Governance Handbook for Councils, Committees, Task Forces and Ad Hoc Task Forces

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Introduction

Welcome to our current members and resident members who serve on one of the Academy’s councils, committees, task forces, ad hoc task forces or workgroups (henceforth referred to as simply “committee” or “committees”). Your willingness to get involved is important to the strategic direction of the Academy and we thank you in advance for your time! The mission and activities of a committee can have a direct impact on the decisions made by the leadership and help support the strategic directions of the Academy.

Whether you are a committee chair, member or resident, your first step is getting involved in the work the committee was formed to accomplish. Information contained in this handbook will be helpful information to be an effective committee member.

If you have any questions about the mission or function of your particular committee, please contact either your Chair directly or the staff liaison at the Academy at (847) 330-0230.
Council, Committee and Task Force Structure

The standing governance organizational structure of the Academy consists of Task Forces, Committees, and Councils. Issue driven workgroups may also be appointed under a task force, committee or council. In addition, there are Ad Hoc Task Forces and Blue Ribbon Panels that are appointed by the President and report directly to the Board of Directors.

Task Forces report to committees and committees report to councils. Task force chairs are members of the committees to which their task force reports; committee chairs are members of the councils to which their committee reports. The Academy’s governance organization chart can be viewed on the Academy’s website.

The composition of each committee has been determined through review of the mission statement and any appropriate governing bylaws, administrative regulations or board governance policies. In general, committee terms are four years in length and approximately one-quarter of the members rotates off each year at the close of the Annual Meeting.

The maximum size and definition of positions for each Academy and Association organizational unit is defined by the Organizational Structure Committee (OSC). Recommendations for changes, from the President–Elect, committee itself, or other sources are referred to the OSC for consideration. The maximum number of members includes: Chair, Members, and Ex-officio (voting members appointed by virtue of another position, e.g. task force chair). The only time a member is a non-voting ex-officio member is if they are the President or S/T and they are not officially appointed to the entity or a Resident, or Board Liaison.
Definitions of Governance Organizational Units

Executive Committee
The Board of Directors is authorized to establish an Executive Committee which shall consist of the President, the President-Elect, the Vice President, the Vice President-Elect, the Secretary-Treasurer, Assistant Secretary-Treasurer and at least one other director designated by the Board of Directors and which shall include the Executive Director as a non-voting, ex-officio member.

Advisory Board
The Advisory Board is a committee of the Academy and Association Board of Directors, and as such, operates under the auspices of the Academy and Association Board of Directors in accordance with the Academy and Association Bylaws and Administrative Regulations.

Council
Council serves as oversight and coordinating group based on functions defined by the Academy as being pertinent to the organization’s Mission Statement. Reports direct to the Board of Directors.

Committee
First level organizational entity that performs assigned tasks and directs and monitors the specific activities carried out by task forces. Reports direct to the overseeing Council, unless they are standing Board Committees, then report directly to the Board of Directors.

Task Force
Group of members assigned very specific and defined tasks under the direction of appropriate committees and councils, whose scope is normally quite focused. Normally, reports directly to overseeing committee.

Ad Hoc Task Force
Issue-specific task forces will be identified as “Ad Hoc Task Forces.” These task forces are appointed by the President. When Ad Hoc Task Forces are appointed, the appointment notification will include the charge, the deadline for receipt of the final report, and the reporting relationship (i.e. Board of Directors, Executive Committee, etc.). Once the recommendations of the Ad Hoc Task Force have been reviewed and acted upon by the appropriate organizational unit, the Ad Hoc Task Force will be dissolved.

Blue Ribbon Panel
A Blue Ribbon Panel is an issue-specific task force appointed by the President to address an issue of great enough concern to the Academy that the President chooses to designate it as a Blue Ribbon Panel. When a Blue Ribbon Panel is appointed, the appointment notification will include the charge, the deadline for receipt of the final report, and the reporting relationship (i.e. Board of Directors, Executive Committee, etc.). Once the recommendations of the Blue Ribbon Panel have been reviewed and acted upon by the appropriate organizational unit, the Blue Ribbon Panel will be dissolved.
Expert Resource Group (ERG)
ERGs are self-appointed, self-governing, and self-administered entities that are ancillary to the Academy, determining their own mission statements and activities and taking responsibility for securing resources independently to carry out those mission statements. Such ancillary groups, that seek ERG status by the Academy, will be expected to submit an annual report of their activities to the Council on Science and Research.
(OSC – 2-26-02. BOD – 5-4-02)
(Change in reporting OSC – 7-28-03. EC – 8-7-03. BOD 11-21-03.)
(Change in report to S& R – 10-10-11; BOD 11-5-11)
(Change in policies & procedures OSC 3-4-13)

Work Group
A sub group of any appropriately appointed entity (Council, committee, task force, AHTF) that is appointed by the chair of that entity to work on a particular project. May utilize specific area experts from outside the entity when necessary, and with the concurrence of the entity chair. In this instance, the “experts” are acknowledged for their work with the specific project but do not become members of the Work Group’s parent entity.
(OSC – 8-1-02. BOD – 11-23-02)
Definition of Council, Committee and Task Force Positions

Chair - Voting, four-year term (cannot serve two consecutive terms).
A formalized process will be utilized for gathering specific recommendations for open Chair positions. The process will include both the Chairs of related task forces, committees and councils as well as members of the entity for which a new Chair is to be selected.

The role of chair is to serve as a facilitator, ensure that the business which comes to the committee is dealt with appropriately and help the committee reach a consensus, enabling the business to move through the committee structure. The chair needs to be aware of the reporting lines of the committee and where it fits in the governance structure of the Academy.
(OSC – 2-26-02. BOD – Approved 5-4-02)

Deputy Chair - Voting, one-year term
Must be appointed one year before a Chair’s term is due to expire. May be a current committee member or have served on the committee within the past ten years.

Deputy Chairs are usually appointed for councils and committees only in the last year of the incumbent Chair’s term, and the Deputy Chair will automatically succeed as Chair of the organizational unit.

When the Deputy Chair is appointed from outside of the organizational unit, there will be one extra position on the unit for the one-year term of the Deputy Chair.
(OSC – 8-1-02. BOD – 11-23-02)

Member - Voting, four-year term (cannot serve two consecutive terms).
Serves on a committee to fulfill the mission assigned. Exceptions may be found under Terms of Service, page 13.

Immediate Past Chair - Voting, one-year term; serves on the Residents/Fellows Committee.

Immediate Past Editor - Voting, four-year term (limited to two consecutive terms)
Serves on the Dialogues in Dermatology.

Ex-officio (appointed - voting)
A member is an ex-officio by virtue of another position they hold within the governance structure. This term would be concurrent with committee appointment term. (e.g. Vice president is an ex-officio member of the Membership Committee).

Ex-officio (President/Secretary-Treasurer standing – non voting)
Per the Bylaws, the President and Secretary-Treasurer serve as ex-officio, non-voting members of all standing councils, committees, task forces and ad hoc task forces. Appointments by virtue of their position, they are voting members. (e.g., President serves as chair of the Executive Committee).

Young Physician Board Observer - Non-voting.
Board approved a Young Physician Observer Governance Policy. Term begins at the Annual Meeting following the selection for two years. It rotates between the Young Physicians Committee Chair and a member of the committee.
(BOD 4-26-08)

Board Liaison - Non-voting.
Appointed to each Council to report to the Board on actions. May also be appointed to key Committees as determined appropriate by the President-Elect.

International Board Observer - Non-Voting.
Board approved International Fellow in good standing. Two-year term beginning at the close of the Annual Meeting following selection. Prepare a report on international activities for each Board meeting.
(See BGP-International Board Observer Policy)
(BOD – 11-23-02; 11-4-06; 2/08)
Resident - Non-voting. (Except for the Residents/Fellows Committee)
Board approved guideline to limit to one Resident position per unit. Term lasts until end of Annual Meeting following end of individual’s resident fellow training, may be one to three years depending on when appointed. Resident appointments are in addition to the identified maximum number of positions and their appointment is at the discretion of the President-Elect.
(OSC – 8-1-02. BOD – 11-23-02) (OSC – 2-21-05. BOD – 4-17-05) (OSC 10-10-11)

It was adopted by the Board as a guideline but not a binding policy to limit the number of resident positions that can be appointed to a council, committee, or task force, in addition to the maximum number of members, to one.

Residents in training serve terms that expire at the Annual Meeting following the completion of their residency. Their terms may be for one, two or three years depending on how far along they are in training when they are appointed.
(OSC – 8-1-02. BOD – 11-23-02)

Unless otherwise specified in the Bylaws or in the Administrative Regulations, it is the prerogative of the President-Elect to select residents as appointees to councils, committees and task forces. Residents are not eligible to participate on the Executive Committee, Nominating Committee, Budget Committee, Audit Committee, Investments Committee, Judicial Panel, Development Committee, Corporate Relations Task Force, and Professionalism and Ethics Committee; Academy Oversight Committee, Compensation Committee and Scientific Assembly Committee.

Advisor - Non-Voting.
A member may be appointed where special expertise, institutional memory, etc., is required and beneficial to the council, committee or task force. Not eligible to serve on Judicial Panel. Term: One-year renewable position.
(OSC – 12-10-11)

Advisor Liaison - Non-Voting.
The Advisor Liaison is a representative of a national dermatologic organization that has a federal lobbyist and/or full-time advocacy staff employed within their organization. This Advisor Liaison will serve as their representative on the Council on Government Affairs, Health Policy and Practice and participate in the Council’s monthly conference calls, in-person meetings held at the Academy Annual and Summer meetings, and respond to emergent issues via email when needed. The Advisor Liaison is responsible for reporting back to their society on a regular basis. This position allows the Academy to work collaboratively with respective organizations to strengthen communications and develop cohesive lobbying efforts. This is a one-year renewable position.
(BOD 11-4-12)

Guest Observers - Non-Voting
Individuals wishing to attend a Board, Council, Committee or Task Force Meeting may submit a request in writing, according to the Board of Directors, Council, Committee and Task Force Guest Observers Policy. The Chair may invite anyone to attend as a guest observer. (See Board of Directors, Council, Committee and Task Force Guest Observers Policy, page 18)
(EC – 6-9-05)

Staff Liaison – Non-Voting
Academy staff facilitates the committee’s process. Under the direction of the Chair, the staff liaison prepares all meeting agendas, meeting materials, summation reports and other necessary documents. The staff liaison serves as the historian of the committee.

Any exceptions to the above information are contained under “Terms of Service”, page 17.
Note: If Academy member serves on the American Board of Dermatology, Maintenance of Certification, per the American Board of Dermatology they may not serve as Academy Council on Education and Maintenance of Certification Chair but can serve in another capacity on Council.
Definitions - Governance Meeting

Quorum
A quorum is the minimal number of voting members of a committee or organization who must be present for valid transaction of business.

For a chair to declare a quorum there must be participation by 51% of the voting committee members. If a committee has 13 voting members, 7 must be present at the meeting/call at the beginning. Once a quorum is established it is maintained throughout the meeting/call. However should any of those originally counted towards the quorum leave the meeting/call, a member may request another call for a quorum.

Motions
The main purpose of a motion is to present an idea for consideration and action. A motion, in Parliamentary Procedures, is a formal proposal by a member to take certain action. There are various types of motions such as those that bring new business before the assembly as well as other motions to take procedural steps or carry out other purposes relating either to a pending motion or the body itself. A guide to parliamentary procedure used by the Academy is American Institute of Parliamentarians Standard Code of Parliamentary Procedure (formerly, the Sturgis Standard Code).

Proposed Motions
A motion is proposed by a member of the body, for the consideration of the body as a whole. With the exception of certain incidental and privileged motions, the person making the motion, known as the mover, must first be recognized by the chair as being entitled to speak; this is known as obtaining the floor. A chair cannot make a motion.

Once the mover has obtained the floor, the mover states the motion, normally prefixed with the phrase "I move." For instance, at a meeting of the board of directors of an association, a director may state "I move that the Board approve the recommendation of the committee." Once the motion has been proposed, another member must second the motion for it to be considered by the committee.

Once the motion has been made, the chair opens the floor for further discussion. At the conclusion of the discussion, the chair will call for the vote.
Established Organizational Structure Committee (OSC) as the entity responsible for periodic review of all mission statements with each council and its reporting units, as well as the committees of the Board to be reviewed once every five years with councils required to incorporate a review of their constituent units’ mission statements as part of their annual reports to the Board.
(OSC – 12-9-02.  BOD – 3-25-03)

Established a rotation for periodic review of all component units of each Council during the OSC meeting scheduled during the Annual Meeting as follows:
- 2013 – Council on Education and Maintenance of Certification
- 2014 – Board Committees and Council on Communications
- 2015 – Council on Government Affairs, Health Policy and Practice and Advisory Board
- 2016 – Council on Member Services
- 2017 – Council on Science and Research
- 2018 – Council on Education
- 2019 – Board Committees and Council on Communications
- 2020 – Council on Government Affairs, Health Policy and Practice and Advisory Board
- 2021 – Council on Member Services
- 2022 – Council on Science and Research
(Rotation revised OSC – 2-4-08).

Time Commitment
Committees generally meet in-person at the Annual Meeting and at the Summer Academy Meeting (if the chair determines there is sufficient business to conduct). In addition, some committees meet during the year via conference call and/or conduct business by email.

In general, committee meetings/calls are scheduled well in advance of the actual meeting/conference call date. Every attempt is made to accommodate the majority of members across multiple time zones. Care is taken to schedule conference calls to minimize time away from clinic and patients.

Terms of office begin at the conclusion of the Annual Meeting. Incoming committee members are invited to attend committee meetings held at the Annual Meeting as non-voting guest observers.

Refer to page 23 for the Board of Directors, Councils, Committees, Task Forces - Guest Observer Policy.

Committee Meetings

The following committee meeting policy was adopted in 2002:
1) Free-standing meetings of councils/committees/work groups are strongly discouraged
2) Every attempt should be made to tie a meeting to an existing scheduled meeting to reduce meeting attendance expenses. If a group cannot find an established meeting at which to meet, a separate meeting can be held (after explicit budget approval):
   • In the Chicago/Schaumburg area to reduce staff travel expenses.
   • If Chicago is not the most economically feasible, at a town deemed most feasible after a cost/benefit analysis of projected travel and expense costs.
(Budget Committee – 10-26-02; BOD – 11-23-02)
Responsibilities of Being a Committee Member

1. Be prepared. Agenda and background materials are sent prior to the meeting. Read through all of the agenda materials. If there is anything you need more in-depth information, contact the chair or staff liaison in advance of the meeting. This provides time to gather additional information, questions to be answered, and have additional background information available at the meeting. The Academy relies on its committees to thoroughly review and make suggested edits and ultimately approve many items, including Academy policies, public messages, etc. Therefore, careful review and consideration of all motions by all committee members is of the utmost importance.

2. Participation in meetings may be either in person or via conference call, depending on the chair. Responding to emails requests for information, availability emails and responses to email ballots are all important committee member responsibilities. In order for an action item to be approved, a quorum (at least 51% of voting members) must be present at a meeting/call. Not having a quorum slows down the work of the committee.

At any time during your appointment term should your personal or professional commitments change and you have difficulty fulfilling your committee appointment, please notify your committee chair and discuss your options. Unless excused by the chair, a member who has missed more than 50% of their committee’s meetings/calls over a two-year period will be contacted by the chair to discuss the member’s options of remaining as an active member, or stepping down from the committee.

3. Try to arrange to join the meeting/call approximately five minutes prior to the beginning of the session. Once a quorum is established and the business of the meeting can promptly begin to be respectful of everyone’s busy schedules.

4. Summation reports must be approved by the committee. When necessary, summation reports will be sent as an email ballot. Carefully review the summation report from the recent committee meeting/call. Even if you were unable to attend, please review and vote to approve the summation report as written or abstain.

5. As you come across issues in your daily activities that apply to your committee (or another Academy committee), write them down. Suggestions/questions may be sent to the chair or staff liaison as they arise.

It is important for issues or suggestions to align with the mission of that committee. Suggestions suited for another committee, will be forwarded to the appropriate committee for review. Examples: a topic that patients would like to see in a pamphlet would be forwarded to the Pamphlets Editorial Board.

6. An online Conflict of Interest Disclosures form must be completed and maintained annually. Remember to include affiliations with other dermatologic societies and associations.

7. In August, 2013, the Board of Directors approved a Code of Conduct for its Board of Directors, Council, Committee, and Task Force members in order to ensure they maintain a high standard of professional conduct in the performance of the Academy business.
Policies Related to Governance Appointments

Appointment /Process
Each year from April through June, the online appointment application for Council, Committee or Task Force is available. Information regarding the online application is announced to Members and Resident through Member Alerts as well as through Dermatology World, and Dermatology Daily.

The President-Elect solicits appointment suggestions from the Board members, Governance Chairs and Deputy Chairs, Residency Program Directors, members and residents for vacancies on councils, committees and task forces (CCTF) for the upcoming appointment cycle.

A Member/Resident may be suggested for consideration by Council, Committee or Task Force chairs, Board members, Residency Program Directors, another member or staff. However, in order to be considered all suggested Members/Resident must complete the online application.

In the Fall, the President-Elect reviews the appointment applications and makes his/her selections. These recommendations are presented to the Board of Directors at the Fall Board meeting for review and approval.

Once the Board confirms and approves the appointments, all incoming committee members/residents are formally notified of their appointments. The new appointment term becomes effective at the conclusion of the Annual Meeting in the initial year of the individual’s appointment. Members concluding their appointment term at the close of the Annual Meeting are notified and thanked for their service to the Academy.

(BOD – 10-23-04—Formerly AR on Appointment Mechanisms)

Handling Non-Compliant Members
The chair will be notified by the staff liaison of which members remain non-compliant after their efforts have not achieved the desired result. The staff liaison will personally ask the chair to contact the member to encourage them to complete their disclosure form. Should this attempt be unsuccessful, the Academy will send a standard letter on the chair’s behalf outlining a timeframe in which the member needs to become compliant or will be removed from the committee.

Removal for Failure to Participate
After a member accepts an appointment, their business/personal commitments may have changed. Ideally, if the member contacts the chair, and Academy Leadership can move forward in filling that appointment.

Should the member be non-responsive after several attempts to contact the them to determine their interest in continuing their appointment, the procedure for removal of a member from a committee for failure to participate is as follows:

• A letter from the President will inform the member of the circumstances which have caused concern and offer a graceful exit from the committee.

• Chairs removed for failure to participate may appeal the removal to the chair of the unit to which they report. (e.g., a removed task force chair may appeal to the chair of the committee to which the task force reports.)

• Officers, directors and ex officio members who have responsibilities on organizational units and to whom different legal and other considerations may apply are exempt from the removal process.

The Procedure for Failure to Participate will be included in appointment letters.

(OSC – 6-5-02.  BOD – 8-3-02)
Replacement Appointments
Replacement appointments made prior the annual solicitation/appointment process are the prerogative of the current President. Replacement appointments made subsequent to the annual solicitation/appointment process and prior to the President-Elect assuming office as President should be made jointly by the President and the President-Elect and may be approved by the Executive Committee.

(BOD – 10-23-04—Formerly AR on Appointment Mechanisms)

Any member appointed to fill a position vacancy with two years or less remaining in the term is eligible for reappointment to that same organizational unit upon completion of the vacated term.

(OSC – 7-28-03. EC – 8-7-03)

If a vacancy occurs in the unexpired term of a Chair position, a new Chair will be appointed for a full four-year term.

