

The American Society of Dermatopathology (ASDP)

President-Elect Position Description

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

Term of Office	One year.
Method of Appointment	Nominated by the Nominations Committee, elected by the general membership. Will advance to President upon completion of term.
Accountability	Reports to the Board of Directors.
Role and Responsibilities	<p>Serve as a voting member of the Board and Executive Committee.</p> <p>Assist the President in the execution of his or her duties and shall substitute for the President when required; complete the Presidential term in the event of a vacancy.</p> <p>Be a member, without vote, of all committees.</p> <p>Appoint members to the Society's committees, in consultation with current committee members, according to leadership development and succession planning procedures and as approved by the Board of Directors.</p> <p>Proactively strengthen professional networks and leadership skills in preparation for assuming the office of President.</p> <p>Act as a representative or spokesperson for the organization at the President's request.</p> <p>In general, perform all duties customarily incident to the office of President-Elect and such other duties as may be prescribed by 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

10 hours per month, including:

Scheduled:

- Calls with Chief Staff Officer (as needed)
- Executive Committee Conference Calls (monthly or as needed)
- Board Meetings (4/year)

Ad Hoc:

- Other committee and task force meetings as needed
- Calls and e-mails to volunteers and members as needed
- Involvement with external organizations (ISDP, AAD, CAP, USCAP) as needed

Busiest times of the year:

- Board meetings (January, May, August, October)
- Annual Meeting (September-October)

Qualifications

Membership

- Must be a Fellow member in good standing;
- Must continue to be a Fellow member in good standing during the entirety of their term in office;
- Have been a member of the society for a period of ten (10) or more consecutive years without break or interruption as of the date of their nomination application;
- Have a proven track record in substantive assignments within the society.

Professional & Personal Attributes

- Commitment and ability to champion the best interests of the organization as a whole;
- Leadership experience serving on non-profit boards preferred;
- Effective communicator;
- Ability to work with and build consensus among diverse groups;
- Access to sufficient local resources, including effective administrative staff, to be able to respond efficiently;
- Strong professional stature and reputation;
- Broad-based dermpath knowledge and experience;
- Honest;
- Open-mindedness;
- Polished presence;
- Flexible.