TABLE OF CONTENTS

Who We Are

Departments
- Operations
- Marketing Communications
- Advocacy & Policy
- Education
- Development & Revenue
- Member Relations and Engagement
- Strategy, Meetings, Analytics & Alliances
- Science and Quality

AAD/A Hierarchy – Who Does What

Leadership and the Board
- Role of the Board
- Board Leadership Values
- Principles of Board Conduct
- Core Characteristics of a Strong Board

Councils, Committees, Task Forces Structure

Governance Structure - Role Clarification

Position Descriptions
- Role of the Chair
- Role of the Deputy Chair
- Role of the CCTF Member
- Role of the Ex-officio Member (voting member)
- Role of the Ex-officio Member (non-voting member)
- Role of the Board Liaison (non-voting member)
- Role of the Board Representative (voting member)
- Role of Resident Member (non-voting member)
- Role of Board Observer
- Role of Guest Observers
- Role of Staff
Responsibilities of a CCTF Member

Fiduciary Responsibilities

How We Work
- Definitions of Governance Organizational Units & Positions
- Automatic Appointments
- Parliamentary Order and Motions Guide
- Workflow and Timeline

Board Committees, Councils, Committees and Task Forces Mission Statements, Compositions and Terms
- Board Committees
- Council on Communications
- Council on Community, Corporate & Philanthropic Relations
- Council on Education
- Council on Government Affairs & Health Policy
- Council on Member Services
- Council on Practice Management
- Council on Science & Research

Miscellaneous Policies
- Bona Fide Dermatologic Society
- Bylaws: Separate Bylaws for Committees and Task Forces
- International League of Dermatologic Societies (ILDS)

Non-Governance Serving Opportunities

Expert Resource Groups (ERGs)

Staff Responsibilities

Workgroup Best Practice Document
Board Governance Policies and Administrative Regulations

AR – Disclosure of Outside Interests and Management of Conflicts of Interest

- AR – Parliamentary Procedure
- BGP – Antitrust Compliance Statement (abbreviated)
- BGP – Apparent Authority Policy
- BGP – Appointments to AAD/A Councils, Committees or Task Forces (CCTF)
- BGP – Board and CCTF Code of Conduct
- BGP – Board and CCTF Guest Observers Policy
- BGP – Board/Committee/Guest Copyright Assignment, Confidentiality & DOI Agreement
**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.

**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.
Operations

**Executive Office**
The Executive office is responsible for the implementation of Board policy. The CEO provides oversight for all staff in the development and implementation of all American Academy of Dermatology/Association AAD/A programs and activities.

- Arrange for meetings of the Board of Directors, including the development and preparation of Board meeting agendas, minutes, follow-up items; planning for meeting logistics and travel arrangements and Board Orientation, including the development and preparation of the presentation and all materials received.
- Provide staff support for the Executive Committee and certain Committees of the Board of Directors including the Bylaws Committee, Professionalism and Ethics Committee, Nominating Committee, Organizational Structure Committee, Academy Former Presidents Committee, and miscellaneous Ad Hoc Task Forces and committees as required.
- Provide support for the President; coordinate all correspondence for the President as well as the officers, in addition to maintaining President's master travel calendar. Coordinate communication between the officers and directors and the membership.
- Management of the appointment process for Councils, Committees and (Ad Hoc) Task Forces including solicitation of members, appointments, and database maintenance. Serve as a resource for staff and members with governance questions and inquiries.
- Plan and execute the annual recognition ceremony.
- Management of the nominations and election process for AAD/A officers, directors, and nominating committee representative, including the solicitation of vendors.
- Coordinate general counsel and other professional services as may be required to carry out the business of the Board. Coordinate general counsel services for AAD/A issues and handle ethics complaints.
- Maintain current and historical records of the AAD/A, including Articles of Incorporation, Bylaws, Administrative Regulations and Governance Policies.
- Resource for all officers and directors of the Board, no matter what the question.

**Facilities and Office Services**
Facilities and Office Services Department provides efficient, cost-effective services and related administrative support for the AAD/A membership and employees. Key services include:

**Rosemont Office**
- Facilities management and support including liaison with building management and management of facility contractors.
- Shipping and receiving
- Duplication and related production services
- Records retention program; Disaster response and recovery program management
- Inventory and asset control program
- Office supply procurement

**Washington DC Office**
- Facilities management, support including liaison with building management & management of facility contractors.
- Records retention program; Disaster response and recovery program management
- Inventory and asset control program
**Finance**
The Finance Department maintains, monitors, and controls all financial activities of the AAD/A. Their responsibilities include budgeting and financial reporting, risk management, cash receipts processing, accounts payable, invoicing/accounts receivable, payroll and benefits processing, the annual audits, tax returns, etc.
The financial activities also include cash management and monitoring the investment activities of the AAD/A and its affiliates. All investments are managed in conjunction with professional investment managers.
The Finance Department maintains the AAD/A's computerized financial databases.
Management is provided with monthly financial statements that reflect current month and year to-date information on revenues and expenses along with budget and forecast comparison analysis.
The Finance Department works closely with the Secretary-Treasurer of the AAD/A and supports certain Board committees: Audit Committee, Budget Committee, and Investment Committees.

**Human Resources**
The Human Resources Department (HR) provides high quality service and programs to attract, develop, motivate, and retain a diverse workforce within a supportive work environment. Key activities include:

*Talent Management:*
- Recruitment
- Onboarding
- Retention
- Engagement
- Performance Management

*Total Rewards:*
- Total Compensation Administration
- Benefit Administration
- Recognition Programs
- Work-Life Balance Programs
- Employee Events and Activities
- Professional Development

*Organizational Development:*
- Cultural Change Initiatives
- Organizational Training and Development
- Organizational Effectiveness and Alignment

*Risk Management:*
- Compliance – Regulatory, Federal and State Legislative
- Employment Liability

**Information Technology**
The Information Technology Department (IT) is responsible for the enterprise-wide network and telecommunications infrastructure, installation and maintenance of user technology, business/website software applications, and computer-related employee training. The department is also responsible for user support as well as onsite technical support at AAD/A meetings. Key activities include:

- Researching, recommending, procuring, and managing IT infrastructure in Rosemont and Washington D.C offices. This includes membership data, web servers, email, phone systems,
general ledger and other systems and technology purchases. Additionally, responsible for remotely located technology and cloud services.

- Custom development for AAD/A website including tight integration to the membership database. Management of the technology powering the website as well as associated services and programs that interact with the website. Provide technology support to LMS and Community platforms.
- Mobile application procurement and internal development.
- Management and programming on the AAD/A’s membership database (known as an AMS, Association Management System)
- Procurement and support of internal end user PCs, software, mobile devices, desktop telephones, scanning and eFax.
- Creating and implementing disaster recovery plan for critical technology applications and infrastructure.
- General IT project support and analysis, including recommending new technology that may improve business functions.
- Resource for all Board members; no matter what the question.

Marketing Communications

*Specialty Positioning*
Our current specialty positioning campaign, SkinSerious™, aims to address the misperceptions surrounding dermatology within the house of medicine and among other key influencers in the payer, policy, and regulatory communities. The goals of the campaign are to show that access to dermatology expertise saves lives and creates efficiencies in the health care system. Our communications team is helping to support this initiative and is ultimately responsible for delivering the communications tactics defined in this initiative.

*Public Education*
Melanoma Monday™ and the SPOT Skin Cancer® awareness campaigns along with Choose a Board-Certified Dermatologist campaigns and everyday skin, hair and nail tips and news are managed through our communications team, utilizing traditional and social media outlets to gain awareness of board-certified dermatologists, the importance of seeing an FAAD and the conditions dermatologists treat with the general public.

*Advocacy communications*
The changing healthcare environment is impacted greatly with regulatory and policy reform that remains in flux. Our team works to define and communicate the news as it happens and creates calls to action for members as well as manage any media requests resulting from these issues.

*Membership support*
The marketing team contributes to the set up and maintenance of membership categories, education, and products & services revenue. Recent initiatives such as VMX, DataDerm®, COVID management center and the Practice Management Center are supported by our marketing, publishing, advertising, and creative teams.

*Useful, practical member-focused news*
The creative and publishing teams create and support *Dermatology World, Dermatology World Weekly,*
as well as support JAAD journals and manage each and every specialty publication for scientific meetings, as well as publications generated for special audiences. The Web team and social media teams work together to deliver news to members and the public in electronic format as well, maintain the website that features separate member and public sections. Our communications vehicles are frequently awarded national recognition for design and delivery of information.

**Medical Journal of record**
The JAAD medical journal team manages the official scientific journals of record in the American Academy of Dermatology (AAD) portfolio including our flagship journal JAAD, JAAD Case Reports (JDCR) and the newly launched JAAD International scholarly journals. JAAD currently holds the #1 spot in dermatology journals in impact factor and JDCR is gaining ground in citations. JAAD International, launched in July 2020, is on track to be registered with PubMed in record time.

**Advocacy & Policy**
The American Academy of Dermatology Association's (AADA) Advocacy & Policy (A&P) Department, based in Washington, D.C., is composed of the following primary areas, the work of which is closely aligned and integrated. Those areas are as follows: DC Operations, Grassroots Outreach and Development, Federal Legislative and Political Advocacy, Regulatory and Payment Policy, State Policy, Private Payer Advocacy and Practice Management. Together, these areas develop and implement strategies designed to promote policies that: 1) facilitate medical education, research, disease prevention and public awareness of the uniqueness of dermatologic conditions and patient care; 2) seek to strengthen the physician-patient relationship; 3) ensure patient access to high quality dermatologic care, and 4) facilitate efficient operation and regulatory compliance of members’ practices. This mission is fulfilled largely by helping to forge strong relationships and partnerships between and among AADA members, dermatologic societies including state societies, members of Congress, state lawmakers and their staffs, federal and state administration officials, and other representatives of the health care community.

The A&P team works with the leadership of the AADA, the AADA Advisory Board, Council on Government Affairs and Health Policy and its committees and task forces to position dermatologists as the experts in the diagnosis and medical, surgical, and cosmetic treatment of the skin, hair, and nails with policymakers at the federal and state levels and in the public and private sectors.

The team seeks to increase the AADA’s visibility with federal and state agencies and policymaking entities, including, but not limited to, the U.S. Congress, the Food and Drug Administration, the Centers for Medicare and Medicaid Services, and state legislatures, to prioritize government affairs issues with the AADA’s membership, and to unify the voice of dermatology by collaborating with subspecialty and patient groups on a regular basis. In that regard, the team serves as the AADA’s liaison with other medical specialty and health-related organizations and the American Medical Association.

**DC Operations**
The Advocacy & Policy Department is primarily based in Washington, DC, with a few staff located in the Rosemont, IL headquarters office of the Academy. As such, this area provides oversight of all operational aspects of the office including staff coordination, physical infrastructure, security and safety processes and technology efforts.
**Federal Legislative and Political Advocacy**
The Federal Legislative and Political Advocacy (FLPA) area of A&P is the primary legislative and lobbying arm of the AADA. Staff works with AADA members on the Congressional Policy Committee, the Grassroots Advocacy Workgroup, and the SkinPAC Board of Advisors to collaborate on pursuing AADA priorities and objectives in this area. Responsible for establishing and maintaining liaison relationships with the U.S. Congress, this area monitors, tracks and analyzes federal legislation, identifying trends and recommending specific courses of action. FLPA also handles requests from Congress, appearances before congressional committees, the development of public testimony, statements, and other such documents, working closely with the Integrated Communications Team to refine and disseminate.

This area of A&P also serves as the primary project lead, working in concert with the grassroots outreach and development area, in coordinating legislative fly-ins to Washington, DC, including the Annual Legislative Conference. It also serves as a primary liaison to many of the broad coalitions including the One Voice Against Cancer Coalition, National Council on Skin Cancer Prevention, the Patients’ Access to Treatment Coalition and the Health Coalition on Liability and Access.

The AADA’s political action committee, SkinPAC, is staffed under this area of A&P as well. SkinPAC has been a critical component of the AADA’s overall advocacy efforts and the AADA’s campaign to be the trusted voice on issues related to dermatology. SkinPAC provides an opportunity to build relationships with lawmakers and earns dermatology a seat at the table when Congress is debating issues that affect dermatology patients, practice, and the profession.

**State Policy**
The state policy team, in concert with the State Policy Committee, monitors, analyzes, and prepares positions and strategies to influence or promote state-level issues of relevance to dermatology. In coordination with the state dermatologic societies, national dermatologic sister societies, patient groups and the state medical societies as appropriate, this area represents or prepares members of the AADA to represent the AADA’s position before state legislative and regulatory bodies, directs lobbying of state officials, research legislative and regulatory actions and effectively lobbies on state issues. The state policy team serves as our staff representatives on the Steering Committee of the AMA’s Scope of Practice Partnership. This area also regularly showcases the Academy’s policy priorities as an exhibitor at the annual National Conference of State Legislatures.