(OSC – 8-1-02. BOD – 11-23-02)

Appointment Exceptions

- Academy Former Presidents Advisory Committee—Immediate Past President serves as Chair.
- Audit Committee – appointment term is five years
- Budget Committee—Secretary-Treasurer serves as Chair.
- Executive Committee—President serves as Chair.
- Intersociety Liaison Committee—President serve as Chair.
- Investments Committee – appointment term is five years
- Nominating Committee—Chair is elected by the committee from three senior members.
- Scientific Assembly Committee—Senior member serves as chair for a one-year term.
- Priorities Committee—President-elect serves as Chair.
- Residents/Fellows—Chair, if serving a fellowship, may serve up to two years (OSC 10-10-11). Immediate past chair will serve as ex-officio member for a one-year term. (OSC 7/15/09)

(Revised OSC – 2-9-04. EC 2-19-04; Bylaws April 2006)
Important Dates for the Application Process

Mid-April — Online application officially is available at www.aad.org

June 30 — Official deadline for appointment applications; Webpage closes

September — Appointments made by President-elect

November — Board approves appointments

December — Applicants notified

Annual Meeting — Incoming committee members are invited to attend committee meeting as guest observer; term begins at close of Annual Meeting.

The President-Elect appoints the Chairs of committees.

- Chairs are generally a member who has previously served on the committee or is knowledgeable, experienced or has a strong background in specific issues or areas.

- Deputy Chair may be appointed the year prior to the end of the Chair’s term. This provides the Deputy Chair an opportunity to become more familiar with the issues of the committee. A Deputy Chair automatically becomes Chair when the current Chair’s term expires.

Chairs and committee members may not serve two consecutive terms in the same position.
Appointment Guidelines
The President-Elect is encouraged to appoint members who attend the Leadership Institute, or express interest in attending the Forum, to available positions.
(OSC – 5-19-04. BOD – Approved 7-31-04)

Adopted, as a non-binding guideline for the President-Elect from year to year, “consensus of the Executive Committee” is that former officers should not receive first priority in consideration for appointment to councils, committees, and task forces in order to make leadership training opportunities available to the next generation of Academy leaders. Agreement that when these individuals have an expertise related to a specific topic, the chair of the body may be empowered to invite the former officer to serve as a guest observer to the group for a specified task.
(EC Approved 6-10-04. BOD – Approved 7-31-04)
(Change language to “guest observer” per EC action 8-11-05)

No policy should be in place to limit committee service. However, the President-Elect should be encouraged to review the list of governance members and their current appointments when making appointments, and give priority to individuals who have had little previous involvement.
(OSC – 8-1-04. EC – Approved 8-12-04)

Geographical diversity for the Residents/Fellows Committee is desirable, but no formal policy related to this is in place.
(OSC – 9-14-04. BOD 10-23-04)

Appointment Pathways
Academy members who want to serve on committees and task forces need to:

1. Must complete the online application available mid-April through June 30.
2. Respond to the annual announcement in Dermatology World or Dermatology Daily regarding such service by completing online application.
3. Nominated by member; department chair; self-nomination.

Letter of Recommendation addressed to President-Elect submitted to Academy Executive Office. Highly recommended; not required.

Appointments to councils generally come as a result of committee service.

Each year, in advance of the appointment process the following receive a listing of all vacancies and are asked to submit names for consideration for appointment: current officers and directors; chairs of all councils, committees and task forces; residency training program directors; and presidents of national, regional, state, local dermatological societies.
(BOD – 10-23-04—Formerly AR on Appointment Mechanisms)
Terms of Service

Appointments to the various organizational units of the Academy are for a fixed period of time. This provides opportunity for involvement of Academy members in committee work, and for an orderly transition of committee and task force members. Unless specifically designated, appointments to councils, committees and task forces are for a four-year term. Individuals may not serve two consecutive terms as an appointed member on any one council, committee or task force. Initial appointments to the Academy’s organizational units are made by the President-Elect, with advice and consent of the Board of Directors.

The following committees have terms of office other than 4 years:

- **Executive Committee** – Ex-officio members and elected Board Representatives serve according to their term as officers.

- **Audit Committee** – Five-year terms. Secretary-Treasurer and Assistant Secretary-Treasurer serve as ex-officio (voting) members.

- **Intersociety Liaison Committee** – Society Presidents serve according to their term of office.

- **Investments Committee** – Five-year terms. Secretary Treasurer and Assistant Secretary-Treasurer are ex officio (voting) members.

- **Nominating Committee** – Members serve for two election cycles. The Chair is elected by the committee from the three senior members of the committee at the close of the election cycle to serve one additional year.

- **Budget Committee** – Ex-officio members serve according to their term in office.

- **Residents/Fellows Committee** – Chair serves term coincides with residency fellow training (OSC 10-10-11); Outgoing chair will serve as ex-officio member for a one-year term. (OSC 7/15/09)

- **Scientific Assembly Committee (SAC)** – Five-year terms. President, President-Elect, Secretary-Treasurer, Assistant Secretary-Treasurer, Chair of the Council on Education and Maintenance of Certification serve as ex officio (voting) members and the term is concurrent with their said positions term. (BOD – 10-23-04—Formerly AR on Appointment Mechanisms)
**Automatic Appointments (Ex Officio capacity)**
(Rev. 12-1-13)

**President**
(term – 1 year)
- Budget Committee
- Compensation Committee
- Executive Committee (Chair)
- Intersociety Liaison Committee (Chair)
- Priorities Committee
- Scientific Assembly Committee
- Strategic Alliance Liaison Committee
- Serves as Ex-Officio (non-voting) on all Councils, Committees, Task Forces & Ad Hoc Task Forces (except above where he/she is a voting member)

**President-Elect**
(term – 1 year)
- Budget Committee
- Compensation Committee
- Executive Committee
- Priorities Committee (Chair)
- Scientific Assembly Committee
- Strategic Alliance Liaison Committee

**Incoming President-Elect**
(term – 1 year)
- Budget Committee
- Priorities Committee

**Immediate Past President**
- Academy Former President’s Advisory Committee (Chair) (term – 1 year)

**Vice President**
(term – 1 year)
- Advisory Board Leadership (BOD Liaison)
  - Executive Committee
  - General
  - Reference Committee
- Budget Committee
- Compensation Committee
- Executive Committee
- Membership Committee (per Bylaws)
- Priorities Committee

**Vice President-Elect**
(term – 1 year)
- Budget Committee
- Executive Committee
- Priorities Committee
**Secretary-Treasurer**
(term – 3 years)
- Audit Committee
- Budget Committee (Chair)
- Compensation Committee (Chair)
- Development Committee
- Executive Committee
- Investments Committee
- Organizational Structure Committee
- Priorities Committee
- SKINnovations Committee
- Scientific Assembly Committee
- Serves as Ex-Officio (non-voting) on all Councils, Committees, Task Forces & Ad Hoc Task Forces (except above where he/she is a voting member)

**Assistant Secretary-Treasurer**
(term – 3 years)
- Audit Committee
- Budget Committee
- Compensation Committee
- Development Committee
- Executive Committee
- Investments Committee
- Journal of the American Academy of Dermatology (Board Liaison)
- Priorities Committee
- Scientific Assembly Committee
- SKINnovations Committee

**Academy’s Council on Medical Society Specialty (CMSS) Rep**
(term – 4 year; renewable one additional term)
- Council on Education and Maintenance of Certification member

**Advisory Board Chair**
(concurrent term – 4 years)
- Academy Oversight Committee
- Board of Directors
- Budget Committee
- Compensation Committee
- Council on Government Affairs, Health Policy & Practice
- Organizational Structure Committee
- Priorities Committee

**AMA Dermatology Section Council Chair**
(term – 4 year; renewable one additional term)
- Council on Government Affairs, Health Policy & Practice

**Academy Oversight Committee - Members**
- Council on Education and Maintenance of Certification, Chair
- Clinical Guidelines Committee, Chair
- Development Committee, Chair
- Professionalism and Ethics Committee, Chair
Council on Education and Maintenance of Certification, Chair
• Scientific Assembly Committee
• Priorities Committee
• Academy Oversight Committee

Development Committee, Chair
• Priorities Committee
• Academy Oversight Committee

Education and Volunteers Abroad Committee Chair
• Volunteerism Committee
• International Affairs Committee

Executive Committee-BOD Elected Representative
• Budget Committee

International Board Observer
• Board of Directors (Observer)
• International Affairs Committee
• Membership Committee

International Affairs Committee, Chair
• Council on Member Services
• Scientific Assembly Committee

Professionalism & Ethics Committee Chair
• Academy Oversight Committee

Organizational Structure Committee, Chair
• Priorities Committee

Resident/Fellow Committee Chair
• Board of Directors (Observer)
• Young Physicians Committee (Resident)
• Council on Member Services (Member)

SkinPAC Chair
• Council on Government Affairs, Health Policy & Practice

World Congress Fund Review Task Force – Permanent Members
• John S. Strauss, MD, FAAD
• Stephen I. Katz, MD, PhD, FAAD

Young Physicians Committee Chair
• Board of Directors (Observer)
  (Alternates every two years between chair and Young Physicians Committee member)
• Residents/Fellows Committee (Ex-Officio)
• Member, Council on Member Services
American Medical Association Resident Delegate Selection Process - Timeline

American Medical Association Resident Delegate term ends upon completion of Residency

1. Members of the Residents/Fellows Committee (RFC) and residents at large will be notified by email that a representative slot is open.

2. Residents interested in this position will submit a brief statement of interest.

3. The Residents/Fellows Committee will vote via email ballot and present this individual as a strong recommendation to the President for consideration.

4. The Residents/Fellows Committee also recommends that at least one delegate be a member of the Residents/Fellows Committee.

5. The term will begin with the November American Medical Association (AMA) meeting and conclude upon completion of residency

**Timeline:**

- **March 1-30** Notify all residents that American Medical Association Delegate slot is open
- **March 30** Deadline to submit statement of interest in delegate position
- **April 1-5** Staff compiles submissions and sends to Residents/Fellows Committee for review and voting
- **April 5-19** Residents/Fellows Committee members vote via email ballot to select incoming delegate
- **April 20-25** Voting results tallied, selection announced to Residents/Fellows Committee
- **May 1** Residents/Fellows Committee selection presented for review at June Executive Committee Call
- **July 1** Resident is notified via email of selection
Miscellaneous Policies

Conflicts of Interests Disclosure Form – Procedures

The Academy’s Administrative Regulation on “Disclosure of Potential Conflicts of Interest” requires all members serving on council, committee, task force and ad hoc task force to complete and maintain a current online Conflict of Interest Disclosure Form annually. **This is required even when a member has no changes or conflicts to report.**

To be eligible to participate in committee meetings and/or conference calls members must complete and maintain a current Conflict of Interest Disclosure form. Any member without a current Conflict of Interest Disclosure Form on file cannot participate in the business of the committee.

**Procedures**

1. Prior to each meeting/call, the Conflict of Interest Disclosure forms must be completed or reviewed/updated by each member of the respective Council, Committee, Task Force or Ad Hoc Task Force and will be sent electronically for review. If needed, members will be directed to the Academy website to update their disclosure statements. The Academy requires that Conflicts of Interest Disclosure forms be updated annually.

2. At the beginning of each meeting or conference call, the Chair will introduce the agenda item of Conflicts of Interest Disclosure Form and ask members to identify any potential conflicts of interest specific to of the agenda items.

3. In addition to the Conflict of Interest Disclosure documentation, the Chair should also note if participants had nothing to disclosure (which can be indicated on the form), or, if in fact they refused to disclose;

4. Any identified conflicts are then reflected in the summation report.

A governance chair will follow this process for meetings convened at the Annual and ACADEMY meetings, as well as meetings or conference calls held at other times during the year.

**Code of Conduct – Board, Councils, Committee and Task Forces**

The Board of Directors approved a Code of Conduct for its Board of Directors, Council, Committee, and Task Force members in order to ensure they maintain a high standard of professional conduct in the performance of the Academy business. All members serving within the Governance Structure are asked to agree to follow the Code of Conduct. **(BOD 8/3/13)**

**Anti-Trust Compliance Policy**

The Academy’s Anti-Trust Compliance Policy will accompany the electronic Conflicts of Interest Disclosures forms which are sent electronically to the respective Council, Committee, and Task Force members prior to their meetings or conference calls. **(BOD 2/3/07)**
Bona Fide Dermatologic Society
The following definition was approved by the Board of Directors.
A bona fide dermatologic society must:
  • Be incorporated as a 501 (c) 3 or 501 (c) 6 not for profit organization with an individual physician membership that is national and/or international in scope;
  • Have a majority of its members who are certified or eligible to be certified by the American Board of Dermatology (ABD), the Royal College of Physicians and Surgeons of Canada (Royal College) or a foreign board or its licensing equivalent or who satisfy educational and professional requirements of the ABD or the Royal College;
  • Provide, as its primary mission, continuing medical education for dermatologists, public education related to dermatologic concerns, professional development programs for dermatologists or support for research in dermatology; and
  • Derive its revenues principally from member dues and contributions, member service programs, annual meeting fees, or unrestricted educational grants from multiple commercial sources.
(BOD – 7-28-01)

Bylaws: Separate Bylaws for Committees & Task Forces
Organizational units within the Academy’s governance structure may not have Bylaws separate from those of the Academy. In those instances where written guidelines are required to delineate the functions and/or operating practices of the committee, task force, etc., they should be identified as “Operational Guidelines” which is the terminology utilized by the Advisory Board.
(OSC – 3-4-01. BOD – 7-28-01)

International League of Dermatologic Societies (ILDS)

Liaison Activity with U.S. and Canadian Member Societies of the International League of Dermatologic Societies (ILDS)
The coordination function between the International Committee of Dermatology and the U.S./Canadian Society representatives will be handled by the officers and coordinated through the Executive Office with a specified officer position identified as the responsible individual.
(OSC – 6-5-02. BOD – 8-3-02)
Board of Directors, Council, Committee, and Task Force

Guest Observers Policy

Guest observer attendance by Academy Fellows, Associates, Affiliates, International Fellows, Life and Honorary members is permitted at meetings of the Board, and most in-person meetings of Councils, Committees and Task Forces on a space-available basis. Every effort will be made to arrange space for expected guest observers. In order for a member of the Academy to attend a Board of Directors meeting, the member must submit a written request to the Secretary-Treasurer. In order for a member of the Academy to attend a Council, Committee or Task Force meeting, the member must submit a written request to the Chair of that entity. Guidelines for observers are listed below:

1. Written or emailed request must be received in the Academy office ten days in advance of the meeting.

2. Materials for dissemination must be received in the Academy office ten days in advance of the meeting. Dissemination will be at the discretion of the presiding officer or Chair.

3. Guest observers are responsible for all expenses associated with their attendance, including airfare, lodging and meals. Meals will not be included for guest observers at Council, Committee and Task Force meetings.

4. Guest observers shall not have the privilege of the floor unless acknowledged by the presiding officer or Chair. A member of the Board, Council, Committee or Task Force may submit to the presiding officer or Chair a request for the privilege of the floor on behalf of a guest observer.

5. Once the meeting has convened, no guest observer can initiate discussion or distribute literature to a member of the Board, Council, Committee or Task Force unless approved by the presiding officer or Chair.

6. At any time which the presiding officer or Chair convenes an executive session, guest observers will be excused for the duration of that session.

7. Guest observers may not participate in meetings of the following committees: Executive Committee; Nominating Committee; Professionalism and Ethics Committee; Judicial Panel; Named Lectureship Task Force; Scientific Assembly Committee; Development Committee; Corporate Relations Task Force and Compensation Committee.
Parliamentary Procedure

Pursuant to the bylaws of the Academy and the AADA Association, all questions of parliamentary procedure or practice regarding the affairs of each organization, including without limitation the conduct of meetings of the Academy or Association Board of Directors, or of any committee, council or commission, are governed by the current edition of Sturgis, *The Standard Code of Parliamentary Procedure*, except as otherwise specifically required by law or the Academy or Association bylaws or administrative regulations. Exceptions to this rule are as follows:

1. All motions made in meetings of the Academy or Association Board of Directors, committees, councils, commissions, work groups, and task forces shall require a second, provided that routine motions, such as approval of the minutes or adjournment, may be put to a vote without waiting for a second unless a member objects to the lack of second, in which case the chair will ask for one.

2. A motion may be withdrawn by the movant at any time up to the point where it is voted upon, including after it has been seconded. The movant may also accept friendly amendments, even after the motion has been seconded.

3. The Board of Directors is responsible for interpreting the bylaws and administrative regulations as outlined in the interpretation administrative regulation.

4. The procedures in Article VI, Section 3 and Article VII, Section 2 of the Academy bylaws are the exclusive procedures for nominating Academy officers and directors. No other method or procedure for making such nominations, including but not limited to nominations from the floor, is permitted unless specifically authorized by the bylaws or the administrative regulations.

5. Write-in votes for directors are permitted as outlined in Article VI, Section 3 (d) of the Academy bylaws.
**Appendix A**

**Parliamentary Motions Guide**
Based on Sturgis Standard Code of Parliamentary Procedure (4th Ed.)

Motions are listed in order of precedence. A motion can be introduced if it is higher than the pending motion.

### YOU WANT TO: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE?
--- | --- | --- | --- | --- | --- | ---
Close meeting | I move that we **adjourn** | No | Yes | Yes | Yes | Majority
Take break | I move to **recess** for | No | Yes | Yes | Yes | Majority
Register complaint | I rise to a **question of privilege** | Yes | No | No | No | None
Lay aside temporarily | I move that the main motion be **postponed temporarily** | No | Yes | No | No | Varies
Close debate and vote immediately | I move to **close debate** | No | Yes | No | No | 2/3
Limit or extend debate | I move to limit debate to ... | No | Yes | Yes | Yes | 2/3
Postpone to certain time | I move to postpone the motion until ... | No | Yes | Yes | Yes | Majority
Refer to committee | I move to refer the motion to ... | No | Yes | Yes | Yes | Majority
Modify wording of motion | I move to **amend** the motion by ... | No | Yes | Yes | Yes | Majority
Bring business before assembly (a main motion) | I move that ... | No | Yes | Yes | Yes | Majority

### Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

--- | --- | --- | --- | --- | --- | ---
Submit matter to assembly | I appeal the decision of the chair | Yes | Yes | Yes | No | Majority |
Suspend rules | I move to **suspend the rule** requiring | No | Yes | No | No | 2/3 |
Enforce rules | **Point of order** | Yes | No | No | No | None |
Parliamentary question | **Parliamentary inquiry** | Yes | No | No | No | None |
Withdraw motion | I wish to withdraw my motion | Yes | No | No | No | None |
Divide motion | I request that the motion be divided | No | No | No | No | None |
Demand rising vote | I call for a **division of the assembly** | Yes | No | No | No | None |
Restorative Main Motions - no order of precedence. Introduce only when nothing else pending.

<table>
<thead>
<tr>
<th>YOU WANT TO:</th>
<th>YOU SAY:</th>
<th>INTERRUPT</th>
<th>2ND?</th>
<th>DEBATE?</th>
<th>AMEND?</th>
<th>VOTE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amend previous action</td>
<td>I move to amend the motion ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>Reconsider motion</td>
<td>I move to reconsider</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Cancel action</td>
<td>I move to rescind...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Take from table</td>
<td>I move to resume consideration of ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>
Council, Committee and Task Force Governance Structure

Executive Committee

Reports to: Board of Directors

**Mission Statement:**
The Executive Committee is responsible for the management of the Academy when the Board of Directors is not in session. In particular, the Executive Committee shall be responsible for supervising and directing the activities of all councils and committees, including performing the specific supervisory functions described in the Administrative Regulations relating to councils and committees.

