July 2019

Dear Colleague,

The Nominating Committee of the American Academy of Dermatology (Academy) is pleased that you have responded favorably to our initial correspondence and are willing to be considered for nomination as Vice President-Elect of the Academy and the AAD Association.

We would like to take this opportunity to briefly outline the fiduciary responsibilities and the time commitments associated with this position. We ask that you signify your willingness to accept these responsibilities, if nominated and elected, by signing this letter and returning a copy to the Executive Office. Please rest assured that the Academy and AAD Association maintain a broad form of liability insurance coverage for its directors, officers, committee members and staff.

Fiduciary responsibilities:¹

- prepare for and attend all meetings of the Boards and of councils, committees, and task forces to which you are appointed
- maintain confidentiality regarding discussions held at these meetings
- avoid conflicts of interest between serving in the position of President-Elect and your professional or personal life, and disclose conflicts if they arise
- respect the opinions of other Directors and Officers and support actions taken by the Boards of Directors
- act in the best interest of the Academy and AAD Association, above personal interests or beliefs

Time commitments:

- agree to participate in the post-election video chat interview
- prepare for and attend all Board meetings (usually 4 times per year)
- participate in conference calls/email ballots (usually scheduled monthly for Officers, weekly for President)
- attend committee and task force meetings as required
- represent the Academy and AAD Association in a positive and supportive manner at appropriate meetings and functions in your region (nationally and internationally)
- serve as Vice President-Elect and Vice President, as well as attend Board meetings from election to taking office
- carry out duties of the President if there is a temporary absence or permanent vacancy in the office of President and the Vice President has met the divestiture requirements for the office
- attend the (3) three Board of Director meetings after the close of the election starting with the Board meeting held during the Academy Summer Meeting
- attend Board Orientation held during the Academy Summer Meeting prior to taking office

In addition, if you have ever been convicted of a felony or disciplined by a medical licensing authority, or if you are currently the subject of any investigation or allegation that could lead to a felony conviction or

¹ The fiduciary obligations of elected officers and directors generally apply when they officially take office at the end of the Annual Meeting following their election. However, these individuals must abide by the fiduciary obligations of officers and directors during the year following their election and before they formally take office to the extent that they are involved in any Board of Directors meetings, activities, or decisions, particularly with respect to confidential information.
limitation of or other adverse action against your license to practice medicine, please provide us with details of any such proceedings.

We appreciate your willingness to be considered for a position as Vice President-Elect.

Sincerely,

Nominating Committee
Dirk M. Elston, MD, FAAD, Chair
Wilma F. Bergfeld, MD, FAAD
Robert T. Brodell, MD, FAAD
Robert D. Durst, Jr., MD, FAAD
Marc D. Brown, MD, FAAD
Kevin M. Crawford, MD, FAAD
Mark Lebwohl, MD, FAAD

Understanding the important responsibilities to be undertaken as Vice President-Elect of the American Academy of Dermatology and AAD Association, I agree that, if nominated and elected, I will faithfully carry out the duties described above. I further certify that my responses below are truthful and accurate and I have disclosed to the Academy Nominating Committee any discipline imposed by any medical licensing authority and any current investigation or allegation that could lead to a limitation of or adverse action against my license to practice medicine.

By signing below, I agree to waive, discharge, and release any claims or other legal rights I may have against the Academy or its officers, directors, employees, agents, representatives, or affiliates based on any action the Academy takes or fails to take in connection with the election process generally or violations (or alleged violations) of the Academy's election rules.

If the below question is not applicable, please write “None” for each response.

1. Has any adverse action, including revocation, suspension, or probation, ever been taken against your medical license in any state?

2. Has any adverse action been taken against you by the Federal government, any federal or state law enforcement authorities, any hospital, or any managed care company?

3. Are there any malpractice judgments or settlements that you have had to report to the National Practitioner's Data Bank or that otherwise should be brought to the attention of the Nominating Committee?

4. Is there anything in your past, including anything involving your family, that would be embarrassing to the Academy if it were to be made public?

Print Name____________________________________ Date________________

Signature______________________________________

Please return no later than October 1 via fax to (847) 240-0333 or email a PDF to callfornominations@aad.org