress Fund Review Task Force

1 Ex-officio Member (*non-voting*) (*not included in count*)

- International Board Advisor

2 Residents (*non-voting*) (*not included in count*)

International Affairs Committee (continued)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on Council on Member Services and Scientific Assembly Committee*

AMERICAS*	<u>NORTH AMERICA</u>	<u>EUROPE (CONT.)</u>	<u>NORTH AFRICA</u>
<u>CARIBBEAN</u>	Bermuda	Slovak Republic	Algeria
Antigua & Barbuda	Mexico	Slovenia	Egypt
Aruba	<i>*Does not include U.S. & Canada</i>	Spain	Libya
Bahamas		Sweden	Malta
Barbados	<u>EUROPE & CENTRAL ASIA</u>	Switzerland	Morocco
British Virgin Islands	<u>EUROPE</u>	Ukraine	Tunisia
Cayman Islands	Albania	United Kingdom	Sudan
Cuba	Andorra		
Curacao	Austria	<u>CENTRAL ASIA</u>	<u>SOUTHERN AFRICA</u>
Dominica	Belarus	Kazakhstan	Angola
Dominican Republic	Belgium	Kyrgyz Republic	Botswana
Grenada	Bosnia and Herzegovina	Tajikistan	Eswatini
Haiti	Bulgaria	Turkmenistan	Lesotho
Jamaica	The Channel Islands	Uzbekistan	Madagascar
Saint Luca	Croatia		Namibia
Saint Kitts and Nevis	Czechia	<u>AFRICA</u>	South Africa
Saint Vincent and the Grenadines	Denmark	<u>CENTRAL AFRICA</u>	Zambia
Saint Martin (French)	Estonia	Cameroon	Zimbabwe
Sint Maarten (Dutch)	Faroe Islands	Central African Republic	
Trinidad and Tobago	Finland	Chad	<u>WEST AFRICA</u>
Turks and Caicos Islands	France	Congo, Dem. Rep.	Benin
Puerto Rico	Germany	Congo, Rep.	Burkina Faso
Virgin Islands (U.S.)	Gibraltar	Equatorial Guinea	Cabo Verde
	Greece	Gabon	Côte d'Ivoire
<u>CENTRAL AMERICA</u>	Greenland	Guinea	Gambia, The
Belize	Hungary	Guinea-Bissau	Ghana
Costa Rica	Iceland	São Tomé and Príncipe	Liberia
El Salvador	Ireland		Mali
Guatemala	Isle of Man	<u>EAST AFRICA</u>	Mauritania
Honduras	Italy	Burundi	Niger
Mexico	Kosovo	Djibouti	Nigeria
Nicaragua	Latvia	Comoros	Senegal
	Liechtenstein	Eritrea	Sierra Leone
<u>SOUTH AMERICA</u>	Lithuania	Ethiopia	Togo
Argentina	Luxembourg	Kenya	
Bolivia	Moldova	Malawi	<u>MIDDLE EAST</u>
Brazil	Monaco	Mauritius	Bahrain
Chile	Montenegro	Mozambique	Iran
Colombia	Netherlands	Rwanda	Iraq
Ecuador	North Macedonia	Seychelles	Israel
Guyana	Norway	Somalia	Jordan
Paraguay	Poland	South Sudan	Kuwait
Peru	Portugal	Tanzania	Lebanon
Suriname	Romania	Uganda	Oman
Uruguay	Russian Federation		Qatar
Venezuela	San Marino		Saudi Arabia
	Serbia		Syria
	Slovak Republic		United Arab Emirates

EAST ASIA, SOUTH ASIA & PACIFIC	<u>PACIFIC</u>		
<u>EAST ASIA</u>	American Samoa		
China	Australia		
Hong Kong SAR, China	Cook Islands		
Japan	Fiji		
Korea, Dem. People's Rep.	French Polynesia		
Korea, Rep.	Guam		
Macao SAR, China	Kiribati		
Mongolia	Marshall Islands		
Taiwan	Micronesia, Fed. Sts.		
	Nauru		
<u>SOUTH ASIA</u>	New Caledonia		
Afghanistan	New Zealand		
Bangladesh	Niue		
Bhutan	Northern Mariana Islands		
India	Palau		
Maldives	Papua New Guinea		
Nepal	Samoa		
Pakistan	Solomon Islands		
Sri Lanka	Tonga		
	Tuvalu		
<u>SOUTHEAST ASIA</u>	Vanuatu		
Brunei Darussalam			
Cambodia			
Indonesia			
Lao PDR			
Malaysia			
Myanmar			
Pakistan			
Philippines			
Singapore			
Thailand			
Timor-Leste			
Vietnam			
<u>WEST ASIA</u>			
Armenia			
Azerbaijan			
Cyprus			
Georgia			
Türkiye			
West Bank and Gaza			
Yemen, Rep.			

