



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 Association (AADA)

### Term of Office:

- One year as President-Elect; One year as President; One Year as Immediate Past President
- The AADA Immediate Past President also serves as the Immediate Past President of the American Academy of Dermatology (AAD). Refer to the AAD 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).<sup>1</sup>
- Board members are encouraged to make an annual donation to SkinPAC.
- 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:

<b><i>Prepare for, attend, participate (in their entirety) and represent the AADA membership at:</i></b>	
Board Meetings	4/Year in person in Winter, Spring, Summer & Fall
Academy Annual Meeting	Yearly*
Innovation Academy Meeting	Yearly*
Leadership Forum	Yearly in Spring
Legislative Conference	Yearly in Fall
Strategic Retreats	As Scheduled
Academy Former Presidents Committee Meeting	In person at the Annual Meeting
Ad Hoc	Other committee conference calls

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

<sup>1</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.

## **Immediate Past President Position Description (AADA)**

**Page 2 of 2**

### **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