



Approved: Board of Directors Meeting – 04/26/08  
Revised: Board of Directors – 6/15/10  
Revised: Board of Directors – 8/18/12  
Revised: Board of Directors – 11/3/12  
Revised: Board of Directors – 8/9/14  
Revised: Board of Directors – 11/2/19  
Revised: Board of Directors – 7/23/22  
Revised: Board of Directors – 11/2/24  
Revised: Board of Directors – 3/30/26

## POSITION DESCRIPTION

### **Title:**

Assistant Secretary-Treasurer, American Academy of Dermatology (AAD)

### **Term of Office:**

- Three Years (with expectation of three years as Secretary-Treasurer)
- The AAD Assistant Secretary-Treasurer also serves as Assistant Secretary-Treasurer of the American Academy of Dermatology Association (AADA). Refer to the AADA Assistant Secretary-Treasurer position description for the additional duties that fall under this position.

### **Accountability:**

Reports to the Board of Directors

### **Role:**

Supports Secretary-Treasurer in monitoring Academy's finances and operations to ensure accurate and timely implementation of Board policies; facilitates the discharge of the Board's financial and other oversight responsibilities; ensures that the actions of the Board are documented appropriately.

### **Requirements:**

- Fellow for at least eight years, served on at least two CCTFs (councils, committees, task forces) or held leadership positions within either the Academy, other dermatology societies, or other medical organizations, e.g., department chair, CCTF chair, national, state or local society officer.
- Agrees to:
  - divest<sup>1</sup> any Direct Financial Relationships with Companies during the entire term as Assistant Secretary-Treasurer;
  - resolve any Direct Financial Relationships during the period from the date of election until the installation of Assistant Secretary-Treasurer;
  - have no conflict of interests; and
  - meet the time requirements of the Assistant Secretary-Treasurer and the Secretary-Treasurer when individual moves to that office.

### **Responsibilities:**

- Adheres to fiduciary obligations (duties of care, loyalty, and obedience).<sup>2</sup>

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<sup>1</sup> **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 Society Leaders (including the President, President-Elect, the Secretary-Treasurer, Assistant Secretary-Treasurer, the chief executive officer of a Society's membership organization, and the Editor(s)-in-Chief of Society Journal(s)) may provide uncompensated service to for-profit health care products companies ("Companies") and accept reasonable travel reimbursement in connection with those services. Key Society Leaders may accept research support as long as grant money is paid to the institution (e.g., academic medical center) or practice where the research is conducted, not to the individual. 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.

<sup>2</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.

## Assistant Secretary-Treasurer Position Description (AAD)

### Page 2 of 4

- As a Board member expected to make an annual donation to the Academy’s philanthropic program.
- Serves as secondary financial and accounting officer of the organization. Works with the Secretary-Treasurer to ensure that accurate financial records are maintained and that appropriate financial reports are presented to the Board in a timely basis. These records include the Reserve Investment Fund (RIF), Strategic Reserve Fund (SRF) and General Operating Fund (GOF). By the end of the Assistant Secretary-Treasurer term, understand the Academy’s financial record keeping, accounting systems, and financial reports.
- In the absence of the Secretary-Treasurer, steps in to ensure that accurate minutes of all Board and Executive Committee meetings are prepared, distributed to the directors per policy, and maintained in the corporate offices.
- Along with the Chief Executive Officer and Secretary-Treasurer, supervises the preparation of the annual budget and assists in presenting the budget to the Board for approval.
- With the Secretary-Treasurer, reviews the annual audit and ensures that procedures are in place to protect, expend and invest the organization’s assets according to the Board’s policies and procedures.
- Works with Chief Executive Officer, Secretary-Treasurer and legal counsel to ensure compliance with bylaws, administrative regulations, Board policies and procedures and all relevant legal and ethical standards, including but not limited to policies and standards governing corporate relationships.
- By the end of the Assistant Secretary-Treasurer term, possess a deep understanding of the Academy’s organizational and governance structure, including the roles and responsibilities of elected leaders, councils, committees, and task forces, and Academy bylaws, administrative regulations, and policies.
- Review as requested and in a timely manner, all ads published in the *JAAD* and content of *Dermatology World* that are flagged by staff and physician editor for additional review.
- Works with staff to approve new exhibits and updates to past exhibits for both the Annual and AAD Innovation Academy meetings, including a walk-through with staff before the exhibits open.
- Encourage open and transparent discussions at Board meetings, respectful of all opinions.
- Attend in person and in their entirety all quarterly Board meetings and support other Academy functions, such as Leadership Forum, Board retreats, and orientations.
- Serves as a voting member:
  - Board
  - Executive Committee
  - Audit Committee
  - Budget Committee
  - Compensation Committee
  - Investments Committee
  - Council on Community, Corporate and Philanthropic Relations
  - Scientific Assembly Committee
  - *JAAD* (Board Liaison)
  - Appointment Selection Committee
- Performs other duties as directed by the Board, the President, and/or the Secretary-Treasurer.

