

**The American Society of Dermatopathology (ASDP)**  
**Secretary-Treasurer Elect Position Description**  
*Developed February 20, 2013; Approved by the Board of Directors March 11, 2013*

|                              |   |
|------------------------------|---|
| <b>Term of Office</b>        | One year.   |
| <b>Method of Appointment</b> | Nominated by the Nomination Committee, elected by the general membership.   |
| <b>Accountability</b>        | Reports to the Board of Directors.  |
| <b>Role</b>                  | To learn the role of Secretary-Treasurer and assist the Secretary-Treasurer in the discharge of the duties of Secretary-Treasurer.  |
| <b>Responsibilities</b>      | Serve as a voting member of the Executive Committee and Board of Directors.<br><br>Assist the Secretary-Treasurer in the discharge of the duties of Secretary-Treasurer.<br><br>Perform such other duties as may be assigned from time to time by the President or Board of Directors.<br><br>Shall automatically succeed to the office of Secretary-Treasurer at the expiration of the Secretary-Treasurer's term in office, and in the event of the death, resignation, removal or incapacity of the Secretary-Treasurer. |

*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**

3-5 hours per week, including:

*Scheduled:*

Executive Committee Conference Calls (monthly or as needed)

Board Meetings (4/year)

Finance Committee meetings (2-3/year)

*Ad Hoc:*

Executive Committee Conference Calls (as needed)

Leadership Retreat (as needed)

*Busiest times of the year:*

Budget preparation cycle (October-December)

Prior to Board meetings (December, April, July, September)

**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 five (5) 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**

- Possess a personal commitment to the organization's goals and objectives;
- Leadership experience serving on non-profit boards preferred;
- Professional reputation and credibility;
- Possess a general understanding of financial accounting for nonprofit organizations and Generally Accepted Accounting Principles (GAAP), financial reports, tax-exempt status and knowledge of investments and audit procedures;
- Knowledge of legal record-keeping requirements;
- Honesty and integrity;
- Accessibility and responsiveness;
- Strong work ethic.