**Regulatory and Payment Policy**
The Regulatory and Payment Policy area serves as the primary liaison to and is responsible for the AADA’s relationships with federal agencies including, but not limited to, the Department of Health and Human Services, Centers for Medicare and Medicaid Services, Office of the National Coordinator for Health Information Technology, Food and Drug Administration, Centers for Disease Control and Prevention, Environmental Protection Agency, National Institutes of Health, and Agency for Healthcare Research and Quality. Staff actively monitors and responds to regulatory proposals and coverage policies that have the potential to affect the delivery and quality of dermatologic care, analyzes the effects of proposed regulations, and develops and synthesizes material for use by the AADA’s Councils, Committees, Task Forces, and leadership in formulating positions and influencing regulatory policies. This area also proactively seeks out opportunities for representatives of the AADA to present testimony before regulatory bodies and to serve on influential policy councils, develops position
statements and prepares AADA representatives for such opportunities.

The Regulatory and Payment Policy team provides primary staff support to the Regulatory Policy Committee (RPC), which monitors the supply side of dermatologic pharmaceuticals (including new device and drug approvals for dermatology, issues related to the manufacture, distribution and promotion of dermatologic drugs and devices, and packaging, labeling and post-market surveillance practices). The RPC and staff work with regulatory agencies to address issues concerning the availability of dermatologic drugs, biologics and devices, and the reporting of adverse events. The successful implementation and/or modification of regulations such as the reclassification of tanning beds and the iPledge program for the administration of isotretinoin are also key.

On the payment policy side, this area coordinates all the activities of the AADA with respect to both Medicare payment policy and private payer advocacy. This includes developing and implementing strategies to positively influence public coverage and reimbursement policies as well as working with the national insurance companies and private health plans. Staff work with the Health Care Finance Committee, the Coding and Reimbursement Committee, the Dermatology Carrier Advisory Committee (DermCAC); the Patient Access and Payer Relations Committee and the Workgroup on Innovations in Payment and Delivery to identify priorities and implement strategies.

In addition, the department provides staff support of the Academy's involvement and activities with the AMA/Specialty Society Resource-Based Relative Value Update Committee (RUC) and AMA Current Procedural Terminology Advisory Committee, and the AADA's RBRVS Committee to advance dermatology coding and practice management issues, as well as enhancing the Academy's recognition among the membership, state and national dermatological societies as a reliable source of dermatology coding, reimbursement, regulatory and compliance information.

**Grassroots Outreach and Development**
This area of A&P implements strategies for grassroots outreach, including developing and maintaining the grassroots action website, writing, and disseminating action alerts, and calling key members of the AADA when targeted action is required. Staff works to identify and train key contacts, state legislative coordinators, and with dermatologists who wish to run for elected office or to seek medical board or other agency appointment. It also holds a key role in planning and executing the annual legislative conference and other member fly-ins designed to build relationships between AADA members and elected officials.

**Practice Management**
The Practice Management department works to support dermatologists and their staff in various practice settings to thrive personally and professionally at every career stage, and to position AADA as the leading source for strategies, content, and tools customized to support dermatologists and their staff. Current activities include development of online decision-support tools designed to simplify practice management administrative burdens and ease the stress for physicians and staff in dermatology practices. These resources will enhance practice sustainability, physician satisfaction, and in turn allow members to focus back on providing superior patient care. Additionally, this area plans to promote the responsible use of telemedicine in dermatology by advocating a core set of standards for telemedicine platform technology and use as well as continue assisting dermatologist members and their practice staff with inquiries related to coding and practice management.
**Education**

The Education Team is responsible for coordinating the functions and activities of the AAD's Council on Education and the Committees, Task Forces, and Workgroups reporting to this Council. Each of these groups contributes to the AAD's commitment to excellence in patient care and continuing professional development as well as the AAD's strategic goal of excellence in dermatologic care through education and advocacy.

The Education Team members are responsible for ensuring compliance with the Accreditation Criteria, Policies, and the Standards for Integrity and Independence in Accredited Continuing Education of the Accreditation Council for Continuing Medical Education (ACCME), the entity that accredits providers of continuing medical education (CME).

Additionally, the team is responsible for ensuring compliance of the AAD's CME program with the American Medical Association's Physician Recognition Award™ (AMA PRA) rules relative to designation of CME credit. Many AAD Education programs also grant Maintenance of Certification credits for programs that meet criteria established by the American Board of Dermatology.

The team is responsible for working with members to develop continuing medical education activities that become part of the AAD's CME accredited and non-CME accredited programs. The purpose of the CME program is to advance quality dermatologic care and improve the knowledge, competence, and performance of dermatologists.

Educational content is delivered through live, audio, print, and electronic formats that include:

- Annual Meeting
- AAD Innovation Academy Meeting
- Virtual Meeting Experience (VMX)
- Regional Courses
- International programs (non-accredited)
- Patient Safety in Dermatology
- Dialogues in Dermatology
- Self-Assessment programs such as Question of the Week and monthly Case Challenges.
- *Journal of the American Academy of Dermatology (JAAD)* CME articles
- *JAAD* CME supplements
- Core Curriculum (to be launched in 2022)
- Skin of Color Curriculum (to be launched in 2022)
- Basic Dermatology Curriculum (non-accredited)
- Board Prep Plus for Dermatology Residents (non-accredited)
- Blended learning opportunities for employees of industry (non-accredited)

The team ensures that adult learning principles are employed to develop, implement, and evaluate each educational activity developed by the AAD. AAD educational activities measure changes in learners' competence and performance and analyzes the change data to further improve the CME Program.
The department assures the grounding of all accredited CME activities in one or more of the following American Board of Medical Specialties Core Competencies: Patient Care, Medical Knowledge, Practice-Based Learning, and Improvement, Interpersonal and Communication Skills, Professionalism, and Systems-Based Practice. CME activity development is based on the educational needs of dermatologists who practice in the areas of general, medical, pediatric, dermatopathology, and procedural dermatology. The department is working closely with members of AAD to improve diverse representation in educational activities including developing new Skin of Color modules in the Basic Derm product as well as encouraging SAC to include diverse populations as course directors and faculty for the Annual and AAD Innovation Academy Meetings.

Other programs and initiatives managed by the Department of Education include:
- CME Transcript Program
- Sulzberger Institute Grants & Innovation in Dermatologic Education Award (IDEA) Grants
- Thomas Pearson Memorial Education Award & Named Lectureships
- Dermatology Education Review and Mastery (D.E.R.M.) for industry
- Repurposing existing content for licensing opportunities

**Development & Revenue**
The Development & Revenue department has two overarching areas of responsibility: (1) securing contributions and support from corporations and individuals; and (2) developing, implementing, and managing Skin Cancer, Take a Hike® and other philanthropic special events.

**Corporate & Individual Giving and Philanthropic Relations**
The team in this area is responsible for developing strategies, protocols, and policies for generating revenue through corporate support, licensing, philanthropic special events and individual contributions. Working closely with other departments in the AAD/A, CCPR identifies funding needs, prospects, and opportunities to generate revenue to advance the AAD's mission-driven programs. The team raises donations through individual annual and major giving programs, planned giving, and tribute programs; independent medical education grants, corporate and licensing partnerships, and donations; licensing and cause marketing campaigns, foundation grants and special events, such as the annual President’s Gala. In addition, the department is responsible for securing grants for educational sessions at the Annual and Summer Meetings.

This area also manages the Eugene J. Van Scott Award for Innovative Therapy of the Skin and the Phillip Frost Leadership Lecture. The Award recognizes research related to innovative therapy of the skin and the recipient lectures during the Plenary Session of the Annual Meeting.

The Council on Community, Corporate and Philanthropic Relations oversees the development efforts and reports to the Board of Directors.

**Member Relations and Engagement**
The Member Relations and Engagement Department supports and advances the AAD/A's operation plan and strategies by maximizing recruitment of new members; identifying relevant ways to engage member segments and demonstrate the economic value of membership, creating affinity and strengthening loyalty to AAD/A; leveraging member impact by unifying members around common priorities; advancing member/specialty visibility and perception within their communities and
demonstrating how members/specialty works to expand access to care, especially among underserved populations.

Member Engagement and Services staff serve as liaisons to the following Committees/Task Forces: Council on Member Services, the Academy Historian, Membership Committee, Resident/Fellows Committee, Young Physicians Committee, Diversity Committee, Intersociety Diversity Task Force, State Society Relations Committee, Patient Advocate Task Force, Community Outreach Programs Committee, Education and Volunteers Abroad Committee, and Melanoma/Skin Cancer Community Programs.

**Membership Operations**
This unit is responsible for the day-to-day management of membership applications, recruitment, and retention; member data integrity; the administration of select Resident Member benefits and providing high quality service to members and constituents through the Member Resource Center.

**Member Engagement**
This unit leverages Research & Analytics work to develop deep understanding, insight, and measurement among all member segments (career stage, practice setting) and the physician ecosystem to develop organizational-wide strategies that create value and satisfaction, and drive life-long retention and loyalty. The team works with member leaders to enhance member value among Residents, Young Physicians, and Late Career members in a variety of practice settings. In addition, this team is responsible for driving strategy and identifying opportunities to develop and enhance the member value proposition and benefit portfolio to maximize dues revenue and extend the AAD/A's impact and value throughout the physician ecosystem.

**Diversity, Equity, and Inclusion**
Working closely with member leadership, this team works to address health care disparities and increase access to dermatologic care by 1) promoting diversity, equity, and inclusion within the AAD/A, 2) ensure dermatologic education and research encompasses health disparities and skin of color, 3) increase the number of practicing dermatologists who are underrepresented minorities and 4) expand Advocacy priorities to address health inequities. Programs include the Diversity Mentorship program and other workforce pipeline initiatives, the Diversity Champion Workshop, Skin of Color curriculum and image bank development.

**Community Relations & Outreach**
The Community Relations team is responsible for programs that tangibly demonstrate and highlight the value and impact of the specialty in the communities that our members live, work and play in ways that benefit dermatologists and patients, and influence key constituencies. Programs such as Skin Cancer Screenings, Shade Structure Grants, Good Skin Knowledge and Camp Discovery serve to advance the specialty by providing easy-to-implement awareness programs that elevate members'/specialty profile in their communities.

The team also manages programs that demonstrate the specialty's commitment to providing access to care by strategically partnering with and leveraging established mechanisms/entities for reaching underserved populations.
**State Society Relations/Patient Advocacy**
This team works to fully engage members with their state, regional and local dermatologic societies through frequent communication and consistent efforts to relay information and opportunities for AAD/A and state societies to collaborate in achieving shared goals. A major focus is to unify and support AAD/A Advocacy on behalf of the patients by identifying, building, and strengthening relationships between dermatologists and policymakers at the state levels. This includes expanding the scope and impact of the Patient Advocate Task Force in Advocacy and education efforts. In addition, Committee members and AAD/A staff provide strategic and leadership development support to state societies, as well as assistance with organization and structure.

**Strategy, Meetings, Analytics & Alliances**

**Strategic Planning**
The Strategic Planning team provides staff support for the AAD/A's strategic planning initiatives. Building on the foundation of the Strategic Plan approved by the Board of Directors, the AAD/A launched an initiative to assess all programs of the AAD/A to ensure alignment of financial and staff resources with the strategic goals. Following the completion of this program assessment process, the Academy developed an Operational Plan, adding operational goals to complement the strategic goals, including growing revenue to sustain its mission and operating efficiently and effectively. Building on this strategic and operational foundation, the next phase of strategic planning is the development of Key Performance Indicators (KPIs), which measure the overall health and performance of the organization.

In 2021, the AAD/A also initiated a Revenue Strategy Initiative, which is a two-phase initiative to develop the processes and tools for a comprehensive revenue strategy that best advances the Academy's strategic goals and objectives. Phase I of this initiative assessed the AAD/A's current financial position and evaluated the mission impact and contribution margin of the current portfolio of programs, and Phase II is addressing the Academy's business development, portfolio management and approval processes to assist in developing long-term revenue goals.

**Strategic Alliances & International Engagement**
The team facilitates the engagement and collaboration of the AAD/A with a range of organizations, including specialty and affiliated organizations, and international societies and members. In the international area, the team works with physician leaders to coordinate and implement the strategy for international growth and development. Approved by the Board of Directors in 2017, the International Engagement Strategy identifies objectives to meet the goals of: (1) maintaining and enhancing relevance globally for the Academy; and (2) generating revenue through programs, products and services developed for and/or marketed to international dermatologists.

The team supports and implements the activities of the International Affairs Committee and the World Congress Fund Review Task Force and facilitates the marketing, application, and selection process for each of the international scholarship programs. In addition, the team hosts the activities at the Annual Meeting aimed at international attendees and scholarship recipients.

**Leadership Institute**
The team also is responsible for developing, managing, and coordinating activities and programs of the AAD/A related to leadership development of its members, and it supports and implements the
activities of the Leadership Development Steering Committee (LDSC), the Leadership Institute and the Mentorship Work Group.

Working with the members of the Leadership Development Steering Committee, team members plan and conduct the Annual Leadership Forum, which is designed to develop the leadership skills of young physicians. In recent years, the Leadership Forum added a track for mid-career physicians and hosted team building sessions for members of the Board of Directors. The team also supports the LDSC in the development of leadership sessions at the Annual Meeting and AAD Innovation Academy. It also supports the Mentoring Work Group in conducting mentorship programs and oversees the William D. James Mentor of the Year Award. In addition, the team implements the annual Academic Dermatology Leadership Program, which focuses on leadership training and mentoring for emerging leaders in academia.