**Time Commitment: (Light to Moderate)**
1. 8 monthly calls approximately one hour held during months the Board of Directors does not meet
   (2nd Thursday of the month)
2. Miscellaneous email ballots throughout the year.

**Composition: 8 members and Chief Executive Officer**
- President, Chair
- President-Elect
- Vice President
- Vice President-Elect
- Secretary/Treasurer
- Assistant Secretary/Treasurer
- 2 Board members elected-at-large*
- Executive Director serves as non-voting, Ex-Officio member

**Appointment Term:**
Automatic appointments - Concurrent with sitting appointment terms

**Strategic Framework:**
- Key Priority: Organizational Vitality; Strategic Initiative: Organizational Capacity
- Key Priority: Membership Support; Strategic Initiative: Membership Needs

**Note:**
*Each year the Secretary/Treasurer polls the members of the “sophomore” class of the Board of Directors to determine their interest in running for a seat on the Executive Committee. Once the slate has been established the Board then votes to elect the new Executive Committee member. All members serve concurrent terms on the Budget Committee.

Guest observers may not participate in meeting.

**Staff Liaison:** Cyndi Del Boccio
Advisory Board

Reports to: Board of Directors

Mission Statement:
The mission of the Advisory Board is to protect, promote, and preserve the interests of the individual practitioner of dermatology by providing a forum for Academy and Association members to present policy proposals for consideration by the Academy and Association Board of Directors.

The Advisory Board is a committee of the Academy and Association Board of Directors, and as such, operates under the auspices of the Academy and Association Board of Directors in accordance with the Academy and Association Bylaws and Administrative Regulations.

Time Commitment:

Composition
The Advisory Board is comprised of one representative from each of its constituent societies as defined in Article VI, Section 8 of the Academy Bylaws. Constituent societies will be members of the Advisory Board after:

1. they are determined to be bona fide dermatologic societies;

   Bona Fide Dermatologic Society: The following definition was approved by the Board of Directors (7/01). A bona fide dermatologic society must:
   • Be incorporated as a 501 (c) 3 or 501 (c) 6 not for profit organization with an individual physician membership that is national and/or international in scope;
   • Have a majority of its members who are certified or eligible to be certified by the American Board of Dermatology (ABD), the Royal College of Physicians and Surgeons of Canada (Royal College) or a foreign board or its licensing equivalent or who satisfy educational and professional requirements of the ABD or the Royal College;
   • Provide, as its primary Mission Statement:, continuing medical education for dermatologists, public education related to dermatologic concerns, professional development programs for dermatologists or support for research in dermatology; and
   • Derive its revenues principally from member dues and contributions, member service programs, annual meeting fees, or unrestricted educational grants from multiple commercial sources.

2. they have been approved for membership by a majority vote of the Advisory Board Executive Committee.

Constituent societies must be located within the United States, with the exception of the Canadian Dermatology Association. Constituent society representatives must be a member of the society that he or she represents as well as a member of the Academy and Association.

Chair also serves concurrent term on:
• Board of Directors
• Organizational Structure Committee
• Budget Committee
• Council on Government Affairs, Health Policy & Practice
• Priorities Committee
• Academy Oversight Committee
• Compensation Committee

Appointment Term:
Not part of the appointment process
Advisory Board (continued)

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Strategic Alliances
Key Priority: Specialty Leadership; Strategic Initiative: Unity in Specialty
Key Priority: Organizational Vitality; Strategic Initiative: Organizational Capacity

Staff Liaison: Barbara Greenan
Advisory Board Executive Committee

Reports to: Board of Directors

_Time Commitment: (Light to Moderate)_
Quarterly evening conference calls, in-person committee meetings held in conjunction with the Annual and Summer Academy meetings. Encouraged to attend the Fall Legislative Conference

_Composition:_
The Advisory Board Executive Committee shall be up to seven elected members from among the representatives of the constituent societies and the leadership:
- Advisory Board Chair
- Vice Chair
- Board of Directors Liaison (Vice President)
- Reference Committee Chair
- Chair-Elect (serves one year prior to assuming role of Advisory Board Chair)
- Vice Chair-Elect (serves one year prior to assuming role of Advisory Board Vice Chair)
- Immediate Past Chair*

_Limitation on Multiple Roles_
With the exception of the Advisory Board Chair and the Board of Directors Liaison, no person may serve as a director or officer of the Academy and as a constituent society representative or officer of the Advisory Board. No person may serve simultaneously as an Advisory Board officer and as a constituent society representative.

_Representatives and Elections - Constituent Society Representatives_
Each constituent society shall identify a representative to serve on the Advisory Board by whatever mechanism, and for whatever term, best suits that society’s organization

_Advisory Board Executive Committee Members_
The constituent societies representatives shall nominate and elect, by majority vote of the Advisory Board membership present and voting at its annual meeting, the seven members of the Advisory Board Executive Committee to serve staggered four-year terms.

_Advisory Board Chair and Vice Chair_
The Advisory Board Chair and Vice Chair shall be elected by a majority vote of the Advisory Board membership present and voting at its annual meeting, and shall serve concurrent four-year terms beginning at the adjournment of the meeting at which they are elected.

At the beginning of his or her third year in office, the Advisory Board Chair shall appoint a Selection Committee of three Advisory Board members. This Selection Committee shall select two candidates for Chair and two candidates for Vice Chair. The election will be held at the Annual Meeting of the Advisory Board at the beginning of the current Chair's fourth year in office. In accordance with Sturgis, nominations may be made from the floor. Upon assuming office, the newly elected officer must relinquish his or her representative position, and the constituent society shall make a new appointment. The incumbent officers will serve for one year as Chair-Elect and Vice Chair-Elect.

Any vacancy in the office of Advisory Board Chair that may occur between regular elections shall be filled by the Advisory Board Vice Chair for the duration of the unexpired term. An election shall be held, using the procedure as stated in this section, by electronic means to fill the position of Advisory Board Vice Chair for the duration of the unexpired term.

As provided in the Academy and Association Bylaws, the Advisory Board Chair shall serve as an Ex-Officio member of the Academy and Association Board of Directors with full voting privileges.
Advisory Board Executive Committee (continued)

No person may serve more than one full term as the Advisory Board Chair or Vice Chair.

**Board of Directors Liaison**
The Academy and Association Vice President shall serve as liaison to the Advisory Board, and shall actively participate in the Advisory Board.

**Reference Committee Members**
The Advisory Board Reference Committee shall be made up of a Chair and four Advisory Board members appointed by the Advisory Board Chair to staggered terms of four years each. The Chair of the Reference Committee and the four Reference Committee members shall have one vote each.

**Appointment Term:**
Automatic appointments - Concurrent with sitting appointment terms

**Strategic Framework:**
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Strategic Alliances
Key Priority: Specialty Leadership; Strategic Initiative: Unity in Specialty
Key Priority: Organizational Vitality; Strategic Initiative: Organizational Capacity

**Note:**
*Not part of the appointment process*

*Immediate Past Chair serves as ex-officio non-voting member of the Advisory Board Executive Committee for one year following his or her term as Advisory Board Chair*

**Staff Liaison:** Barbara Greenan
Audit Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
The Audit Committee acts as an independent reviewer of the financial performance of the Academy and Association; members have a fiduciary responsibility to ensure the budgetary priorities and fiscal performance of the Academy and its affiliates are properly recorded and reported to the membership. Members should have the following attributes:

- an understanding of financial statements and generally accepted accounting principles;
- an ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves;
- understanding of internal controls and procedures for financial reporting; and
- an understanding of audit committee functions.

A member can acquire such attributes through their education and experience with running their own practices and/or serving on relevant/similar boards or committees. Experience actively supervising an office manager/bookkeeping personnel or person performing similar functions (or experience overseeing or assessing the performance of companies or public accountants with respect to the preparation, auditing or evaluation of financial statements) is important.

Time Commitment: (Light – Focus on spring timeframe)
One in-person meeting typically held in conjunction with the spring Board Meeting. Members are required to review agenda and materials prior to this meeting. There is one additional short evening conference call, usually in February.

Skill Set:
The Audit Committee acts as an independent reviewer of the financial performance of the Academy and Association; members have a fiduciary responsibility to ensure the budgetary priorities and fiscal performance of the Academy and its affiliates are properly recorded and reported to the membership. Members should have the following attributes:

- an understanding of financial statements and generally accepted accounting principles;
- an ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves;
- understanding of internal controls and procedures for financial reporting; and
- an understanding of audit committee functions.

A member can acquire such attributes through their education and experience with running their own practices and/or serving on relevant/similar boards or committees. Experience actively supervising an office manager/bookkeeping personnel or person performing similar functions (or experience overseeing or assessing the performance of companies or public accountants with respect to the preparation, auditing or evaluation of financial statements) is important.

Composition: Max #6
1 Chair
3 At-large Members
2 Ex-Officios (voting) (Secretary-Treasurer; Assistant Secretary-Treasurer)

Appointment Term: 5 years

Strategic Framework:
Key Priority: Organizational Vitality; Initiative: Organizational Capacity
Key Priority: Organizational Vitality; Initiative: Financial Sustainability

Note: Residents are not eligible to serve on this committee

Staff Liaison: Steve Debnar
Bylaws Committee

Reports to:  Academy and Association Board of Directors

Mission Statement:
In accordance with guidelines set forth in the Academy and Association’s administrative regulations, the
Bylaws Committee shall review, analyze and suggest revisions as it may deem necessary and
appropriate to all proposed amendments to the Academy and Association’s Bylaws or Articles of
Incorporation that may originate either with the Board of Directors or by petition of qualified members.

Time Commitment: (Light)
Committee meets in conjunction with the Annual and/or Summer Academy Meetings only if Bylaws
Amendments are being revised. Members may be asked to participate in evening conference calls, to
review, make recommendations, and approve written materials.

Skill Set:
Committee members should have an interest in making long term improvements/impact on Academy
operations. Appreciation for and attention to the detail of processes, procedures and Academy history is
especially important. Significant Academy experience is not required but suggested. Ideal candidates
should be able to review, analyze and suggest revisions to proposed amendments, be dedicated to
patient care and able to see big picture. Must be computer literate and able to accept attachments and
view redlined documents.

Composition:  Max #7
1 Chair
5 At-large members
1 Young Physician

Appointment Term:
4 years

Strategic Framework:
Key Priority:  Organizational Vitality; Strategic Initiative:  Organizational Capacity

Staff Liaison:  Cyndi Del Boccio
Reports to: Academy and Association Board of Directors

**Mission Statement:**
The Committee would be charged with:
(i) reviewing and approving the compensation package of the Academy’s CEO & Executive Director,
(ii) overseeing and approving CEO & Executive Director benefits and perquisites,
(iii) meeting annually to review executive compensation and benefits to ensure consistency with the marketplace and compliance with IRS standards and
(iv) making compensation recommendations to the Board of Directors

**Time Commitment: (Light)**
Members are expected to attend one in-person committee meeting in conjunction with the Summer Academy meeting and participate in 2-3 evening conference calls.

**Skill Set:**
Ex-Officio roles

**Composition: Max #6**
Secretary-Treasurer, Chair
President
President-Elect
Vice President
Assistant Secretary-Treasurer
Advisory Board Chair

**Appointment Term:**
Automatic appointments - Concurrent with sitting appointment terms

**Strategic Framework:**
Key Priority: Organizational Priority; Strategic Initiative: Organizational Capacity

**Note:**
*Not eligible for Resident appointment*
*Guest Observers may not participate in meeting*

**Staff Liaison:** Sarah Tancredi
Reports to:  Academy and Association Board of Directors

*Mission Statement:*  
The Intersociety Liaison Committee enhances communication among the presidents of dermatologic societies in the U.S. covering the major disciplines in dermatology on issues of importance to dermatology and dermatology societies, to identify mechanisms to enhance inter-society communication, and to strengthen our ties, while assuring that the Academy is central to all strategic specialty communications.

*Time Commitment:*  (Light)  
Committee meets in conjunction with the Annual Meeting.

*Skill Set:*  
Ex-Officio roles

*Representatives:*  Each organization is represented on the Intersociety Liaison Committee by the Society President (if the President cannot attend, he/she may send a designee in his/her place) and their Executive Director.

**Bona Fide Dermatologic Society:** The following definition was approved by the Board of Directors (7/01). A bona fide dermatologic society must:

- Be incorporated as a 501 (c) 3 or 501 (c) 6 not for profit organization with an individual physician membership that is national and/or international in scope;
- Have a majority of its members who are certified or eligible to be certified by the American Board of Dermatology (ABD), the Royal College of Physicians and Surgeons of Canada (Royal College) or a foreign board or its licensing equivalent or who satisfy educational and professional requirements of the ABD or the Royal College;
- Provide, as its primary Mission Statement, continuing medical education for dermatologists, public education related to dermatologic concerns, professional development programs for dermatologists or support for research in dermatology; and
- Derive its revenues principally from member dues and contributions, member service programs, annual meeting fees, or unrestricted educational grants from multiple commercial sources.

**Composition:** Intersociety Liaison Committee Component Societies

Chair – Current Academy President
- American College of Mohs Surgery
- American Contact Dermatitis Society
- American Dermatological Association
- American Society of Dermatologic Surgery
- American Society of Dermatopathology
- American Society of Mohs Surgery
- Association of Military Dermatologists
- Association for Professors of Dermatology
- Council for Nail Disorders
- Medical Dermatology Society
- Noah Worcester Dermatological Society
- North American Hair Research Society
- Photomedicine Society
- Society for Investigative Dermatology
- Society for Pediatric Dermatology
- United States Consortium for Cutaneous Lymphomas
- Women's Dermatologic Society

**Appointment Term:** Automatic appointments - Concurrent with sitting appointment terms

**Strategic Framework:**  
Key Priority:  Specialty Leadership; Strategic Initiative:  Unity of the Specialty

**Note:** Additional Represented Organizations – Should other subspecialty organizations request participation on the Intersociety Liaison Committee, they may petition the Board for membership, providing they meet the qualifications in the Intersociety Liaison Committee, pending Board approval.

**Staff Liaison:**  Christina Gergits
Investments Committee

Reports to: Academy and Association Board of Directors

**Mission Statement:**
The Investments Committee reviews Academy investment practices so as to achieve maximum return with greatest security of all funds.

**Time Commitment:** (Light)
- One in-person committee meeting in conjunction with the Annual Meeting; members are required to review and approve written materials,
- Members may also be asked to participate in evening conference calls,
- Quarterly updates will be provided to the committee.

**Skill Set:**
The Investments Committee is responsible for overseeing the investment of assets, investment-related liabilities and management of investment policies and performance against established investment return benchmarks. Members should have the following attributes:

- an understanding of financial statements and investment vehicles/investment funds;
- an ability to assess performance of individual investments and/or investment funds;
- an understanding of general investment policies; including asset/portfolio rebalancing concepts;
- the ability to review and update the Academy’s risk tolerance level as it relates to changing market conditions and evolving liquidity needs of the Academy and its members, partners and long-term strategic objectives.

No member of the Investment Committee shall have a relationship that may interfere with his or her independence from management and the Academy or with the exercise of duties as a Committee member. A member can acquire such attributes through their education and experience with running their own practices and/or serving on relevant/similar boards or committees.

**Composition:** Max #6
Chair
3 At-large members
2 Ex-Officios (voting) (Secretary-Treasurer; Assistant Secretary-Treasurer)

**Appointment Term:**
5 years

**Strategic Framework:**
Key Initiative: Organizational Vitality; Strategic Initiative: Financial Sustainability and Revenue Diversification

**Staff Liaison:** Steve Debnar
Reports to: Academy and Association Board of Directors

**Mission Statement:**
As the official publication of the American Academy of Dermatology, the Journal is dedicated to the clinical and continuing education needs of the entire dermatologic community and is internationally known as the leading journal in the field. Original, peer-reviewed articles cover clinical and investigative studies, treatments, new diagnostic techniques, and other topics relating to the prevention, diagnosis, and treatment of disorders of the skin. Included are CME articles based on the core curriculum of the American Academy of Dermatology.

**Time Commitment:** (Extensive, approximately 260 hours/yr)
Depending on Associate Editor’s specialty, as many as 300 articles may be reviewed. Associate Editors spend approximately 5 hours weekly reviewing articles.

**Skill Set:**
*Journal of the American Academy of Dermatology* members must be dedicated to the clinical and continuing education needs of the entire dermatologic community.

**Composition:**
Editor
Deputy Editor
Associate Editors
Managing Editor
Board of Directors Liaison

**Appointment Term:**
Per contract, 5 years

**Strategic Framework:**
Key Priority: Quality Patient Care; Strategic Initiative: Research and Evidenced-Based Medicine
Key Priority: Influential and Trusted Voice; Strategic Initiative: Science & Research
Key Priority: Membership Support; Strategic Initiative: MOC & Licensure

**Note:**
Assistant Secretary Treasurer serves as Board Liaison

**Staff Liaison:** Lara Lowery; and Detra Davis, Managing Director
Organizational Structure Committee

Reports to:  Academy and Association Board of Directors

Mission Statement:
The Organizational Structure Committee surveys and updates on a continuing basis the council, committee, and task force structure. The Committee makes recommendations to the Board of Directors for any changes to the organization.

Time Commitment: (Light to Moderate)
Committee usually meets in conjunction with the Annual or Summer Academy Meetings. Members may need to participate on 3-4 evening conference calls and/or email ballots throughout the year.

Skill Set:
An individual with a broad understanding of the Academy’s governance structure and strategic framework. Ideally, interested members should have previous experience or understanding of the governance structure. Activities include making decisions on committee/task force mission statements, committee/task force composition, maximum number of members, policies, definitions and reporting structure.

Composition:  Max #9
Chair
6 At-large members
2 Ex-Officio (voting) (Secretary Treasurer, Advisory Board Chair)

Appointment Term:
4 years

Strategic Framework:
Key Priority: Organizational Vitality; Strategic Initiative: Organizational Capacity

Note:
Chair serves concurrent term on Priorities Committee

Staff Liaison:  Cyndi Del Boccio
Budget Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
The Budget Committee will review the proposed budgets of the American Academy of Dermatology and AAD Association and present recommendations to the Board of Directors. The Committee will also make recommendations during the fiscal year on financial resources that are necessary to carry out the Academy’s priorities/activities.

Time Commitment: (Extensive in fall)
Fall in-person meeting where there is a significant amount of materials to review and approve prior to the committee meeting. If necessary, a spring meeting will be held in conjunction with the spring Board meeting.

Skill Set:
As a Board Member, this committee will have a fiduciary responsibility to be good stewards of the Academy’s finances.

Composition: Max #10 members
The same members as the Executive Committee plus the Advisory Board Chair and the incoming President-elect with the Secretary-Treasurer serving as Chair

Secretary-Treasurer, Chair
President
President-Elect
Vice President
Vice President-Elect
Secretary/Treasurer
Assistant Secretary/Treasurer
Executive Director
Incoming President Elect
Advisory Board Chair

Appointment Term:
Automatic appointments - Concurrent with sitting appointment terms

Strategic Framework:
Key Priority: Organizational Vitality; Strategic Initiative: Organizational Capacity

Note:
Formerly the Priorities Committee

Staff Liaison: Steve Debnar
Leadership Development Steering Committee

Reports to:  Academy and Association Board of Directors

Mission Statement:
To develop leadership skills in dermatologists, preparing and motivating them to serve effectively in:

- organized medicine;
- policy making, advocacy and practice management; and
- their careers.

