



August 2024

Dear Colleague,

The Nominating Committee of the American Academy of Dermatology (Academy) is pleased that you have responded favorably to our initial correspondence and are willing to be considered for nomination as President-Elect of the Academy and the AAD Association.

We would like to take this opportunity to briefly outline the fiduciary responsibilities and the time commitments associated with this position. We ask that you signify your willingness to accept these responsibilities, if nominated and elected, by signing this letter and returning a copy to the Executive Office. Please rest assured that the Academy and AAD Association maintain a broad form of liability insurance coverage for its directors, officers, committee members and staff.

**Fiduciary responsibilities:<sup>1</sup>**

- prepare for and attend all meetings of the Boards and of councils, committees, and task forces to which you are appointed
- maintain confidentiality regarding discussions held at these meetings
- avoid conflicts of interest between serving in the position of President-Elect and your professional or personal life, and disclose conflicts if they arise
- divest yourself of all Direct Financial Relationships with health care products/services companies as defined by and in accordance with Administrative Regulation on Code for Interactions with Companies, Article IV, Sec. 1.4 (copy attached)
- respect the opinions of other Directors and Officers and support actions taken by the Boards of Directors
- act in the best interest of the Academy and AAD Association, above personal interests or beliefs

**Time commitments:**

*After election and prior to taking office:*

- agree to participate in the post-election interview
- attend, as a guest, the Fall and Annual Board of Director meetings
- attend the monthly Board orientation videoconferences prior to taking office
- attend officer teambuilding, onboarding, orientation meetings and if appropriate, the strategic retreat.

*President-Elect:*

- serve as President-Elect, President and Immediate Past-President
- prepare for, attend and participate in all Board meetings in their entirety (at least four times per year)
- attend the orientation and strategic retreats
- annually attend and participate in the Leadership Forum and the Legislative Conference

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<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.

**CORRESPONDENCE**

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## Board of Director Commitment Letter

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- annually register\* and attend the Academy's Annual Meeting and Innovation Academy Meeting, in the entirety of each meeting to make yourself accessible to the membership.
- participate in videoconference calls/email ballots (usually scheduled monthly for Officers, weekly for President)
- attend committee and task force meetings as required
- represent the Academy and AAD Association in a positive and supportive manner at appropriate meetings and functions in your region (nationally and internationally)
- carry out the duties of President if there is a temporary absence or permanent vacancy in the office of President and the Vice President is not available or has not met the divestiture requirements for the office

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

In addition, if you have ever been convicted of a felony or disciplined by a medical licensing authority, or if you are currently the subject of any investigation or allegation that could lead to a felony conviction or limitation of or other adverse action against your license to practice medicine, please provide us with details of any such proceedings.

We appreciate your willingness to be considered for a position as President-Elect.

Sincerely,

#### **Nominating Committee**

Neal Bhatia, MD, FAAD (MBR) (Chair)

Neil Shah, MD, FAAD (AB)

Adam J. Friedman, MD, FAAD (BOD)

Anthony Rossi, MD, FAAD (MBR)

Lindsay Ackerman, MD, FAAD (MBR)

Kristina Callis-Duffin, MD, MS, FAAD (BOD)

J. Matthew Knight, MD, FAAD (AB)

**President-elect Commitment Letter**

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Understanding the important responsibilities to be undertaken as President-Elect of the American Academy of Dermatology and AAD Association, I agree that, if nominated and elected, I will faithfully carry out the duties described above. I further certify that my responses below are truthful and accurate and I have disclosed to the Academy Nominating Committee any discipline imposed by any medical licensing authority and any current investigation or allegation that could lead to a limitation of or adverse action against my license to practice medicine.

**By signing below, I agree to waive, discharge, and release any claims or other legal rights I may have against the Academy or its officers, directors, employees, agents, representatives, or affiliates based on any action the Academy takes or fails to take in connection with the election process generally or violations (or alleged violations) of the Academy's election rules.**

**If the below question is not applicable, please write "None" for each response.**

1. Has any adverse action, including but not limited to revocation, suspension, probation, or reprimand/censure, ever been taken against your medical license in any state?
2. Has any adverse action been taken against you by the Federal government, any federal or state law enforcement authorities, any hospital, or any health insurer/managed care company?
3. Are there any malpractice judgments or settlements that you have had to report to the National Practitioner's Data Bank or that otherwise should be brought to the attention of the Nominating Committee?
4. Is there anything in your past, including anything involving your family, that could be embarrassing to the Academy if it were to be made public?