Research & Analytics
The research and analytics team supports the AAD/A’s strategic and operational goals by developing and maintaining a keen understanding of our members and the environment in which they practice. Research staff tracks key statistical information on our members and explores practice trends, target audience and member needs. Through both qualitative and quantitative research methods, the team tests new program/product concepts, and it disseminates member information and research results throughout the organization to facilitate data-driven decisions.

Meetings & Conventions
The Meetings and Conventions Department is responsible for the overall planning of all AAD/A meetings, including the Annual Meeting (approximately 18,000 attendees), the AAD Innovation Academy (approximately 3,500 attendees), and various other regional (CME) courses, conferences, committees, and Board meetings. The department serves as co-liaison to the Scientific Assembly Committee and to the Exhibitor Advisory Committee.

Planning of the Annual Meeting and AAD Innovation Academy is extensive and detailed. The team works closely with the Scientific Assembly Committee to prepare the scientific programs for each of these meetings. The Annual Meeting involves, among other tasks: (1) coordinating all requests for meeting space for over 100 committees and 400 ancillary organizations that hold their meetings in conjunction with the Annual Meeting; (2) selling, scheduling and managing over 400 exhibiting companies; (3) managing meeting registration and housing (30+ hotels); and (4) conducting contract negotiations/management for all of the ancillary services (i.e. hotels, convention centers, audio visual, shuttle services, general contractor/drayage, and entertainment). The AAD Innovation Academy involves many of the same tasks, but on a smaller scale.

Throughout the year, the department is responsible for managing logistics and arrangements for all AAD/A regional (CME) meetings, the Legislative Conference, the Leadership Forum, the Industry Summit, essentials conferences, international conferences, and committee/other meetings (including all Board meetings).

In 2021, the Meetings & Conventions department coordinated the staff team that worked to develop and build the AAD virtual meeting experience -- VMX. The VMX included 75 sessions and over 75 hours of CME credit opportunities. In addition to the online sessions, the VMX included Q&A with
Science and Quality
The Science and Quality Team (S&Q) supports the specialty of Dermatology, and practicing dermatologists, by documenting and disseminating the state of the art and science in the changing practice environment. The S&Q Team, in collaboration with AAD members carefully track and codify the expansion of evidence-based dermatologic clinical research and science to advance the delivery of dermatology care. S&Q provides the data-driven foundation for innovation in dermatology care delivery through our National Qualified Clinical Data Registry (DataDerm), the development of clinical practice guidelines, appropriate use criteria and performance measures. Additionally, the team provides data driven quality and value tools, quality benchmarking and analysis with the goal of optimizing the quality, safety, and value of dermatologic care.

Science Area
This team focuses on providing an evidence-based foundation for the AAD clinical practice guidelines, appropriate use criteria (AUC), and other initiatives, with an additional emphasis on translation of clinical research and guidance into physician practice. Current activities include developing clinical practice guidelines and Appropriate Use Criteria (AUC), offering outcome-based education, serving as an external/internal source of scientific information and a liaison to external groups, disseminating position statements on healthcare policy, and reviewing and guiding payment policies. The science area also supports the advancement of dermatologic clinical research. The AAD's Research Agenda encourages research by residents/young dermatologists through award recognition and fellowship programs. The AAD's commitment to clinical research, codifying the state of the art and science of dermatology in clinical guidance documents, and fostering high quality, evidence-based dermatology is of great value to the specialty, and will continue to position the Academy as an influential and trusted voice.

Quality Area
This team focuses on advancing the delivery of dermatology care and helps demonstrate clinical quality and value for the specialty and for dermatologists. These contributions are achieved by being primary source of information for improving care delivery in the practice of dermatology via AAD's clinical registry (DataDerm) and providing the data-driven foundation for innovation in dermatology care delivery. The performance measures area works proactively to expand the number, value, and type of dermatology-specific measures available to dermatologists. Dermatology measures are needed to drive improvement in care delivery, while meeting the reporting requirements of the Centers for Medicare and Medicaid Services (CMS) and other payers, as well as Maintenance of Certification requirements. Current Quality Area activities include implementing DataDerm (now with data from over 40 million dermatologic encounters), developing and testing performance measures, developing tools and resources to help members maximize their public reporting and improve quality of care, liaising to external groups, developing policy on quality measurement, and advocacy work around public reporting of quality measures, and payment reform towards paying for quality and value.
Leadership and the Board

President
- Works jointly with the Secretary Treasurer and the Executive Director with respect to the daily operations
- Partners with the Secretary Treasurer and Executive Director and the Board to provide long-term strategic guidance
- Chair and facilitates Board, Executive Committee and business meetings
- Appoints and charges ad hoc task forces
- Promotes positive organizational culture
- Serves as the official representative of the Academy

Vice President
- Partners with the officers and Board to advance the mission of the Academy
- Protects the Academy’s image and assets
- Be the moral voice of the Academy’s members
- Chair and facilitate meetings in the President's absence
- Accept special assignments

Secretary Treasurer
- Works jointly with the President and the Executive Director with respect to the daily operations
- Partners with the President and Executive Director and the Board to provide long-term strategic guidance
- Serves as the primary financial and accounting officer
- Along with the Chief Executive Officer and Assistant Secretary Treasurer, supervises the preparation of the annual budget and assists in presenting the budget to the Board for approval.
- Ensures accurate minutes of all the Board and Executive Committee meetings
- Reviews the annual audit and reports out to membership at each annual meeting
- Promotes positive organizational culture

Assistant Secretary Treasurer
- Serves as the secondary financial and accounting officer
- Along with the Chief Executive Officer and Secretary Treasurer, supervises the preparation of the annual budget and assists in presenting the budget to the Board for approval.
- In the absence of the Secretary Treasurer, Ensures accurate minutes of all the Board and Executive Committee meetings
- With the Secretary Treasurer, reviews the annual audit and ensures that procedures are in place to protect, expend and invest the organization's assets according to the Board's policies and procedures.
WHO DOES WHAT?

- Review as requested and in a timely manner, all ads published in the JAAADV and content of Dermatology World that are flagged by staff and physician editor for additional review.
- Works with staff to approve new exhibits and updates to past exhibits for both the Annual and AAD Innovation Academy meetings, including a walk-through with staff before the exhibits open.

Board
- Determine and advance the organization's mission and key priorities
- Understands the needs, wants and values of the broader membership
- Monitor and assure programs and services meet member needs and fulfill strategic objectives
- Promote the organization's positive image
- Ensure legal and ethical integrity and maintain accountability
- Recruit and orient new Board members and assess Board performance.
- Comes prepared to all meetings; fully participates in meetings and on calls
- Respects all opinions; supports Board decisions
- Support and provide meaningful feedback to the Executive Director
- Ensure effective organizational planning and adequate resources; money and staff time

Executive Director & Chief Executive Officer
- Works jointly with the President and the Secretary Treasurer with respect to the daily operations
- Has general and active supervision of the business and management of the Academy
- A trusted partner with the Board and positions it for success
- Collaborates with the President and Board to assess overall Board performance
- Develops and implements budgets and business plans
- Hires and leads staff and ensures the right staff structure is in place
- Ensures proper governance of the Academy
- Develops and implements operating policies, procedures and internal controls
Role of the Board

Set Direction: Govern in a manner that is consistent with the Academy'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.

Engage in Outreach: Understand the needs, wants and values of the broader membership.

Ensure Resources: Ensure effective organizational planning and adequate resources (Structure, funds, time, volunteers, staff, technology, etc.).

Provide insight: Ensure legal and ethical integrity and maintain accountability. Determine, monitor and enhance programs, products and services. Collaborate with staff to communicate, assess and measure progress.

Plan for the Future: Provide for Board succession and development.
WHO DOES WHAT?

Board Leadership Values

AAD is #1
• Wear your AAD hat at all times at Board meetings

Trust
• Speak honestly and respectfully
• Maintain confidentiality

Engagement
• Come prepared; read all the materials
• Offer your opinion, and listen to others’

Diversity1
• It is the strength of the Academy
• Acknowledge, respect and value opinions of others

Creativity
• Novel solutions are welcome
• Brainstorming should be done at the committee level

Communication
• We could have contentious discussions, and you may ask for a motion for a recorded vote (i.e., all votes will be recorded)
• Keep in mind that all Board discussion is confidential, and that the final decision the Board makes on any given issue is the ONLY one communicated to the membership

Apparent Authority Policy
• The policy that provides guidance concerning who is authorized to make public statements on behalf of or representing the Academy.
• You may not use your Board title to represent or speak on behalf of the Academy unless you have been asked by leadership or staff to do so. (Let the Director of the Executive Office know as soon as is practical.)

Principles of Board Conduct
• We will be accountable to the membership and society and committed to openness, honesty and transparency.
• We will govern with excellence.
• We will fulfill our fiduciary responsibilities of Board members, including duties of care, loyalty and obedience.
• We will focus chiefly on strategic outcomes including establishing priorities.
• We will monitor and regularly discuss our own process and performance and ensure our governance capability by continued training and development.

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1 Diversity is defined by the Academy as age, gender, race, practice modality and geography. Acknowledging, respecting, and valuing differences. An inclusive approach to people, ideas and practice styles includes a willingness to listen to all points of view. The result is collectively better because the whole is greater than the sum of its parts.
We agree to disagree and to treat each other with dignity and respect, even when we disagree.
We agree to make the Board meetings conducive to open and candid discussion and agree to maintain confidentiality of Board proceedings where appropriate.
We agree to support the consensus of the group even if the consensus differs from our personal perspective.
We agree to be fully engaged in Board meetings.

Core Characteristics of a Strong Board (Source: Medical Society of Virginia)

**Visionary** – Challenge yourself and the Board to focus on solving the most strategically relevant tasks and issues for the betterment of the field of dermatology and the Academy.
- Focus on the big picture
- Recognize the power of planning
- Challenge the status quo
- Be driven in the direction of the ultimate goal (strategy/mission/vision)

**Engaged** – Pursue experiences to be energized and inspired by the Academy and the opportunities available in your leadership role.
- Show up regularly
- Actively participate in conversations
- Be excited about the work that is being done
- Share experiences for others to learn from
- Make actions and decisions that further the mission
- Donate money and share opportunities

**Judicious** – Seek opportunities to play the tenth man and embrace those sharing the dissenting opinion.
- Listen to others
- Treat others, especially those with dissenting opinions, with respect
- Seek fair resolution
- Give opportunities for others to weigh in

**Accountable** – Hold yourself and others responsible for moving the day-to-day organizational tasks forward allowing progress to occur quickly
- Keep promises
- Focus energy on important issues
- Make productive use of time
- Prepare beforehand
- Respond in a timely manner
**WHO DOES WHAT?**

**Elevating** – Actively seek opportunities to elevate yourself and your colleagues to advance the Academy strategic plan.
- View participants as crucial
- Seek developmental opportunities
- Seek tools to improve
- Utilize expertise of those around you

**Unified & Diverse** – Live the philosophy that the strength in our Board lies in our differences and our ability to come together as one.
- Foster teamwork
- Value variety of backgrounds
- Appreciate differences while celebrating connections
- Be accepting of others and understand that they bring a needed perspective
**Council, Committee and Task Force Structure**

The standing governance organizational structure of the Academy and Association (AAD/A) consists of councils, committees, and task forces (CCTF). Issue driven workgroups may also be appointed under a council, committee or task force. In addition, there are ad hoc task forces that are appointed by the president and report directly to the board of directors for special projects.

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 representative are members of the councils to which their committee reports.

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.

The roles of a CCTF include chair, members, and ex-officio (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 for Councils, Committees & Task Forces
Established Organizational Structure Committee (OSC) as 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 a rotation for periodic review of all component units of each Council during the OSC meeting scheduled during the Annual Meeting as follows:
   2022 – Council on Community, Corporate and Philanthropic Relations
   2023 – Council on Education
   2024 – Council on Science & Research
   2025 – Council on Member Services
   2026 – Council on Practice Management
   2027 – Council on Government Affairs & Health Policy and Advisory Board
   2028 – Board Committees & Council on Communications

Committee Meetings/Time Commitment/Travel
Committees generally meet in-person at the Annual Meeting and at the AAD Innovation Academy Meeting (if the chair determines there is sufficient business to conduct). In addition, some committees meet during the year via conference call and/or conduct business by email.
  • Free-standing meetings of councils/committees/workgroups are strongly discouraged.
  • Every attempt should be made to tie a meeting to an existing scheduled meeting to reduce meeting attendance expenses. If a group cannot find an established meeting at which to meet, a separate meeting can be held (after explicit budget approval):
    o In the Chicago/Rosemont area to reduce staff travel expenses.
    o If Chicago is not the most economically feasible, at a town deemed most feasible after a cost/benefit analysis of projected travel and expense costs.

