



Revised: Board of Directors – 6/15/10  
Revised: Board of Directors – 8/6/11  
Revised: Board of Directors – 11/3/12  
Revised: Board of Directors – 1/1/17  
Revised: Board of Directors – 11/2/19  
Revised: Board of Directors – 3/20/21  
Revised: Board of Directors – 7/23/22  
Revised: Board of Directors – 11/2/24

## POSITION DESCRIPTION

**Title:**

Vice President, American Academy of Dermatology Association (AADA)

**Term of Office:**

- One year as Vice President; One year as Vice President-elect
- The AADA Vice President also serves as Vice President of the American Academy of Dermatology (AAD). Refer to the AAD Vice President position description for the additional duties that fall under this position.

**Accountability:**

Reports to the Board of Directors

**Role:**

To act in the best interest of the Academy as a whole and be faithful to the Academy's vision, mission, and strategic goals. Exercise due care; follow Academy Bylaws, administrative regulations, and policies, as well as all external laws; and give undivided allegiance to the Academy when making decisions affecting the Academy. Shall perform the duties and exercise the powers of the President in the event of the absence, or inability to act, of the President.

**Responsibilities:**

- Shall perform the duties and exercise the powers that are by law customary parliamentary practice incident to the office of vice president.
- Adhere to fiduciary obligations (duties of care, loyalty, and obedience).<sup>1</sup>
- Board members are encouraged to make an annual donation to SkinPAC.
- Be informed about and support the Academy's mission, services, policies and programs.
- Be informed about and support the Board of Directors' mission to govern the Academy, protect the organization's image and assets and be the moral voice of its members.
- Attend in person and in their entirety all quarterly Board meetings and support other Academy functions.
- Review agenda and supporting materials prior to Board meetings and come prepared to participate.
- Keep up to date on developments in Dermatology.

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<sup>1</sup> The fiduciary obligations of elected officers and directors generally apply when they officially take office at the end of the Annual Meeting following their election. However, officer and director-elects must abide by the fiduciary obligations of officers and directors during the year following their election and before they formally take office to the extent that they are involved in any Board of Directors meetings, activities, or decisions, particularly with respect to confidential information and conflicts of interest.

## Vice President Position Description (AADA)

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- Become familiar with and uphold the Academy Bylaws, administrative regulations, and policies, and participate in Board meetings in accordance with the *American Institute of Parliamentarians, Standard Code of Parliamentary Procedure*.
- Follow Disclosure of Outside Interests and Management of Conflicts of Interest and confidentiality policies outlined in the administrative regulations and governance policies.
- Hold frank discussions at the Board meetings, respectful of all opinions, yet ultimately speak as one voice and support all actions taken by the Board.
- Serves as
  - Ex Officio voting member
    - Board
    - Executive Committee
    - Budget Committee
    - Appointment Selection Committee
    - Compensation Committee
    - Advisory Board (Board Liaison)
- Serve as a liaison to councils, committees, task forces, and ad hoc task forces as assigned. Accept special assignments.
- Perform other duties as directed by the Board and/or President.

### Honorarium:

\$50,600/per term as Vice President (paid quarterly) – not pro-rated

### Time Commitment Obligations:

3 – 5 days/month, including the following obligations:

<b><i>Prepare for, attend, participate (in their entirety) and represent the AADA membership at:</i></b>			
Board Meetings	Four Yearly	In person in Winter, Spring, Summer & Fall	
Executive Committee Conference Calls	Monthly		
Advisory Board Leadership Meetings	Yearly & Monthly	In person at Annual meeting & Innovation Academy	Monthly Conference calls
Budget Committee Meeting	Yearly	In person	Conference calls as needed
Compensation Committee	Yearly	In person in conjunction with Annual meeting	2 – 3 conference calls as needed
Appointment Selection Committee	Yearly	In person	Conference calls as needed
Membership Committee	Per Bylaws	Meetings/conference calls as needed	
Academy Annual Meeting	Yearly*		
Innovation Academy Meeting	Yearly*		
Leadership Forum	Yearly	Spring	
Legislative Conference	Yearly	Fall	
Strategic Retreats	As Scheduled		
<b><i>Ad Hoc</i></b>			
Other committee conference calls			

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*\*Board members, like all other attendees, register and pay their registration fees for these meetings.*

### **Qualifications:**

#### *Professional*

- Broad-based knowledge and experience in Dermatology
- Understand the working/operational structure of the Academy
- Knowledge of the governance and management roles of the volunteer and paid staff
- Ability to communicate financial information effectively
- Ability to work with and build consensus among diverse groups

#### *Personal*

- Honesty and Integrity
- Accessibility and responsiveness
- Strong work ethic
- Have no significant conflicts of interest

### **Restrictions:**

#### *Professional*

The vice president cannot concurrently serve as an officer of any other national professional society or organization that may pose a conflict of interest. Conflicting positions should be deferred until AAD/A term of service has concluded.