

WOMEN'S DERMATOLOGIC SOCIETY
ADMINISTRATIVE REGULATIONS

MISSION STATEMENT

The mission of the Women's Dermatologic Society is to help women in dermatology realize and fulfill their greatest potential by striving to:

1. Foster, promote and support women's issues in dermatology;
2. Identify, train, and recognize women leaders in dermatology;
3. Provide a forum for developing relationships through mentoring and building of coalitions;
4. Provide a forum for the exchange of ideas and research relevant to women's issues;
5. Promote the highest possible standards of ethics, support of research, patient care, patient education and public education.

VISION STATEMENT

- WDS envisions a professional environment that recognizes the unique contributions by women in dermatology.
- WDS strives to ensure that women in dermatology have full access and opportunity for professional advancement.
- WDS focuses on balancing the diverse demands of medicine, family and community.
- WDS encourages and supports women to maximize their personal and professional potential and to contribute to our specialty and society.

Position Description – President

The President of the Women's Dermatologic Society shall be nominated by the Nominating Committee and elected by the Society to serve a term of approximately one year. The President shall be an ex-officio member of the Board of Directors and shall be an ex-officio advisory member of all committees, task forces, and councils. The President shall serve as the presiding officer at all meetings of the Society. In the event of a vacancy in the Office of President, the position shall be filled by the Vice President for the remainder of the term.

The President shall perform all duties and exercise all powers that are, by law or customary parliamentary practice, incident to the Office of the President, and such other duties and powers as may be determined by the Board of Directors.

The President shall nominate the Chair of each committee and submit this to the Board of Directors for majority approval.

Position Description – Vice President

The Vice President of the Women’s Dermatologic Society shall be nominated by the Nominating Committee and elected by the Society to serve a term of approximately one year. The Vice President shall be an ex-officio member of the Board of Directors, shall serve as Chair of the Committee on Long-Range Planning and as an ex-officio member of the Annual Meeting Committee. The Vice President shall perform the duties and exercise the powers of the President in the event of the absence, or inability to act, of the President.

The Vice President shall also perform the duties and exercise the powers which are, by law or customary parliamentary practice, incident to the Office of the Vice President and such other duties and powers as may be determined by the Board of Directors or the President.

Position Description – Secretary

The Secretary of the Women’s Dermatologic Society has responsibility for all records and correspondence of the Society and serves as a liaison to all committees and task forces. The Secretary works under the direction of the President. She/he is nominated by the Nominating Committee and elected by a vote of the Society to serve a term of approximately three years. The Secretary is an ex-officio member of the Board of Directors, and an ex-officio advisory member of all committees, task forces, and councils. In the event of a vacancy in the office of Secretary, the Board of Directors shall appoint an interim Secretary to serve for the remainder of the term. While the Executive Director may perform some of the administrative duties ascribed to the post of Secretary, the Secretary has ultimate responsibility for ensuring that the following duties are properly carried out.

The duties of the Secretary include, but are not limited to:

1. Record Keeping of Society Business:
 - a) Take careful and authentic notes of the proceedings of the meetings including those of the Executive Committee as a basis for preparing the minutes;
 - b) Prepare and certify the correctness of the minutes and enter them in the official minutes book;
 - c) Circulate the minutes of the organization for corrections and approval;
 - d) Enter any corrections approved by the members in the minute book and initial them;
 - e) Record the approved minutes as the official minutes of the organization with the date of their approval, signing them to attest to their validity;
 - f) Enter into the minutes the name(s) of the individual, committee, or task force accepting responsibility for implementing any action item and the time frame or deadlines for implementation of Society items;
 - g) Preserve all records, reports and official documents of the Society except those specifically assigned to others;
 - h) Sign official documents to attest to their authenticity;