In general, committee meetings/calls are scheduled well in advance of the actual meeting/conference call date. Every attempt is made to accommodate the majority of members across multiple time zones. Care is taken to schedule conference calls to minimize time away from clinic and patients.

Terms of office begin at the conclusion of the Annual Meeting. Incoming committee members are invited to attend committee meetings held at the Annual Meeting as non-voting guest observers.
POSITION DESCRIPTIONS
GOVERNANCE STRUCTURE

Role: Chair, voting member

Term: Council Chair – 4-year term*
Committee Chair – 2-year term*
Task Force Chair – 2-year term*
*Cannot serve two consecutive terms
*Exceptions listed -BGP-Appointments to Councils, Committees or Task Forces (CCTF)
*Cannot serve as a chair on more than one CCTF entity – Exceptions to this rule:
  - Board of Directors – President
  - Executive Committee – President
  - Budget Committee – Secretary-Treasurer
  - Compensation Committee – Secretary-Treasurer
  - Appointment Selection Committee – President-elect
  - Leadership Development Steering Committee

Responsibilities: The chair will serve as a facilitator, to ensure that the business which comes to the council, committee or task force (CCTF) is dealt with appropriately. The chair guides the CCTF through the process of reaching consensus and enables the business to move through the CCTF structure. The chair is also responsible for making sure everyone feels comfortable participating in meetings, conference calls, and discussions by cultivating an atmosphere of respect among members. Chairs call for motions, they cannot make a motion.

a. As needed – contact members non-compliant with the Academy’s Disclosure of Outside Interests and Management of Conflicts of Interest, Code of Conduct, Confidentiality Agreement and Copyright Assignment of Work Product Policies to encourage them to complete the forms in order to be eligible to participate in the business of the governance entity.

b. Groom and mentor, the deputy chair as part of the succession plan.

Role: Deputy Chair, voting member

The deputy chair is chosen from among the entity’s outgoing or current members. In extenuating circumstances, a past member may be appointed to this role if there is a specific rationale for the appointment.

Term: Two-year term*; followed by two-year term as chair.
*Exceptions listed BGP-Appointments to Councils, Committees or Task Forces (CCTF)

Responsibilities: The responsibility of the deputy chair is to help retain institutional memory and assist the chair in serving as facilitator if necessary.
Position Descriptions – Governance Structure

Role: **Member**, voting member

Term:
3-year term*
* Cannot serve two consecutive terms – Exceptions listed
BGP- Appointments to Councils, Committees or Task Forces (CCTF)

Responsibilities: Serves on a committee to fulfill its assigned mission.

Role: **Resident**, non-voting member*
*Except for members of the Residents/Fellows Committee

Term:
Consistent with resident/fellowship training.
Terms may be one to three years depending on when appointed.
Terms conclude at the close of Annual Meeting following end of individual’s resident/fellowship training.

Notes
Residents are not eligible to participate on the Executive Committee, Appointment Selection Committee, Audit Committee, Budget Committee, Bylaws Committee, Compensation Committee, Investments Committee, JAAD Publications Committee, Professionalism and Ethics Committee, Nominating Committee, Council on Community, Corporate & Philanthropic Relations, Corporate Relations Committee, Individual Giving Committee, Scientific Assembly Committee, Resource-Based Relative Value Scale and Current Procedural Terminology Committee and Named Lectureship Task Force.

The board has issued a guideline but not a binding policy, to limit the number of resident positions that can be appointed to a council, committee, or task force, in addition to the maximum number of members, to two.

Unless otherwise specified in the Bylaws or in the Administrative Regulations, it is the prerogative of the Appointment Selection Committee to select residents as appointees to councils, committees and task forces.

Role: **Advisor Liaison**, non-voting member

The Advisor Liaison is a representative of a national dermatologic organization that has a federal lobbyist and/or dedicated advocacy staff employed within its organization. This Advisor Liaison will serve as the dermatologic organization’s representative on the Council on Government Affairs and Health Policy and participate in the Council’s monthly conference calls, in-person meetings held at the Academy Annual and Summer meetings and respond to emergent issues via email when needed. The Advisor Liaison is responsible for reporting back to his/her society on a regular basis. This position allows the Academy to work collaboratively with respective organizations to strengthen communications and develop cohesive lobbying efforts.

Term: This is a one-year renewable position.

Note: Before a member can be considered for reappointment to the same CCTF entity, s/he must have been off the entity for a minimum of one year.
Position Descriptions – Governance Structure

Role: **Board Liaison**, non-voting member
Appointed to each Council, Residents/Fellows Committee and SkinPAC to report to the board the actions of that governance entity.

Term: Concurrent with board term.

Role: **Ex-officio**, appointed voting member
A member is ex-officio by virtue of another position s/he holds within the governance structure.

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

Role: **Ex-officio**, (president and secretary-treasurer standing; non-voting member)
Per the Bylaws, the president and secretary-treasurer serve as ex-officio, non-voting members of all standing councils, committees, task forces and ad hoc task forces. 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: N/A

Role: **Guest Observers**, 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 except for the following: Appointment Selection Committee, Audit Committee, Budget Committee, Bylaws Committee, Compensation Committee, Corporate Relations Committee, Council on Community, Corporate & Philanthropic Relations, Individual Giving Committee, Investments Committee, Named Lectureship Task Force, Nominating Committee, Professionalism and Ethics Committee, Scientific Assembly Committee and the Sulzberger Dermatologic Institute & Education Grants Committee.

Term: Only for the meeting which they are invited.

Role: **Staff Liaison**, non-voting
Serves as an informed resource to the chair and members of the committee. Assists the chair in facilitating committee discussions and activities which address the committee’s charge. Works with the chair to ensure that all committee work is consistent with the association’s goals and objectives.

Term: N/A

Note: Before a member can be considered for reappointment to the same CCTF entity, s/he must have been off the entity for a minimum of one year.
WHO DOES WHAT?

Role of the Chair (voting member)
Council Chair (4-year term)
Committee/Task Force Chair (2-year term)

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.

Engage in Outreach: Understand the needs, wants and values of the Councils, Committees and Task Forces (CCTF). Encourage active participation by all members.

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 Resources: Ensure effective organizational planning and adequate resources (Structure, time, members, staff, technology, etc.).

Plan for the Future: Mentor the deputy chair and entity members as part of a succession plan. Make recommendations during the application cycle for potential appointments.

Participate in a 30-minute call with the deputy chair and pertinent staff, 1 to 2 months prior to changing of the role of the deputy chair to chair providing expectations. Allow for open discussion providing advice and guidance on facilitating the calls/meetings.

Prepare: View the chair/deputy chair Orientation PowerPoint. Develop a plan that will allow the CCTF to effectively complete its responsibilities for the year, working with staff. Stay on schedule during your meetings/calls. Create an effective agenda and keep members on track during meetings/calls.

Compliance: Ensure all members are compliant with Disclosure of Outside Interests and Management of Conflicts of Interest, Code of Conduct, Confidentiality Agreement and Copyright Assignment of Work Product Policies and forms.

NOTE:
Committees reporting to the Council on Government Affairs and Health Policy (GAHP)
Chairs for each of the committees that report to the Council on GAHP serve in an ex-officio role on the Council.

Deputy chairs of any of these committees whose chair’s term will be ending at the following annual meeting should be invited to at least two meetings, before officially taking over as the chair to help transition into their ex-officio role on the Council. (one of the meetings being the annual meeting)
Role of the Deputy Chair (voting member) (2-year term)

Engage in Outreach: Understand the needs, wants and values of the CCTFs. Encourage active participation by all members.

Serve as Facilitator: If chair is absent, stand in for the chair keeping members on track and focused, establish a quorum and ensure consensus is reached enabling business to continue to move through the governance structure.

Plan for the Future: Work with the chair mentoring as part of a succession plan. Make recommendations during the application cycle for potential appointments.

Participate in a 30-minute call with the chair and pertinent staff, 1 to 2 months prior to changing of the role of the deputy chair to chair. Chair and staff will provide expectations allowing for open discussion for advice and guidance on facilitating the calls/meetings.

Prepare: View the chair/deputy chair Orientation PowerPoint.

NOTE: Committees reporting to the Council on Government Affairs and Health Policy (GAHP)
Deputy chairs of any of these committees whose chair’s term will be ending at the following annual meeting should be invited to at least two meetings, before officially taking over as the chair to help transition into their ex-officio role on the Council. (one of the meetings being the annual meeting)

Role of the CCTF Member (voting member) (3-year term (generally))

Prepare: Review agenda and background materials for all calls/meetings.

Attend committee meetings and voice objective opinions. A quorum is necessary to conduct business at meetings/calls.

Work as part of the committee and staff team to ensure that the committee’s work and recommendations are in keeping with the general association mission and goals.

Support the efforts of the committee chair and carry out individual assignments made by the chair.

Respond to all correspondence (emails/ballots, etc.) timely.

In order to maintain a high standard of professional conduct in the performance of the Academy business the Board of Directors and CCTF members must complete and maintain the Disclosure of Outside Interests and Management of Conflicts of Interest, Code of Conduct, Confidentiality Agreement and Copyright Assignment of Work Product Policies forms annually.

At any time during your appointment term should your business/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/conference calls/email ballots within a one-year period will automatically be removed from their appointment term, after notification to leadership.
**Role of the Ex-officio Member** (voting member) (terms vary – concurrent with their CCTF appointment term)
A member is ex-officio by virtue of another position s/he holds within the governance structure. This term is concurrent with CCTF appointment term which makes them an ex-officio member. Work as part of the committee and staff team to ensure that the committee’s work and recommendations are in keeping with the general association mission and goals.

**Role of the Ex-officio Member** (non-voting member) (term concurrent with Board term)  
(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.

**Role of the Board Liaison** (non-voting member) (term concurrent with Board term)
Appointed to each Council, SkinPAC Board of Advisors and Residents/Fellows Committee to report to the board of directors on the actions of that entity.

**Role of the Board Representative** (voting member) (term concurrent with Board term)
Appointed to each standing board committee and Ad Hoc Task Force. This position is responsible for reporting out the recommendations to the board from the entity in which they serve as the board representatives. This not only ensures board member involvement within the governance structure; it also speaks to the AAD/A being fiscally responsible and not having to “send” a member to present recommendations at board meetings.

**Role of the Resident Member** (non-voting member) (Residents which serve on the Residents/Fellows Committee are voting members) (term varies (1-3-year term; term lasts until the ANM following end of member’s residency training)
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. Residents are non-voting members of the CCTFs, with the precise role of residents varying depending on the specific CCTF, but their participation is highly valued.

**Role of Board Observer** (non-voting member) (Residents/Fellows – 1 year; International – 2 years; Young Physician – 2 years)
Member representative from targeted member groups: International; Residents/Fellows, and Young Physicians.

**Role of Guest Observers** (non-voting member) (Only for the meeting in which they are invited)
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.”
Role of Staff

- Informs and implements Board decisions
- A trusted partner with the Board, CCTFs, member leaders and members
- Provides organizational continuity
- Serves as liaison
- Implements programs and services offered to members

Ensure Resources: Provide a roster of the members of your CCTF including every member’s name, state, term date, position and if they are or are not a voting member in every agenda packet.

Include the Organizational Structure Chart in every agenda packet to remind the members where their committee sits within the full structure.

Include an action item log that includes a timeline with every summation report after each call/meeting. This action log is to be included with the agenda materials so the members can easily track the progress on projects in which their committee is involved.

Send approved summation reports from Council meetings to the members of the reporting entities to ensure there are clear lines of communication within each Council structure.

Prepare: Hold a 30-minute call prior to the first meeting of the year, with the chair and deputy chair to orient them on the processes and discuss the mission and include the AAD/A Organizational Structure Chart.

The first meeting of the year should include a 10-15-minute orientation for the new CCTF members on the governance structure, reporting process, mission and include the AAD/A Organizational Structure Chart.

Encourage all committees and task forces to have at least 2 meetings a year to increase engagement. If a committee or task force only holds 1 meeting a year, a 6-month video conference should be scheduled keeping members engaged.

REMINDER

Video Conferencing for AAD/A Council, Committee and Task Force Meetings

AAD/A Board of Directors approved policy that mandates video conferencing software be used as the default method of communication for all AAD/A Councils, Committees and Task Forces’ meetings that take place outside of in-person meetings; and if audio-only conferencing must be used, then it is held over video conferencing software that includes participant tracking; and that audio-only participants in a meeting identify themselves when they join the meeting.
Responsibilities of Being a CCTF Member

1. Review agenda and background materials for all calls/meetings.

2. Attend committee meetings and voice objective opinions. A quorum is necessary to conduct business at meetings/calls.

3. Work as part of the committee and staff team to ensure that the committee's work and recommendations are in keeping with the general association mission and goals.

4. Support the efforts of the committee chair and carry out individual assignments made by the chair.

5. Respond to all correspondence (emails/ballots, etc.) timely.

6. In order to maintain a high standard of professional conduct in the performance of the Academy business the Board of Directors and CCTF members must complete and maintain the Disclosure of Outside Interests and Management of Conflicts of Interest, Code of Conduct, Confidentiality Agreement and Copyright Assignment of Work Product Policies forms annually.