Time Commitment: (Moderate)
Committee meets in conjunction with the Annual and Summer Academy meetings. Attendance at the annual Leadership Forum strongly encouraged. Evening conference calls quarterly, or as needed.

Committee provides updates for each Board of Directors meeting on the development of sessions for the Annual and Summer Academy Meetings; Leadership Forum and the Academic Development Leadership Program.

Skill Set:
Members should have proven leadership skills and have participated in one or more of the Academy’s leadership programs. The Committee manages the work of the Leadership Institute which includes: developing and accessing outcome measures; developing an overall leadership curriculum framework and specific sessions; and overseeing the work of five work groups that develop specific projects.

Composition:  Max #10
Chair
9 at-large members

Appointment Term:
4 years

Strategic Framework:
Key Priorities:  Specialty Leadership; Strategic Initiative:  Professionalism & Leadership Development

Staff Liaison:  Linda Ayers
Leadership Advisory Board

Reports to: Leadership Development Steering Committee

Mission Statement:
Provide broad perspective on leadership initiatives, needs and ideas to both the Leadership Development Steering Committee and its work groups. Members will serve as the liaisons between their respective organizations and the Leadership Steering Committee and Institute activities.

Time Commitment:
Includes in-person meetings in conjunction with the Annual and Summer Academy meetings, and evening conference calls as needed. Should provide advice and insight as to the overall direction of leadership development for dermatologists. Terms depend on the term that the representative serves on the entity for which he/she is appointed, but should be 2-4 years.

Skill Set:
Leadership Advisory Board members are appointed by the stakeholder groups, which currently include the Intersociety Liaison Committee societies. The Leadership Advisory Board serves to provide broad perspective on leadership initiatives, needs and ideas to both the Steering Committee and work groups. In addition, members will serve as liaison between their organization and the leadership initiative.

Composition:
Representatives of societies of the Intersociety Liaison Committee

Appointment Term:
Automatic appointments - Concurrent with sitting appointment terms

Note:
Not part of appointment process

Strategic Framework:
Key Priorities: Specialty Leadership; Strategic Initiative: Professionalism & Leadership Development

Staff Liaison: Linda Ayers
Resource-Based Relative Value Scale Committee

Reports to:  Academy and Association Board of Directors

Mission Statement:
The Resource-Based Relative Value Scale-Current Procedural Technology (RBRVS)-(CPT) Committee is charged with overseeing the Academy and Association’s involvement with all American Medical Association (AMA) Relative Value Update Committee (RUC) and Current Procedural Terminology activities and is mandated to review and facilitate the requests of the RUC/CPT teams, advise the RUC/CPT teams as needed, clarify responsibility points and offer solutions, and assist with team organization needs such as streamlining communications. It is also mandated to assist with the retention, recruitment, and succession of participants in the RUC/CPT processes, convey the Academy’s concerns and feedback to the RUC/CPT teams, and work with staff in ensuring that the support staff needs for the RUC team are met. The Resource Based Relative Value Scale Committee would assist with organization of the RUC and CPT committees and ensure that the Academy’s membership is represented therein.

Time Commitment: (Moderate to Extensive, depending on AMA RUC and AMA CPT agendas)
Committee meets in conjunction with the Annual Meeting, and if necessary, at Summer Academy Meeting. Most business is handled by either email or evening conference calls. Each year there are 3 AMA/RUC meetings and 3 AMA/CPT meetings. Dermatology specific work load and issues are identified prior to each meeting.

Skill Set:
Must have intimate knowledge and engagement in CPT and/or RUC process.

Composition: Max #9
2 Co-chairs (senior or former Relative Value Update Committee team members),
Ex officio: Relative Value Update Committee member or alternate,
Academy Relative Value Update Committee Advisor or alternate,
Current Procedural Terminology Representative,
Health Care Finance Committee Chair, Ex-Officio
Government Affairs, Health Policy and Practice Council Representative, Ex-Officio
2 members of the Relative Value Update Committee

Appointment Term:
Concurrent with AMA Relative Value Update Committee or Council, Committee and Task Force appointment terms

Strategic Framework:
Key Priority:  Membership Support; Strategic Initiatives:  Practice Management Resources; Practice Management Advocacy

Note:
Appointment terms are renewable upon approval of President-Elect and Board without normal one-year roll-off requirement
Ex-Officio terms concurrent with their respective appointment terms

Staff Liaison:  Leslie Stein-Lloyd
Priorities Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
The Priorities Committee will review results of a priorities retreat representing a broad cross-section of membership and prioritize and charge out for preparation the top issues for the Board of Directors to address in strategic discussion during the Board of Directors meetings. Committee will develop, review, and recommend the strategic milestones and one to three year goals for the Academy's strategic initiatives to be the basis for the annual tactical/operational plans of the Academy which are built within the organizational structure.

Time Commitment: (Moderate)
Includes 3-4 in person meetings, may participate in evening conference calls

Skill Set:
Committee is made up of the Board Officers, (President, President-Elect, Vice President, Vice President-Elect, Incoming President-Elect, Secretary-Treasurer and Assistant Secretary Treasurer) the chairs of each council, the Development Committee chair, the Leadership Development Steering Committee chair, the Organizational Structure Committee Chair and the Advisory Board Chair. The President-elect serves as chair of this committee.

Composition: Max #16
President-Elect, Chair
President
Incoming President-Elect
Vice President
Vice President-Elect
Secretary-Treasurer
Assistant Secretary-Treasurer
Advisory Board Chair
All five Council Chairs
Chair, Organizational Structure Committee
Chair, Development Committee
Chair, Leadership Development Steering Committee

Appointment Term:
Automatic appointments - Concurrent with sitting appointment terms

Strategic Framework:
Formerly the Strategy Committee
Key Priority: Organizational Vitality; Initiative: Financial Sustainability

Note:
In years where there is an incoming Assistant Secretary-Treasurer there will be ‘17’ count

Staff Liaison: Sarah Tancredi
Strategic Alliance Liaison Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
The Strategic Alliances Liaison Committee will provide guidance on strategic direction and serve as a point of coordination regarding the organization’s outreach and activities related to dermatology specialty societies, state, local, and regional societies, patient advocacy organizations, practice/care team organizations, and others alliances as appropriate. Working with councils, committees and task forces with jurisdiction over various collaborative activities, the Committee will be responsible for taking a broad organizational view and periodically evaluating strategic alliances, identifying gaps, inconsistencies, and successes, and recommending strategies for additional, enhanced or amended partnerships.

Time Commitment: (Moderate)
Meetings held in conjunction with the Annual and Summer Academy meetings. If needed, 2-3 evening conference calls. Attendance at the annual Legislative Conference is highly recommended.

Composition: Max #10
Chair
President (will also serve as liaison to Intersociety Liaison Committee)
President-Elect
State Society Development Task Force Chair
Patient Advocate Task Force Chair
Council on Government Affairs, Health Policy & Practice Liaison
Council on Science & Research Liaison
Council on Member Services Liaison
Council on Education and Maintenance of Certification Liaison
Council on Communication Liaison

Appointment Term:
Automatic appointments - Concurrent with sitting appointment terms

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiative: Advocacy Agenda; Science & Research; Public/Patient Awareness; Strategic Alliances
Key Priority: Specialty Leadership; Strategic Initiative: Unity of Specialty

Staff Liaison: Linda Ayers
Patient Advocate Task Force

**Reports to:** Strategic Alliance Liaison Committee

**Mission Statement:**
The Patient Advocate Task Force is responsible for serving as a point of coordination on educational, legislative, and research issues of shared concern between patients, patient advocacy groups and the AAD and AADA that support our shared goal of promoting, advancing and sustaining the highest medical care for all patients with dermatologic disorders.

**Time Commitment:** (Light)
Task Force meets in conjunction with the Annual Meeting and may have periodic conference calls as necessary. Task force members are expected to attend the Legislative Conference in Washington, DC.

**Skill Set:**
Members should have strong interest in patient advocacy and in working with patient groups. Task force members work with the Coalition of Skin Diseases on a number of projects and programs.

**Composition:** Max # 8
1 Chair
7 At-large members

**Appointment Term:**
4 years

**Strategic Framework:**
Key Priority: Influential and Trusted Voice: Strategic Initiative: Advocacy Agenda; Science & Research; Public/Patient Awareness; Strategic Alliances
Key Priority: Specialty Leadership; Strategic Initiative: Unity of Specialty

**Note:**
Chair also serves concurrent term on the Strategic Alliance Liaison Committee and the Council on Science & Research

**Staff Liaison:** Cyndi Del Boccio
State Society Development Task Force

Reports to: Strategic Alliance Liaison Committee

Mission Statement:
Works to develop state dermatology societies so they can provide enhanced services to their membership.

Time Commitment: (Light to Moderate)
Year-long commitment with work load depending on state society issues. Certain members meet 1-2 times in-person per year, typically on the weekends, and the full task force has 2-4 evening conference calls. Additional conference calls may be necessary for workgroups or for task force members working with specific states. Planning meetings and leadership retreats are held throughout the year so some task force members will need to travel. Attendance at annual Legislative Conference is highly recommended.

Skill Set:
Leadership experience as an officer, board member, committee chair, etc. within a state dermatology society is highly recommended. The task force provides a number of resources to state dermatology societies, including bylaws review, organization and structure assistance, advocacy training and planning, and membership outreach strategies.

Composition: Max #8
1 Chair
7 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiative: Advocacy Agenda; Public/Patient Awareness; Strategic Alliances
Key Priority: Specialty Leadership; Strategic Initiative: Unity of Specialty

Staff Liaison: TBD
Academy Former Presidents Advisory Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
The Former Presidents Advisory Committee will serve in an advisory role and as a resource when called upon, with the approval of the President, to review, evaluate and/or make recommendations on policies and issues related to the Academy and be available in a supporting role to enhance the success of Academy policy.

Time Commitment: (Light)
Committee meets in conjunction with the Annual Meeting

Composition:
Immediate Past-President serves as Chair
Former Academy Presidents who wish to participate

Appointment Term:
Former Academy Presidents will always be eligible to be on this committee as long as they wish to participate

Staff Liaison: Joan Tenut
Academy Oversight Committee

Reports to: Academy and Association Board of Directors

Mission Statement:
To guide the Academy’s interactions with Companies as it relates to management of conflict of interest through
• Monitoring of compliance with Academy policies designed to manage conflict of interest, in cooperation with Councils and Committees charged with managing and resolving conflict for specific program areas.
• Providing guidance on specific questions and cases regarding definition and resolution of conflict
• Interpreting of Academy policy around conflict of interest
• Creating of Academy-wide policies and procedures regarding how potential conflicts of interest are to be disclosed and disputes addressed.

Time Commitment: (Light)
Historically, Committee meets as issues arise, which is infrequent.

Skill Set:
Ex-Officio roles

Composition: Max#5
Chairs of:
• Advisory Board
• Clinical Guidelines Committee
• Council on Education and Maintenance of Certification
• Ethics Committee
• Development Committee

Appointment Term:
Automatic appointments - Concurrent with sitting appointment terms

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Professionalism and Leadership Development

Note:
Chair to be elected by standing committee

Staff Liaison: Cyndi Del Boccio
Development Committee

Reports to: Academy Board of Directors

**Mission Statement:**
The Development Committee provides guidance for the Academy’s overall fundraising efforts and ensures that these efforts support the Academy’s Strategic Framework. Responsibilities include establishing fundraising policies and priorities, assisting in the identification of potential corporate, individual and other funders, developing short-term and long-term fundraising plans, recommending, reviewing and/or approving individual program campaigns, and directly participating in cultivation, solicitation, and stewardship activities.

Committee members should be Annual donors of $1,000 or more, and willing to participate in fundraising.

**Time Commitment:** (Moderate)
Throughout the year, members participate in several meetings and evening conference calls, some of which may include calls or in-person meetings with potential or current donors and/or representatives from industry.

**Skill Set:**
The Development Committee oversees the fundraising activities of the Academy, which include, but are not limited to: annual gifts, major and planned gifts, tributes, fundraising events on behalf of the Academy, corporate relations/support, cause marketing, foundations and other types of collaborative funding relationships. Members review, make recommendations, and approve policies and programs that support the mission of the Academy. Committee members must:

- Have an understanding of philanthropy and their role in philanthropy
- Be a donor to the Academy
- Demonstrate a commitment to the fundraising programs of the Academy
- Be willing to participate in fundraising, including any or all of the following:
  - Communicating to others the Academy’s fundraising goals, programs, and their impact on patients, the public, and members
  - Adding personal notes to appeal messages
  - Writing personal thank you notes
  - Identifying and/or assisting in qualification of major/planned giving prospects
  - Make phone calls to donors and/or prospects
  - Assist in the development of long-term relationships with donors
- Maintain absolute confidentiality about all sensitive information received in the course of Committee work

While representing the Academy as a member of the Development Committee, their primary focus should be the Academy. Holding a position in fundraising with another organization would present a conflict of interest and may eliminate a member from being eligible to serve on the Development Committee.

**Composition:** Max #9
Chair
Corporate Relations Task Force Chair
5 At-large members
2 Ex-Officios (voting) (Secretary/Treasurer, Assistant Secretary Treasurer)

**Appointment Term:**
4 years
Development Committee (continued)

**Note:**
Chair serves concurrent term on the Priorities Committee and Academy Oversight Committee
Residents are not eligible to serve on the committee
Guest Observers may not participate in meeting

**Strategic Framework:**
Key Priority: Organizational Vitality; Strategic Initiatives: Organizational Capacity; Financial Sustainability and Revenue Diversification

**Staff Liaison:** Nancy Ali
Corporate Relations Task Force

**Reports to:**  Development Committee

**Mission Statement:**
Responsible for the review, evaluation and recommendation of policies related to corporate relations. Assist with guidance on, and participate as needed in, development of relationships with corporate supporters.

**Time Commitment:** (Moderate)
Committee meets in conjunction with the Annual and Summer Academy meetings, as well as the Industry Summit Meeting in the spring. May be asked to participate in meetings with industry, as well as evening conference calls as needed.

**Skill Set:**
While representing the Academy as a member of the Corporate Relations Task Force, the primary focus should be the Academy. Those who hold a position in fundraising with another organization that would present a conflict of interest may not be eligible to serve on this task force. Members should be able to facilitate industry introductions and make recommendations on ways to approach industry. There is a financial goal that the members should take ownership in achieving.

- Have an understanding of philanthropy and their role in philanthropy
- Must be a donor to the Academy
- Be able to facilitate industry introductions and make recommendations on ways to approach industry
- Demonstrate a Commitment to the fundraising programs of the Academy
- Be willing to participate in fundraising, including any or all of the following:
  - Communicating to others the Academy's fundraising goals, programs, and their impact on patients, the public, and members
  - Adding personal notes to appeal messages
  - Writing personal thank you notes
  - Identifying and/or assisting in qualification of major/planned giving prospects
  - Make phone calls to donors and/or prospects
  - Assist in the development of long-term relationships with donors
- Maintain absolute confidentiality about all sensitive information received in the course of Committee work
- High integrity and respect as perceived by members and industry
- Understanding of the appropriate roles industry plays in dermatology and the Academy
- Ability to participate in a balanced and unbiased way in deliberations regarding corporate relations

**Composition:** Max #8
1 Chair
6 at-large members
1 Ex-Officio (Young Physician Committee member)

**Appointment Term:**
4 years

**Strategic Framework:**
Key Priority: Organizational Vitality; Strategic Initiatives: Organizational Capacity; Financial Sustainability and Revenue Diversification

**Note:**
Chair serves concurrent term on the Development Committee
Residents are not eligible to serve on the Task Force
Guest Observers may not participate in meeting

**Staff Liaison:** Miriam St. Jon
Professionalism and Ethics Committee

Reports to: Academy Board of Directors

Mission Statement:
The Professionalism and Ethics Committee prepares, maintains and disseminates guidelines outlining a code of conduct and ethical principles for dermatologists. The Committee also develops regulations and administrative procedures facilitating their implementation. It reviews complaints or charges alleging violation of these guidelines by members or staff of the Academy.

Time Commitment: (Light)
Based on issues, Committee usually meets at Annual Meeting. Throughout the year members may be asked to review, make recommendations, or approve written materials by either evening conference call or email ballot.

Skill Set:
An active member in good standing in either private or academic practice with significant experience in the Academy, dermatology society, community and other professional activities. Leadership should seek to expand the diversity (age, gender, practice type and race) of the Committee as long as such consideration does not diminish the quality and experience of the Committee. Fast turn-around of committee issues with little advance notice is occasionally required. Must be computer literate and able to accept attachments and view redlined documents. Members must agree to full and complete disclosure consistent with Academy requirements and understand the need for complete confidentiality.

Composition: Max #9
Chair
8 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Professionalism

Note:
Residents are not eligible to serve on the committee
Guest Observers may not participate in meeting
Advisor position not eligible for this committee

Staff Liaison: Cyndi Del Boccio
Reports to: Academy Board of Directors

Mission Statement:
The Judicial Panel studies and evaluates moral, ethical, legal and other problems referred to it by the Professionalism and Ethics Committee and the Secretary-Treasurer for the purpose of deciding if disciplinary action is warranted. The Panel makes recommendations to the Board of Directors as to what disciplinary action should be taken.

Time Commitment: (Light)
Based on issues, meetings are scheduled as needed.

Skill Set:
Fellows in good standing from geographically diverse regions; members of the Board of Directors or Professionalism and Ethics Committee of the Academy are not eligible to serve on the Judicial Panel. At the initial appointment of the Judicial Panel, the terms shall be appropriately staggered to ensure that the terms of two members will expire each year. No member of the Judicial Panel may be an economic competitor of the Respondent or otherwise have a conflict of interest.

Composition: Max #5
Chair
4 At-large members from geographically diverse regions

Appointment Term:
4 years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Professionalism

Note:
Per the Administrative Regulations Members of the Board of Directors or Professionalism and Ethics Committee are not eligible to serve on the Judicial Panel
Residents and Advisors are not eligible to serve on the Judicial Panel
Guest Observers may not participate in meeting

Staff Liaison: Cyndi Del Boccio
Nominating Committee

Reporting to: Academy Board of Directors

Mission Statement:
The Nominating Committee shall screen and evaluate all nominees, and select a definitive slate of highly-qualified candidates for President-Elect, Vice President-Elect, Board of Directors and Nominating Committee Member Representative based on professional, scholarly and administrative skills, as well as, geographic representation.

Time Commitment: (Moderate prior to spring election cycle)
Members of the Nominating Committee shall serve two (2) consecutive election cycles with staggered terms. Members of the Committee may not serve consecutive terms. Notwithstanding the foregoing, the current members of the Committee will elect a member who has completed two (2) elections cycles to serve as Chair for a third (3) year.

- Review and complete on-line nominee grids approximately 4 weeks prior to the in-person meeting,
- One in-person meeting approximately 5 weeks prior to the Annual Meeting,
- One conference call approximately 3 weeks prior to the Annual Meeting,
- Other evening conference calls as needed throughout the nomination/election cycle.