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**President-elect Commitment Letter**

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**If successfully elected as Academy President-Elect, I agree to:**

1. Divest myself of any Direct Financial Relationships with Companies<sup>2</sup> during my entire term as an Academy President-Elect and President; and
2. Resolve any Direct Financial Relationships during the period from the date of my election to the Academy as President-Elect, until I take office at the close of the next Annual Meeting.
3. Model the Board beliefs and behaviors as outlined here:
  - Act in service of the greater good
  - Cultivate healthy conflict
  - Listen to understand
  - Tighten our partnership with staff
  - Be unified outside meetings
  - Keep board discussions confidential
  - Build relationships with each other
  - Take ethics seriously
  - Be engaged
  - Never lie or hide the truth from each other

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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<sup>2</sup> **Definition:** A 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.**

# Administration Regulations



## CODE FOR INTERACTIONS WITH COMPANIES

### IV. Principles for Interaction

#### 1. Independence

- 1.4.** No Key Society Leader, defined for purposes of this Code as the Presidential-level of a Society's membership organization (e.g., the President, President-Elect, the Secretary-Treasurer level (e.g., Secretary-Treasurer and Assistant Secretary-Treasurer) the chief executive officer of a Society's membership organization, and the Editor(s)-in-Chief of Society Journal(s), may have Direct Financial Relationships<sup>3</sup> with Companies during his or her term of service.

*With the Academy's adoption of the Code for Interactions with Companies, the successful officer candidates will be required to divest themselves during their entire term in office of any direct financial relationships with for-profit companies that manufacture or sell health care products or services.*

*Annotation: Each Society may set a reasonable period after election or appointment for Key Society Leaders to terminate any Direct Financial Relationships. A Society may permit Key Society Leaders who are elected or appointed prior to the time the Society signs on to the Code to maintain existing Direct Financial Relationships with Companies for the duration of their terms. These relationships should be disclosed and managed in accordance with Principles 2.3 and 2.4.*

*Under Principle 1.4, a Key Society Leader may provide uncompensated service to Companies and accept reasonable travel reimbursement in connection with those services. A 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. A Key Society Leaders may receive wages or other compensation from a Company in exchange for providing or overseeing the provision of health services to Company personnel. A Key Society Leader may accept reasonable compensation for serving on an independent data safety monitoring board in a Company study. A Key Society Leader may own stock or stock options in a Company. A Key Society Leader may receive royalties or similar fees relating to patents or other intellectual property. While permitted under Principle 1.4, all such relationships should nevertheless be disclosed and managed in accordance with Principles 2.3 and 2.4.*

*If a Key Society Leader receives stock or stock options from a Company as wages, consulting fees, honoraria, or other compensation (other than permitted payments as described in the prior paragraph), this is considered a Direct Financial Relationship. If a Key Society Leader directs a Company honorarium or other fee to the Society, a charity, or another entity, this is considered a Direct Financial Relationship. See the definition of "Direct Financial Relationship" for additional information relating to Principle 1.4. See Principles 5.2.5 and 5.4.4 for additional limitations on the relationships of Key Society Leaders.*

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<sup>3</sup> **Definition:** A 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.

## Board Governance Policy



Approved: Board of Directors – 7/27/19  
Revised: Board of Directors – 11/2/19; 11/6/21; 3/28/22; and 7/23/22

### RESTRICTIONS ON AND OBLIGATIONS OF AAD/A OFFICERS, DIRECTORS AND JAAD EDITORS

#### Leadership positions in other organizations

The president, president-elect, vice president, vice president-elect, secretary-treasurer and 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.

Other than when specifically authorized to do so, when making public appearances, AAD/A officers and directors should affirmatively state that they are speaking in their personal capacity and not on behalf of the AAD/A.

#### Obligations of members serving as AAD/A Officers and Directors

It is the responsibility and obligation of the AAD/A Officers and Directors to serve and represent the AAD/A membership at the:

- four AAD/A Board of Directors meetings each year,
- Academy Annual Meeting each year,
- Innovation Academy Meeting each year,
- annual AAD Leadership Forum each spring,
- annual AADA Legislative Conference in the fall, and
- all Strategic Retreats.

These meetings and events are important for the viability of the organization; they enable the leadership to be interactive, visible and available to serve as mentors and ambassadors of the specialty. Likewise, the presence of the officers and directors at the Legislative Conference enables interaction between AAD/A leadership and members of the legislature.

Officers and directors, in their role as envoys and discernible leaders of the AAD/A, are expected to attend the AAD Annual Meeting and Innovation Academy Meeting (Summer), affiliated Board meetings and ancillary meetings, receptions and events that would benefit from AAD/A leadership representation.

