



Approved: Board of Directors – 4/26/08
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 – 8/9/14
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

POSITION DESCRIPTION

Title:

President, American Academy of Dermatology (AAD)

Term of Office:

- One year as President-Elect; One year as President; One Year as Immediate Past President
- AAD President also serves as President of the American Academy of Dermatology Association (AADA). Refer to the AADA President position description for the additional duties that fall under this position.

Accountability:

Reports to the Board of Directors

Role:

Safeguards the organization's reputation and credibility; provides leadership in developing and ensures progress in implementing the Academy's strategic plan; and fosters an environment that attracts and energizes outstanding volunteer leaders.

Requirements:

Agrees to remain divested¹ from any Direct Financial Relationships with Companies during the entire term as President-elect and President.

Responsibilities\Expectations:

- Be informed about and support the Academy's mission, services, policies, and programs, protect the organization's image and assets and be the moral voice of its members; as such, participate in the Academy's offerings of presentation and media training.
- Serves as the official representative and spokesperson for the Academy, focusing primarily on appearances and engagement opportunities in national and international settings with the right of first refusal for providing AAD updates.
- Be informed about and support the Board of Directors' mission to govern the Academy.
- Presides at all meetings of the Board, Executive Committee and business meetings of the Members; works with the Chief Executive Officer, and officers, to develop agendas for these meetings.
- Adhere to fiduciary obligations (duties of care, loyalty, and obedience).²

¹ **Definition:** For purposes of Key Leader disclosures, the definition of direct financial relationship is a compensated relationship held by an individual that should generate an IRS Form W-2, 1099 or equivalent income report. Key Leaders may provide uncompensated service to for-profit companies and accept reasonable travel reimbursement in connection with those services. Key Leaders may accept research support as long as grant money is paid to the institution or practice where the research is conducted, not the individual. Compensation (e.g., royalties) from intellectual property rights does not need to be divested. Exception may be made in certain circumstances for provision of consultant or investigator expertise related to protocol development and/or safety monitoring or any other consulting work related to one's own past, current, or potential research studies as long as the activities are not related to marketing or promotional efforts. In this event, the secretary-treasurer must be provided with background information and approval must be provided in advance for an exception to the policy. In these circumstances, compensation to the individual may not exceed \$10,000/company/year. Verifying 1099 forms must be submitted to the secretary-treasurer when received. This exception may not be applied to the president, who shall remain free from any and all direct financial relationships during his/her term of office.

President Position Description (AAD)

Page 2 of 4

- Board members are expected to make an annual donation to the Academy’s philanthropic program.
- Works with Chief Executive Officer, Secretary-Treasurer, and legal counsel to ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including but not limited to policies and standards governing corporate relationships.
- Be 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.
- Communicates regularly with the Board and Executive Committee about activities and other important issues.
- Works with the Chief Executive Officer and Secretary-Treasurer to oversee implementation of the strategic plan, ensure organizational effectiveness, and plan for future development.
- Serves as:
 - Ex-Officio voting member
 - Board (Chair)
 - Executive Committee (Chair)
 - Budget Committee
 - Compensation Committee
 - Scientific Assembly Committee
 - Ex-Officio non-voting member
 - All Councils, Committees, Task Forces & Ad Hoc Task Forces (except above where he/she is listed as voting member)
- With the Secretary-Treasurer participates in supervision and evaluation of the Chief Executive Officer.
- Participates and or hosts fundraising and recognition activities at the request of the Chair of the Council on Community, Corporate & Philanthropic Relations or Chief Executive Officer; including events held during Annual and AAD Innovation Academy Meetings. An annual budget for reasonable expenses related to the above will be developed and adjusted in conjunction with the Secretary-Treasurer.
- Appoints ad hoc task forces as necessary.
- Performs other duties as directed by the Board.

Honorarium:

\$165,000/per term as President (paid quarterly) – not pro-rated

Secretarial Stipend:

\$23,000/per term as President (paid quarterly)

² 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.

President Position Description (AAD)

Page 3 of 4

Time Commitment & Obligations:

15-20 days/month (3/4 hours/day), including the following obligations.

Serve and represent the AAD/A membership at the:			
Board Meetings	Four Yearly	In person in Winter, Spring, Summer & Fall	
Executive Committee Conference Calls	Monthly		
Leadership Call with Secretary-Treasurer and Chief Executive Officer	Weekly		
Budget Committee Meeting	Yearly	In person	Conference calls as needed
Compensation Committee Meeting	Yearly	In person in conjunction with Annual meeting	2 – 3 conference calls as needed
Scientific Assembly Committee Planning Meetings	Twice Yearly	In person in Spring & Fall	1 – 2 conference calls
Academy Annual Meeting	Yearly		
Innovation Academy Meeting	Yearly		
Leadership Forum	Yearly	Spring	
Strategic Retreats	As Scheduled		
Industry Summit	Yearly		
State Society Leadership Summit	Yearly		
Melanoma Monday	Yearly	May	
Camp Discovery	Yearly		
National Healthy Skin Month	Yearly	November	
Media & Publications			
Skin Cancer Awareness Month Call with Media Expert Team	Yearly	April	
Skin Cancer Awareness Month	Yearly	May	News release quotes and media interviews
AAD Skin Healthy Magazine President Letter	Twice Yearly		
Official Representative at:			
American College of Mohs Surgery			
American College of Mohs Surgery			
American College of Osteopathic Dermatology			
American Society for Dermatologic Surgery			
American Society of Mohs Surgery			
Canadian Dermatology Association			
Dermatology Foundation			
Noah Worcester Dermatological Society			
Society for Investigative Dermatology			
Joint Session of the AAD/EADV at the EADV Congress (May serve as co-chair or presenter)			
European Academy of Dermatology and Venereology (EADV) Congress			
World Congress of Dermatology (sponsored by ILDS)			
Other inviting societies as deemed appropriate			
Ad Hoc			
Other committee conference calls			
Calls, letters and emails to members and outside societies/partners			

President Position Description (AAD)

Page 4 of 4

Qualifications:

Professional

- Nationally recognized leader
- Broad-based knowledge and experience in Dermatology
- Understands the working/operational structure of the Academy
- Ability to champion the best interests of the Academy as a whole
- Effective communicator
- Ability to work with and build consensus among diverse groups
- Proven track record in substantive assignments within the Academy. Access to sufficient local resources, including effective administrative staff, to be able to accommodate presidential demands such as last-minute travel and phone calls during the day

Personal

- Polished presence, honesty and integrity
- Committed to work hard on the Academy's behalf
- Accessibility and responsiveness
- Open-mindedness, Flexibility
- Have no significant conflicts of interest

Restrictions:

Professional

The 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.