

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

### **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>	Advance from President-Elect. Nominated by the Nomination Committee and elected by the general membership.
<b>Accountability</b>	Reports to the Board of Directors.
<b>Roles and Responsibilities</b>	<p>Serve as the principal elected officer of the Society and shall, in general, supervise all of the business affairs of the Society, subject to the direction and control of the Board of Directors, by communicating with the Executive Director as necessary regarding the business of the Society.</p> <p>Call and preside at all meetings of the Society, and shall be a member, without vote, of all committees, except as otherwise provided by the Bylaws.</p> <p>In general, perform all duties customarily incident to the office of President and such other duties as may be prescribed by the Board of Directors.</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>Serve as the official representative and spokesperson.</p> <p>Serve as member and chair of the Executive Committee.</p> <p>Safeguard the organization's reputation and credibility, ensure progress in implementing the strategic plan and foster an environment that attracts and energizes outstanding volunteer leaders.</p> <p>Communicate regularly with the Board about Executive Committee activities and other important issues.</p> <p>Designate Board members to act as board liaisons to all of the Society's committees.</p> <p>Appoint task forces as necessary and delegate committee activities, with Board approval.</p> <p>Work with the Executive Director to oversee implementation of the strategic plan, ensure organizational effectiveness and plan for future development.</p> <p>Proactively assist officers in the presidential succession to develop leadership skills through assignments and coaching.</p> <p>The President shall succeed to the office of Immediate Past President upon expiration of the President's term of office.</p>

*Actively adhere to and support the Legal Duties of Directors:*

*Duty of Care:* 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.

*Duty of Loyalty:* 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.

*Duty of Obedience:* 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.

**Time Commitment**

1 hour/day, including:

*Scheduled:*

- Calls with Executive Director (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
- Involvement with external organizations (ISDP, AAD, CAP, USCAP)

*Busiest times of the year:*

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

**Qualifications**

**Membership**

- Must be 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;

**Professional & Personal Attributes**

- Commitment and ability to champion the best interests of the organization as a whole;
- Leadership experience serving on non-profit boards and/or a proven track record in substantive assignments within the society 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 accommodate presidential demands such as last-minute travel and phone calls during day;
- Broad-based dermpath knowledge and experience.
- Honest;
- Open-mindedness;
- Polished presence;
- Flexible.