7. At any time during your appointment term should your business/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/conference calls/email ballots within a one-year period will automatically be removed from their appointment term, after notification to leadership.
**Fiduciary Responsibilities**

Each Board Member also has fiduciary (trust) responsibilities: Duty of Care, Loyalty and Compliance.

- **The duty of care** means that you are required to exercise ordinary and responsible care in the performance of your duties, exhibiting honesty and good faith.

- **The duty of loyalty** requires you to pursue the best interests of the AAD/A rather than your own personal or financial interests or those of some other individual or entity.

- **The duty of obedience** requires you to act consistently with the AAD/A’s mission and purposes and its articles of incorporation, bylaws, and other policies and procedures. It is the AAD/A’s expectation that those serving within the governance structure agree to abide by the AAD/A’s Code of Conduct and maintain a current disclosure of potential conflicts of interest.

<table>
<thead>
<tr>
<th>DUTY OF CARE</th>
<th>DUTY OF LOYALITY</th>
<th>DUTY OF OBEDIENCE</th>
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<tbody>
<tr>
<td>Stewardship of financial assets and resources.</td>
<td>Acting in good faith; not allowing personal interest to prevail over the interests of the organization.</td>
<td>Comply with federal and state laws and bylaws.</td>
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**Each Board member, Chair and committee member also has a fiduciary (trust) duty to act prudently while serving and handling Academy resources.**

**The Board of Directors 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. When the Board of Directors demonstrates each of these three duties it is effectively exercising accountability and its fiduciary responsibility.**
Definitions of Governance Organizational Units

Board of Directors
The Board of Directors are responsible for two organizations: the American Academy of Dermatology (AAD) and the AAD Association (AADA). When both entities are referred to collectively, it is the AAD/A. The main purpose of the AAD is to provide members with educational resources. The main purpose of the AADA is to advocate on behalf of its members. The distinctions between the two organizations are based on the tax status of each organization. It is important that these entities operate as two separate organizations. Each board is responsible for managing the property and affairs of the entity of which it governs. The AAD Board of Directors consists of seven officers and 17 directors. The AAD Board of Directors serves as the AADA Board of Directors.

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.

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.

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 the 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.

Council
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.

Ad Hoc Task Force (AHTF)
Issue-specific task forces are identified as “ad hoc task forces.” These task forces are appointed by the President and should align with and advance the Academy’s strategic goals. When ad hoc task forces are appointed, the appointment notification includes the mission, the deadline for receipt of the final report, and the reporting relationship (i.e., Board of Directors, Executive Committee, etc.).
Once the recommendations of the ad hoc task force have been reviewed and acted upon by the appropriate organizational unit, the ad hoc task force will be dissolved.

An ad hoc task force should only be appointed if the issue-specific topic is not already being addressed and/or researched by a current governance entity. 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.

**Workgroup**

A workgroup is a subgroup of a council, committee, or task force (CCTF) or 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 Practice 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. The Council shares the ERG annual reports with the Board of Directors in the spring via an Information Only (IO) report.
**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
- Member, WG – BOD-AB Reps

**Vice President-Elect** (term – 1 year)
- Appointment Selection Committee
- Board of Directors
- Budget Committee
- Executive Committee
- Member, WG – RRT – Rapid Response Team – Corporate
- Member, WG – BOD-AB Reps
Secretary-Treasurer (term – 3 years)
- Audit Committee
- Budget Committee (Chair)
- Compensation Committee (Chair)
- Council on Community, Corporate and Philanthropic Relations
- Executive Committee
- Investments Committee
- Organizational Structure Committee
- Scientific Assembly Committee
- Appointment Selection Committee
- Member, WG – BOD-AB Reps
- 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
- Member, WG – BOD-AB Reps

Academy’s Council on Medical Society Specialty (CMSS), Rep
(term – 4 years; renewable one additional term)

Advisory Board Chair (concurrent term – 4 years)
- Advisory Board Executive Committee, Chair
- Board of Directors
- Budget Committee
- Compensation Committee
- Council on Government Affairs and Health Policy
- Organizational Structure Committee
- Member, WG – BOD-AB Reps

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 Observer
• Board of Directors (Observer)
• International Affairs Committee
• Membership Committee

International Affairs Committee, Chair
• Council on Member Services
• Scientific Assembly Committee

Public Education Committee
• Consultant, Representative from the Dermatology Nurses Association

Resident/Fellow Committee, Chair
• Board of Directors (Observer)
• 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 (Observer)
• Residents/Fellows Committee (Ex-Officio)
• Member, Council on Member Services
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.

- Declare a quorum, 50% plus one of the voting CCTF members; once a quorum is established, it is maintained throughout the meeting/call as long as no one calls for another quorum.

Voting – as outlined in the Academy Bylaws.

- 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 – The main purpose of a motion is to present an idea for consideration and action.

- 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. A Chair cannot make a motion but can ask for a motion to be made.

The Chair may say the following at the beginning of a meeting so everyone understands motions: “I would like to briefly outline the parliamentary flow of our meeting to keep it focused and on track. As we discuss the topics, I will call for a motion and then ask for a second. The motion cannot be discussed without a second. Seconding a motion merely indicates that the member wishes the motion to be considered by the CCTF and does not imply support for the motion. At the conclusion of the discussion, I will call for the vote.”

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.

Per the Administrative Regulation – Parliamentary Procedure –

1. 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.

2. 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.
### Parliamentary Procedure at a Glance

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

Principal Motions (Listed in Order of Precedence)

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

*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

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

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

Meetings
Councils, committees, task forces generally meet in-person at the Annual Meeting and the Innovation Academy Meeting (if the Chair determines there is sufficient business to conduct). In addition, some committees meet during the year via conference call and/or conduct business by email. In general, meetings/calls are scheduled in advance of the actual meeting/conference call date. Every attempt should be made to accommodate most members across multiple time zones. Care is taken to schedule conference calls to minimize time away from clinic, patients, and family.

Terms of office begin at the conclusion of the Annual Meeting. Incoming members are invited to attend committee meetings held at the Annual Meeting as non-voting guest observers.

November/December:

Appointments Confirmed: Chair/Deputy Chair training video and the Governance Handbook provided. (https://www.aad.org/member/membership/cctf)

2 – 3 Weeks before Meeting:
Schedule Meeting: Staff liaison works with the Chair on selecting dates/times for meetings. Once the Chair agrees to several date/time combinations the staff liaison surveys the members to see the date/time that best fits to secure a quorum. Staff liaison sends a confirmation to members of the selected date/time by email and a calendar invitation.

Draft Agenda and Background Materials: Chair works with the staff liaison to create a well thought out agenda for the meeting. The staff liaison will do the research and gather the background materials for the meeting.

5 – 7 Days before Meeting:
Agenda Packet: Review and approve agenda and materials; once approved the staff liaison will send agenda and materials to the committee members.

3 – 5 Days before Meeting:
Expanded Agenda: Staff liaison provides the Chair with an expanded agenda (mirrors the agenda indicating where motions and votes are necessary and assists the chair in following parliamentary procedure). The expanded agenda should be used by staff liaisons to take notes during meetings and/or calls. Staff liaison to review the agenda and materials with the Chair at their request.

Meeting Day:
Emails: 1) Send reminder email with agenda materials to committee members; 2) Resend expanded agenda to Chair with agenda materials.

Be Prompt: It’s beneficial for the Chair to connect a few minutes early for all calls/webinars or arrive early if an in-person meeting.

Communicate: Chair to keep communication open throughout the meeting allowing open discussion and maintaining control at the same time. Some members may be more reserved and need some coaxing from you as the Chair to participate, and on the other side, you may have to manage those who may be monopolizing the discussion. Ensure all members understand what is being discussed or voted on, many times it helps to summarize the outcome if the discussion was lengthy. Remember that you are the guide to the meeting, keeping it on track watching the time and working with the members on outcomes.
Reports: All governance reports must be in the form of a **Recommendation for Action (RFA)** or an **Information Report** that is submitted to its reporting Council, Committee or Task Force (CCTF); eventually to Board of Directors for approval. The staff liaison has access to these templates that outline what information is needed for submission.

End Meeting: When closing your meeting, provide a summary of the decisions made and action items along with next steps; including who may be responsible for specific actions. Discuss if a next call, webinar or meeting is necessary. Thank everyone for their time.

5 – 7 Days Post Meeting:
**Summation Report:** Staff liaison to provide the Chair the summation report for review and approval; once approved by the Chair the summation report is sent to the members with email ballot for approval.

**Discussion Summary:** Staff liaison to provide the Chair a discussion summary in cases when the meeting did not meet quorum.

**After Summation Report Approved:** Staff liaison will create a Recommendation for Action (RFA) or an Information Only (IO) and send it for approval.

Email Ballot – as needed
- Create email ballot
- Create PDF of email ballot and supporting documentation with bookmarks
- Send PDF to chair for review/approval
- Once approved by chair, finalize email ballot and materials and sent to CCTF members
- Track all responses (always try to secure all members vote)
- Send results to CCTF

Important Notes:
1. Standing Board Councils, Committees, Task Forces and Ad Hoc Task Forces must forward RFAs and IRs to the Board, along with the summation report, to the Executive Office no later than 3 weeks prior to the respective Board meeting.

2. RFA’s with financial impact need to be reviewed by Finance four (4) weeks prior to the respective Board meeting.

3. RFA’s with revisions to Administrative Regulation, Board Governance Policies, or Position Statements require General Council review four (4) weeks prior to the respective Board meeting.
**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

Mission Statement:
The Advisory Board is a committee of the Academy and Association 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.

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.
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 member patients and practices.

Time Commitment:
Mandatory Attendance:
- General Business Meeting of the Advisory Board (biannually)

Ad Hoc:
- Reference Committee Hearing (biannually)
- Other committee conference calls
- Legislative Conference (yearly)
- AAD Innovation Academy (yearly)

Note:
Attendance at the meetings listed above is strongly encouraged for all Advisory Board members. If conflicts arise, an AB representative may designate another physician member of their society to participate at the annual meeting or vote electronically on his/her behalf. Members may also invite a non-voting member of their respective state society to the General Business Meeting to educate them on AB matters.

A non-participating constituent society of the AB, which is defined as unexcused absences for two consecutive mandatory meetings of the AB, shall be removed from the AB. Following said action, the constituent society will be required to wait one year before reapplying for membership on the AB.

To seek reinstatement of an AB membership, a constituent society must submit a written petition to the AB Chair specifically requesting reinstatement along with the name and contact information of the proposed AB Representative. The AB Chair will meet and discuss reinstatement with the full AB Executive Committee at the next regularly scheduled meeting, typically held in conjunction with the Academy’s Annual Meeting.

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.
Advisory Board (continued)

**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;
- 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

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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 to Moderate)
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:
The Advisory Board Executive Committee shall be up to seven elected members from among the representatives of the constituent societies and the leadership:

- Advisory Board Chair
- Vice Chair
- Reference Committee 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)
- AMA liaison
- Immediate Past Chair*
- State Society Relationships Committee representative, (non-voting)
- Board of Directors Liaison (Vice President) (non-voting)
- Resident (non-voting) (not included in count)

Limitation on Multiple Roles
With the exception of the Advisory Board Chair and the Board of Directors Liaison, no person may serve as a director or officer of the Academy and as a constituent society representative or officer of the Advisory Board. No person may serve simultaneously as an Advisory Board officer and as a constituent society representative.

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 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:
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 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 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 first 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 Audit Committee acts as an independent reviewer of the financial performance of the Academy and Association; members have a fiduciary responsibility to ensure the budgetary priorities and fiscal performance of the Academy and its affiliates are properly recorded and reported to the membership.

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 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

Note:
• Exception to the one-appointment rule
• Residents are 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 Spring 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 Ex-officio Member (voting)
   •  Board of Director (BOD Rep)

Appointment Term:
Chair – two-year term; Deputy Chair – two-year term; Member – three-year term

Note:
•  Residents are 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:
To oversee all aspects of DataDerm, including oversight of DataDerm contractors (FIGmd, OM1), participant 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 #13
1 Chair
1 Deputy Chair
3 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, Data Governance Task Force
- Chair, Data Standardization Task Force
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 DataDerm Data Governance Task Force is charged with overseeing 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 #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

**Note:**
- Chair serves as an Ex-officio member of DataDerm Oversight Committee
Data Standardization Task Force

Reports to: DataDerm Oversight Committee

Mission Statement:
In collaboration with electronic health record vendors, the Data Standardization Task Force is charged with developing mechanisms to guide AAD members in more effective and standardized documentation, structured data collection, and data completeness.

Time Commitment: (Light)
- one in-person meeting/Academy’s Annual Meeting
- two-three teleconferences annually

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
- Expertise in Electronic Health Records and/or Health IT

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

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: (Light to Moderate)
• 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 are 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:
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: (Moderate)
- Meet quarterly on Journal business.
- Meet periodically as issues arise.
- Conduct email ballots throughout the year.