Except in unique and necessary circumstances, officer and director attendance is expected at all AAD/A Board meetings, AAD Annual Meetings, AAD Innovation Academy Meetings, AAD Leadership Forums, and AADA Legislative Conferences, and should take precedence over attendance at any other meetings, conferences, and/or industry/pharma-sponsored events.”

#### JAAD Journals Editors

The editors and deputy editors of the *Journals of the American Academy of Dermatology (JAAD Journals)* may not serve on the editorial boards of other dermatology journals but may serve on the editorial board of other scientific and medical journals.

To ensure separation between the business interests of the *JAAD Journals* (by the Academy) and editorial decision-making of the *JAAD Journals* (by the editorial team), the *JAAD Journals* editors and deputy editors cannot concurrently serve as an officer or director of the AAD/A.

**President-elect Commitment Letter**

**As an AAD/A Officer nominee please specify, if elected if you will be an officer or serving on the executive committee for any of the below societies when serving as President-elect or President.**

National Dermatology Professional Societies	Officer	Executive Committee
American Osteopathic College of Dermatology		
American Society for Dermatologic Surgery		
American Society of Dermatopathology		
American Society of Mohs Surgery		
Medical Dermatology Society		
Society for Investigative Dermatology		
Society for Pediatric Dermatology		
Women's Dermatologic Society		
American Board of Dermatology		
American College of Mohs Surgery		
American Dermatological Association		
<b>Example of a Dermatologic Disease Focused Organization:</b> Coalition of Skin Diseases and the National Psoriasis Foundation		
Other ( <i>Specify</i> )		
Other ( <i>Specify</i> )		

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**President-elect Commitment Letter**

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**AAD/A Meeting Attendance Confirmation**

If elected as President-elect, per the [Board Governance Policy](#), you are required to attend the following American Academy of Dermatology/Association (AAD/A) Board meetings, Retreats, Board Orientations, Teambuilding, AAD Annual Meetings, AAD Innovation Academy Meetings, AAD Leadership Forums, and AADA Legislative Conferences throughout your term.

<b>CURRENT LIST OF KNOWN AAD &amp; AADA MEETINGS DATES, TIMES, &amp; LOCATIONS</b>		
<b>2025 Fall Board of Directors Meeting – November 7-9, 2025 (Fri – Sat)</b> <b>Rosemont, IL (OFFICERS ONLY)</b>		
November 7 (Fri)	Dinner	6:00 PM – 9:00 PM (Central)
November 8 (Sat)	Board Meeting	8:00 AM – 5:00 PM (Central)
November 8 (Sat)	Reception & Dinner	6:00 PM – 9:00 PM (Central)
<b>2026 Annual Meeting – March 27-31, 2026 (Fri – Tues)</b> <b>Denver, CO (GROUP BOARD PHOTO INCLUDES ALL INCOMING BOARD OF DIRECTORS)</b>		
March 30 (Mon)	Board Meeting	8:00 AM – 5:00 PM (Mountain)
<b>2026 Monthly Board Orientations</b>		
May – November	Videoconferences	7:00 PM – 8:00 PM (Central)
<b>2026 Leadership Forum – May 28 – 31, 2026 (Thurs – Sun)</b> <b>Location: Itasca, IL</b>		
<b>2026 Spring Board of Directors Meeting – June 12-13, 2026 (Fri – Sat)</b> <b>TBD</b>		
June 12 (Fri)	Dinner	6:00 PM – 9:00 PM (Central)
June 13 (Sat)	Board Meeting	8:00 AM – 5:00 PM (Central)
June 13 (Sat)	Reception & Dinner	6:00 PM – 9:00 PM (Central)
<b>2026 Innovation Academy – July 23 – 26, 2026 (Thurs – Sun)</b> <b>Location: New York, NY</b>		
July 25 (Sat)	Board Meeting	8:00 AM – 5:00 PM (Eastern)
<b>2026 AADA Legislative Conference – TBD</b> <b>Washington, DC</b>		
<b>2026 Fall Board of Directors Meeting – November 20-21, 2026 (Fri – Sat)</b> <b>TBD</b>		
November 20 (Fri)	Dinner	6:00 PM – 9:00 PM (Central)
November 21 (Sat)	Board Meeting	8:00 AM – 5:00 PM (Central)
November 21 (Sat)	Reception & Dinner	6:00 PM – 9:00 PM (Central)

**Please confirm that you will attend all of the required meetings/events.**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_