



July 2023

Dear Colleague,

The Nominating Committee of the American Academy of Dermatology (Academy) is pleased that you have responded favorably to our initial correspondence and are willing to be considered for nomination as Vice President-Elect of the Academy and the AAD Association.

We would like to take this opportunity to briefly outline the fiduciary responsibilities and the time commitments associated with this position. We ask that you signify your willingness to accept these responsibilities, if nominated and elected, by signing this letter and returning a copy to the Executive Office. Please rest assured that the Academy and AAD Association maintain a broad form of liability insurance coverage for its directors, officers, committee members and staff.

Fiduciary responsibilities:¹

- prepare for and attend all meetings of the Boards and of councils, committees, and task forces to which you are appointed
- maintain confidentiality regarding discussions held at these meetings
- avoid conflicts of interest between serving in the position of President-Elect and your professional or personal life, and disclose conflicts if they arise
- respect the opinions of other Directors and Officers and support actions taken by the Boards of Directors
- act in the best interest of the Academy and AAD Association, above personal interests or beliefs

Time commitments:

After election and prior to taking office:

- agree to participate in the post-election interview
- attend the Fall and Annual Board of Director meetings
- attend monthly Board orientation video conferences prior to taking office
- attend officer teambuilding, onboarding, orientation meetings and if appropriate, the strategic retreat

Vice President-Elect:

- serve as Vice President-Elect and Vice President
- prepare for and attend all Board meetings (at least four times per year)
- annually attend the Leadership Forum and Legislative Conference
- annually attend the Academy's Annual Meeting and Innovation Academy Meeting, in their entirety to make yourself accessible to the membership.
- participate in videoconference calls/email ballots (usually scheduled monthly for Officers, weekly for President)
- attend committee and task force meetings as required

¹ 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.

CORRESPONDENCE

PO Box 1968
Des Plaines, IL 60017-1968

EMAIL: mrc@aad.org
WEB: aad.org

ROSEMONT, IL OFFICE

9500 W Bryn Mawr Avenue, Suite 500
Rosemont, IL 60018-5216

MAIN: (847) 330-0230
FAX: (847) 240-1859

WASHINGTON, DC OFFICE

1201 Pennsylvania Avenue, NW, Suite 540
Washington, DC 20004-2401

MAIN: (202) 842-3555
FAX: (202) 842-4355

Vice President-elect Commitment Letter

Page 2 of 7

- represent the Academy and AAD Association in a positive and supportive manner at appropriate meetings and functions in your region (nationally and internationally)
- carry out the duties of the President if there is a temporary absence or permanent vacancy in the office of President and, you, as the Vice President has met the divestiture requirements for the office

In addition, if you have ever been convicted of a felony or disciplined by a medical licensing authority, or if you are currently the subject of any investigation or allegation that could lead to a felony conviction or limitation of or other adverse action against your license to practice medicine, please provide us with details of any such proceedings.

We appreciate your willingness to be considered for a position as Vice President-Elect.

Sincerely,

Nominating Committee

Sara Moghaddam, MD, FAAD (AB) (Chair)
Shani Francis, MD, MBA, FAAD (AB)
Jonathan S. Weiss, MD, FAAD (BOD)
Neal Bhatia, MD, FAAD (MBR)

Neil Shah, MD, FAAD (AB)
Adam J. Friedman, MD, FAAD (BOD)
Anthony Rossi, MD, FAAD (MBR)
Kenneth J. Tomecki, MD, FAAD (Ex-Officio)

Vice President-elect Commitment Letter

Page 3 of 7

Understanding the important responsibilities to be undertaken as Vice President-Elect of the American Academy of Dermatology and AAD Association, I agree that, if nominated and elected, I will faithfully carry out the duties described above. I further certify that my responses below are truthful and accurate, and I have disclosed to the Academy Nominating Committee any discipline imposed by any medical licensing authority and any current investigation or allegation that could lead to a limitation of or adverse action against my license to practice medicine.

By signing below, I agree to waive, discharge, and release any claims or other legal rights I may have against the Academy or its officers, directors, employees, agents, representatives, or affiliates based on any action the Academy takes or fails to take in connection with the election process generally or violations (or alleged violations) of the Academy's election rules.

If the below question is not applicable, please write "None" for each response.

1. Has any adverse action, including but not limited to revocation, suspension, probation, or reprimand/censure, ever been taken against your medical license in any state?
2. Has any adverse action been taken against you by the Federal government, any federal or state law enforcement authorities, any hospital, or any health insurer/managed care company?
3. Are there any malpractice judgments or settlements that you have had to report to the National Practitioner's Data Bank or that otherwise should be brought to the attention of the Nominating Committee?
4. Is there anything in your past, including anything involving your family, that could be embarrassing to the Academy if it were to be made public?

Print Name _____ Date _____

Signature _____

Vice President-elect Commitment Letter

Page 4 of 7

If successfully elected as Academy Vice President-elect, I agree to:

1. Model the Board beliefs and behaviors as outlined here:

- Act in service of the greater good
- Cultivate healthy conflict
- Listen to understand
- Tighten our partnership with staff
- Be unified outside meetings
- Keep board discussions confidential
- Build relationships with each other
- Take ethics seriously
- Be engaged
- Never lie or hide the truth from each other

Print Name_____

Date_____

Signature_____

Board Governance Policy



Approved: Board of Directors – 7/27/19
Revised: Board of Directors – 11/2/19; 11/6/21; 3/28/22: and 7/23/22

RESTRICTIONS ON AND OBLIGATIONS OF AAD/A OFFICERS, DIRECTORS AND JAAD EDITORS

Leadership positions in other organizations

The president, president-elect, vice president, vice president-elect, secretary-treasurer and assistant secretary-treasurer 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.