World Congress Fund Review Task Force

Reports to: International Affairs Committee

Mission Statement:

The mission of the World Congress Fund Review Task Force is to review and set policies and awarding priorities for scholarships, grants, and other appropriate international educational activities from the interest generated from the endowment established with the balance of funds from the 18th World Congress of Dermatology.

Time Commitment: Light to Moderate (Extensive August/October to review applications for the annual Strauss & Katz World Fund Scholarship, the World Congress of Dermatology scholarship (every four years) and the International Investigative Dermatology Travel Grant (every five years)).

Approximately 5-15 hours per year to review abstracts for scholarships online, plus one in-person Committee meeting in conjunction with the Annual Meeting. All other correspondence handled via email must be able to respond in a timely manner.

Skill Set:

Members should be familiar with international dermatology issues and the international dermatologic community, particularly in developing countries. The Task Force reviews, sets policies, and awards priorities for scholarships and grants supported by the World Congress Fund. Members participate in the online abstract review and selection process for international scholarship awardees to attend the Annual Meeting. Must be computer efficient.

Composition: Max #8

- 1 Chair
- 1 Deputy Chair
- 5 At-large Members
- 1 At-large International Member
- 2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident concurrent with residency

- *Chair serves concurrent term on the International Affairs Committee*

Membership Committee

Reports to: Council on Member Services

Mission Statement:

The mission of the Membership Committee is to ensure the integrity, consistency, and high standards of all membership categories by reviewing and evaluating all properly filed applications for membership and by developing recommendations as needed for the Board of Directors regarding membership applications, category benefits and requirements, and other policy changes requiring modification of Bylaw amendments, Administrative Regulations and other policy documents.

Time Commitment: Light

Includes one in-person Committee meeting in conjunction with the Annual Meeting, and 2-6 evening conference calls per year, depending on issues that may arise. Review agenda and materials for meetings and conference calls which includes review of membership applications via an online portal, as well as reviewing Academy policies and bylaws.

Skill Set:

This committee is comprised of primarily Fellows and Associates who have been Academy members for a minimum of five years and have a broad understanding of the value of membership in the Academy and the policies related to membership. This committee reviews and evaluates applications for membership when there are questions as to whether they meet criteria for membership. This Committee develops recommendations for the Board of Directors regarding membership categories, Bylaw amendments and membership policy changes, applications, and administrative regulations.

Composition: Max #12

- 1 Chair
- 1 Deputy Chair
- 7 At-large members
- 1 At-large Canadian member
- 2 Ex-officio Members (*voting*)
 - Vice President
 - International Board Advisor
- 2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident concurrent with residency

Residents/Fellows Committee

Reports to: Council on Member Services

Mission Statement:

The Resident/Fellows Committee supports the interests of and addresses issues of concern to residents and fellows in training during post graduate education. It promotes effective communication and action toward these ends between individuals, training programs, graduate medical education societies, and the Academy.

Time Commitment: Light

Includes one in-person Committee meeting in conjunction with the Annual Meeting and 2-3 evening conference calls per year (may vary based on workgroup involvement). Most business is conducted via email.

Skill Set:

The Residents/Fellows Committee (RFC) is comprised of residents or fellows in training who serve up to two-year terms (depending on when they complete training). Members should be interested in developing their leadership skills and becoming involved in organized medicine. The RFC votes for the RFC chair and presents their recommendation to the Appointment Selection Committee during the appointment process. RFC members address issues of educational opportunities for residents and tools for transition to the workforce. The RFC also offers committee members the opportunity to chair or serve on additional workgroups that report to the RFC. RFC members have the opportunity to submit articles for publication in *Directions in Residency*. First and second year residents are preferred to provide continuity.

