



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 – 11/3/12
 Revised: Board of Directors – 8/9/14
 Revised: Board of Directors – 7/23/22
 Revised: Board of Directors – 8/12/23

POSITION DESCRIPTION

Title:

Immediate Past President, American Academy of Dermatology (AAD)

Term of Office:

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

Accountability:

Reports to the Board of Directors

Role:

Provide advice and counsel to the President and Board

Responsibilities/Expectations:

- At the President’s request, represents the Academy at appearances and engagement opportunities at the state and local level.
- Adhere to fiduciary obligations (duties of care, loyalty, and obedience).¹
- Board members are expected to make an annual donation to the Academy’s philanthropic program.
- Serves as:
 - Ex-Officio voting member:
 - Board
 - Chair
 - Academy Former Presidents Committee
 - Ad Hoc Task Force on Election Oversight
- Perform other duties as directed by the Board and/or President.

Time Commitments & Obligations:

| <i>Serve and represent the AAD/A membership at the:</i> | |
|----------------------------------------------------------------|---------------------------------------------------|
| Board Meetings | 4/Year in person in Winter, Spring, Summer & Fall |
| Academy Annual Meeting | Yearly |
| Innovation Academy Meeting | Yearly |
| Leadership Forum | Yearly in Spring |
| Strategic Retreats | As Scheduled |
| Academy Former Presidents Committee Meeting | In person at the Annual Meeting |
| Ad Hoc Task Force on Election Oversight Call | Yearly. Additional calls as needed |
| Ad Hoc | Other committee conference calls |

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.

Immediate Past President Position Description (AAD)

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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