Skill Set:
The Nominating Committee member requirements are established in the governing bylaws and administrative regulations and policies. Members should have these suggested attributes:
- extensive knowledge of the working/operational structure, history, and traditions of the Academy and how a potential candidate for office has interacted with Academy staff over the years
- experienced enough with the Academy to understand the degrees of responsibility different positions have, i.e., being chair of SAC is more important than being chair of a task force, etc.
- open, honest, impartial and have no significant conflicts of interest resist politicization of the nomination process and should be forceful enough to speak up, but not so forceful as to try to exert undue influence over the nominations process able to understand and follow the rules and requirements of the nominations process under the Academy’s bylaws and administrative regulations
- very experienced and currently active in Academy activities be energetic and willing to give the amount of time required for the nominations process and understand that he or she may be called upon to perform activities at unusual times in possibly inconvenient locations
- flexible and willing to look at the nominations process and offer suggestions as to how to improve it and not be rigid and unduly committed to the status quo
- willing to accept feedback and be "tough skinned" when and if the Nominating Committee’s decisions are questioned in good faith by Academy members
- broad knowledge of members from many dermatology specialty areas (i.e., medical, surgical, dermpath, pediatrics, and the academic and clinical sectors)
- not currently serving on a nominating committee of another major dermatology organization

Additional guidelines are outlined in the Suggested Nominating Committee Member Criteria for Board of Directors, Advisory Board and the Nominating Committee Member Representative.

Composition: Max #7
1 Chair
2 members appointed by the Board of Directors
2 members appointed by the Advisory Board
2 members elected by the general membership
Nominating Committee (continued)

The Board of Directors’ appointee is selected by the Ad Hoc Nominating Committee appointed by the President. The Board of Directors’ appointee must come from the geographic region being vacated by the Advisory Board appointee; the Advisory Board appointee must come from the geographic region being vacated by the Board of Directors’ appointee. The member representative rotates between East and West representation. Separate Administrative Regulations cover the composition and activities of the Nominating Committee.

**Appointment Term:**
2-3 years

**Strategic Framework:**
Key Priority: Organizational Vitality; Strategic Initiative: Organizational Capacity

**Note:**
Residents and Advisors are not eligible to serve on the committee.

[Administrative Regulation on Nominations and Election Procedures]

Guest Observers may not participate in meeting

**Staff Liaison:** Joan Tenut
Council on Education and Maintenance of Certification

Reports to: Academy Board of Directors

Mission Statement:
The core Mission Statement of the Council on Education and Maintenance of Certification is to provide coordination and oversight of the development, implementation and evaluation of high-quality and impactful Continuing Medical Education (CME) activities that assist members in meeting their licensure, Maintenance of Certification (MOC) [with a focus on Part 4 MOC activities], and clinical competency needs. The Council on Education and Maintenance of Certification is tasked supporting the Academy in assuring compliance with the policies, standards, guidelines, and rules of the Accreditation Council for Continuing Medical Education, the American Medical Association, the American Board of Dermatology, the American Board of Medical Specialties, and the Council of Medical Specialty Societies relative to the continuing professional development of dermatologists and their teams.

Time Commitment: (Moderate to Extensive)
Members are expected to attend Council meetings at both the Annual and Summer Academy Meetings, participate in evening conference calls and email ballots throughout the year, review and approve educational programs and content on an as needed basis, and participate in strategic educational sessions to evaluate the Academy’s CME program. Members are encouraged to attend the Council Retreat every other year.

Skill Set:
The Council on Education and Maintenance of Certification is chaired by a physician with experience serving on Task Forces and Committees under the Council on Education and Maintenance of Certification.

Composition: Max 9
Chair
4 Committee Chairs
- Chair, Needs Assessment and Outcomes Committee
- Chair, Enduring Materials Committee
- Chair, Scientific Assembly Committee
- Chair, Sulzberger Institute for Dermatologic Education Committee
3 At-large members with demonstrated experience in CME/MOC
1 Council of Medical Specialty Society Representative
1 Board of Director Liaison (not included count)
1 Resident representative

Appointment Term: 4 years

Strategic Framework:
Key Priority: Quality Patient Care; Strategic Initiative: Outcomes-Based Education
Key Priority: Influential and Trusted Voice; Strategic Initiative: Advocacy Agenda
Key Priority: Specialty Leadership; Strategic Initiative: Global Leadership
Key Priority: Membership Support; Strategic Initiatives: Practice Management Resources; Healthcare System & HIT Transformation; MOC & Licensure; Member Needs;

Note: Chair serves concurrent term on the Scientific Assembly Committee, Priorities Committee and Academy Oversight Committee. Chair is also expected to attend Board Meetings, Priorities Retreat and encouraged to attend meetings of committees/task forces reporting to the Council. The Chair is encouraged to participate in CME-related professional development activities such as the Alliance for CME Annual Meeting and Accreditation Council for CME Workshops as necessary.

Chair of the Council on Education and Maintenance of Certification also serves concurrent term as an ex-officio (voting) of the Scientific Assembly Committee (SAC) and therefore is expected to attend SAC meetings. Chair is encouraged to attend committees and task forces under the Council on Education and Maintenance of Certification.

Staff Liaison: Debra L. Gist, MPH, FACEHP
Scientific Assembly Committee

Reports to: Council on Education and Maintenance of Certification

Mission Statement:
The Scientific Assembly Committee plans, implements and evaluates the educational programs of the Annual and Summer Academy Meetings. These educational programs should include but not be limited to the enhancement of quality and safety of dermatologic care. It also maintains and advances the excellence of educational programs based on scientific, clinical and practice information needs of the membership.

Time Commitment: (Extensive time Commitment one month prior to Annual and Summer Meetings)
Includes four in-person meetings (spring planning meeting), fall planning meeting and onsite at Annual and Summer Academy Meetings); possible 1-2 conference calls and/or email ballots throughout the year.

Skill Set:
A member who has been a long-time participant on the Annual and Summer Academy Meetings educational programs as a director and faculty member. Must be well-versed in the structure and function of the meetings, and have a broad understanding of the membership/leadership and their respective areas of expertise in order to provide candid and valuable input into the programming process, and to recommend directors/speakers for various sessions.

Specialties represented on this committee are:
- Medical Dermatology (2 members)
- Pediatric Dermatology (1 member)
- Dermatopathology (1 member)
- Dermatological Society (1 member)

Composition: Max #14
1 Chair
4 At-large members
9 Ex-Officio members
- President
- President-Elect
- Secretary-Treasurer
- Assistant Secretary-Treasurer
- Chair, Council on Education & MOC
- Chair, Needs Assessment/Outcomes Committee
- Chair, Named Lectureship Task Force
- Chair, Poster Exhibits Task Force
- Chair, International Affairs Committee

Appointment Term:
Chair – one year (Most senior at-large member is elevated to Chair) – will also serve as Chair of the Summer Academy Meeting two years prior to their Annual Meeting Chair appointment.
At-large term - 5-years – selected the spring prior to official term start date
Committee and Task Force chairs terms concurrent to their respective council, committee and task force term.

Strategic Framework:
Key Priority: Quality Patient Care; Strategic Initiative: Outcomes-Based Education
Key Priority: Membership Support; Strategic Initiatives: Practice Management Resources
Key Priority: Membership Support; Strategic Initiatives: MOC & Licensure
Key Priority: Specialty Leadership; Strategic Initiative: Professionalism & Leadership Development

Note: Residents are not eligible to serve on the committee
Guest Observers may not participate in meeting

Staff Liaisons: Timothy A. Moses, CMP and Debra L. Gist, MPH, FACEHP
Reports to: Scientific Assembly Committee

Mission Statement:
The Named Lectureship Task Force is responsible for administering and selecting recipients for the Marion B. Sulzberger Award Lectureship (Lila Gruber Fund of the Academy), Clarence S. Livingood, MD Lectureship, Lila and Murray Gruber Memorial Cancer Research Award and the Everett C. Fox, MD Memorial Award and Lectureship. The Task Force will initially, and then periodically, review the Administrative Policies for each lecture and recommend revisions to the Board of Directors as necessary. The Task Force will solicit nominations, review the qualifications of nominees in relation to the Administrative Policies, and recommend awardees to the Scientific Assembly Committee.

Time Commitment: (Extensive 4-6 weeks prior to the Annual Meeting approximately 15-20 hours a year)
Prior to the Annual Meeting there is a heavy concentration of materials to be reviewed, which will be discussed when the Task Force meets at the Annual meeting. Potentially, 2-3 evening conference calls. Task Force members will need 1 hour preparation reviewing materials prior to each call.

Skill Set:
A long-time and involved member of the Academy who has a very thorough understanding of the lectureships in this category (Sulzberger Lectureship—Annual Meeting; Livingood Lectureship—Annual Meeting; Lila Gruber Lectureship—Annual Meeting; and Fox Lectureship—Summer Academy Meeting), the backgrounds & histories of them, and of potential candidates for these awards. Sometimes there are a limited number of nominations for an award, and those nominees do not fulfill the award(s) criteria. Therefore, the task force will discuss potential “other” candidates who have not been officially nominated, or those that may have been nominated in recent years. An individual who has served on multiple councils, committees and task forces, and is familiar with the Academy’s governance structure. This is one of the Academy’s highest awards/honors, and therefore, individuals serving on this task force should be well-versed with the Academy and its membership.

Composition: Max #5
1 Chair
4 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiative: Science and Research

Note:
Chair also serves concurrent term on Scientific Assembly Committee
Not eligible for advisors or guest observers

Staff Liaison: Tracy Farhan
Poster Exhibit Task Force

Reports to:  Scientific Assembly Committee

Mission Statement:
The Posters Exhibit Task Force enhances the educational value of the Academy meetings by administering poster exhibits, poster discussion sessions, and poster awards. Poster abstracts are solicited, blind reviewed, and graded by peer review, for selection as poster exhibits or poster discussions. The Task Force develops guidelines and monitors posters for quality educational content.

Time Commitment: (Moderate to Extensive prior to Annual and Summer Meetings)
Approximately 20 hours per year, but can be heavier in the late summer when the Task Force is responsible for the review and selection of the Annual Meeting Poster Exhibits.

- Late summer/fall extensive review of all Annual Meeting abstracts
- Two weeks prior to the Annual Meeting members participate in on-line review and selection of presentations for the Annual and Summer meetings.
- Conduct the online review for compliance with rules and regulations of the Poster Exhibits at the Annual meeting
- Review and select Poster Exhibit Award Winners at the Annual Meeting
- Participate in a Task Force Meeting at the Annual meeting, and evening conference calls as deemed necessary by the Task Force Chair

Skill Set:
A Poster Exhibit Task Force member should be an active practitioner with a broad scope of experience in dermatology. A maximum of two members may be Dermatology Residents. Extremely helpful if members are knowledgeable navigating in an electronic environment.

Composition:  Max #12
1 Chair
11 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Quality Patient Care; Strategic Initiative: Research and Evidence Based Medicine
Key Priority: Influential and Trusted Voice; Strategic Initiatives; Science and Research

Note:
Chair serves concurrent term on Scientific Assembly Committee

Staff Liaison:  Sara Peterson
Needs Assessment and Outcomes Committee

Reports to: Council on Education and Maintenance of Certification

Mission Statement:
The Needs Assessment and Outcomes Committee is responsible for providing oversight of the needs assessment processes and outcome measurement (evaluation) for the Academy’s educational activities. The Committee is responsible for providing guidance to staff on the development and maintenance of a ‘needs’ library and for providing guidance on the development of mechanisms for the communication of identified needs with the corresponding analyses to the appropriate committees, task forces, and work groups. The Committee is responsible for the measurement of the overall outcomes of the Academy’s educational program, for its level of quality as measured against accreditation criteria, and for making recommendations for improving said program.

Time Commitment: (Moderate to Extensive)
Chair
• Help lead the committee in accomplishing tasks necessary to achieve its mission, including oversight of the Academy’s needs assessment and outcomes measurement processes, guidance in the development of a needs library, and communicating identified needs to the appropriate committees, task forces, and work groups
• Participation in evening conference calls as needed
• Responding to staff emails; reviewing reports; etc.
• Attendance at committee meetings (at Annual and Summer Meetings)
• The initial time Commitment is estimated to be 4-5 hours a month and then once processes are set, then 2-3 hours per month (phone calls and emails)

Members
• Committee meets in-person at the Annual and Summer Meetings, if necessary
• Participate in evening conference calls and email ballots throughout the year, and review and approve needs assessment and evaluation methodologies and content on an as needed basis
• Responsible for directing practice gaps needs assessment and evaluation results to other Academy Task Forces, Committees and Councils as appropriate

Skill Set:
Committee members include a physician chair with demonstrated experience in the identification of practice gaps, analysis of practice gaps, and formative and summative evaluation. Specialties to be represented on this committee are medical dermatology (2), pediatric dermatology, dermatopathology, and dermatological surgery. A member who also has expertise in epidemiology is preferred. Members also include representatives from:

• Clinical Guidelines Committee
• Practice Management Committee
• Patient Safety and Quality Committee
• Residents/Fellows Committee
Composition: Max #11
1 Chair
1 Task Force Chair
5 Members at large
  • 2 At-Large Members in medical dermatology/epidemiology
  • 1 At-Large Member in pediatric dermatology
  • 1 At-Large Member in dermatopathology
  • 1 At-Large Member in dermatological surgery
1 Clinical Guidelines Committee Representative
1 Practice Management Committee Representative
1 Patient Safety & Quality Committee Representative
1 Residents/Fellows Committee Representative

Appointment Term:
4 years

Strategic Framework:
Key Priority: Quality Patient Care; Strategic Initiative: Outcome Based Education
Key Priority: Membership Support; Strategic Initiative: MOC and Licensure

Note:
Specialties to be represented: medical dermatology (2); pediatric dermatology; dermatopathology; dermatology surgery; and a member experienced in epidemiology

Staff Liaison: Patrick Sluka
Core Curriculum Task Force

Reports to: Needs Assessment and Outcomes Committee

Mission Statement:
The Core Curriculum Task Force plans, develops, and continually monitors a core curriculum of dermatology which will become the central planning guide for all Academy educational programs, activities, and services.

Time Commitment: (Moderate)
Task Force meets in conjunction with the Annual Meeting and also participates in evening conference calls as necessary. All content development handled by the Work Group reporting to the Task Force is handled via email. It is important for Members to meet stated publication deadlines.

Skill Set:
Members are required to participate in the development and maintenance of the Academy’s core curriculum. Members must be able to submit and edit in electronic environments.

Composition: Max #8
1 Chair
7 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Quality Patient Care; Strategic Initiative: Outcome Based Education
Key Priority: Membership Support; Strategic Initiative: MOC and Licensure

Note:
Chair serves concurrent term on Needs Assessment and Outcomes Committee

Staff Liaison: Patrick Sluka
Enduring Materials Committee

Reports to: Council on Education and Maintenance of Certification

Mission Statement:
The Enduring Materials Committee is responsible for the coordination of the Academy’s enduring materials (self-study) activities with a focus on the development of Part 2 Maintenance of Certification activities and oversight of the DermClips Task Force (Editorial Board), Dialogues in Dermatology Task Force (Editorial Board), other enduring materials as assigned, and journal-based continuing medical education. The Committee serves in an advisory capacity to staff on new and existing self-study learning activities that do not have oversight by a task force or committee. The Committee also makes recommendations on current self-directed learning activities relative to re-certification or to sunsetting.

Time Commitment: (Light)
Committee meets in conjunction with the Annual and Summer Meetings, if necessary. Members also participate in occasional evening conference calls and email ballots throughout the year, and review and approve educational programs and content on an as needed basis.

Skill Set:
Ideally diverse group of specialties should be represented. Committee members include a physician chair who has served on a variety of enduring materials-producing task forces or work groups. Members include Chairs of reporting Task Forces:

- Dialogues in Dermatology Task Force (Editorial Board)
- DermClips Task Force (Editorial Board)
- Three at-large members with demonstrated experience in development of self-study educational activities
- Resident representative

Composition: Max #6
1 Chair
2 Task Force Chairs
3 At-large members
1 Resident Representative

Appointment Term:
4 years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development

Note:
Chair who has served on a variety of enduring materials task forces or work groups.
At-large members with demonstrated experience in development of self-study educational activities

Staff Liaison: Christine Presta
Reports to: Enduring Materials Committee

Mission Statement:
The Dialogues in Dermatology audio journal provides current, practical information on the entire spectrum of dermatology and its subspecialties. Knowledge of interviewing techniques, commentary format and audio education is a key trait for any member of this task force. Working in cooperation with the Editor-In-Chief of Dialogues, members are expected to follow Accreditation Council for Continuing Medical Education, Federal Drug Administration, American Medical Association guidelines, select topics and faculty, contact faculty, complete all required paperwork and schedule interview sessions prior to the Annual Meeting and Summer Academy Meeting.

Time Commitment: (Light)
Committee meets in conjunction with the Annual and Summer Meetings, if necessary. Members of this Editorial Board are expected to record interviews during the Annual Meeting. Minimum of 2 interviews per year approximately 45 minutes per interview.

Skill Set:
Comfortable with recorded media, conducting interviews and selecting of subject matter for interviews.

Composition: Max #12
Editor-in-Chief
11 Associate Editors

Appointment Terms:
Editor-in-Chief – Appointed by the President-Elect upon recommendation of the Dialogues Editor and Associate Editors. The individual appointed must have served a term as Associate Editor.

Term: Four-year term with one-time, four-year renewal at the discretion of the President and/or President-Elect upon recommendation of the Editor-in-Chief and Associate Editors.

Immediate Past Editor – Automatic appointment following final term as Editor-in-Chief.
Term: Four-year term. Limited to two terms.

Associate Editors – Appointed by the Editor-in-Chief.
Term: Four-year terms, renewable at the discretion of the Editor-in-Chief with no limit on the maximum number of terms.

Resident Editor – Second-year resident serves two-year term. Third-year resident serves one-year term. Assists Editor-in-Chief with research, review and other duties for each monthly issue; work intensive throughout the year.

Strategic Framework:
Key Priority: Membership Support; Strategic Initiatives: MOC & Licensure; Member Needs

Staff Liaison: Christine Presta
DermClips Task Force (Editorial Board)

Reports to: Enduring Materials Committee

**Mission Statement:**
To develop a continuing medical education activity that provides dermatologists with timely summaries and analysis of current literature relevant to their dermatologic practice. DermClips is a literature review newsletter published bi-monthly by the American Academy of Dermatology. Each issue contains 12 summaries of recently published studies accompanied by expert commentary and, when appropriate, an editorial comment.

**Time Commitment: (Moderate)**
Approximately 2-5 hours over a 3 week period for each publication, 12-30 hours annually. Each Task Force member is expected to write one commentary for each issue, and must be able to meet deadline. DermClips produces six issues bi-monthly.

**Skill Set:**
Task Force members are required to seek recently published articles from peer-reviewed journals less likely to be read by practicing dermatologists, write a synopsis and commentary between 250-500 words, write a continuing medical education multiple choice question, and provide at least one reference. A list of articles is provided by the Editor-in-Chief at the beginning of each issue cycle. Subject matter experts to be represented on this task force are basic science, medical dermatology, pediatric dermatology, dermatopathology, cosmetics, and dermatological surgery. Helpful for Members to be detail-oriented and have writing skills.

**Composition: Max #12**
1 Editor-in-Chief
11 At-large members/editors

**Appointment Term:**
4 years

**Strategic Framework:**
Key Priority: Membership Support; Strategic Initiatives: MOC & Licensure; Member Needs

**Staff Liaison:** Kathleen Frale
Sulzberger Institute for Dermatologic Education Committee

Reports to: Enduring Materials Committee

Mission Statement:
The Sulzberger Institute for Dermatologic Education Committee supports the development of innovative educational applications through funding of grants to promote excellence in dermatologic education.

Time Commitment: (Moderate)
Committee meets in conjunction with the Annual and Summer meetings, and at least 1-2 evening conference calls. Extensive review of 8-12 grant applications in January and February in preparation for the committee meeting which is held at the Annual Meeting. Applications could be up to 100 pages.