Composition: Max #13 (geographic diversity desired)

1 Chair

9 At-large Members (residents)

1 At-large Member serving as an AMA Residents/Fellows Delegate (Term July 1 – June 30)

2 Ex-officio Member (*voting*)

- Chair, Young Physicians Committee
- Immediate Past Chair

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*) (Serves as mentor to the Residents/Fellows Board Advisor)

Appointment Term:

Chair – one-year term in conjunction with residency/fellowship; Immediate Past President – one-year term in conjunction with residency/fellowship; Resident Member term based on residency year.

RFS Delegate – Call for volunteers to AAD residents; RFC reviews submissions and votes on their recommendation to send to the Board of Directors for their approval (DC staff manages the delegates and lets RFC CCTF liaison when seat needs to be filled)

Residents/Fellows Committee (continued)

- *Chair must have the support of his/her residency program director to take time to attend four Board meetings per year; must have been a sitting member of the committee; attended at least one committee meeting and have at least one year remaining on their term.*
- *Chair serves as Resident/Fellows Advisor on the Board of Directors*
- *Chair serves concurrent term on Young Physicians Committee*

Note:

- Exception to the one-appointment rule
- The Committee elects the Chair and presents their recommendation to the Appointment Selection Committee during the appointment process.

American Medical Association Resident Delegate Selection Process - Timeline

American Medical Association Resident Delegate term ends upon completion of Residency

1. Members of the Residents/Fellows Committee (RFC) and residents at large will be notified by email that a representative slot is open.
2. Residents interested in this position will submit a brief statement of interest.
3. The Residents/Fellows Committee will vote via email ballot and present this individual as a strong recommendation to the President for consideration.
4. The Residents/Fellows Committee also recommends that at least one delegate be a member of the Residents/Fellows Committee.
5. The term will begin with the November American Medical Association (AMA) meeting and conclude upon completion of residency

Timeline

April 1-30	Notify all residents that American Medical Association Delegate slot is open
April 30	Deadline to submit statement of interest in delegate position.
May 1-5	Staff compiles submissions and sends to Residents/Fellows Committee for review and voting.
May 5-19	Residents/Fellows Committee members vote via email ballot to select incoming delegate.
May 20-25	Voting results tallied; selection announced to Residents/Fellows Committee
June 1	Residents/Fellows Committee selection presented for review at June Executive Committee Call.
July 1	Resident is notified via email of selection.

Young Physicians Committee

Reports to: Council on Member Services

Mission Statement:

The Young Physicians Committee represents and supports the interests of physicians 40 and under or within eight years of completion of residency training by promoting their engagement in Academy programs and by fostering their personal and professional development in preparation for leadership roles in organized medicine and in their communities.

Time Commitment: Light

Includes two in-person Committee meetings in conjunction with the Annual Meeting and AAD Innovation Academy, and 2-3 evening conference calls per year. Most business is conducted via email; however, it is important that committee members can attend both in-person meetings.

Skill Set:

Young physicians are defined as those up to age 40 or within eight years of completion of residency. The Young Physicians Committee (YPC) typically seeks candidates who are interested in continuing/expanding their leadership role within organized medicine. YPC members address issues of educational and leadership opportunities for young physicians and can submit articles for publication in *Young Physician Focus*. The YPC also offers committee members the opportunity to chair or serve on additional workgroups that report to the YPC.

Composition: Max #15 (geographic diversity desired)

1 Chair

1 Deputy Chair

12 At-large Members

1 Ex-officio Member (*voting*)

- Chair, Resident/Fellows Committee (also serves as resident member)

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*) (*serves as mentor to the Young Physicians Board Advisor*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

- *Chair serves concurrent term as the Young Physician Board Advisor*
- *Chair serves concurrent term on Residents/Fellows Committee*
- *Chair serves concurrent term on the Council on Member Services*
- *Representative to serve concurrent term on Corporate Relations Committee*
- *Representative to serve concurrent term on Scientific Assembly Committee (See specifics under SAC composition – Council on Education)*

Note:

- Exception to the one-appointment rule

Council on Practice Management

Reports to Academy Board of Directors

Mission Statement:

The mission of the Council on Practice Management is to provide leadership, oversight, and coordination in preparing dermatologists for the evolving practice environment through the development of dermatology-specific services and solutions that are the leading source to help dermatologists and their staff in any practice setting thrive personally and professionally at every career stage.

