

**The American Society of Dermatopathology (ASDP)**

**Immediate Past President Position Description**

*Developed September 18, 2009; Approved by the Board of Directors March 11, 2013*

<b>Term of Office</b>	One year.
<b>Method of Appointment</b>	Succeed from office of President.
<b>Accountability</b>	Reports to the Board of Directors.
<b>Role and Responsibilities</b>	<p>Provide advice and counsel to the President and Executive Committee.</p> <p>Serve as a voting member of the Board and Executive Committee.</p> <p>Ensure compliance with Board policies and procedures and all relevant legal and ethical standards, including policies and standards governing corporate relationships.</p> <p>Chair the Nominations Committee.</p> <p>Act as a representative or spokesperson for the organization at the President’s request.</p> <p>Act as a mentor and coach to senior volunteers and emerging leaders to help them strengthen their leadership skills and develop professional networks of value to the organization.</p> <p>Perform other duties as may be assigned by the President or the Board of Directors.</p> <p><i>Actively adhere to and support the Legal Duties of Directors:</i></p> <p><i>Duty of Care:</i> Competence in performing directorial functions, must use care “a reasonably prudent person would exercise in a like position and under similar circumstances”, act in good faith, participate in meetings, be prepared (e.g. read reports), ask questions and use independent judgment.</p> <p><i>Duty of Loyalty:</i> Faithful pursuit of the interests of the organization, do not use position or information gained from participating on the board to secure a personal benefit, discloses actual, potential or perceived conflicts of interest, maintains confidentiality of board discussions.</p> <p><i>Duty of Obedience:</i> Faithful pursuit of organization’s mission and decisions, abides by the organization’s rules and policies, supports, helps implement and avoids undermining the board’s decisions.</p>

**Time Commitment**

4 hours per month, including:

*Scheduled:*

Executive Committee Conference Calls (monthly or as needed)

Board Meetings (4/year)

*Ad Hoc:*

Other committee and task force meetings as needed

*Busiest times of the year:*

Board meetings (January, May, August, October)

Annual Meeting (October)

**Qualifications**

**Professional**

- Outgoing President.

**Personal**

- Honest;
- Accessible and responsive.