Skill Set:
The committee is responsible for the Annual Grant Program funding development of technological applications of delivery of dermatologic education. Understanding of grants programs is extremely helpful. Focus on research or technology relating to dermatology is also helpful.

Composition: Max #10
1 Chair
9 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development

Staff Liaison: Christine Presta
Council on Communications

Reports to: Academy Board of Directors

Mission Statement:
The Council on Communications innovates, develops and implements a multi-media public education program, promoting the dermatologist as the physician of choice for medical, surgical, and cosmetic skin, hair, and nail conditions; portraying the dermatologist as a patient advocate; and reinforcing dermatology as the specialty committed to advancing quality patient care through state-of-the-art scientific research. The Council ensures effective communication within the specialty of dermatology, between the Academy and its members, and to the public.

Time Commitment: (Extensive)
- Council members will spend approximately 100-130 hours per year which includes meetings, evening conference calls and the review of materials.
- Most time-intensive preceding Annual and Summer meetings and the Academy's other two major media relations outreach activities (in May and November).
- Members must be willing to participate in council meetings (held in conjunction with the Annual and Summer meetings).
- The Council chair reviews all pamphlets, serves on the Priorities Committee, and is invited to attend all Academy board meetings which increases the time commitment.

Skill Set:
A Council on Communications member is the chair of one of the reporting committees to the Council. Prior to being appointed Council Chair, member should have at least three years of previous experience with the assigned committee. Familiarity with Academy messages is essential as Council members review and approve the Academy’s public and media communications materials for medical accuracy and consistency. Council members should be team players with flexible schedules that allow for reviewing and approving materials on short notice. Prior media training also is required as Council members may be called upon by the Academy to respond to media inquiries in their areas of expertise.

Composition: Max #7
1 Chair
6 Committee Chairs
1 Board of Director Liaison (not included on count)

Appointment Term:
4 years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Public/Patient Awareness; Specialty Positioning
Key Priority: Organizational Vitality; Strategic Initiatives: Financial Sustainability and Revenue Diversification

Staff Liaison: Missy Lundberg
Camp Discovery Committee

Reports to: Council on Communications

**Mission Statement:**
The Camp Discovery Committee provides children with chronic, significant skin disorders the opportunity to experience camp and support each other in a setting of acceptance, love, and fun.

**Time Commitment: (Moderate)**
Committee meets in conjunction with the Annual Meeting, and 1-2 evening conference calls as needed throughout the year. Member’s participation at one of the six week-long Camp Discovery camps sometime during his/her tenure on the committee is encouraged.

**Skill Set:**
Active practitioner who has the ability to make objective decisions and has a good understanding of various (and often times rare) skin disorders.

**Composition: Max #8**
1 Chair
7 At-large members
Ex-officio (camp medical directors)

**Appointment Term:**
4 years

**Strategic Framework:**
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Public/Patient Awareness; Specialty Positioning
Key Priority: Organizational Vitality; Strategic Initiatives: Financial Sustainability and Revenue Diversification

**Staff Liaison:** Janine Mueller
Pamphlets Editorial Board

Reports to: Council on Communications

Mission Statement:
The Pamphlets Editorial Board maintains a source of available, brief, current explanations in the form of pamphlets, of the various disorders encountered by dermatology. These pamphlets are intended to be a public service to aid physicians and allied health professionals in explaining diseases to their patients. The Committee assists in preparation of pamphlets used by the Academy in public relations efforts. It also assists in preparation of other printed periodical materials for uses by member physicians as patient aids.

Time Commitment: (Extensive)
The Editorial Board meets in conjunction with the Annual Meeting, but reviews pamphlet manuscripts at a constant pace throughout the year.

- Editor: approx. 60 – 70 hours/year.
- Members: approx. 35 hours/year;
- Ability to meet deadlines is essential.

Skill Set:
- Active practitioner with a minimum of five (5) years clinical experience, familiarity with evidence-based literature and guidelines of care preferred.
- Must be computer literate with an email address that readily and easily accepts Microsoft Word attachments.
- Familiarity with the online editing component of Microsoft Word is highly preferred.
- Ability to write well and express one’s self clearly is essential.

Pamphlets are written at the sixth-grade level. The committee identifies potential topics and authors, and then reviews/edits the written work. Approximately 20 new or revised pamphlets are written, reviewed, and published each year

Composition: Max #10
1 Editor-in-chief
8 Associate editors
1 Consultant (Representative from Dermatology Nurses Association)

Appointment Term:
Editor-In-Chief – Four-year term, limit two terms.
Associate Editors – Four-year terms, no limit to number of terms, renewable at the discretion of the Editor-in-Chief.
Resident – 2nd year resident serves 2 year term; 3rd year resident serves 1 year term.
Consultant – 1 year term, no limit to number of terms.

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Public/Patient Awareness
Key Priority: Organizational Vitality; Strategic Initiatives: Financial Sustainability and Revenue Diversification

Notes: Editor-in-Chief – Appointed by the President-Elect upon recommendation of the outgoing Pamphlets Editor, must have served a term as Associate Editor
Resident and Associate Editors – Appointed by the Editor-in-Chief
Consultant – Appointed by the Dermatology Nurses Association

Staff Liaison: Jennifer Allyn
SKINnovations Committee

Reports to: Council on Communications

Mission Statement:
The mission of the SKINnovations Committee is to develop and implement innovative, national public awareness programs which: educate the public that dermatologists are the medical experts who diagnose and treat a broad range of skin, hair and nail conditions; raise awareness of and enhance the public's perception of the specialty of dermatology; are supported through contributions from industry partners; and are in keeping with the Academy’s brand positioning.

Time Commitment: (Moderate)
Approximately 20-25 hours per year. Committee meets in conjunction with the Annual Meeting, and occasional evening conference calls.

Skill Set:
• Active practitioner with a minimum of five (5) years clinical experience; willingness to work on collaborative efforts to raise public awareness about dermatology.
• Familiarity with the Academy’s messages and objectives to position the specialty as well as its policies about working with industry is essential as members develop and implement public education programs.
• Previous Academy committee experience is preferred.
• Prefer practitioners who are very knowledgeable about the latest research in skin, hair and nails.

Composition: Max #9
1 Chair
6 At-large members
2 Ex-officio members (voting) (Secretary-Treasurer and Assistant Secretary-Treasurer)

Appointment Term:
4 years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Public/Patient Awareness; Specialty Positioning

Staff Liaison: Missy Lundberg and Miriam St. Jon
Sports Committee

Reports to: Council on Communications

*Mission Statement*: The Sports Committee is charged with educating the public about skin cancer detection and prevention and skin diseases through sports related initiatives.

*Time Commitment: (Moderate)*
Committee meets in conjunction with the Annual Meeting, and various evening conference calls throughout the year, as needed. A total of 10 to 20 hours per year, but may vary depending on the number of sports initiatives coordinated. To allow all members to become familiar with the screening forms and procedures, all sports committee members will need to volunteer for a skin cancer screening related to athletes. This can include, but is not limited to, the Play Sun Smart™ screenings or members can order their free materials through the national screening program and hold a screening in their office. Spring and summer months are the most work intensive.

*Skill Set:*
Active practitioner with a minimum of five years clinical experience; interested in sports dermatology, skin cancer detection and prevention, and community service preferred. Prior experience organizing local sports initiatives to raise awareness of sun safety helpful.

Ability to assist with the planning and implementation of national sports initiatives and encourage Academy members to develop local sports initiatives in their communities.

*Composition: Max #8*
1 Chair
7 At large members

*Appointment Term:*
4 years

*Strategic Framework:*
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Public/Patient Awareness; Specialty Positioning

*Staff Liaison:* Connie Tegeler
Youth Education Committee

**Reports to:** Council on Communications

**Mission Statement:**

The goal of the Youth Education Committee is to educate children of all ages as well as their caregivers, educators and health care providers, in the science of dermatology, the prevention and treatment of dermatologic diseases, including, but not limited to skin cancer, by:

- Preparing and disseminating youth-centric public education information in varied media formats;
- Recognizing and facilitating excellence in public sun-safety education efforts by awarding shade structure grants through the Academy’s Shade Structure Program; and
- Creating and reviewing youth-centric materials for Academy members to use in their public education efforts.

**Time Commitment: (Extensive)**

Committee members participate in up to two evening conference calls per year and a Committee meeting at the Annual and Summer Meetings. Approximately 30-40 hours per year, but is heaviest in the summer when the Committee is responsible for the selection of grant recipients for the Academy’s Shade Structure Program. All other Committee business is handled via email or email ballot.

**Skill Set:**

An active practitioner with a minimum of five (5) years experience, an interest in pediatric dermatology, young adult dermatologic issues and community service. Ability to develop, research and assist in the coordination of new youth-focused dermatologic programs is preferred.

**Composition: Max #8**

1 Chair
7 At-large members

**Appointment Term:**

4 years
Note: Chair serves concurrent term on Council of Communications

**Strategic Framework:**

Key Priority: Influential and Trusted Voice; Strategic Initiatives: Public/Patient Awareness; Specialty Positioning

**Staff Liaison:** Janine Mueller
Reports to: Council on Communications

Mission Statement:
The Melanoma/Skin Cancer Committee serves as an expert advisory committee for issues related to melanoma and other skin cancers and is responsible for the national skin cancer screening program under the SPOT Skin Cancer initiative. The Committee’s work fortifies the Academy’s leadership role in defining and directing a national public education campaign to eradicate and prevent skin cancer, focusing efforts on detection, prevention and treatment, which is SPOT Skin Cancer. The Committee’s key activities are developing trend data and metrics for melanoma and non-melanoma skin cancers, reviewing and evaluating public messages, and collaborating with other stakeholders to motivate key audiences to change their behavior through innovative activities and programs.

Time Commitment: (Light to Moderate)
One in-person Committee meeting at the Annual Meeting, participation in 2-3 evening conference calls throughout the year and periodic work group assignments. Committee members are highly encouraged to conduct skin cancer screenings.

Skill Set:
Active practitioner with a minimum of five (5) years clinical experience specializing in melanoma/skin cancer; familiarity with evidence-based melanoma/skin cancer literature; author of melanoma/skin cancer papers in a professional journal is preferred. Interest in developing and collaborating with other groups on public education programs designed to motivate targeted populations of Americans to take action to protect themselves from skin cancer.

Composition: Max #9
1 Chair
8 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Public/Patient Awareness; Specialty Positioning

Staff Liaison: Connie Tegeler
Council on Science & Research

Reports to:  Academy Board of Directors

**Mission Statement:**
To promote and advance the science and research agenda for dermatology.

**Time Commitment:** (Light to Moderate)
Council meeting held in conjunction with the Annual meeting, and participate in 4-6 evening conference calls per year. Estimated 12-18 hours.

**Skill Set:**
Members who have an interest in, and experience with, dermatologic science and clinical research.

- Understanding of the strategic priorities of the Academy
- In-depth knowledge of the science, research and quality issues as it relates to dermatology
- Experience in providing strategic direction, management, collaboration and team building
- Leadership experience
- Ability to facilitate productive conflict resolution and consensus building
- Understanding of Board, Council, Committee and Task Forces and member inter-relationships
- Meeting management and facilitation skills

**Composition:** Max #13
1 Chair
4 Committee Chairs
5 At-large members
1 Rep from Society of Investigative Dermatology
1 Rep from Dermatology Foundation
1 Ex-Officio, Chair, Patient Advocate Task Force
1 Board of Director Liaison (*not included in count*)

**Appointment Term:**
4 years

**Strategic Framework:**
Key Priority: Quality Patient Care; Strategic Initiatives: Evidence-Based Medicine and Quality and Measures in Dermatology
Key Priority: Influential and Trusted Voice; Strategic Initiative: Science & Research; Specialty Positioning; Strategic Alliances

**Staff Liaison:** Roseanne Fischoff
Appropriate Use Criteria (AUC) Committee

Reports to: Council on Science and Research

Mission Statement:
To promote and advance the development of Appropriate Use Criteria related to diagnostic, prognostic and therapeutic options in the assessment and treatment of dermatologic conditions and when appropriate, work in concert with the expert resource groups.

Time Commitment:

Composition: Max #7
Chair
2 Members - Health Care Finance Committee
1 Member Performance Measurement Task Force
2 At-large Members
1 Ex-officio from the Clinical Guideline Committee

Appointment Term:
4 years

Strategic Framework:
Key Priority: Quality & Patient Care; Strategic Initiative: Evidenced-Based Medicine and Quality and Measures in Dermatology

Note:
Composition Methodology follows Rand AMA PCPI Methodology for workgroups
Chair of workgroup should be un-conflicted, as well as the majority of the workgroup. If the chair is conflicted, there must be a co-chair.

Staff Liaison: Wendy Smith Begolka

Note:
CCTF chairs would make recommendations regarding suggested liaisons; approval of appointment would progress through the annual appointment process. The 2 representatives from the Health Care Finance Committee would cover both the private payer perspectives and coding issues from the Resource-Based Relative Value Scale (RUC) process.
Clinical Guidelines Committee

Reports to: Council on Science and Research

**Mission Statement:**
To promote and advance the development of evidence-based documents such as clinical practice guidelines related to the prevention, diagnosis, and treatment of dermatologic conditions and to support the Council on Education and Maintenance of Certification in the dissemination, and implementation of these guidelines.

**Time Commitment: (Extensive)**
Members should expect to attend the Committee meeting in conjunction with the Annual Meeting, and spend approximately 20-30 hours per year, but may vary depending on the number of research requests, project and/or guidelines produced per year. This individual may also serve in oversight capacity for assigned work groups as necessary based on expertise which may include one in-person meeting of the work group. Members will be expected to participate in quarterly evening conference calls as needed.

**Skill Set:**
Dermatologist who has completed residency and worked for a minimum of 3-5 years in a clinical or academic setting with patients, familiarity with evidence-based medicine, guidelines of care, policy development, previous Academy task force or committee experience preferred; prefer candidate that has published in a professional journal; team player that is flexible and able to devote expert consult as needed for multiple guidelines, projects and requests throughout the year. Academy guidelines of care offer the unique opportunity to consider emerging scientific literature and identify clinical recommendations as a supporting author for Board approved topics. In addition, there may be opportunities to participate in the development of new evidence-based product lines that depend on clinical expertise and balance in representing the Academy to members and the public.

**Composition: Max #8**
1 Chair
7 At-large members

**Appointment Term:**
4 years

**Strategic Framework:**
Key Priority: Quality Patient Care; Strategic Initiatives: Outcomes Based Education; Research/Evidence Based Measures
Key Priority: Membership Support; Strategic Initiative: Practice Management Resources

**Note:**
Chair serves concurrent term on: Council on Science and Research; Academy Oversight Committee
A representative of this Committee also serves a concurrent term on the Needs Assessment and Outcome Committee

**Staff Liaison:** Wendy SmithBegolka
Research Agenda Committee

Reports to: Council on Science and Research

Mission Statement:
Develop and maintain a collaborative research agenda for diseases of the skin and the specialty of dermatology. Seek ways to promote and facilitate research in the areas identified as priorities, including serving as a liaison to the National Institutes of Health.

Time Commitment: (Moderate)
Members should expect to attend the Committee meeting which takes place in conjunction with the Annual meeting and participate in 6-8 evening conference calls per year. Estimated 12-18 hours.

Skill Set:
- Understanding of the strategic priorities of the Academy
- In-depth knowledge of the research priorities of dermatology
- Experience in providing strategic direction, management, collaboration and team building
- Understanding of Board, councils, committees and task force and member inter-relationships
- Self-confidence with internal and external audiences

Composition: Max #9
1 Chair
6 At-large members
2 Ex-Officios (voting);
  Chair, Council on Education & Maintenance of Certification;
  Chair, Council on Government Affairs, Health Policy and Practice

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiative: Science and Research

Note:
Chair serves concurrent term on Council on Science & Research

Staff Liaison: Roseanne Fischoff
Patient Safety and Quality Committee

Reports to: Council on Science and Research

**Mission Statement:**
The Committee is responsible for Academy activities related to creating a culture of patient safety and continuous measurement and improvement in dermatology.

**Time Commitment:** (Moderate)
The Committee meets in person two times per year and at least four evening conference calls, other travel may be required.

**Skill Set:**
Commitment to patient safety and a desire to address gaps in Academy resources and/or quality care concerns across the scope of dermatologic practice.

**Composition:** Max #8
1 Chair
1 Task Force Chair
6 At-large members

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Quality Patient Care; Strategic Initiative: Patient Safety Initiatives; Quality and Measures in Dermatology

**Note:**
Chair serves concurrent term on Council on Science and Research
A representative serves a concurrent term on the Needs Assessment & Outcome Committee

**Staff Liaison:** Kristina Finney
**Performance Measurement Task Force**

**Reports to:** Council on Science and Research

**Mission Statement:**
The task force’s mission is, to the extent possible, to identify gaps in care, recommend topics for evidence-based clinical guidelines for areas where measures are needed, develop quality performance measures for dermatology, promote their implementation in various internal and external programs, and evaluate their effectiveness in improving care. The task force will also stay abreast of quality and patient safety-related developments within the National Quality Forum, the AMA Physician Consortium for Performance Improvement (PCPI), the Ambulatory care Quality Alliance (AQA), the Agency for Healthcare Research and Quality (AHRQ), CMS, private carriers, and others.

**Time Commitment:** (Moderate to Extensive)
Members meet in-person two times per year (at a minimum) and there are four evening conference calls per year, other travel may be required. 20-30 hours in review and development of quality measures.

**Skill Set:**
- Understanding the environment as it relates to the development and implementation of performance measures and other quality measurement processes.
- Understanding of Medicare’s Physician Quality Reporting System (PQRS) program and other pay for performance programs.
- Understanding the different uses of performance measures (for both accountability and quality improvement purposes) and their working relationship with evidence-based guidelines of care, maintenance of certification, and payment.
- Familiarity with measurement principles (specifications [numerator, denominator, measure exceptions, etc.]; assessing/grading evidence, usability, etc.)

**Composition:** Max #8
1 Chair
7 At-large members

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Quality Patient Care: Strategic Initiatives: Quality and Measures in Dermatology

**Note:**
Chair serves concurrent term on Patient Safety and Quality Committee
One at-large member should be a Dermatopathologist
One at-large member should be a medical Dermatologist
One at-large member should be a Mohs Surgeon
One at-large member should be a pediatric Dermatologist
One at-large member should be in a private practice

**Staff Liaison:** Josh Nyirenda
Council on Member Services

Reports to: Academy and Association Board of Directors

**Mission Statement:**
The Council on Member Services coordinates activities that provide service to all segments of membership. It serves to ensure that the Academy is meeting the needs of members of all ages, stages of practice, membership category and country of residence. It also oversees programs to encourage members to serve the Academy and to recognize those that serve in this and other leadership and volunteer capacities.

**Time Commitment: (Light)**
Members should expect to attend the Council meeting which is held in conjunction with the Annual and Summer Meetings, if necessary. All other business will be handled by evening conference calls and/or email.

**Skill Set:**
The Council on Member Services is chaired by a physician with experience serving on Task Forces and Committees under the Council. Other members of the Council include Chairs of the Council’s constituent Committees.

**Composition: Max #8**
1 Chair
7 Committee Chairs
1 Board of Director Liaison (not included in count)

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Membership Support; Strategic Initiatives: Practice Vitality; Healthcare System and HIT Transformation; Member Needs
Key Priority: Organizational Vitality; Strategic Initiative: Financial Sustainability
Key Priority: Specialty Leadership; Strategic Initiative: Professionalism & Leadership Development

**Staff Liaison:** TBD
Reports to: Council on Member Services

**Mission Statement:**
The purpose of the Education and Volunteers Abroad Committee is to improve dermatologic care to those in underserved areas through the provision of education and service.