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:**
8 members (5 voting and 3 non-voting)

Voting positions:
- Chair: former editor, deputy editor or associate editor of *JAAD*, *JAAD Case Reports*, *JAAD International* or other *JAAD* 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
- Staff Liaison, Director of Medical Journals Publishing

**Terms:**
- Ex-officio roles will serve concurrent terms.
- All other roles will serve 3-year terms.

**Notes:**
- Residents are not eligible to serve on the 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.
Leadership Development Steering Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
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 AAD Innovation Academy. 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, 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
- Leadership Forum – 201
- Mastery CCL
- Academic Development 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 – Academic Development Leadership Program; and
- WG – Mentoring that report to LDSC.

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

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 five workgroups that develop specific projects.
Leadership Development Steering Committee (continued)

Composition: Max #11
1 Chair
1 Deputy Chair
8 At-large Members
1 Ex-officio Member (voting)
   • Board of Director (BOD Rep)
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 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.

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.

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.
Nominating Committee (continued)

**Composition**: 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
1 former president *(non-voting)* *(not included in count)*

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 former president shall serve an automatic one-year 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.

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 Chair³
2-year term Members
1-year automatic term Former President⁴

**Note:**
- *Not part of the appointment process*
- Residents are not eligible to serve on the committee
- Guest observers may not participate in meetings
- No incumbent member of the Board of Directors may serve on the Nominating Committee

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² Any former president who is serving or nominated to serve on the Nominating Committee prior to the April 4, 2020, effective date of this amendment shall be eligible to serve on the Nominating Committee in addition to the one former president allowed under this amendment.
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 Organizational Structure Committee surveys and updates 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 to Moderate)**
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 Professionalism and Ethics Committee prepares, maintains, and disseminates guidelines outlining a code of conduct and ethical principles for dermatologists. The Committee also develops regulations and administrative procedures facilitating their implementation. 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 to Moderate)**
Based on issues, Committee usually meets at 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 Ex-officio Member (voting)  
  - Board of Director (BOD Rep)

**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 are 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 Association achieve its legislative goals by supporting the election or reelection of candidates to Congress who share the Association’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 - Extensive)
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 2-3 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:**
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. Record of SkinPAC Support 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.

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<td>Resident</td>
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**Composition:** Max #11
1 Chair
1 Vice Chair
9 At-large Members
1 Ex-officio Member (non-voting) (not included in count)
  - Board of Director (BOD Liaison)
2 Residents (non-voting - not included in count)
SkinPAC Board of Advisors (Board) continued

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 Individual Giving Committee
State Society Relationships Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
The State Society Relationships Committee is charged 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 conjunction with the Annual Meeting and AAD Innovation Academy. Evening conference calls quarterly, or as needed. Additional conference calls may be necessary for workgroups or committee members working with 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 Leadership Conference program and plans meetings and leadership retreats with select state societies. Some committee members will need to travel. Attendance at the Leadership 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
6 At large Members
2 Ex-officio Members (voting)
  • Chair, State Policy Committee
  • 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 Patient Advocate Task Force is 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 the Coalition of Skin Diseases 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 Communications

Reports to: Academy Board of Directors

**Mission Statement:**
The Council on Communications provides 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 emphasize 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.
- 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.
Council on Communications (continued)

**Composition: Max #9**

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
5 At-large Members *(4 At-Large members in years when Deputy Chair appointed)*
1 Ex-officio Member *(non-voting) (not included in count)*
   - Board of Director (BOD Liaison)
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

**NOTE:**
- No appointments to adjunct membership
Member Communications Committee

Reports to: Council on Communications

Mission Statement:
The Member Communications Committee oversees and provides 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 membership
Public Education Committee

Reports to: Council on Communications

Mission Statement:
The Public Education Committee develops 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 board-certified 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

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

(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.
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 membership
Council on Community, Corporate and Philanthropic Relations

Reports to: Academy Board of Directors

Mission:
The Council on Community, Corporate and Philanthropic Relations provides 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:
Have an understanding of 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 in the course of Council work.

Composition: Max #13
1 Chair
1 Deputy Chair
7 Ex-officio Members (voting)
  - Chair, Corporate Relations Committee
  - Chair, Community Outreach Programs Committee
  - Chair, Education and Volunteers Abroad Committee
  - Chair, Melanoma/Skin Cancer Community Programs Committee
  - Chair, Individual Giving Committee
  - Secretary-Treasurer
  - Assistant Secretary-Treasurer
4 At-large Members (3 At-large members in years when Deputy Chair appointed)
1 Ex-officio Member (non-voting) (not included in count)
  - Board of Director (BOD Liaison)
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.

**Appointment Term:**
Chair – four-year term; Deputy Chair – two-year term (appointed in third year of Chair term); Member – three-year term

**Note:**
- Chair serves concurrent term on the WG – RRT – Rapid Response Team - Corporate
- Assistant Secretary-Treasurer serves as Board Liaison
- Residents are not eligible to serve on the 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.

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

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

**EUGENE J. VAN SCOTT AWARD FOR INNOVATIVE THERAPY OF THE SKIN AND PHILLIP FROST LEADERSHIP LECTURE**
The members of the Selection Panel were named by Dr. Frost when the initial agreement was made. They represent the institutions with which he was associated early in his career (UPenn, NIH, and University of Miami). The Chair of the Council on Community, Corporate and Philanthropic Relations also serves as Chair of the Selection Panel.

**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
Staff 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 Community Outreach Programs Committee is 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 audiences and policies for growth and expansion.

Time Commitment: (Light to Moderate)
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:
Active practitioner with a minimum of five (5) years’ experience and an interest in community outreach to bring awareness of dermatology and dermatologic conditions. Ability to review, analysis and be outcomes-focused while reviewing current community outreach programs or considering new or expanded programs or methods. Committee members participate in up to two conference calls per year and a committee meeting at the Annual Meeting as well as two annual review and judge processes.

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

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.

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Corporate Relations Committee

Reports to: Council on Community, Corporate and Philanthropic Relations

Mission Statement:
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:
While representing the Academy as a member of the Corporate Relations Committee, the primary focus should be the Academy. 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. Members should be able to facilitate industry introductions and make recommendations on ways to approach industry. There is a financial goal that the members should take ownership in achieving.

- Have an understanding of philanthropy and their role in philanthropy
- Be able to facilitate industry introductions and make recommendations on ways to approach industry
- Demonstrate a commitment to the fundraising programs of the Academy
- Be willing to participate in fundraising, including any or all of the following:
  - Communicating to others the Academy’s fundraising goals, programs, and their impact on patients, the public, and members
  - Adding personal notes to appeal messages
  - Writing personal thank you notes
  - Identifying and/or assisting in qualification of major/planned giving prospects
  - Make phone calls to donors and/or prospects
  - Assist in the development of long-term relationships with donors
- 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
Corporate Relations Committee (continued)

**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

**Note:**
- Residents are not eligible to serve on the 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.

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Education and Volunteers Abroad Committee

Reports to: Council on Community, Corporate and Philanthropic Relations

Mission Statement:
The purpose 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:
- 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
- Knowledge/experience/understanding of international issues as it relates to underserved populations and access to care is a plus

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

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.

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Individual Giving Committee

Reports to: Council on Community, Corporate & Philanthropic Relations

Mission Statement:
The Individual Giving Committee develops and implements 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:
- Enthusiastically support the mission and programs of the AAD.
- Lead by example by being a donor to AAD.
- Demonstrate a commitment to the individual giving/philanthropic activities of the AAD.
- Comfort in fundraising activities including in-person solicitation 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

Note:
- Residents are not eligible to serve on the committee
- Members serving on the Individual Giving Committee should not serve concurrently on SkinPAC

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.

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Melanoma/Skin Cancer Community Programs Committee

Reports to: Council on Community, Corporate & Philanthropic Relations

Mission Statement:
The Melanoma/Skin Cancer Community Program Committee serves 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:
Active practitioner with a minimum of five (5) years clinical experience specializing in melanoma/skin cancer; familiarity with evidence-based melanoma/skin cancer literature; author of melanoma/skin cancer papers in a professional journal is preferred. Interest in developing and collaborating with other groups on public education programs designed to motivate targeted populations of Americans to take action to protect themselves from skin cancer. Candidate must annually participate in Academy’s free skin cancer screening program.

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

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.

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<tr>
<td>AAD Pride</td>
<td>$2,500 - $4,999</td>
</tr>
<tr>
<td>Derm Nation**</td>
<td>$1,000 +</td>
</tr>
</tbody>
</table>

* 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 Education

Reports to: Academy Board of Directors

Mission Statement:
The mission for the Council on Education is to ensure that the learning programs, products, 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 Ex-officio Member (non-voting) (not included in count)
- Board of Director (BOD Liaison)
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
- Chair serves concurrent term on the Scientific Assembly Committee
- Representative serves a concurrent term on Council on Practice Management

Note:
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.
Council on Education (continued)

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 Education Research Committee identifies 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 workgroups (CCTFs) to support program development.

**Time Commitment: (Moderate)**

**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 and AAD Innovation Academy)
- The initial time commitment is estimated to be 4-5 hours a month and then once processes are set, 2-3 hours per month (phone calls and emails)

**Members** (1-2 hours per month, on average)
- Committee meets in-person at the Annual Meeting and AAD Innovation Academy, if necessary
- Participate in conference calls and email ballots throughout the year, and 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.

**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 Operations 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 and Scientific Assembly Committee
Curriculum Task Force

Reports to: Education Research Committee

Mission Statement:
The Curriculum Task Force develops and maintains 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 to Extensive)
Task Force meets in conjunction with the Annual Meeting and participates in evening conference calls, as necessary. All content development handled by the workgroup reporting to the Task Force 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.

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
Learning Resources Committee

Reports to: Council on Education

Mission Statement:
The Learning Resources Committee is 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 An 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)
  - Chair, 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:
Dialogues in Dermatology, as the official podcast of the American Academy of Dermatology, educates its subscribers on current, practical information from the entire spectrum of dermatology and its subspecialties, and provides opportunities for improving their practice. Additionally, the audio presentation in a dialogue and commentary format enables the subscriber to utilize this information to improve their dermatological practice.

Time Commitment: (Moderate)
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)

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.
Dialogues in Dermatology (Editorial Board) (continued)

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 Self-Assessment Task Force is 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 Annual Meeting and conference calls as needed (no more than 4 per year). Members edit and review a variety 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: (Moderate)
(One month prior to Annual Meeting and AAD 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 four in-person meetings (Spring planning meeting, Fall planning meeting and onsite at Annual Meeting and AAD Innovation Academy); 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 the Annual Meeting and AAD Innovation Academy, 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
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 in order to meet the educational and technological needs of young physicians.

Requirements:
- Must be a Young Physician who has been out of residency/fellowship no more than 8 years throughout the term.
- Must be able to attend four, in-person meetings per year (spring planning meeting, fall planning meeting and onsite at Annual Meeting and AAD Innovation Academy); 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 Sr. Director of Membership Engagement who serves as the staff liaison of the Young Physicians Committee, no later than 30-45 days prior to the Senior Director 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:
- Residents are not eligible to serve on the committee
- Guest observers may not participate in meetings
Named Lectureship Task Force

Reports to: Scientific Assembly Committee

Mission Statement:
The Named Lectureship Task Force is 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 and the Everett C. Fox, MD Memorial 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 the 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 are 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 Sulzberger Dermatologic Institute and Education Grants Committee oversees 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. Workgroups 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
Reports to: Association Board of Directors

Mission Statement:
The Council on Government Affairs and Health Policy will 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 #16
1 Chair
1 Deputy Chair
8 Ex-Officio Members (voting)
  • Chair, Access to Dermatologic Care Committee
  • Chair, Congressional Policy Committee
  • Chair, Dermatopathology Rapid Response Committee
  • Chair, Mohs Micrographic Surgery Committee
  • Chair, State Policy Committee
  • Chair, Patient Access & Payer Relations Committee
  • Chair, Health Care Finance Committee
  • Chair, Regulatory Policy Committee
6 Ex-officio Members (voting)
  • Chair, Advisory Board
  • Chair, SkinPAC
  • Chair, AMA Dermatology Section
  • Representative, Council on Practice Management
  • AADA RUC Representative
  • AADA CPT Representative
1 Ex-officio Member (non-voting) (not included in count)
  • Board of Director (BOD Liaison)
2 Residents (non-voting) (not included in count)

Additional Non-voting positions/not included in count:
Advisor Liaisons – ASMS; ASDSA; and ACMS (*Note: contingent on meeting criteria of Position Description)
* Advisor Liaison (sister society representative with federal lobbyist and/or dedicated advocacy staff, one-year; renewable) (Position Description available in Governance Handbook)

Appointment Terms:
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
  • Representative to serve concurrent term on Council on Practice Management
  • 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
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 assess manpower issues in the United States as well as raise awareness among dermatologists of health disparities. 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: (Moderate) 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 Congressional Policy 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 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)
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
Grassroots Advocacy Task Force

Reports to: Congressional Policy Committee

Mission Statement:
The Grassroots Advocacy Task Force’s (GATF) mission, 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*
4 Ex-officio members (voting)
  • 2 Representatives, State Policy Committee (concurrent terms)
  • 2 Representatives, Congressional Policy Committee (concurrent terms)
3 At-large members
  • AADA Grassroots Advocates**
2 Residents (non-voting) (not included in count)

* Chair and Deputy Chair will serve two-year terms and 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)

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

  • Chair serves concurrent term on Regulatory Policy Committee

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 Rapid Response Committee (DRRC)

Reports to: Council on Government Affairs and Health Policy

Mission Statement:
The Dermatopathology Rapid Response Committee is charged to focus not only on the ongoing performance and billing of dermatopathology services (office labs/who reads slides issues/choice of dermatopathologists consultant), but able to respond in a timely manner when other socioeconomic and state/federal regulatory issues arise.

