



RESIDENTS/FELLOWS BOARD OBSERVER POLICY

Criteria

1. A Graduate member of the American Academy of Dermatology in good standing.
2. Serving as the Chair of the Resident/Fellows Committee.
3. Willing to serve a one- to two-year term to begin at the close of the Annual Meeting following selection.
4. Willing to prepare an Annual Report to the resident community to be published in *Directions in Residency*, other Academy publications, and on the website, as well as prepare a report on resident activities for each Board meeting.
5. Possess leadership skills and a desire to continue to be active in the governing structure of the Academy after serving as the Resident/Fellows Observer.
6. Must have the support of his/her residency program director to take time to attend four Board meetings per year.

Time Commitments and Responsibilities:

1. Required to attend four meetings of the Board held each year, during the term of the observer. The meetings occur at the Annual Meeting, an independent meeting in the Spring, at the Summer ACADEMY Meeting, and an independent meeting in the Fall.
2. Participate in interim meetings of the Board of Directors via conference call as necessary.
3. Represent the AAD/AADA in a positive and supportive manner at appropriate meetings and functions in the representative's region.
4. Maintain confidentiality regarding discussions held at Board and other designated meetings.
5. Avoid conflicts of interest between serving in the position of Resident/Fellows Observer and the incumbent's professional or personal life, and disclose conflicts if they arise.
6. Respect the opinions of the Directors and support actions taken by the Board of Directors.
7. Act in the best interest of the AAD/AADA, above personal interests or beliefs.

Selection Process

The Chair of the Resident/Fellows Committee will serve as the Resident/Fellows Observer to the Board of Directors. This term will begin at the close of the Annual Meeting.

Expense Reimbursement

The basic concept of the American Academy of Dermatology with respect to travel expense reimbursement is reasonableness with neither profit nor loss to the member. The representative is encouraged to use staff as a resource for their travel arrangements. Staff will initiate travel reminders to the representative approximately 180 days prior to each Board meeting. The following defines the Academy's concept of reasonable travel expense.

1. Air Travel. Reimbursement to members who travel on the Academy's behalf is limited to coach class airfare via the most direct route, except in extenuating circumstances. Expenses for Board members who participate in Board meetings are reimbursable by the Academy, however by Board-approved policy, expenses for the Board meetings held in conjunction with the Annual Meeting are reimbursed for airfare and ground transportation to and from the airport only.
2. Hotel. Up to two nights lodging at the meeting hotel (except Annual Meeting). A copy of the hotel statement should always accompany the expense report. Reimbursement for Board meetings held in conjunction with the Annual Meeting is limited to travel expenses only.
3. Meals. The cost of the member's meals, not to exceed \$100.00 per day, will be reimbursed by the AAD (except Annual Meeting). Budgetary allowances do not provide for the entertainment of others. Receipts are required.
4. Scheduled meals during Board or other official meetings will be charged to the AAD master account.
5. Taxi and Tips. Reimbursements are made for necessary taxi, tips, and other essential out of pocket expenses incurred due to Academy business.
6. Family Travel. When an individual travels on AAD business and elects to take members of his/her family, the Academy will reimburse him/her only for the costs which would have been incurred if the individual had traveled alone. This applies to transportation, hotels, meals, etc.
7. Travel Insurance. Travel insurance expense is not reimbursed since the AAD maintains a \$100,000 travel-accident policy, which covers accidental death or dismemberment for AAD members traveling on Academy business. Any questions regarding this coverage should be directed to the AAD Finance Department.

Expense Reports

The Academy recognizes the commitment made by our volunteers to help the Academy fulfill its mission. When a volunteer leader participates in an official capacity at an Academy meeting the traveler will be reimbursed for their expenses, except for travel in conjunction with the AAD Annual Meeting. Receipts are required for all individual expenses over \$25.00.

All requests for reimbursement of expenses should be made immediately after each trip by completing the Travel Expense Report for Volunteers. Unless otherwise indicated, expense reports should be sent to the attention of the staff liaison. All parts of the expense report should be completed, including the detail of expenses billed directly to the American Academy of Dermatology and explanation of all entertainment and miscellaneous expenses. Inaccurate or incomplete forms may be returned to the member for correction or clarification.