



Approved: Board of Directors Meeting – 4/26/08
Revised: Board of Directors – 6/15/10
Revised: Board of Directors – 8/6/11
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 – 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-elect, American Academy of Dermatology Association (AADA)

Term of Office:

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

Accountability:

Reports to the Board of Directors and President

Role:

Assists the President and Board in protecting the organization's reputation and credibility; strengthens leadership skills in preparations for assuming the presidential role.

Requirements:

Agrees to:

1. divest¹ any Direct Financial Relationships with Companies during the entire term as President-Elect; and
2. resolve any Direct Financial Relationships during the period from the date of election until the installation of President-Elect.

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.
- Be informed about and support the Board of Directors' mission to govern the Academy.

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-elect Position Description (AADA)

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- Adhere to fiduciary obligations (duties of care, loyalty, and obedience).²
- Board members are encouraged to make an annual donation to SkinPAC.
- Attend in person and in their entirety all quarterly Board meetings and support other Academy functions.
- Review agenda and supporting materials prior to meetings and come prepared to participate.
- Keep up to date on developments in Dermatology.
- 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*.
- Follow Disclosure of Outside Interests and Management of Conflicts of Interest and confidentiality policies outlined in the administrative regulations and governance policies.
- Hold frank discussions at the Board meetings, respectful of all opinions, yet ultimately speak as one voice and support all actions taken by the Board.
- Proactively strengthen professional networks and leadership skills to prepare for higher office.
- At the President's request, serves as the official representative and spokesperson for the Academy at selected, appropriate dermatology meetings and events.
- 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.
- Serves as:
 - Ex-Officio voting member
 - Board of Directors
 - Executive Committee
 - Appointment Selection Committee (Chair)
 - Budget Committee
 - Compensation Committee
- Perform other duties as directed by the Board and President.

Honorarium:

\$60,000 per term as President-Elect (paid quarterly) – not pro-rated

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-elect Position Description (AADA)

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Time Commitment:

3 - 5 days/month, including the following obligations:

<i>Serve and represent the AAD/A membership at the:</i>			
Board Meetings	Four Yearly	In person in Winter, Spring, Summer & Fall	
Executive Committee Conference Calls	Monthly		
Leadership Call with President, 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
Academy Annual Meeting	Yearly		
Innovation Academy Meeting	Yearly		
Leadership Forum	Yearly	Spring	
Strategic Retreats	As Scheduled		
<i>Official Representative at:</i>			
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			
Other inviting societies as deemed appropriate			
<i>Ad Hoc</i>			
Other committee conference calls			

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-elect 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.