



Approved: Board of Directors – 9/24/89
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REPRESENTATION AT NATIONAL, INTERNATIONAL, SPECIALTY, STATE, LOCAL AND REGIONAL MEETINGS

Responsibilities of the office of President include participation in a number of Academy and Association meetings and programs. In addition, the President serves as the Academy's official representative to other dermatologic organizations.

I. Academy and Association Meetings and Programs

Meetings and programs at which the President's participation is expected are:

- Board of Directors meetings (AAD and AADA)
- Annual Meeting
- Summer ("ACADEMY") Meeting
- Scientific Assembly Committee
- Priorities Committee
- Spring & fall media activities
- Special meetings and conferences. Past examples include leadership training seminars, consensus conferences, Washington Conferences, etc.

Participation in the following meetings or programs is at the discretion of the President:

- Academy delegation to the American Medical Association (AMA) Annual and Interim meetings;
- the National Medical Association,
- other free-standing Academy council, committee and (ad hoc) task force meetings; and
- meetings related to the Academy's involvement with the NIH, governmental agencies, congressional issues, etc.

Travel Expenses: Standard travel reimbursement policies will apply to participation in Academy meetings and programs.

II. Academy and Association Representation to Other Dermatologic Organizations

It is important for the President to be accessible to the members. The President may choose to attend and/or accept invitations to represent the Academy at other dermatologic meetings as follows:

National and International Organizations

The Academy should be represented at the Annual Meetings of the following organizations:

1. Canadian Dermatology Association
2. American College of Osteopathic Dermatology
3. World Congress of Dermatology (sponsored by the ILDS)
4. European Academy of Dermatology and Venereology
5. Dermatology Foundation
6. American Society for Dermatologic Surgery
7. Society for Investigative Dermatology
8. Such other national and international organizations as may be warranted by collaboration (current or planned) on projects and activities of mutual interest, as determined by the President in consultation with the Secretary-Treasurer and the Executive Director

Travel Expenses: The Academy will be responsible for travel expenses (hotel, air travel and ground transportation), and standard travel reimbursement policies will apply for the President's participation in the meetings described above.

Registration Fees: When the President attends the annual meeting at the invitation of one of the above organizations, the inviting organization will be asked to waive the registration fee for the President and his/her spouse.

Discretionary Participation: The decision to attend international or national meetings, other than those listed above, is up to the President. In such instances, travel expenses and registration fees are the responsibility of the inviting organization and/or the President.

Regional, State, and Local and Independently Sponsored Dermatologic Organizations

At his/her discretion, the President may accept invitations from regional, state, local and independently sponsored dermatologic organizations to attend their meetings and, if requested, provide updates on the Academy's activities.

Travel Expenses: Travel expenses for the President's attendance at regional, state, local and independently sponsored dermatologic meetings, are the responsibility of the inviting organization.

Registration Fees: The inviting organization will be asked to waive the registration fee for the President and his/her spouse.

III. Delegation of Representation

In the event that the President is not available to represent the Academy or Association at meetings noted in Section II, that responsibility may be delegated as follows:

National and International Organizations

Official Academy representation may be delegated to an experienced officer or Board member with a comprehensive knowledge of Academy affairs. First priority should be given to the

- Vice President;
- Secretary-Treasurer;
- Assistant Secretary-Treasurer, after one year in the office;
- Immediate Past President, if within six months of completing his/her term as President;
- President-Elect, only after serving six months in the office;
- Vice President-Elect, only after serving six months in the office; or
- A member of the Executive Committee or Board of Directors.

Regional, State, and Local and Independently Sponsored Dermatologic Organizations

Official Academy representation may be delegated to

- a Member of the Board of Directors or an officer of the Academy,
- a member of the Academy who is actively involved in the higher levels of the governance structure.
- a staff member who is actively involved in the Federal or Grassroots aspects of the Academy.

When a decision is made to delegate Academy representation to another individual, the inviting organization will receive official written notification from the President.

Decisions Regarding Delegation of Representation

Final decisions regarding individuals to whom representation of the Academy will be delegated will be made by a consensus of the President, Secretary-Treasurer, and Executive Director.

Travel Expenses and Registration Fees

Travel expenses and registration fees for the delegate's attendance at regional, state, local and independently sponsored dermatologic meetings, are the responsibility of the inviting organization, except in the event where staff has been delegated to represent the Academy.