

Approved: Board of Directors – 11/3/07

APPARENT AUTHORITY POLICY

This policy statement provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the American Academy of Dermatology or American Academy of Dermatology Association, and the manner in which such public statements should be handled procedurally.

It is the policy of the American Academy of Dermatology (“AAD”) and the American Academy of Dermatology Association (“AADA”; AAD and AADA collectively referred to as “AAD/A”) that any communication on behalf of the AAD/A may only be made at the direction of the president, board or senior staff. No public statements may be made, either verbal or written, that conflict with the official position or policy of the AAD/A. Leadership should understand, that by virtue of their position, their statements may be perceived by the public as official and made on behalf of the AAD/A. Accordingly, when making public statements, an Academy volunteer leader should clearly state whether s/he is speaking on behalf of the Academy (if authorized to do so) and when s/he is speaking in his or her personal capacity. To control official communications, stationery and business cards shall be solely for the use of the president, president-elect, vice president, secretary-treasurers and staff. Other officers and members of the Board or committees may not use AAD/A stationery. Staff will prepare letters sent on behalf of the organization while retaining a copy in official AAD files. Exceptions may be made to the policy as long as the purpose of the letter is made known and approved by the Tripartite Group (President, Secretary, and Executive Director) in advance. If the exception is approved, a copy of the correspondence will be provided to staff within 24 hours of dissemination for permanent file retention.