



Approved: Board of Directors – 9/22/90
Revised: Board of Directors – 10/23/04
Revised: Board of Directors – 11/4/06

RECOGNITION EVENTS: RESPONSIBILITIES OF THE PRESIDENT AND VICE PRESIDENT AT THE ANNUAL NATIONAL MEETING

General Intent

There are certain social obligations which the President, with the assistance of the Vice President, should assume at the time of the Annual Meeting. These include the entertainment of honored guests at a function to recognize their contributions and importance to the Academy. Invitation to participate in any of these events should be viewed as a gesture of appreciation from the Academy.

I. PRESIDENT'S DINNER

The President's Dinner is a recognition function that may take the form of a reception, dinner or combination thereof, with the decision on the format of the event left to the discretion of the President in consultation with the Secretary-Treasurer and Executive Director.

Budget

The budget will be based on a banquet for up to and not exceeding 350 persons, at a level of funding not to exceed \$285/per person inclusive of, but not limited to food, drink, venue, entertainment, transportation, etc..

Recommended Invitation List, Including Spouses:

The following is a priority list of individuals who occupy a significant position in the dermatology community and who should be given first consideration for attendance at the recognition dinner. A second, discretionary invitation list follows, which the President and Vice President may utilize to issue additional invitations, consistent with the budget determined for the event.

The discretionary list includes a provision to allow the President and Vice President to invite other honored guests in the event that the budget is not exceeded. Such honored guests may include more than the permitted number of family and friends of the President and Vice President, with the understanding the expenses in excess of budget for invitations to family and friends will be the personal responsibility of the inviting officer.

Priority Invitation List: President's Dinner

1. Current Officers, Directors and Observers of the AAD Board of Directors
2. Current AAD Council Chairs

Administrative Regulation - Recognition Events: Responsibilities of the President and Vice President at the Annual National Meeting

Page 2 of 4

3. Current Members of the Scientific Assembly Committee
4. AAD Past Presidents, Past Vice Presidents, and Past Secretary-Treasurers
5. Current candidates for AAD Officer and Board of Directors
6. Senior AAD staff, i.e., Executive Director, Deputy Executive Directors, Directors, etc.
7. Current Editor of *Journal of the American Academy of Dermatology (JAAD)*
8. Current Deputy Editors of *JAAD*
9. Current Honorary Lecturers and chief donor representatives, who may include but are not limited to:
 - Lila Gruber Lecturer
 - Marion Sulzberger Lecturer
 - Clarence S. Livingood Lecturer
 - Phillip Frost Leadership Lecture
10. Current Academy Honorees, who may include but are not limited to:
 - Gold Medal Award (if any)
 - Honorary Membership Award (if any)
 - Distinguished Service Award (if any)
 - Presidential Citation Award (if any)
 - Young Investigators
 - Thomas E. Pearson Memorial Education Award
 - Master Dermatologist
 - Astellas Awardees
11. Current AMA Delegates and Alternate Delegates
12. Current AAD Council on Specialty Societies (CMSS) Representative(s)
13. Current Presidents of select international dermatological societies that may include but are not limited to societies with whom the Academy has had or anticipates significant interaction on policy issues and/or strategic cooperation on projects of mutual interest.
14. Selected family and friends of the President – 24 total guests including spouses
15. Selected family and friends of the Vice President – 16 total guests including spouses

16. AAD legal counsel
17. Current Presidents of dermatology sub-specialty societies and heads of related organizations as determined by the AAD President, which may include but are not limited to:
 - American Board of Dermatology
 - American College of Mohs Surgery
 - American Contact Dermatitis Society
 - American Dermatological Association
 - American Osteopathic College of Dermatology
 - American Society for Dermatologic Surgery
 - American Society for Dermatopathology
 - American Society for Mohs Surgery
 - Association of Military Dermatologists
 - Association of Professors of Dermatology
 - Council for Nail Disorders
 - Dermatology Foundation
 - Medical Dermatology Society
 - National Cancer Institute
 - National Institute of Arthritis Musculoskeletal and Skin Diseases
 - Noah Worcester Dermatological Society
 - Photomedicine Society
 - Skin Cancer Foundation
 - Society for Investigative Dermatology
 - Society for Pediatric Dermatology
 - Women's Dermatologic Society
18. Significant (non-industry) Member and Member Family Donors, as may be recommended by the Director of Development in consultation with the Deputy Executive Director, Executive Director and Chair of the Development Committee.

Discretionary List – Suggestions

1. Local, state and federal legislators and/or officials, as appropriate
2. Chairs of Academy committees and (ad hoc) Task Forces that have provided exemplary service during the current year
3. Other honored international physicians
4. Dermatology society and organization awardees, at the discretion of the President in consultation with the Secretary-Treasurer and Executive Director, who may include but are not limited to:

- Dermatology Foundation Practitioner of the year
- Dermatology Foundation Finnerud Awardee
- American Society for Dermatologic Surgery President's Award
- Women's Dermatologic Society Rose Hirschler Award

5. Industry Partners; chief representatives of industry partners who have made significant cash or in-kind contributions in support of Academy programs and activities, as may be recommended by the Director of Development in consultation with the Associate Executive Director, Executive Director and Chair of the Development Committee
6. Other honored guests of the President and Vice President within budget, subject to space available

II. USE OF HOTEL SUITES FOR RECOGNITION (ENTERTAINMENT) AT EVENTS AT THE ANNUAL MEETING

The President and Vice President are permitted to use their suites at the Annual Meeting for informal entertaining, the focus of which is recognition of service to the Academy.

An annual budget for the reasonable expenses of such entertainment will be developed and adjusted as required following consultation with the Secretary-Treasurer. The President or Vice President may use their suite for personal entertainment. Expenses for such activities will be considered a personal expense of the officer.

III. INFORMAL FUNCTIONS

Spouse Event

An informal function may be planned and hosted by the spouse of the President. The guest list should include the spouses of the officers and directors (senior staff should be considered). The spouse event will be considered a recognition function that may take the form of a tour, reception, brunch, lunch or similar activity, with the decision on the format of the event left to the discretion of the President and spouse in consultation with the Secretary-Treasurer and the Executive Director. An annual budget not to exceed \$3300 and will take into account regional variations in the cost of such events.