

American Academy of Dermatology

Standard Operating Procedure



NAME OF PROCEDURE: Nominee Criteria - Officer

DATE: 03/21/20

DEPARTMENT: Executive Office

APPLICABLE TO: AAD/A Membership

SCOPE:

This procedure provides criteria and characteristics for Fellow members submitting their name to be considered by the Nominating Committee for an Officer position on the Board of Directors.

PROCEDURE:

To be posted to the Academy's website when the call for nominations for president-elect, vice president-elect and assistant secretary-treasurer goes out to membership.

Nominee Criteria - Officer

- Be a Fellow member in good standing, who is actively involved with the Academy
- Be committed to the Academy's mission
- Be able to place personal agenda aside to do what is best for the Academy
- Have a strategic focus
- Possess strategically aligned priorities
- Be an independent and visionary thinker
- Be a pragmatic individual
- Have extensive knowledge of AAD operations
- Have considerable experience on AAD committees
- Possess the ability to focus on the big picture rather than minutia
- Possess leadership abilities, collaboration, and consensus building
- Have a transparent reputation of integrity, professionalism, and adherence to high ethical standards
- Have the ability to build relationships and be culturally compatible
- Accepting of other's background and traditions different than his/hers
- Hold membership in other dermatology societies; served in officer positions
- Embraces diversity¹

Officer (President-Elect, Vice President-Elect) nominee should also:

- Be able to effectively plan and lead meetings
- Be a good spokesperson for the Academy
- Served for at least one (1) year on the Board of Directors prior to submitting their name as a potential nominee

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.

Officer (Assistant Secretary-Treasurer) nominee should also:

- Have significant administrative and financial management experience
- Served on at least two councils, committees or task forces (CCTF)
- Held leadership positions within either the Academy, other dermatology societies, or other medical organizations, e.g., department chair, practice leader, CCTF chair, national, state or local society officer
- Fellow for at least eight years

President-Elect nominee must agree to:

- Divest any Direct Financial Relationships with Companies during the entire term as President-Elect
- Resolve any Direct Financial Relationships² during the period from the date of election until the installation of President-Elect

Assistant Secretary-Treasurer nominee must agree to:

- Divest any Direct Financial Relationships with Companies during the entire term as Assistant Secretary-Treasurer and Secretary-Treasurer
- Resolve any Direct Financial Relationships³ during the period from the date of election until the installation as Assistant Secretary-Treasurer

Restrictions on AAD/A Officers – see Board Governance Policy on [Restrictions on AAD/A Officers, Directors and JAAD Editors](#)

REVISION DATE: 03/28/2022

^{2 3} **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.**