**Time Commitment: (Light to Moderate)**
In-person Committee meeting in conjunction with the Annual Meeting, and participates approximately 5-10 hours/year reviewing applications online for various grants and scholarships offered. February, April and September are key months for reviewing applications.

**Skill Set:**
Should have experience in volunteering overseas and/or be interested in international volunteer/humanitarian programs, and in providing education/training and educational materials to institutions and healthcare workers in developing countries, and underserved areas in developed countries. Energetic and enthusiastic individuals willing to commit time to conduct online reviews in a timely manner.

**Composition:** Max #12
- 1 Chair
- 10 At-large members
- 1 At-large international member

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Specialty Leadership; Strategic Initiative: Global Leadership

**Note:**
*Chair serves an ex-officio concurrent term on International Affairs Committee*

**Staff Liaison:** Connie Tegeler
History Committee

Reports to: Council on Member Services

Mission Statement:
The purpose of the History Committee is to preserve the history of the specialty of dermatology and to promote the accomplishments made in dermatology to Academy members and the public at large.

Time Commitment: (Light)
Includes one in-person Committee meeting in conjunction with the Annual Meeting, 1-2 evening conference calls per year, and an online review of members nominated for the Master Dermatologist Award. This review process is heavily concentrated before the Annual Meeting for selection at the Annual Meeting.

Skill Set:
This committee is comprised of individuals with an interest in preserving the history of the specialty of dermatology and promoting the accomplishments made in dermatology to Academy members and the public at large. This committee selects the Master Dermatologist Award recipient; identifies topics, questions and subject matter experts for the History Showcase Video.

Composition: Max #8
1 Chair
7 At-large members

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Influential & Trusted Voice; Strategic Initiative: Specialty Positioning

Staff Liaison: TBD
International Affairs Committee

Reports to: Council on Member Services

Mission Statement:
The Committee on International Affairs promotes the interchange of information, skills, concepts, understanding, and friendship between the American Academy of Dermatology and its members with dermatology communities and dermatologists throughout the rest of the world. It also selects US/Canadian residents and fellows to receive scholarships provided by certain international dermatologic societies to attend their annual meetings. The Committee monitors the scholarship programs from foreign societies and services as an ombudsman for international members.

Time Commitment: (Light to Moderate)
Concentrated Involvement – September/October reviewing applications for residents abroad
Committee meets in-person in conjunction with the Annual Meeting, all other correspondence done via email. Members must be available to respond in a timely manner. Approximately 5-10 hours per year to review online scholarship applications.

Skill Set:
Members should be familiar with international dermatology issues and the international dermatologic community. The Committee promotes the interchange of information and understanding between the Academy, its members, and dermatologists throughout the world and serves as an ombudsman for international members. Members participate in the online review and selection process for US/Canadian residents and fellows to receive scholarships to attend international meetings. The committee also administers scholarship programs for international dermatologists to attend the Annual Meeting. Must be computer efficient.

Composition: Max #17
1 Chair
1 Task Force Chair
13 At-large members
  3 – USA and Canada
  3 – Europe and Oceania
  3 – South American; Central American and Caribbean
  1 – Africa
  1 – Middle East
  2 – North, Central and South Asia
2 Ex-officio
  (International Board Observer &
   Chair, Education and Volunteers Abroad Committee)

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Global Leadership

Note:
Chair serves the following concurrent terms
• Member term on Council on Member Services; and
• Ex-Officio term on Scientific Assembly Committee

Staff Liaison: Nikki Haton
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World Congress Fund Review Task Force

Reports to: International Affairs Committee

Mission Statement:
The World Congress Fund Review Task Force reviews and sets policies and awarding priorities for scholarships, grants, and other appropriate international educational activities from the interest generated from the endowment established with the balance of funds from the 18th World Congress of Dermatology.

Time Commitment: (Light to Moderate) Extensive August/September to review applications
Approximately 5-15 hours per year to review abstracts for scholarships online, plus one in-person Committee meeting in conjunction with the Annual Meeting. All other correspondence handled via email, must be able to respond in a timely manner.

Skill Set:
Members should be familiar with international dermatology issues and the international dermatologic community, particularly in developing countries. The Task Force reviews, sets policies and awards priorities for scholarships, grants and other appropriate international educational activities supported by the World Congress Fund. Members participate in the online abstract review and selection process for international scholarship awardees to attend the Annual Meeting. Must be computer efficient.

Composition: Max #8
1 Chair
4 At-large Members
2 Permanent consultants (Stephen I. Katz, MD, PhD)
1 At-large International Member

Appointment Term:
4 years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Global Leadership

Staff Liaison: Nikki Haton
Residents/Fellows Committee

Reports to: Council on Member Services

Mission Statement:
The Resident/Fellows Committee supports the interests of and addresses issues of concern to residents and fellows in training during post graduate education. It promotes effective communication and action toward these ends between individuals, training programs, graduate medical education societies, and the Academy.

Time Commitment: (Light)
Includes one in-person Committee meeting in conjunction with the Annual Meeting and 2-3 evening conference calls per year (may vary based on workgroup involvement). Most business is conducted via email.

Skill Set:
The Residents/Fellows Committee (RFC) is comprised of residents or fellows in training who serve up to two-year terms (depending on when they complete training). Members should be interested in developing their leadership skills and becoming involved in organized medicine. The RFC votes for the RFC chair and presents their recommendation to the President-Elect during the appointment process. RFC Chair automatically serves as Resident Observer on the Board of Directors and an ex-officio on the Young Physicians Committee. RFC members address issues of educational opportunities for residents and tools for transition to the workforce. The RFC also offers committee members the opportunity to chair or serve on additional workgroups that report to the RFC. RFC members have the opportunity to submit articles for publication in Directions in Residency. First and second year residents are preferred to provide continuity.

Composition: Max #13
1 Chair
10 At-large members (residents)
1 Ex-officio member (Chair, Young Physicians Committee)
1 Board of Director Liaison (Not included in count)
1 Ex-Officio – Immediate Past Chair

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Professionalism & Leadership Development
Key Priority: Membership Support; Strategic Initiative: Members Needs

Note:
- Chair automatically serves as Resident Observer on the Board of Directors.
- Chair serves concurrent ex-officio term on Young Physicians Committee
- Chair must have been a sitting member of committee, have attended at least one committee meeting and have at least one year remaining on their term. Interested parties will need to submit a brief statement of interest in the position. Committee will vote and present recommendation to during the appointment process.
- Chair term in conjunction with residency/fellowship. Terms are consistent with being in residency training. Immediate Past Chair serves for one year.
- Committee representative serves a concurrent term on the Needs Assessment and Outcomes Committee

Staff Liaison: Nikki Haton
Mission Statement:
The Young Physicians Committee represents and supports the interests of physicians 40 and under or within eight years of completion of residency training by promoting their engagement in Academy programs and by fostering their personal and professional development in preparation for leadership roles in organized medicine and in their communities.

Time Commitment: (Light)
Includes two in-person Committee meetings in conjunction with the Annual and Summer meetings, and 2-3 evening conference calls per year. Most business is conducted via email; however it is important that committee members are able to attend both of the in-person meetings.

Skill Set:
Young physicians are defined as those up to age 40 or within eight years of completion of residency. The Young Physicians Committee (YPC) typically seeks candidates who are interested in continuing/expanding their leadership role within organized medicine. YPC members address issues of educational and leadership opportunities for young physicians; are involved in the Dermatology Advocacy Network (DAN); and have the opportunity to submit articles for publication in Young Physician Focus. The YPC also offers committee members the opportunity to chair or serve on additional workgroups that report to the YPC. YPC members select the Young Physician Board Observer to the Academy Board of Directors.

Composition: Max #12
1 Chair
10 At-large members
1 Ex-officio member (Chair, Resident/Fellows Committee also serves as resident member)

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Professionalism & Leadership Development
Key Priority: Membership Support; Strategic Initiative: Members Needs

Note:
- Chair of Young Physicians Committees serves the following concurrent terms:
- Ex-Officio on Residents/Fellows Committee
- Member, Council on Member Services
- Young Physician Board Observer
  YPC Chair would serve first two years; then select a member of the committee to serve a two year term
- Representative to serve concurrent term on Corporate Relations Task Force

Staff Liaison: Nikki Haton
Volunteerism Committee

Reports to: Council on Member Services

Mission Statement:
The purpose of the Volunteerism Committee is to develop and maintain activities to encourage and facilitate members to volunteer, foster the spirit of volunteerism, and recognize members who make a Commitment to "give back" to dermatology and their community.

Time Commitment: (Light)
One in-person Committee meeting held in conjunction with the Annual Meeting and 2-3 evening conference calls throughout the year, and 5 hours per year to review online applications for awards.

Skill Set:
This committee is comprised of individuals who are interested in developing activities and encouraging members to make a commitment to volunteer, foster the spirit of volunteerism, and recognize members who make a commitment to give back to the community and dermatology. Volunteerism Committee members should be an active volunteer and be in the Volunteer Recognition Program.

Awards:
- Members Making a Difference – Review process is heavily concentrated before the Annual Meeting for review/selection during the Annual Meeting. On average, committee members spend 3-5 hours on the review process.
- Arnold P. Gold Humanism in Medicine – The review process takes place before the Thanksgiving holiday and usually takes about 3 hours.
- Dermatology in Action – Committee members are involved in planning Dermatology in Action (DIA). DIA is the Academy’s hands-on volunteer program which takes place the Thursday before the Annual Meeting, and Committee members are highly encouraged to participate. Volunteerism Committee members should be an active volunteer and be in the Volunteer Recognition Program.

Composition: Max #8
1 Chair
1 Committee Chair, Education and Volunteers Aboard Committee
6 At-large members

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Membership Support; Strategic Initiative: Volunteerism

Staff Liaison: Nikki Haton
Membership Committee

Reports to: Council on Member Services

Mission Statement:
The Membership Committee reviews and evaluates all properly filed applications for membership. It develops recommendations for the Board of Directors regarding membership applications, category, and policy changes including Bylaw amendments, Administrative Regulations and other policy documents.

Time Commitment: (Light)
Includes one in-person Committee meeting in conjunction with the Annual Meeting, and 2-6 evening conference calls per year, depending on issues that may arise. Review agenda and materials for meetings and conference calls which includes review of membership applications via an online portal, as well as reviewing Academy policies and bylaws.

Skill Set:
This committee is comprised of primarily Fellows and Associates who have been Academy members for a minimum of five years and have a broad understanding of the value of membership in the Academy and the policies related to membership. This committee reviews and evaluates applications for membership when there are questions as to whether they meet criteria for membership. This Committee develops recommendations for the Board of Directors regarding membership categories, Bylaw amendments and membership policy changes, applications and administrative regulations.

Composition: Max # 9
1 Chair
5 At-large members
2 Ex-officio members (Vice President and International Board Observer)
1 Diversity Task Force Chair

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Membership Support; Strategic Initiative: Members Needs

Staff Liaison: Linda Ayers
Diversity Task Force

Reports to: Membership Committee

Mission Statement:
The purpose of the Diversity Task Force is to promote diversity awareness within the specialty of dermatology and increase diversity within the Academy among members, leaders, volunteers and speakers.

Time Commitment: (Light)
Task Force meets in conjunction with the Annual Meeting and holds 2-3 evening conference calls throughout the year. An additional three hours per year are required to review online student applications for the Diversity Mentorship Program. The review process is concentrated in the 1st quarter, generally before the Annual Meeting.

Skill Set:
This task force is comprised of individuals with a strong interest in diversity issues within dermatology and medicine in general. This task force promotes diversity awareness within the specialty of dermatology and develops programs with the intent of increasing diversity within the Academy among members, leaders, volunteers and speakers. It is suggested that members of the task force participate in the Diversity Mentorship Program.

Composition: Max #9
1 Chair
8 At-large members

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development

Staff Liaison: Nikki Haton
Council on Government Affairs, Health Policy & Practice

Reports to: Association Board of Directors

Mission Statement:
The Council on Government Affairs, Health Policy and Practice will ensure that dermatologists and their patients are well-represented by providing leadership and oversight in the coordination of federal and state government affairs, health care policy and practice-related activities in an effort to cultivate member engagement, and to promote a culture of professional responsibility. This will sustain and enhance the advocacy efforts of the association in accordance with its strategic framework.

Time Commitment: (Extensive)
Neediness for members to participate in evening conference calls, generally 1–1 ½ hours, first Wednesday of each month. Respond often, and rapidly to emergent issues via email. The Council typically holds two in-person meetings a year during the Annual and Summer meetings.

Skill Set:
Active practitioner with background in practice issues and/or policy development process. Previous involvement with state medical or dermatologic society practice/policy issues ideal.

Composition: Max #13
1 Chair
8 Committee Chairs
1 Member – Resourced-Based Relative Value Update System Committee Representative
3 Ex-offices
   Advisory Board Chair,
   SkinPAC Chair,
   AMA Dermatology Section Chair
1 Advisor (optional-not included in count)
1 Advisor Liaison (not included in count; society representative one-year; renewable)
1 Board of Director Liaison (not included in count)

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Influential & Trusted Voice; Strategic Initiative: Advocacy Agenda; Specialty Positioning
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development
Key Priority: Membership Support; Strategic Initiative: Practice Advocacy

Staff Liaison: Barbara Greenan

The GAHPP Leadership Rapid Response Team was formed in order for the Academy to respond quickly to federal and state government affairs as well as health care policy or practice-related issues.

Core Composition:
Council on GAHPP, Chair
Board of Directors Liaison
Advisor
Reporting Chair(s) as needed/required
Note: Based on the issue, the appropriate reporting chair(s) will be asked to participate.
(i.e., Federal – Chair Congressional Policy Committee; State – Chair State Policy Committee; Regulatory – Chair Regulatory Policy Committee; etc.)
Access to Dermatologic Care Committee

Reports to: Council on Government Affairs, Health Policy and Practice

**Mission Statement:**
The mission of the Access to Dermatologic Care Committee is to raise awareness among dermatologists of health disparities affecting populations identified by but not exclusive to race/ethnicity, socioeconomic status, geography, gender, age, and disability status and to develop policies that increase access for these groups to dermatologic services. In addition, this Task Force will interface with other physician-based organizations that are working on reducing healthcare disparities.

**Time Commitment:** (Moderate)
Members should be available to attend the Committee meeting that occurs in conjunction with the Annual and Summer Meetings, and be willing to participate in 4-6 evening conference calls per year. An additional 18-24 hours per year for additional project work will be handled via email depending on projects.

**Skill Set:**
For this task force, there would be a preference given to Academy members that are interested in health disparities affecting populations identified by but not exclusive to race/ethnicity, socioeconomic status, geography, gender, age, and disability status within the field of dermatology.

**Composition:** Max #6
1 Chair
3 At-large members
2 Task Force Chairs

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Influential and Trusted Voice; Strategic Initiative: Advocacy Agenda
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development

**Note:**
Chair serves concurrent term on Council on Government Affairs, Health Policy & Practice

**Staff Liaison:** Abigail Osborne
Telemedicine Task Force

Reports to: Access to Dermatologic Care Committee

Mission Statement:
The Telemedicine Task Force addresses the provision of teledermatology domestically and internationally, advances educational programming on telemedicine, and identifies and evaluates the impact of emerging clinical, access, technical, legal, and financial issues in teledermatology.

Time Commitment: (Moderate to Extensive)
Approximately 20 hours per year. Task Force meets in-person in conjunction with the Annual and Summer meetings, if necessary. In addition, quarterly evening conference calls are held.

Skill Set:
Members of the Telemedicine Task Force should be familiar with the field of teledermatology as a current or future participant in providing telemedicine consults or, at a minimum, have a basic knowledge of the field and the technology needed to perform teledermatology consults. Members who have an interest in policies relating to telemedicine are encouraged to apply.

Composition: Max #13
1 Chair
11 At-large members
1 At-large Member with veteran administration ties

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development
Key Priority: Membership Support; Strategic Initiatives: Practice Advocacy; Healthcare System and HIT Transformation

Note:
Chair serves concurrent term on Access to Dermatologic Care Committee

Staff Liaison: Kristina Finney and Scott Weinberg
**Mission Statement:**
The mission of the Workforce Task Force is to analyze the composition of the dermatologic workforce and assess manpower issues in the United States. This includes obtaining, evaluating, and disseminating scientifically sound data on the diversity of the dermatologic workforce, addressing the issue of sufficient numbers of dermatologists, and ameliorating manpower deficiencies in both civilian and government sectors.

**Time Commitment: (Moderate)**
Members should be available to attend in-person meetings held in conjunction with the Annual and Summer Meetings. In addition, members participate in 4-6 evening conference calls per year. Additional project work will be necessary by email depending on time sensitive issues being addressed. Approximately 18-24 hours per year

**Skill Set:**
Task Force members should be interested in, and knowledgeable of the numbers and composition of the dermatologic workforce as it relates to the broader workforce issues. Ability to analyze and translate dermatologic work force data into content.

**Composition:** Max #8
1 Chair
7 At-large members

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development

**Note:**
Chair serves concurrent term on:
- Access to Dermatologic Care Committee
- Practice Management Committee

**Staff Liaison:** Barbara Greenan
Mohs Micrographic Surgery Committee

Reports to: Council on Government Affairs, Health Policy and Practice

Mission Statement:
The Mohs Micrographic Surgery Committee will deliberate as a united voice of Mohs surgery organizations and provide guidance to the Academy on socioeconomic, education and research issues directly related to the provision of and patient access to Mohs Micrographic Surgery.

Time Commitment: (TBD)
The Mohs Micrographic Surgery Committee (MMSC) meetings generally occur in conjunction with the Annual and/or Summer Meetings. All other business is conducted by email or evening conference calls during the year.

Skill Set and Composition:

- American Academy of Dermatology Association (Chair – must be a non-Mohs physician)*
- American Academy of Dermatology Association (3 members non-Mohs surgeon members)+
- American College of Mohs Surgery (ACMS) (2 members)
- American Society of Mohs Surgery (ASMS) (2 members)
- American Society of Dermatologic Surgery (ASDS) (2 non-Mohs surgeon members)
- Dermatopathology Rapid Response Committee member ex-officio

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Influential & Trusted Voice; Strategic Initiative: Advocacy Agenda; Specialty Positioning
Key Priority: Membership Support; Strategic Initiative: Practice Advocacy

Note:
* Chair should be un-conflicted
+ Without membership in the ACMS, ASMS or the ASDS

Staff Liaison: James Scroggs
Practice Management Committee

Reports to: Council on Government Affairs, Health Policy and Practice

Mission Statement:
To translate the evolving healthcare environment into practical, useful tools and resources for members to optimize practice management effectiveness. The Committee will also oversee efforts to prepare members for health information technology selection, adoption, and application in practice.

Time Commitment: (Extensive) - based on legislative issues
Committee meets in-person in conjunction with the Annual Meeting.

Committee reviews:
- Manuals and products as needed throughout the year.
- Proposed rules and regulations based on legislative issues that are usually time sensitive. (Response time critical)

Skill Set:
Committee members should be:
- Analytical & thoughtful
- Direct knowledge of the business side of medicine,
- Provide thoughtful feedback, experience with private practice (owner/partner),
- Strong editorial skills,
- Extremely helpful if members are knowledgeable in navigating an electronic environment
- Keen understanding of how regulations impact private practice.