Time Commitment: Extensive
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
Health Care Finance Committee (HCFC)

Reports to: Council on Government Affairs and Health Policy

Mission Statement:
The Health Care Finance Committee (HCFC) monitors, advises, advocates and acts 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 #13
1 Chair
1 Deputy Chair
7 At-large Members
4 Ex-officio Members (voting)
- Chair, Coding and Reimbursement Committee
- Chair, DermCAC
- AADA RUC Representative
- AADA CPT Representative
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

- Representative to serve concurrent term on Emerging Practice Models Committee
- Composition reflects the board realm of the specialty
**DermCAC**

Reports to: Health Care Finance Committee

**Mission Statement:**
DERMCAC is the national coalition of every dermatologist representative/alternate who has been selected by their state dermatology society to represent dermatologists in the state by attending quarterly meetings with their Carrier Medical Director to discuss Medicare coding issues and payment policy.

**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 members may also be called upon to assist dermatologists in their state in educating health care payers on dermatology-specific coding and reimbursement issues.

**Skill Set:**
Representatives from state dermatology societies

**Composition:**
Representatives of state societies
The DermCAC averages about 70 members and has a specific representative for each state and representation for the American Pacific Islands, Puerto Rico, and the Virgin Islands. Some states may have three CACs due to the vast areas especially North and South Dakota.

**Note:**
Not part of the appointment process

- Exception to the one-appointment rule
- *Deputy chair is selected/identified at the committee’s annual meeting of the year of the appointment.*
Mohs Micrographic Surgery Committee (MMSC)

Reports to: Council on Government Affairs and Health Policy

Mission Statement:
The Mohs Micrographic Surgery Committee will 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:
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)
- Dermatopathology Rapid Response Committee – Ex-Officio member
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 Patient Access and Payer Relations Committee mission 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.

**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 Rapid Response 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 Regulatory Policy Committee is charged 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 #14
1 Chair
1 Deputy Chair
11 At-large Members
1 Ex-officio Members (voting)

- Chair, Drug Pricing & Transparency Task Force
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
Drug Pricing and Transparency Task Force

Reports to: Regulatory Policy Committee

Mission Statement:
The Drug Pricing and Transparency Task Force is charged to investigate the dramatic increases in generic and specialty medications costs and use this information to advocate for both price transparency and for patients’ access to affordable and effective generic, branded and specialty medications.

Time Commitment:
Two conference calls a year; in-person meeting at AAD Annual Meeting; regularly responding to requests for feedback on legislation or AAD initiatives regarding drug pricing.

Skill Set:
Policy and regulatory analysis skills and knowledge of drug pricing issues

Composition: Max #9
1 Chair
1 Deputy Chair
6 At-large Members
1 Ex-officio Members (voting)
• 1 Representative, Patient Access and Payer Relations Committee
1 Patient Group/Coalition for Skin Diseases Representative (non-voting) (not included in count)
(3-year term)
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 Regulatory Policy Committee
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)

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 State Policy Committee is charged 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 Council on Member Services coordinates 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 category and country of residence. It also oversees programs to preserve the history of the Academy and the specialty and recognize those who serve in this and other 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 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 Ex-officio Member (non-voting) (not included in count)
- Board of Director (BOD Liaison)
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 purpose of the Diversity Committee is to promote cultural competence diversity awareness within the specialty of dermatology and increase diversity within the Academy among members, leaders, volunteers, and speakers.

Time Commitment: (Moderate to Extensive)
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. Staff liaisons from the six societies will be included on calls/meetings.
International Affairs Committee

Reports to: Council on Member Services

Mission Statement:
The Committee on International Affairs promotes 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 to Moderate)
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).
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 Oceania
   2 – South America; Central America and Caribbean (Americas)
   1 – Africa
   1 – Mid East
   2 – North, Central and South Asia (NCS Asia)
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 Observer
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 and Scientific Assembly Committee
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World Congress Fund Review Task Force

Reports to: International Affairs Committee

Mission Statement:
The World Congress Fund Review Task Force reviews and sets 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 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 Membership Committee ensures 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 Observer
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 to Moderate)
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 Ex-officio Member (non-voting) (not included in count)
  • Board of Director (BOD Liaison)

Appointment Term:
Chair – 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 staff liaison when seat needs to be filled)

  • 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 Observer on the Board of Directors
  • Chair serves concurrent term on Young Physicians Committee

Note:
• Exception to the one-appointment rule
• 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**

- **March 1-30**: Notify all residents that American Medical Association Delegate slot is open
- **March 30**: Deadline to submit statement of interest in delegate position
- **April 1-5**: Staff compiles submissions and sends to Residents/Fellows Committee for review and voting
- **April 5-19**: Residents/Fellows Committee members vote via email ballot to select incoming delegate
- **April 20-25**: Voting results tallied, selection announced to Residents/Fellows Committee
- **May 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: (Moderate) 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. YPC members select the Young Physician Board Observer to the Academy Board of Directors.

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)

Appointment Term:
Chair – two-year term; Deputy Chair – two-year term; Member – three-year term
   • Chair serves concurrent term as the Young Physician Board Observer
   • 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

Note:
   • Exception to the one-appointment rule
Council on Practice Management

Reports to: Academy Board of Directors

Mission Statement:
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: (Light) (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

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 Operations Committee
  - Chair, Emerging Practice Models Committee
  - Chair, Coding and Reimbursement 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 Ex-officio Member (non-voting) (not included in count)
  - Board of Director (BOD Liaison)
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 Coding and Reimbursement Committee (CRC) is 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: (Moderate)
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
Emerging Practice Models Committee

Reports to Council on Practice Management

Mission
Prepare dermatologists for the changing practice environment by identifying and providing members with tools and resources for new practice models, workflows or technologies that will help members be successful, especially in value-based payment or alternative payment models.

Time Commitment: (Moderate to 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 rules/legislation that impact dermatology practice and/or practice management-related content. Estimated 15-20 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 new practice models to improve patient care and efficiency of practice; understands emerging trends in dermatology practice and care delivery models, and the factors associated with adoption of new care delivery models into practice.
- Interest in the creation of education resources for members on these topics.
- Understands the payment and regulatory environment related to new care delivery models; understands the external landscape related to dermatology practice and emerging practice models.
- 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
3 Ex-officio Members (voting)
  - Chair, Teledermatology Task Force
  - Health Care Finance Committee Representative
  - Practice Operations Committee Representative
6 At-large Members
2 Residents (non-voting) (not included in count)

Committee must have representation from all major practice models (i.e., Academic, Group (both small and large, both PE and non-PE backed), and Solo)

Appointment Term:
Chair – two-year term; Deputy Chair – two-year term; Member – three-year term; Resident – concurrent with residency.
Teledermatology Task Force

Reports to: Emerging Practice Models Committee

Mission:
Advance the understanding how teledermatology might help to position the specialty and our members, be integrated into practice workflows, and improve patient care. Coordinate specialty-wide advocacy and education about the ethical use of high quality teledermatology and ethical standards.

Time Commitment: (Moderate)
Task Force 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 resource 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 #8
1 Chair
1 Deputy Chair
1 Ex-officio Member (voting)
- Council on GAHP Representative
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
Health IT Committee

Reports to: Council on Practice Management

Mission:
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
5 Ex-officio Members (voting)
  - Congressional Policy Committee Representative
  - Emerging Practice Models Committee Representative
  - Augmented Intelligence Committee Chair
  - AADA RUC Representative from RUC-CPT Committee
  - AADA CPT Representative from RUC-CPT Committee
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.

- Committee Chair serves a concurrent term on Council on Practice Management
- Representative to serve concurrent term on Emerging Practice Models Committee
- Representative to serve concurrent term on Performance Measurement Committee
Practice Operations Committee

Reports to: Council on Practice Management

Mission Statement:
To translate the evolving healthcare environment into practical, useful tools and resources for members to optimize practice efficiency, effectiveness and value.

Time Commitment:
Committee meeting held in conjunction with the Annual meeting and participate in 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: (Light to Moderate)
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, 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 inter-relationships
- Meeting management and facilitation skills

Composition: Max #11
1 Chair
1 Deputy Chair
8 At-large Members
1 Ex-officio Member (voting)
  - Health IT Committee Representative
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.

  - Representative to serve concurrent term on Emerging Practice Models Committee
Council on Science & Research

Reports to: Academy Board of Directors

Mission Statement:
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
6 Ex-officio Members (voting)
• Chair, Appropriate Use Criteria (AUC) Committee
• Chair, Augmented Intelligence Committee
• Chair, Clinical Guidelines Committee
• Chair, Patient Advocate Task Force
• Chair, Patient Safety and Quality Committee
• Chair, Performance Measurement Committee
3 At-large Members (2 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 Ex-officio Member (non-voting) ( not included in count)
• Board of Director (BOD Liaison)
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; Ex-officio concurrent with appointment; Resident-concurrent with residency
Appropriate Use Criteria (AUC) Committee

Reports to: Council on Science and Research

Mission Statement:
To promote and advance the development of Appropriate Use Criteria related to diagnostic, prognostic and therapeutic options in the assessment and treatment of dermatologic conditions and when appropriate, work in concert with the expert resource groups.

Time Commitment: (Light)
Members should expect to attend the Committee meeting in conjunction with the Annual Meeting and spend approximately 5-7 hours per year in additional conference calls and email requests for feedback and/or action, but this may vary depending on the number of AUC and related projects produced per year. Select committee members may also serve in an oversight capacity for assigned AUC workgroups as necessary which may include one in-person meeting and additional conference calls.

Skill Set:
Dermatologist who has worked for a minimum of 3-5 years in a clinical or academic setting with patients; familiarity with evidence-based medicine, policy development, previous Academy task force or committee experience preferred; prefer candidate that has published in a professional journal. Academy AUCs offer the unique opportunity to consider the combination of scientific literature and clinical experience to determine the appropriate utilization of dermatologic procedures, tests or therapies in the diagnosis and care of patients.

Composition: Max #11
1 Chair
1 Deputy Chair
4 Ex-officio Members (voting)
  • Health Care Finance Committee - 2 Representatives
  • Performance Measurement Committee - 1 Representative
  • Clinical Guidelines Committee - 1 Representative
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

Chair serves concurrent term on the Council and Science and Research

Note:
CCTF chairs would make recommendations regarding suggested liaisons; approval of appointment would progress through the annual appointment process. The 2 representatives from the Health Care Finance Committee would cover both the private payer perspectives and coding issues from the Resource-Based Relative Value Scale (RUC) process.
Augmented Intelligence Committee

Reports: Council on Science and Research

Mission:
This committee will undertake the work of positioning the AADA as the leading source to advocate and engage with efforts in augmented intelligence (AuI) and dermatology as the field continues to develop. The committee will spearhead efforts and initiatives to: 1) communicate with, educate and engage AADA members across a variety of forums regarding the implementation of AuI in practice; 2) collaborate with technology partners and regulators to influence the efficient development and effective deployment of human-centered AuI 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:
- Sees the potential for augmented intelligence in dermatology especially around patient care; understands emerging technology in healthcare, and the factors associated with adoption of this technology into practice.
- Understands the regulatory environment related to digital health tools and augmented intelligence; understands the external landscape related to digital health tools and augmented intelligence
- 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

Composition: Max #9
1 Chair
1 Deputy Chair
2 Ex-Officio Members:
  Chair, Teledermatology Task Force
  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

• Committee Chair serves a concurrent term on Health IT Committee
Clinical Guidelines Committee

Reports to: Council on Science and Research

Mission Statement:
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 Maintenance of Certification in the dissemination, and implementation of these guidelines.

Time Commitment: (Moderate to Extensive)
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 and the Appropriate Use Criteria 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.
Patient Safety and Quality Committee

Reports to: Council on Science and Research

Mission Statement:
The Committee is responsible for Academy activities related to creating a culture of patient safety and continuous measurement and improvement in dermatology.