Time Commitment: Moderate (Estimated 20-30 hours)

Council meeting held in conjunction with the Annual meeting and participate in 3-6 evening conference calls per year. Members should expect to periodically review and provide input/comments on proposed rules/legislation that impact dermatology practice and/or practice management-related content.

Skill Set:

Members who have an interest in, and understanding of, the changing practice environment and how it affects dermatology practice—and dermatologists-- in all different settings.

- Understanding of the strategic priorities of the Academy
- In-depth knowledge of the external environmental issues (e.g., payment reform, regulation, administrative requirements, etc.) as they relate to dermatology practice.
- In-depth knowledge of dermatology practice in various settings (e.g., private practice, multispecialty group practice, academic practice, etc.) and the personal and professional challenges faced by dermatologists and their staff in these settings.
- Experience in providing strategic direction, management, collaboration, and team building.
- Leadership experience
- Ability to facilitate productive conflict resolution and consensus building.
- Understanding of Board, Council, Committee and Task Forces and member inter-relationships
- Meeting management and facilitation skills

Council on Practice Management (continued)

Composition: Max #11

1 Chair

1 Deputy Chair

1 At-large Member in years with no deputy chair – 2-year term

8 Ex-officio Members (*voting*)

- Chair, Health IT Committee
- Chair, Practice Management Committee
- Chair, Coding and Reimbursement Committee
- Chair, Teledermatology Committee
- Council on Education Representative
- Council on Member Services Representative
- Council on Government Affairs and Health Policy Representative
- Council on Science and Research Representative

1 Young Physician (age 40 and under or who has been out of residency/fellowship no more than eight years)

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*)

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – four-year term; Deputy Chair – two-year term (appointed in third year of Chair term); Ex-officio Members concurrent with appointment term; Resident-concurrent with residency.

Coding and Reimbursement Committee

Reports to Council on Practice Management

Mission:

The mission of the Coding and Reimbursement Committee (CRC) is to serve as a resource for AAD members with questions about correct coding or payor coding interpretation as well as Medicare carrier coding and reimbursement Local Coverage Determination (LCD) policies. The CRC interacts with payors on behalf of members where desired and appropriate. It also leads educational efforts on coding with the Academy. The CRC encourages representation and participation by dermatologists on those government and private committees and organizations to provide the greatest input for dermatologists.

Time Commitment: Extensive

The Committee meets in conjunction with the Annual Meeting, and if necessary, at AAD Innovation Academy. All other communications handled by email or 4-6 evening conference calls per year; approximately 50-60 hours per year but may vary depending on volume and intensity of coding and reimbursement issues to be addressed each year. Members must be able to respond in a timely manner, depending on coding and reimbursement issues.

Members will:

- Review comment letters
- Review coding scenarios
- Provide guidance on member education on coding and reimbursement

Skill Set:

Active practitioner with a minimum of 5 years clinical experience, with demonstrated familiarity of American Medical Association (AMA) Current Procedural Terminology (CPT®) Coding system and process, as well as ICD-10 disease classification coding system. In addition, an active interest in coding and related policy development, previous Academy task force or committee experience preferred; prefer member that also has an active interest in government payment policy and methodology. Good understanding of the factors impacting physician reimbursement as the result of payer use of resource-based/relative value systems. Committee members are expected to provide input to Association representatives to the AMA CPT Advisory Committee as well as the AMA Practice Expense Review Committee and Relative Value Update System Committee on issues directly impacting dermatology reimbursement.

Composition: Max #15

1 Chair

1 Deputy Chair

13 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

Practice Management Committee

Reports to Council on Practice Management

Mission:

The mission of the Practice Management Committee is to prepare dermatologists for the constantly changing practice environment by providing members with timely and useful tools and resources to optimize efficiency, understand new practice models, and implement sound management strategies in order to operate a successful practice.

Time Commitment: Moderate

Committee meeting held in conjunction with the Annual meeting and participate in approximately 3-4 evening conference calls per year. Members should expect to periodically review and provide input/comments on proposed rules/legislation that impact dermatology practice and/or practice management-related content. Estimated 20-30 hours.

Skill Set:

Members who have an interest in, and understanding of, the changing practice environment and how it affects dermatology practice—and dermatologists-- in all different settings.