Composition: Max #5
1 Chair
3 Task Force Chairs
- Electronic Health Records Implementation Task Force;
- Business & Operations Task Force
- Workforce Task Force
1 At-Large Member

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Membership Support; Strategic Initiatives: Practice Management Resources; Healthcare System and HIT Transformation

Note:
Chair serves concurrent term on Council on Government Affairs, Health Policy & Practice
Committee member serves concurrent term on Needs Assessment and Outcome Committee

Staff Liaison: William Brady
Electronic Health Records (EHR) Implementation Task Force

Reports to: Practice Management Committee

Mission Statement:
To develop educational resources and tools to facilitate electronic health record (EHR) selection, adoption, and application in practice and help develop Academy positions related to health information technology (HIT) policy.

Time Commitment: (Light to Moderate)
Task Force meets in conjunction with the Annual Meeting and, if necessary, Summer Academy. Members must respond to rules and regulations related to health information technology policies; review products and provide feedback as they come up throughout the year. Evening conference calls as needed.

Skill Set:
Working knowledge of Electronic Health Record systems
Representation of dermatologists from private and academic practice

Composition: Max # 7
1 Chair
6 At-large members

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Membership Support; Strategic Initiatives: Practice Management Resources; Healthcare System and HIT Transformation

Note: Chair serves concurrent term on Practice Management Committee

Staff Liaison: Rachna Chaudhari
Business & Operations Support Task Force

Reports to: Practice Management Committee

Mission Statement:
To address business issues that dermatologists face on a daily basis and promote initiatives that aim to support and strengthen the viability of dermatology practices. The task force monitors trends in and provides assistance to members related to compensation, staffing including the use of allied health professionals, professional medical liability insurance, risk management, office accreditation, starting, valuing and closing a practice, and the implementation of processes to comply with federal regulations such as Clinical Laboratory Improvement Amendment (CLIA), Occupational Safety and Health Administration (OSHA), and Health Insurance Portability and Accountability Act (HIPAA).

Time Commitment: (Moderate to Extensive)
Task Force has one in-person meeting in conjunction with the Annual Meeting. All other business is handled by email.

Committee reviews:
- Manuals and products as needed throughout the year.
- Proposed rules and regulations based on legislative issues that are usually time sensitive. (Response time critical)

Skill Set:
Committee members should be:
- Analytical & thoughtful
- Direct knowledge of the business side of medicine
- Provide thoughtful feedback, experience with private practice (owner/partner)
- Strong editorial skills
- Extremely helpful if members are knowledgeable in navigating an electronic environment
- Keen understanding of how regulations impact private practice

Composition: Max #8
1 Chair
7 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Membership Support; Strategic Initiative: Practice Vitality; Healthcare System and HIT Transformation

Note:
Chair serves concurrent term on Practice Management Committee

Staff Liaison: William Brady
**Dermatopathology Rapid Response Committee**

**Reports to:** Council on Government Affairs, Health Policy and Practice

**Mission Statement:**
The Dermatopathology Rapid Response Committee is charged to focus not only on the ongoing performance and billing of dermatopathology services (office labs / who reads slides issues / choice of dermatopathologists consultant), but able to respond in a timely manner when other socioeconomic and state/federal regulatory issues arise.

**Time Commitment:** Extensive
Committee holds quarterly evening conference calls and additional conference calls are scheduled as needed.

**Skill Set:**
The chair should have no conflicts of interest. Committee members should have a basic understanding of the complexity related to provision of, and billing for, dermatopathology services. Composition ideally should also include:
- Dermatologists/Dermatopathologists working in various practice settings including but not limited to, a Dermatopathologists/Mohs Surgeon
- Dermatologist who reads their own slides
- Retired Dermatopathologist
- Mohs Surgeon
- Private practicing or academic affiliated Dermatologist/Dermatopathologist

**Composition:** Max # 9
1 Chair (except for first term where there will be two co-chairs)
3 At-large members
5 Ex-Officio representing:
   - Congressional Policy Committee
   - State Policy Committee
   - Health Care Finance Committee
   - Private Sector Advocacy Task Force
   - Mohs Micrographic Surgery Committee

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Influential & Trusted Voice; Strategic Initiative; Advocacy Agenda
Key Priority: Membership Support; Strategic Initiative; Practice Vitality

**Note:**
Chair will serve concurrent term on the Council on Government Affairs, Health, Policy and Practice

**Staff Liaison:** William Brady
Health Care Finance Committee

Reports to: Council on Government Affairs, Health Policy and Practice

**Mission Statement:**
The Health Care Finance Committee monitors and acts on those issues that affect payment for dermatologic services provided by Association members. Such issues may involve government and private reimbursement systems, procedure coding descriptors, guidelines and valuations, code editing software systems and claims processing. The committee will advocate for fair treatment of Association members and their patients through appropriate interaction with and education of concerned parties.

**Time Commitment:** Extensive
Approximately 30-40 hours per year but may vary depending on volume and intensity of coding and reimbursement issues to be addressed each year.

- Committee meets for two hours in conjunction with the Annual Meeting
- Committee meets for one hour in conjunction with the Summer Meeting when a quorum is available
- 3-4 one hour evening conference calls per year
- If needed, group projects as they arise, usually addressed via one hour evening conference calls

**Skill Set:**
- Active practitioner with a minimum of 10 years clinical experience, with demonstrated familiarity of American Medical Association (AMA) Current Procedural Terminology (CPT®)
- Coding system and process as well as ICD-9-CM/ICD-10-CM International classification of diseases clinical modification (ICD-CM) coding system.
- An active interest in dermatology reimbursement issues and payment delivery policy, as well as previous Academy task force or committee experience preferred
- Prefer candidate with an active interest in and understanding of government and private sector payment policies and methodologies as well as economic factors impacting physician reimbursement as the result of payer use of resource-based/relative value systems.
- Committee members are expected to provide informed and expert advice to Association representatives to the AMA CPT® Advisory Committee as well as the AMA Practice Expense Review Committee (PERC) and Relative Value Update System Committee (RUC) on issues directly impacting dermatology reimbursement.
- Extremely helpful if members are knowledgeable in navigating an electronic environment.

**Composition:** Max #13
1 Chair
2 Task Force chair (Coding and Reimbursement Task Force; Private Sector Task Force)
1 DermCAC chair
9 At-large members

**Appointment Term:**
4 Years

**Strategic Framework:**
Key Priority: Organizational Vitality; Strategic Initiative: Organizational Capacity

**Staff Liaisons:** Faith McNicholas and Richard Martin
Coding and Reimbursement Task Force

Reports to: Health Care Finance Committee

Mission Statement:
The Coding and Reimbursement Task Force (CRTF) is a resource for AADA members with questions about correct coding or payor coding interpretation as well as Medicare carrier coding and reimbursement Local Coverage Determination (LCD) policies. The CRTF interacts with payors on behalf of members where desired and appropriate. It also leads educational efforts on coding with the Academy. When requested, the CRTF works closely with the Private Sector Advocacy Task Force on private sector coding and reimbursement issues affecting members. The CRTF encourages representation and participation by dermatologists on those government and private committees and organizations to provide the greatest input for dermatologists.

Time Commitment: Moderate to Extensive
The Task Force meets in conjunction with the Annual Meeting, and if necessary at Summer Meeting. All other communications handled by email or evening conference calls. Members must be able to respond in a timely manner, depending on coding and reimbursement issues. Approximately 30-40 hours per year but may vary depending on volume and intensity of coding and reimbursement issues to be addressed each year.

Members will:
- Review comment letters
- Review coding scenarios
- Provide guidance on member education on coding and reimbursement

Skill Set:
Active practitioner with a minimum of 5 years clinical experience, with demonstrated familiarity of American Medical Association (AMA) Current Procedural Terminology (CPT®) Coding system and process, as well as ICD-9-CM and ICD-10 disease classification coding system. In addition, an active interest in coding and related policy development, previous Academy task force or committee experience preferred; prefer member that also has an active interest in government payment policy and methodology. Good understanding of the factors impacting physician reimbursement as the result of payer use of resource-based/relative value systems. Task Force members are expected to provide input to Association representatives to the AMA CPT Advisory Committee as well as the AMA Practice Expense Review Committee and Relative Value Update System Committee on issues directly impacting dermatology reimbursement.

Composition: Max #12
1 Chair
11 At-large members

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiative: Advocacy Agenda
Key Priority: Membership Support; Strategic Initiative: Member’s Needs; Practice Advocacy

Staff Liaison: Ana Maria Bustos
Private Sector Advocacy Task Force

Reports to: Health Care Finance Committee

*Mission Statement:*
Strengthen the Academy's presence and influence within the private sector by fostering positive working relationships with the health insurance industry—including individual health plans, integrated health care systems, employers and other relevant entities as appropriate—to ensure the definition, development and implementation of coverage and payment policies facilitate the delivery of quality dermatologic care. Identify and report to Health Care Financing Committee on trends in private payer issues relevant to the practice of dermatology.

*Time Commitment:* (Extensive)
Task Force meets in conjunction with the Annual Meeting and at the Medical Directors Summit, if necessary, at the Summer Meeting.

Member can expect:
- Bi-monthly conference calls (approximately 1 – 1 ½ hour), may be daytime
- Impromptu meetings, depending on issues at hand
- Workgroup participation

Approximately 40-50 hours per year but may vary depending on volume and intensity of private sector issues to be addressed each year.

*Skill Set:*
Active practitioner with a minimum of 10 years clinical experience, with demonstrated knowledge of private sector trends and direct experience with private insurance companies. In addition, an active interest in dermatology reimbursement issues as well as previous Academy task force or committee experience preferred; prefer candidate with an active interest in and understanding of private sector, delivery and coverage, payment policies and methodologies as well as economic factors impacting physician reimbursement and network selection as the result of payer use of cost saving strategies, including but not limited to physician profiling, payment policies and contracting issues.

*Composition:* Max # 7
1 Chair
6 At-large members

*Strategic Framework:*
Key Priority: Membership Support; Strategic Initiative: Practice Vitality

*Staff Liaison:* Barbara Greenan
DermCAC

Reports to: Health Care Finance Committee

Mission Statement:
DERMCAC is the national coalition of every dermatologist representative/alternate who has been selected by their state dermatology society to represent dermatologists in the state by attending quarterly meetings with their Carrier Medical Director to discuss Medicare coding issues and payment policy.

Time Commitment:
DERMCAC meets once a year in conjunction with the Annual Meeting to discuss Medicare coding and reimbursement issues at the state, regional and national level. DERMCAC members may also be called upon to assist dermatologists in their state in educating health care payers on dermatology-specific coding and reimbursement issues.

Skill Set:
Representatives from state dermatology societies

Composition:
Representatives of state societies

Appointment Term:
Not part of the appointment cycle

Strategic Framework:
Key Priority: Membership Support; Strategic Initiative: Practice Management Resources; Practice Advocacy

Staff Liaison: Peggy Eiden
Congressional Policy Committee

Reports to: Council on Government Affairs, Health Policy and Practice

**Mission Statement:**
The committee is charged to effectively and efficiently shape and implement the Academy’s legislative agenda by shaping and vetting potential positions with respect to pending legislation and instigating strategies to convey support for those positions. The group would serve as a sounding board for staff, the Council chair, and Academy officers on issues requiring thoughtful but timely analysis as well as action plans for influencing the legislative process.

**Time Commitment: (Moderate)**
Majority of the committee’s business will be conducted via e-mail and or evening conference call. Any necessary in-person meetings will be scheduled in conjunction with the Annual and Summer meetings. As congressional action often moves at a rapid pace, members should be accessible by email and be able to respond quickly to requests for action.

**Skill Set:**
Members of this committee should be active practitioners or academics with a keen interest in federal advocacy efforts on health care policy. The Committee is charged to effectively and efficiently shape and implement the Academy’s legislative agenda by shaping and vetting potential positions with respect to pending legislation before the United States Congress. Committee members are frequently asked to provide direct input and serve as a sounding board for staff, the Council chair, and Academy officers on legislative policy issues requiring thoughtful but timely analysis.

**Composition:** Max #9
1 Chair
8 At-large members

**Appointment Term:**
4 years

**Strategic Framework:**
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Advocacy Agenda; Strategic Alliances
Key Priority: Membership Support; Strategic Initiatives: Practice Advocacy; Healthcare System and HIT Transformation
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development

**Staff Liaison:** Shawn Friesen
State Policy Committee

Reports to: Council on Government Affairs, Health Policy and Practice

Mission Statement:
The State Policy Committee is charged to serve as a sounding board for staff, the Council chair, and Academy officers on state issues requiring thoughtful but timely analysis. This committee will develop member expertise and leadership on state issues pertinent to dermatology and provide key input to staff in developing positions and strategy. This committee will assist staff in monitoring trends and in quickly responding to rapidly changing events at the state level. This committee would be the first line in evaluating requests from state dermatology societies for Academy funds to be used for advocacy efforts (the State Advocacy Funds).

Time Commitment: (Moderate – June through December is the busiest time)
Majority of the committee’s business will be conducted via e-mail and evenings conference call. Any necessary in-person meetings will be scheduled in conjunction with the Annual and Summer meetings. State legislatures often move at a rapid pace, members should be accessible by email and be able to respond quickly to requests for action.

Skill Set:
Members of this committee should be active practitioners or academics with a keen interest in state advocacy efforts on health care policy, including indoor tanning, scope of practice, truth in advertising, billing practices, and cosmetic tax. The Committee is charged to effectively and efficiently shape and implement the Academy’s legislative agenda by shaping and vetting potential positions with respect to pending legislation before state legislatures around the country. Committee members are frequently asked to provide direct input and serve as a sounding board for staff, the Council chair, and Academy officers on legislative policy issues requiring thoughtful but timely analysis.

Composition: Max #10
1 Chair
9 At-large members

Appointment Term:
4 Years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Advocacy Agenda; Strategic Alliances
Key Priority: Membership Support; Strategic Initiatives: Practice Advocacy; Healthcare System and HIT Transformation

Staff Liaison: Lisa Albany
Regulatory Policy Committee

Reports to: Council on Government Affairs, Health Policy and Practice

Mission Statement:
Coordinate the Academy’s activities related to all federal regulatory agencies whose activities have the potential to affect the prevention, diagnosis and treatment of diseases related to the skin, hair and nails, primarily those within the Department of Health and Human Services (except Centers for Medicare and Medicaid Services). The Committee will monitor proposed regulations and coordinate Academy responses, serve as a resource to the agencies, promote the Academy’s public health agenda, and ensure a safe and efficient practice environment for dermatologists and their patients.

Time Commitment:
Committee work is often conducted via e-mail or evening conference calls. In addition, the committee meets in conjunction with the Annual Meeting, and if necessary, the Summer Meeting. Members are encouraged to participate in the Legislative Conference.

Skill Set:
The ideal member of this committee is:
- an active practitioner or academic with an interest in or experience with regulation of drugs biologics and/or devices used in the delivery of dermatologic care, or in the areas of risk communication/mitigation as it relates to drugs and devices
- Committee members are frequently asked for guidance in the development of comments on proposed regulations from the Food and Drug Administration, as well as input on the Academy’s involvement with various FDA advisory panels
- Important to have a team player who responds quickly to email when important issues arise.
- Very complex and specialized focus

Composition: Max # 9
1 Chair
1 Retinoids Task Force Chair
7 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Influential and Trusted Voice; Strategic Initiatives: Advocacy Agenda; Strategic Alliances
Key Priority: Membership Support; Strategic Initiatives: Practice Advocacy; Healthcare System and HIT Transformation
Key Priority: Specialty Leadership; Strategic Initiative: Workforce Development

Staff Liaison: Amanda Grimm
Retinoids Task Force

Reports to: Regulatory Policy Committee

Mission Statement:
The Retinoids Task Force is charged to provide guidance on Academy communications and policy relating to isotretinoin and iPLEDGE program as well as any other retinoids approved by the Federal Drug Administration (FDA) and utilized in dermatology. The task force monitors members’ issues with the iPLEDGE program, assists the Academy for participation in any FDA hearings on retinoids, and is available as a liaison between manufacturers of retinoid products and the committees of the Academy for communication concerning safety and availability of retinoid medications.

Time Commitment: (Moderate)
Task force business will be conducted primarily through e-mail and evening conference calls.

Skill Set:
Members should have either practice or research experience with:
- Drugs in the retinoids class, preferably with a sound understanding of FDA’s Risk Evaluation and Mitigation Strategies
- and/or the development and implementation of the iPLEDGE restricted distribution program for isotretinoin.
- The Task Force deals with specific issues around the safety of retinoids and may be asked to provide guidance for short-term issues such as responses to inquiries about iPLEDGE or longer-term projects to improve access to this class of drugs or mitigate risks associated with existing or future retinoid drugs in dermatology.
- Task Force members are frequently asked for guidance in the development of comments on proposed regulations for program changes of iPledge Program.

Composition: Max #8
1 Chair
7 At-large members

Appointment Term:
4 years

Strategic Framework:
Key Priority: Influential & Trusted Voice; Strategic Initiative: Advocacy Agenda; Science & Research

Staff Liaison: Amanda Grimm
SkinPAC  Board of Advisors (Board)

Reports to:  Association Board of Directors

Mission Statement:
The American Academy of Dermatology Association Political Action Committee (SkinPAC) is a non-partisan voluntary, non-profit, unincorporated association operating as a separate, segregated fund of the American Academy of Dermatology Association. It is the intent of SkinPAC to help the Association achieve its legislative goals by supporting the election or reelection of candidates to Congress who share the Association’s Commitment to the specialty of dermatology. To further these purposes, SkinPAC is empowered to solicit directly or indirectly, accept voluntary personal contributions, and to make expenditures in connection with the election of candidates to federal office.

Time Commitment:  (Moderate, depending on political environment)
Majority of the Board’s business will be conducted via e-mail and evening conference calls, as needed. Any necessary in-person meetings will be scheduled in conjunction with the Academy’s Annual and Summer meetings.

Skill Set:
SkinPAC is the specialty’s only federal political action committee. Members of the SkinPAC Board of Advisors (Board) should have an interest in the political and electoral process at the federal level. Board member duties include: providing direct input into the allocation of funds disbursed to the Members of Congress and federal candidates supported by SkinPAC; fundraising for SkinPAC contributions from fellow dermatologists; member recruitment and political education about the importance of SkinPAC and its role in federal election process; and assessing the political climate around the country. Should have a record of demonstrated SkinPAC support

Resident Skill Set:
While the resident technically does not have to donate, even a very nominal amount is strongly encouraged. In addition to participating in Board meetings, the resident will help build a culture of giving among the Association membership from the earliest days in Association members’ careers. As a part of this effort, the resident member would encourage other residents to begin supporting SkinPAC’s efforts—if even at small and nominal amounts—with a greater goal of building a culture that will produce and encourage future SkinPAC supporters.

Composition:  Max # 10
1 Chair
1 Vice Chair
8 At-large members
1 Resident (not counted in composition count)
1 BOD Liaison (not in count)
Terms run January– December
(Nominations presented at November Board Meeting)

Appointment Term:
Chair - 2 year term coincides with the 2 year federal election cycle
Vice Chair 2 year term coincides with the 2 year federal election cycle
At-Large member - 3 year term and may serve one additional term

Strategic Framework:
Key Priority:  Influential & Trusted Voice; Strategic Initiative:  Strategic Alliances
Key Priority:  Specialty Leadership; Strategic Initiative:  Unity of the Specialty
Key Priority:  Organizational Vitality; Strategic Initiative:  Organizational Capacity

Note:
Chair serves as a member of the Council on Government Affairs, Health Policy and Practice

Staff Liaison:  Katie Jones