Time Commitment: (Moderate)
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 committee’s mission 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 to Extensive)
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
9 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
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 concurrent term on Appropriate Use Criteria Committee
- Representative serves concurrent term Health IT Committee
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.
Non Governance and Mentor Opportunities Guide
“Non-Governance Serving Opportunities”

Academy Programs

- AAD’s Teledermatology Program – Sign-up to join AAD’s philanthropic teledermatology program, designed to deliver dermatologic expertise to underserved populations.
  The platform provides consultations between referring clinicians and dermatologists using store and forward images. The program targets federally qualified healthcare centers and other free clinics. AAD members are matched to qualified clinics in their states to provide free consults using software provided by Medweb. [https://www.aad.org/member/career/volunteer/teledermatology](https://www.aad.org/member/career/volunteer/teledermatology)

- SPOTme™ Skin Cancer Screenings - Provide a skin cancer screening in your community using the AAD’s SPOTme branded materials. In addition, you can support existing skin cancer screenings, such as an AAD screening at a sporting event or a Latino Outreach event. [https://www.aad.org/spot-skin-cancer/what-we-do/free-skin-cancer-screenings](https://www.aad.org/spot-skin-cancer/what-we-do/free-skin-cancer-screenings)

- Skin Cancer “Take a Hike” – The Academy’s signature fundraising event benefiting skin cancer prevention and early detection programs and services in local communities. Proceeds raised from Skin Cancer, Take a Hike!™ helps AAD continue to provide free skin cancer screenings, grants to build shade structures, and education and awareness activities to underserved communities. Register for an event with your friends, family and colleagues to showcase your support for this great cause: [www.aad.org/SCTAH](http://www.aad.org/SCTAH)

- Media Expert Team - Get media trained at an AAD scientific meeting and apply to join the AAD’s Media Expert Team. If accepted, you will help educate the public about dermatology and position the specialty through media interviews. Utilize the Media Relations Toolkit to educate your community about the importance of skin, hair and nail care.

- AAD Shade Structure Program – Protect children from the sun’s dangerous UV rays by identifying a need for a shade structure, sponsoring an AAD Shade Structure grant application, or consider donating funds as an individual, a group, or even with your local or state dermatologic society to provide shade in your communities. [https://www.aad.org/public/public-health/shade-structure-grants](https://www.aad.org/public/public-health/shade-structure-grants)

- AAD Camp Discovery - refer a child ages 8 to 16 with a skin condition to the AAD’s Camp Discovery, sign-up to serve at one of the six camps, or organize a fundraiser to help children attend camp. [https://www.aad.org/public/public-health/camp-discovery](https://www.aad.org/public/public-health/camp-discovery)

- Good Skin Knowledge - Spread the word in your community about this youth education program, encourage organizations to teach the lesson plans and be a guest speaker for one of the lesson plan sessions. [https://www.aad.org/public/kids/good-skin-knowledge-lesson-plans-and-activities](https://www.aad.org/public/kids/good-skin-knowledge-lesson-plans-and-activities)

- IDEA Panel - Help the AAD stay on the cutting-edge by providing feedback on concepts related to the development of programs, products, and services. Being on the panel requires minimal time commitment and travel is not required. The primary function of a panelist is to participate in surveys, focus groups, and product testing as requested.

- Diversity Mentorship Program – offers a one-month hands-on exposure in the specialty of dermatology to medical students who are considered underrepresented in medicine.

- Expert Resource Groups - Expert Resource Groups (ERGs) are made up of individuals who come together to share information and knowledge about a particular topic. While different activities and goals exist among the ERGs, a common passion for the advancement of patient care is at the core of their efforts. ERGs develop and promote high standards of clinical care for patients with skin disease by providing clinical expertise, fostering research, advocating for the therapeutic needs of dermatology, and furthering education in the management of cutaneous disease. ERGs
may be utilized as a source of knowledgeable individuals to call upon when an issue in the specific subject area arises that requires action on the part of the Academy.

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## Non Governance and Mentor Opportunities Guide

**“Non-Governance Serving Opportunities”**

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<td>Dirk M. Elston, MD</td>
<td><a href="http://www.jaad.org">www.jaad.org</a></td>
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<tr>
<td>JAAD Case Reports – Articles</td>
<td>Steven, B. Sloan, MD</td>
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<tr>
<td>JAAD International Articles</td>
<td>Jonathan Kantor, MD</td>
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<tr>
<td>JAAD Editorial Mentorship Program</td>
<td>Lara Graf</td>
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<tr>
<td>Dialogues in Dermatology (Suggest topics for audio CME Program)</td>
<td>Amanda Frazer</td>
<td><a href="mailto:afrazer@aad.org">afrazer@aad.org</a></td>
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<td>Question of the Week (Submit a question to be considered for use in the Question of the Week activity)</td>
<td>Janet Chester</td>
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January 10, 2022
Non Governance and Mentor Opportunities Guide
“Non-Governance Serving Opportunities”

Academy Programs

- **AccessDerm Teledermatology** – Sign-up to join AAD’s philanthropic teledermatology program, designed to deliver dermatologic expertise to underserved populations. Teledermatology services will be coordinated through those Federally Qualified Healthcare Centers that have collaborated with the AAD AccessDerm program.

  The telemedicine platform accommodates the provider-to-provider consult business model and store-and-forward consultations between referring clinicians and dermatologists. The program targets federally qualified healthcare centers, rural health providers and Indian Health Services clinics. AAD members are matched to qualified clinics in their states to provide free consults using the AccessDerm software. [https://www.aad.org/members/volunteer/accessderm-teledermatology-program](https://www.aad.org/members/volunteer/accessderm-teledermatology-program)

- **SPOTme™ Skin Cancer Screenings** - Provide a skin cancer screening in your community using the AAD’s SPOTme branded materials. In addition, you can support existing skin cancer screenings, such as an AAD screening at a sporting event or a Latino Outreach event. [https://www.aad.org/spot-skin-cancer/what-we-do/free-skin-cancer-screenings](https://www.aad.org/spot-skin-cancer/what-we-do/free-skin-cancer-screenings)

- **Skin Cancer “Take a Hike”** – organize, participate in, or donate to an event in your area. [www.aad.org/SCTAH](http://www.aad.org/SCTAH)

- **Media Expert Team** - Get media trained at an AAD scientific meeting and apply to join the AAD’s Media Expert Team. If accepted, you will help educate the public about dermatology and position the specialty through media interviews. Utilize the Media Relations Toolkit to educate your community about the importance of skin, hair and nail care.

- **AAD Shade Structure Program** – Protect children from the sun’s dangerous UV rays by identifying a need for a shade structure, sponsoring an AAD Shade Structure grant application, or consider donating funds as an individual, a group, or even with your local or state dermatologic society to provide shade in your communities. [https://www.aad.org/public/public-health/shade-structure-grants](https://www.aad.org/public/public-health/shade-structure-grants)

- **AAD Camp Discovery** - refer a child ages 8 to 16 with a skin condition to the AAD’s Camp Discovery, sign-up to serve at one of the six camps, or organize a fundraiser to help children attend camp. [https://www.aad.org/public/public-health/camp-discovery](https://www.aad.org/public/public-health/camp-discovery)

- **Good Skin Knowledge** - Spread the word in your community about this youth education program, encourage organizations to teach the lesson plans and be a guest speaker for one of the lesson plan sessions. [https://www.aad.org/public/kids/good-skin-knowledge-lesson-plans-and-activities](https://www.aad.org/public/kids/good-skin-knowledge-lesson-plans-and-activities)

- **IDEA Panel** - Help the AAD stay on the cutting-edge by providing feedback on concepts related to the development of programs, products, and services. Being on the panel requires minimal time commitment and travel is not required. The primary function of a panelist is to participate in surveys, focus groups, and product testing as requested.

- **Diversity Mentorship Program** – offers a one-month hands-on exposure in the specialty of dermatology to medical students who are considered underrepresented in medicine.

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<td>Christian Miller</td>
<td><a href="mailto:cmiller@aad.org">cmiller@aad.org</a></td>
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</tbody>
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### Publications

<table>
<thead>
<tr>
<th>JAAD - Articles</th>
<th>Dirk M. Elston, MD</th>
<th><a href="http://www.jaad.org">www.jaad.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>JAAD Case Reports – Articles</td>
<td>Steven, B. Sloan, MD</td>
<td><a href="http://www.jaadcasereports.org">www.jaadcasereports.org</a></td>
</tr>
<tr>
<td>JAAD International Articles</td>
<td>Jonathan Kantor, MD</td>
<td><a href="http://www.jaadinternational.org">www.jaadinternational.org</a></td>
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<tr>
<td>JAAD Editorial Mentorship Program</td>
<td>Lara Graf</td>
<td><a href="mailto:jaad@aad.org">jaad@aad.org</a></td>
</tr>
</tbody>
</table>

### Develop Educational Materials

<table>
<thead>
<tr>
<th>Dialogues in Dermatology (Suggest topics for audio CME Program)</th>
<th>Amanda Frazer</th>
<th><a href="mailto:afrazer@aad.org">afrazer@aad.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Question of the Week (Submit a question to be considered for use in the Question of the Week activity)</td>
<td>Janet Chester</td>
<td><a href="mailto:jchester@aad.org">jchester@aad.org</a></td>
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### International

| International Scholarship Programs          | Kari Webb | kwebb@aad.org |

January 5, 2022
Staff liaisons -

- Serve as a valuable resource to all CCTFs and should be thoroughly familiar with all aspects of the CCTF, including the scope of work and subjects under discussion, and association policies related to the CCTF’s work.

- Prepare all logistical details for meetings and calls and provide administrative support to the chair and CCTF members. Remember, too large a staff role reduces the value of the CCTF and reduces the motivation of our members. Too small a staff role often results in the CCTF’s drifting aimlessly and operating ineffectively, so it is the staff liaison’s role to figure out the perfect balance.

- Responsible for preparing an agenda packet for every meeting and/or call. The agenda packet should include:
  - Confirmation email with the logistical information for the meeting and/or call
  - Agenda which should be prepared working in collaboration with the chair of the CCTF
  - Include AAD/A Organizational Structure chart in all agenda packets
  - Include an Action Log in all agenda packets
  - Background materials for the agenda items
  - Disclosure of Outside Interest packet which includes the Executive Summary of the disclosure statements, the Anti-trust Policy Short Statement the CCTF members individual DOI statements and the Guide for Assessing Conflict of Interest Levels
  - If there is a guest observer participating in a meeting and/or call, they must sign a Guest Confidentiality Agreement that should be included in the packet.
  - Save all their agenda packets, summation reports and email ballots in the Public Share folder/ AAD and AADA Governance History and in the appropriate CCTF folder.

- Keep relationships with members professional: meet in public places, limit drinking of alcoholic beverages to one or have a soft drink. Also, remember our members are very busy outside the work they do for the Academy, set boundaries and expectations in writing to be respectful of everyone’s time.

Key responsibilities of the staff liaison specific to the chair include -

- Serve as an informed resource to the chair and are to assist in facilitating CCTF discussions and activities which address the CCTFs charge.
- Making early contact and providing insight on orientation that the Academy has available to chairs and deputy chairs.
Discussing the level of support expected of the staff liaison.
Maintaining contact regularly
Helping to prepare and distribute meeting agendas and reports of the CCTF.
Ensuring that all CCTF work is consistent with the AAD/A’s goals and objectives and
Providing on-site support for CCTF meetings

Standard agenda, expanded agenda, summation report and email ballot templates are available to staff liaisons to ensure consistency and continuity across the Academy. (All these templates can be found in the Intranet library)

**Expanded Agenda** template mirrors the agenda indicating where motions and votes are necessary and assists the chair in following parliamentary procedure. The expanded agenda should be used by staff liaisons to take notes during meetings and/or calls.

There are separate standard and expanded agenda templates for the Annual and Summer meetings that include additional agenda topics for these in person meetings.

**Summation Report** template is a summary of the outcomes of the call and/or meeting. Utilizing the expanded agenda to take your notes at the meeting and/or call will help expedite the preparation of the summation report. The summation report should be prepared within a week of the meeting and/or call and should be sent to the chair for review and approval. Upon the chair’s approval the staff liaison should send the summation report via email ballot to the members for review and approval.

**Discussion Report** template is used to document the discussion held at a meeting and/or conference call when a quorum is not present.

**Email Ballot** template is used many times for work of a CCTF that can be completed via email versus having a meeting and/or call **if approved by the chair**.

If you are on a conference call and a discussion between members becomes uncomfortable regarding a vote you can suggest to the chair to move the vote to an email ballot.

The **Email Ballot Results** template is used to provide the results of the ballot to your members.

Additional templates available to staff liaisons are the **Recommendation for Action - RFA** and the **Information Report – IR**. Under the direction of the chair, staff liaisons prepare the RFA or IR that is included in the agenda packet.
o RFA is prepared for topics that require the Board to take specific action. All RFAs must be submitted to the CCTFs reporting entity; and if approved by the reporting entity it eventually goes to the Board for approval. A reminder, if there is any financial impact; the RFA must be sent to the Finance Department prior to being sent to the reporting entity.

o IO is used to provide the Board with a summary of information only issues. The IR provides the Board strategic updates that may require future Board action.

✔ Staff liaisons are asked to utilize the templates available for these reports to ensure consistency and continuity across the Academy. Providing consistency in our reports and communication promotes teamwork across the Academy.
American Academy of Dermatology/Association (AAD/A)  
Workgroup Best Practice Document  

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.

Workgroups\(^1\) 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 the membership involved in the governance structure.
4. A workgroup must sunset at the completion of its mission.

Once the workgroup is established, staff 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.

To create a workgroup for the Appropriate Use Criteria Committee, refer to the Administrative Regulation on Appropriate Use Criteria.

\(^1\) 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.