Other than when specifically authorized to do so, when making public appearances, AAD/A officers and directors should affirmatively state that they are speaking in their personal capacity and not on behalf of the AAD/A.

Obligations of members serving as AAD/A Officers and Directors

It is the responsibility and obligation of the AAD/A Officers and Directors to serve and represent the AAD/A membership at the:

- four AAD/A Board of Directors meetings each year,
- Academy Annual Meeting each year,
- Innovation Academy Meeting each year,
- annual AAD Leadership Forum each spring,
- annual AADA Legislative Conference in the fall, and
- all Strategic Retreats.

These meetings and events are important for the viability of the organization; they enable the leadership to be interactive, visible and available to serve as mentors and ambassadors of the specialty. Likewise, the presence of the officers and directors at the Legislative Conference enables interaction between AAD/A leadership and members of the legislature.

Officers and directors, in their role as envoys and discernible leaders of the AAD/A, are expected to attend the AAD Annual Meeting and Innovation Academy Meeting (Summer), affiliated Board meetings and ancillary meetings, receptions and events that would benefit from AAD/A leadership representation.

Except in unique and necessary circumstances, officer and director attendance is expected at all AAD/A Board meetings, AAD Annual Meetings, AAD Innovation Academy Meetings, AAD Leadership Forums, and AADA Legislative Conferences, and should take precedence over attendance at any other meetings, conferences, and/or industry/pharma-sponsored events.”

As an AAD/A Officer nominee please specify, if elected if you will be an officer or serving on the executive committee for any of the below societies when serving as Vice President from 2024 – 2025.

National Dermatology Professional Societies	Officer	Executive Committee
American Osteopathic College of Dermatology		
American Society for Dermatologic Surgery		
American Society of Dermatopathology		
American Society of Mohs Surgery		
Medical Dermatology Society		
Society for Investigative Dermatology		
Society for Pediatric Dermatology		
Women’s Dermatologic Society		
American Board of Dermatology		
American College of Mohs Surgery		
American Dermatological Association		
Example of a Dermatologic Disease Focused Organization: Coalition of Skin Diseases and the National Psoriasis Foundation		
Other (<i>Specify</i>)		
Other (<i>Specify</i>)		

Print Name: _____

Date: _____

Signature: _____

AAD/A Meeting Attendance Confirmation

If elected as Vice President-elect, per the [Board Governance Policy](#), you are required to attend the following American Academy of Dermatology/Association (AAD/A) Board meetings, Retreats, Board Orientations, Teambuilding, AAD Annual Meetings, AAD Innovation Academy Meetings, AAD Leadership Forums, and AADA Legislative Conferences throughout your term.

CURRENT LIST OF KNOWN AAD & AADA MEETINGS DATES, TIMES, & LOCATIONS		
2024 Fall Board of Directors Meeting – November 1-2, 2024 (Fri – Sat)		
Rosemont, IL (OFFICERS ONLY)		
November 1 (Fri)	Dinner	6:00 PM – 9:00 PM (Central)
November 2 (Sat)	Board Meeting	8:00 AM – 5:00 PM (Central)
November 2 (Sat)	Reception & Dinner	6:00 PM – 9:00 PM (Central)
2025 Annual Meeting – March 7-11, 2025 (Fri – Tues)		
Orlando, FL (GROUP BOARD PHOTO INCLUDES ALL INCOMING BOARD OF DIRECTORS)		
March 10 (Mon)	Board Meeting	8:00 AM – 5:00 PM (Eastern)
2025 Monthly Board Orientations		
May – November	Video Conferences	7:00 PM – 8:00 PM (Central)
2025 Leadership Forum – Dates TBD		
Location: TBD		
2025 Spring Board of Directors Meeting – May 2-4, 2025 (Fri – Sat)		
Rosemont, IL		
May 2 (Fri)	Dinner	6:00 PM – 9:00 PM (Central)
May 3 (Sat)	Board Meeting	8:00 AM – 5:00 PM (Central)
May 3 (Sat)	Reception & Dinner	6:00 PM – 9:00 PM (Central)
2025 Innovation Academy – TBD (Thurs – Sun)		
Location: TBD		
Date-TBD (Sat)	Board Meeting	8:00 AM – 5:00 PM (Pacific)
2025 AADA Legislative Conference – September 7 – 9, 2025		
Washington, DC		
2025 Fall Board of Directors Meeting – November 7-9, 2025 (Fri – Sat)		
Rosemont, IL		
November 7 (Fri)	Dinner	6:00 PM – 9:00 PM (Central)
November 8 (Sat)	Board Meeting	8:00 AM – 5:00 PM (Central)
November 8 (Sat)	Reception & Dinner	6:00 PM – 9:00 PM (Central)
2026 Annual Meeting – March 27 – 31, 2026 (Fri – Tues)		
March 30 (Mon)	Board Meeting	8:00 AM – 5:00 PM (Mountain)
2026 Innovation Academy – TBD (Thurs – Sun)		
Location: TBD		

Please confirm that you will attend all of the required meetings/events.

Print Name _____ Date _____

Signature _____