## Assistant Secretary-Treasurer Position Description (AAD)

Page 3 of 4

### Honorarium:

\$90,750 per year as Assistant Secretary-Treasurer (paid quarterly) – not pro-rated

### Secretarial Stipend:

\$11,500/per year Assistant Secretary-Treasurer (paid quarterly)

### Time Commitment & Obligations:

5-7 days/month (3/4 hours/day), including the following obligations.

<b>Prepare for, attend, participate (in their entirety) and represent the AAD membership at:</b>			
<i>Board Meetings</i>	<i>Four Yearly</i>	<i>In person in Winter, Spring, Summer &amp; Fall</i>	
<i>Executive Committee Conference Calls</i>	<i>Monthly</i>		
<i>Audit Committee Meeting</i>	<i>Yearly</i>	<i>In person</i>	<i>Conference calls as needed</i>
<i>Budget Committee Meeting</i>	<i>Yearly</i>	<i>In person</i>	<i>Conference calls as needed</i>
<i>Compensation Committee Meeting</i>	<i>Yearly</i>	<i>In person in conjunction with the Annual meeting</i>	<i>2 – 3 conference calls as needed</i>
<i>Scientific Assembly Committee Planning Meeting</i>	<i>Yearly</i>	<i>In person in Spring &amp; Fall</i>	<i>1 – 2 conference calls</i>
<i>Appointment Selection Committee Meeting</i>	<i>Yearly</i>	<i>In person</i>	<i>Conference calls as needed</i>
<i>Ad Hoc</i>	<i>Other committee conference calls</i>		
<i>Academy Annual Meeting</i>	<i>Yearly*</i>		
<i>Innovation Academy Meeting</i>	<i>Yearly*</i>		
<i>Leadership Forum</i>	<i>Yearly</i>	<i>Spring</i>	
<i>Industry Summit</i>	<i>Yearly</i>		
<i>Strategic Retreats</i>	<i>As scheduled</i>		
<b>Official Representative at:</b>			
<i>European Academy of Dermatology and Venereology (EADV) Congress</i>		<i>Attend last year as Assistant Secretary-Treasurer</i>	
<i>World Congress of Dermatology</i>		<i>Sponsored by ILDS</i>	
<i>Other inviting society as deemed appropriate</i>			

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

### Qualifications:

- Broad-based knowledge and experience in Dermatology
- Understands the organizational and governance structure of the Academy.
- Knowledge of governance vs. management distinctions, and the complementary roles of volunteer leadership and the CEO/staff in association management.
- Able to operate effectively within a matrixed governance environment, balancing input from diverse member groups and ensuring alignment with strategic priorities.
- Able to assess organizational implications of decisions—financial, operational, reputational, and member-facing—and to align fiscal stewardship with long-term strategic goals.
- Demonstrates a strong understanding of how an organization with over 200 employees functions as an integrated system.

## **Assistant Secretary-Treasurer Position Description (AAD)**

### **Page 4 of 4**

- Knowledge of the principles and practices of financial record keeping, accounting systems, and financial reports. Demonstrates strong verbal and written communication skills, with the ability to convey information, including financial reports/information, clearly and concisely to diverse audiences
- Demonstrates the ability to work with and build consensus among diverse groups utilizing negotiation and diplomacy as needed.
- Possess the capacity to engage collaboratively with members of the Board of Directors, member leadership, Chief Executive Officer, staff, and external stakeholders
- Demonstrates the ability to think critically and exercise good judgment.
- Demonstrates the ability to navigate difficult or sensitive conversations with clarity and professionalism.
- Able to be accessible and responsive to the demands of the position, which includes last-minute travel and phone calls during the day.
- High level of integrity, discretion, and ethical judgment.

### **Restrictions:**

#### *Professional*

The 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.