- In-depth knowledge of the external environmental issues (e.g., payment reform, regulation, administrative requirements, emerging practice models etc.) as they relate to dermatology practice.
- In-depth knowledge of dermatology practice in various settings (e.g., private practice, multispecialty group practice, academic practice, etc.) and the personal and professional challenges faced by dermatologists and their staff in these settings.
- Leadership experience
- Ability to facilitate productive conflict resolution and consensus building
- Understanding of Board, Council, Committee and Task Forces and member interrelationships
- Meeting management and facilitation skills

Composition: Max #11

1 Chair

1 Deputy Chair

9 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident – concurrent with residency.

Teledermatology Committee

Reports to Council on Practice Management

Mission:

The mission of the Teledermatology Committee is to prepare dermatologists for the constantly changing practice environment by providing members with timely and useful tools and resources to optimize efficiency, understand new practice models, and implement sound management strategies in order to operate a successful practice.

Time Commitment: Extensive

Committee meeting held in conjunction with the Annual meeting and participate in 3-6 evening conference calls per year. Members should expect to periodically review and provide input/comments on proposed telemedicine-related rules/legislation that impact dermatology practice and/or practice management-related content. Estimated 20 hours.

Skill Set:

- Dermatologist who has worked for a minimum of 3-5 years in a clinical or academic setting with patients.
- Sees the potential for telemedicine to improve patient care; understands emerging trends in telemedicine, and the factors associated with adoption of telemedicine into practice.
- Has experience working with the payment and regulatory environment related to telemedicine; understands the external landscape related to telemedicine/teledermatology.
- Interested in the creation of educational resources for members on these topics.
- Experience in providing strategic direction, management, collaboration and team building.
- Leadership experience
- Ability to facilitate productive conflict resolution and consensus building.
- Understanding of Board, Council, Committee and Task Forces and member inter-relationships
- Meeting management and facilitation skills

Composition: Max #9

1 Chair

1 Deputy Chair

1 Ex-officio Member (*voting*)

- Council on GAHP Representative

6 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

Health IT Committee

Reports to: Council on Practice Management

Mission:

The mission of the Health IT Committee is to prepare dermatologists for the changing practice environment and the shift to value-based care, assist Academy members in utilizing telemedicine and other emerging technologies to improve practice quality, efficiency, and value of care.

Time Commitment: Moderate

Committee meeting held in conjunction with the Annual meeting and participate in 3-6 evening conference calls per year. Members should expect to periodically review and provide input/comments on proposed HIT-related rules/legislation that impact dermatology practice and/or practice management-related content. Estimated 20-30 hours.

Skills Set:

- Dermatologist who has worked for a minimum of 3-5 years in a clinical or academic setting with patients.
- Sees the potential for digital health tools to improve patient care especially data registries; understands emerging digital tools (e.g., those that can help with utilizing clinical data, communication, sharing electronic clinical data for consults and referrals, telemedicine, etc.), and the factors associated with adoption of these tools into practice.
- Understands the payment and regulatory environment related to digital health tools; understands the external landscape related to digital health tools.
- Experience in providing strategic direction, management, collaboration and team building
- Leadership experience
- Ability to facilitate productive conflict resolution and consensus building
- Understanding of Board, Council, Committee and Task Forces and member inter-relationships
- Meeting management and facilitation skills

Composition: Max #11

1 Chair

1 Deputy Chair

4 Ex-officio Members (*voting*)

- Congressional Policy Committee Representative
- Augmented Intelligence Committee Chair
- AADA RUC Representative from RUC-CPT Committee
- AADA CPT Representative from RUC-CPT Committee

5 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident – concurrent with residency.

Council on Science & Research

Reports to: Academy Board of Directors

Mission Statement:

The mission of the Council on Science and Research is to promote, apply, and communicate the clinical science and research of dermatology to improve the quality of patient care.

Time Commitment: Moderate

Council meeting held in conjunction with the Annual meeting, and participate in 4-6 evening conference calls per year, with additional periodic requests for feedback/action via email. Estimated 15-18 hours.

Skill Set:

Members who have an interest in, and experience with, dermatologic science and clinical research, preferably with publications in a professional journal. Prefer candidates that have additional knowledge and/or experience with the application of available science to the development of clinical recommendations, performance measures, and/or quality improvement activities.

