

American Academy of Dermatology Standard Operating Procedure



NAME OF PROCEDURE: Nominee Criteria Nominating Committee Member

DATE: 07/02/20

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 Board of Directors, Advisory Board and Nominating Committee for a Nominating Committee Member Representative position on the Nominating Committee.

PROCEDURE:

To be posted to the Academy's website when the call for nominations for president-elect, vice president-elect, director, and nominating committee member representative goes out to membership.

Nominee Criteria Nominating Committee Member

The following outlines the suggested characteristics for the Board of Directors, Advisory Board and Nominating Committee to consider when selecting nominees to serve on the Nominating Committee. These are intended to be guidelines, not requirements.

The potential nominees should:

- Be a Fellow member in good standing, who is actively involved with the Academy.
- No incumbent member of the Board of Directors or of the Advisory Board Executive Committee may serve on the Nominating Committee.
- No member elected or appointed to the AAD Nominating Committee may hold a position on a Nominating Committee of another dermatology organization which is submitting names for the AAD Nominating Committee to consider while serving on the AAD Nominating Committee
- Have extensive knowledge of the working/operational structure, history, and traditions of the Academy and how a potential candidate for office has interacted with Academy staff over the years. The individual should be experienced enough with the Academy to understand the degrees of responsibility different positions have, i.e., being chair of the Scientific Assembly Committee is more important than being chair of a task force, etc.
- Be open, honest, direct, discreet, able to keep confidences, impartial and have no significant conflicts of interest. Potential Nominating Committee candidates must meet the same conflict of interest requirements as candidates for appointment to a Committee. The individual must resist politicization of the nomination process. The individual should be confident enough to speak up, but not so forceful as to try to exert undue influence over the nominations process. He or she should also be able to understand and follow the rules and requirements of the nominations process under the Academy's bylaws and administrative regulations.

Revision Date: 12/8/21

Nominee Criteria - Nominating Committee

Page 2 of 2

- Have experience in making nominations in other arenas if possible; but not currently serving on a nominating committee of another major dermatology organization.
- Be very experienced and currently active in the Academy. He or she should also be energetic and willing to give the amount of time required for the nominations process and understand that he or she may be called upon to perform activities at unusual times.
- Be willing to look at the nominations process and offer suggestions as to how to improve it and not be rigid and unduly committed to the status quo. The potential candidate should also be willing to accept feedback and be "tough skinned" when and if the Nominating Committee's decisions are questioned in good faith by Academy members.
- May have previously served as an Academy director or officer, (but not currently interested in running for higher office).
- Have a broad knowledge of members from many dermatology specialty areas (i.e., medical, surgical, dermatopathology, pediatrics, and the academic and clinical sectors)
- Be able to put his or her personal agenda aside in favor of the Academy's best interest.
- Be sensitive to the need for geographical distribution, and diversity¹ on the Academy Board of Directors.
- Expand the diversity of the slate of each position as long as such consideration does not diminish the quality in furthering dermatology.
- Have past and/or current experience serving on Councils, Committees, and Task Forces
- Have experience in leadership roles at other medical specialties
- Have attended and/or participated in leadership training programs

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.