- Understanding of the strategic priorities of the Academy
- In-depth knowledge of the science, research, and quality issues of dermatology
- Experience in providing strategic direction, management, collaboration, and team building
- Experience in leading research and clinical teams
- Ability to facilitate productive conflict resolution and consensus building
- Understanding of Board, Council, Committee and Task Forces and member inter-relationships
- Skills in meeting management and facilitation

Composition: Max #13

1 Chair

1 Deputy Chair

5 Ex-officio Members (*voting*)

- Chair, Augmented Intelligence Committee
- Chair, Clinical Guidelines Committee
- Chair, Patient Advocate Task Force
- Chair, Patient Safety and Quality Committee
- Chair, Performance Measurement Committee

4 At-large Members (**3 At-large members in years when Deputy Chair appointed**)

1 Rep from Society of Investigative Dermatology (3-year term)

1 Rep from Dermatology Foundation (3-year term)

1 Board of Director (BOD Liaison) (*non-voting*) (*not included in count*)

2 Residents (*non-voting*) (*not included in count*)

Council on Science & Research (continued)

Appointment Term:

Chair – four-year term; Deputy Chair – two-year term (appointed in third year of Chair term); Member – three-year term; Ex-officio concurrent with appointment; Resident-concurrent with residency

Augmented Intelligence Committee

Reports: Council on Science and Research

Mission Statement:

The mission of the Augmented Intelligence Committee will undertake the work of positioning the AADA as the leading source to advocate and engage with efforts in augmented intelligence (Aul) and dermatology as the field continues to develop. The committee will spearhead efforts and initiatives to 1) communicate with, educate, and engage AAD members across a variety of forums regarding the implementation of Aul in practice; 2) collaborate with technology partners and regulators to influence the efficient development and effective deployment of human centered Aul tools and systems; and 3) facilitate the advancement of research and commercial efforts in the field.

Time Commitment: Moderate

Committee meeting held in conjunction with the Annual Meeting and participate in 4-6 evening conference calls per year. Estimated 20-30 hours.

Skill Set:

- An interest in the development and utilization of AI, Aul, and ML in clinical practice
- An interest in the potential clinical, social, and economic impact these applications may have on clinical practice.
- A basic familiarity with how these technologies are developed and/or deployed
- The ability to translate technical specifications into policy statements, clinical guidelines and/or reporting standards.

Composition: Max #9

1 Chair

1 Deputy Chair

2 Ex-Officio Members:

- Chair, Teledermatology Committee
- Representative, Council on Government Affairs and Health Policy

5 At-large Members

2 Residents (non-voting – not included in count)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident-concurrent with residency

- *Chair serves concurrent term on the Council and Science and Research and the Health IT Committee*

Clinical Guidelines Committee

Reports to: Council on Science and Research

Mission Statement:

The mission of the Clinical Guidelines Committee is to promote and advance the development of evidence-based documents such as clinical practice guidelines related to the prevention, diagnosis, and treatment of dermatologic conditions and to support the Council on Education and Continuing Certification in the dissemination, and implementation of these guidelines.

Time Commitment: Moderate

Members should expect to attend the Committee meeting in conjunction with the Annual Meeting and spend approximately 15-25 hours per year in additional conference calls and email requests for feedback and/or action, which may vary depending on the number of research requests, project and/or guidelines produced per year. Select committee members may also serve in oversight capacity for assigned workgroups as necessary which may include in-person meeting(s) of the workgroup and additional conference calls.

Skill Set:

Dermatologist who has completed residency and worked for a minimum of 3-5 years in a clinical or academic setting with patients, familiarity with evidence-based medicine, guidelines of care, policy development, previous Academy task force or committee experience preferred; prefer candidate with GRADE Methodology experience; prefer candidate that has published in a professional journal; team player that is flexible and able to devote expert consult as needed for multiple guidelines, projects and requests throughout the year. Academy guidelines of care offer the unique opportunity to consider emerging scientific literature and identify clinical recommendations as a supporting author for Board approved topics. In addition, there may be opportunities to participate in the development of new evidence-based product lines that depend on clinical expertise and balance in representing the Academy to members and the public.

Composition: Max #11

1 Chair

1 Deputy Chair

9 At-large Members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

- *Chair serves concurrent term on the Council on Science and Research*
- *Select committee representatives also serve a concurrent term on Education Research Committee*
- *JAAD editor and deputy editor may not serve on the Clinical Guidelines Committee to avoid conflicts when guidelines are submitted to the JAAD for publication.*

Emerging Diseases Task Force

Reports to: Clinical Guidelines Committee

Mission Statement:

The Emerging Diseases Task Force is charged with evaluating and responding to emerging diseases impacting the dermatologic community, developing member and public educational content and resources when appropriate, and liaising with CDC to further elevate dermatology's profile in the house of medicine.

Time Commitment: Moderate

Meet in person at the Annual Meeting and at other AADA meetings, as appropriate, along with conference calls to be scheduled on an as-needed basis.

Skill Set:

Members who have experience with dermatologic science and clinical research, particularly in the realm of viral, bacterial, and fungal infectious disease outbreaks. Prefer candidates who have training/additional knowledge and/or expertise/experience with infectious diseases, sexually transmitted infections, public health messaging, epidemiology, and drug resistance issues. Candidates will have facility in the application of available science to the rapid development of member- and public-facing scientific messaging.

- Involvement in public health initiatives related to infectious diseases
- Specialized knowledge in emerging infectious diseases impacting the skin
- Understanding of global health issues and the impact of infectious diseases on diverse populations
- Knowledge of epidemiological principles related to infectious skin diseases
- Awareness of outbreak investigation and control measures
- Experience in conducting research related to dermatology and infectious diseases
- Scientific publications on infectious and emerging diseases in a professional journal

Composition: Max #9

1 Chair

1 Deputy Chair

5 At-large members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

Patient Safety and Quality Committee

Reports to: Council on Science and Research

Mission Statement:

The mission of the Patient Safety and Quality Committee is to be responsible for Academy activities related to creating a culture of patient safety and continuous measurement and improvement in dermatology.

Time Commitment: Light

The Committee's in-person meeting is held in conjunction with AAD's Annual Meeting. Members will also participate in 2-3 evening conference calls per year, with additional periodic requests for feedback/action via email. Members are requested to participate in committee workgroups or projects and additional travel may be required.

Skill Set:

- Understanding the environment as it relates to quality improvement and patient safety.
- Interest in using science (research, data) to drive improvements in care processes and patient safety for the specialty and create products to assist members in implementing improvement initiatives to demonstrate the value of dermatologic care and improve clinical care.
- Familiarity with or interest in quality improvement and/or measurement science.

Composition: Max #9

1 Chair

1 Deputy Chair

7 At-large members

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

- *Chair serves concurrent term on Council on Science and Research*
- *Representative serves a concurrent term on the Education Research Committee*

Performance Measurement Committee

Reports to: Council on Science and Research

Mission Statement:

The mission of the Performance Measurement Committee is to the extent possible, to identify gaps in care, recommend topics for evidence-based clinical guidelines for areas where measures are needed, develop quality performance measures for dermatology, promote their implementation in various internal and external programs, and evaluate their effectiveness in improving care. The committee will also stay abreast of quality and patient safety-related developments within the National Quality Forum (NQF), Physician Consortium for Performance Improvement (PCPI), the Agency for Healthcare Research and Quality (AHRQ), Centers for Medicare and Medicaid Services (CMS), private carriers, and others.

Time Commitment: Moderate

The Committee's in-person meeting held in conjunction with AAD's Annual Meeting. Members will participate in 3-4 evening conference calls per year, with additional periodic requests for feedback/action via email. Members are requested to participate in committee workgroups or projects and additional travel may be required. 20-30 hours for review and development of quality measures.

Skill Set:

- Understanding the environment as it relates to the development and implementation of performance measures and other quality measurement processes.
- Understanding of Medicare's Merit-based Incentive Payment System (MIPS) program and other pay for performance programs.
- Understanding the different uses of performance measures (for both accountability and quality improvement purposes) and their working relationship with evidence-based guidelines of care, maintenance of certification, and payment.
- Familiarity with measurement principles (specifications [numerator, denominator, measure exceptions, etc. assessing/grading evidence, usability, etc.)

Composition: Max #11

1 Chair

1 Deputy Chair

8 At-large Members

- *One at-large member should be a Dermatopathologist*
- *One at-large member should be a medical Dermatologist*
- *One at-large member should be a Mohs Surgeon*
- *One at-large member should be a pediatric Dermatologist*
- *One at-large member should be in a private practice*

1 Ex-Officio Member:

- Representative from Health IT Committee

2 Residents (*non-voting*) (*not included in count*)

Appointment Term:

Chair – two-year term; Deputy Chair – two-year term; Member – three-year term