2. Functions Relevant to Society Meetings:
 - a) Prepare and send required notices of meetings and proposals;
 - b) Assist the Presiding Officer before each meeting in preparing a detailed agenda;
 - c) Bring to each meeting a copy of the bylaws, rules, and policies; a list of the members; a list of Officers and Board Members with terms of office; a list of standing and special committees with their mission statements; the minute book; and a copy of the parliamentary authority adopted by the organization;
 - d) Search the minutes for information requested by Officers or members;
 - e) Prepare a list of members and call the roll when directed by the presiding officer;
 - f) Call attention to actions from previous minutes that have not been carried out;
 - g) Maintain a record of adopted policies and procedures;
3. Relationship to Committees, Task Forces, Councils:
 - a) Serve as liaison from the Board and the President to all committees, task forces and councils, as an ex-officio advisory member to the committees;
 - b) Provide the Chair of each committee, task force, and council with a Mission Statement (and Function Statement, if available) for the committee; a list of members assigned to that committee, including names, telephone numbers, and terms of assignment; a copy of all proposals referred to the committee, instructions, or material that may be useful to that committee; deadlines and dates for actions referred to each committee. This responsibility extends to both standing and special committees;
 - c) Provide the Chair of each committee with deadlines and dates for taking certain actions;
 - d) Track progress of committees and task forces in response to proposals and action items;
 - e) Obtain a report from each committee prior to each Board Meeting;
4. Functions Relevant to Society in general:
 - a) Carry on the official correspondence of the organization as directed, except correspondence assigned to other officers;
 - b) Maintain a correspondence file;
 - c) Assist the President as necessary in all society activities;
 - d) Accept the nominations for various classes of membership;
 - e) Provide those denied membership with a written statement of the reasons for the action of the Board of Directors;
 - f) Present to the Board of Directors the name of those members charged with conduct warranting termination of membership and:
 - i) Present to the accused member a copy of the charges and time to present a defense to the Board of Directors;
 - ii) Present to the accused member a written statement of the Board's final decision;
 - g) Give notice to any member failing to make full payment of dues or assessments within allotted time frame and remove delinquent members from membership roster;
 - h) Provide a copy of Administrative Regulations to any Society member when requested in writing;
 - i) Accept proposed amendments of the Administrative Regulations from membership;
 - j) Accept presentation of proposed amendments of Bylaws from membership;
 - k) Communicate and/or provide data relevant to Society to the Historian.

Position Description – Treasurer

The Treasurer of the Women’s Dermatologic Society is the principle accounting and financial officer of the Society. The Treasurer has responsibility for keeping an accurate financial record of the collection, safekeeping, and expenditure of all funds of the Society.

The Treasurer works under the direction of the President. She/he is nominated by the Nominating Committee and elected by a vote of the Board to serve a term of approximately three years. The Treasurer is an ex-officio member of the Board of Directors and an ex-officio advisory member of all Society committees.

In the event of a vacancy in the office of Treasurer, the Board of Directors shall appoint an interim Treasurer to serve for the remainder of the term. While the Executive Director may perform some of the administrative duties ascribed to the post of Treasurer, the Treasurer has ultimate responsibility for ensuring that the following duties are properly carried out. The duties of the Treasurer include, but are not limited to:

1. Developing an Annual Budget:
 - a) Maintain a record of the collection of all dues and contributions to the WDS;
 - b) Maintain a record of all WDS-related expenditures;
 - c) Request from all Officers and Committees a record of WDS-related expenditures during the current year;
 - d) Request from all Officers and Committees an estimate of WDS-related expenditures for the coming year;
 - e) Develop and maintain a reporting mechanism for expenditures for the past year(s);
 - f) Develop a list of projected expenses for the coming year in conjunction with Officers and Committees;
 - g) Report to the Executive Committee in case of budget overdrafts;
 - h) Provide a budgetary account to the Audit Committee for review annually;
2. Functions Relevant to Board of Directors Meetings:
 - a) Present the Annual Budget, including expenditures for the past and coming years;
 - b) Summarize the financial health of the organization including a review of investment expenditures and income;
3. Relationships to Committees, Task Forces, and Councils:
 - a) Serve as a liaison from the Board and President to committees, task forces, and councils, and serve as an ex-officio advisory member to all Committees;
 - b) Work with each committee, task force, and council to prepare an accurate record of past and projected expenditures to be presented at Board Meetings, to be included in the Annual Budget and presented at Board Meetings;
 - c) Work with the Finance Committee to develop an investment strategy for the Society.

Position Description – Historian

The Historian of the Women’s Dermatology Society has responsibility for archiving and preserving our organizational history. She/he is nominated by the Nominating Committee and elected by the Society to serve a term of approximately three years. The Historian shall provide for the maintenance and safe-keeping of all archives, including materials relating to the Society which may have substantial historical value to the Society and shall, in general, perform all duties and exercise all powers which are by law or customary parliamentary practice incident to the office of Historian. She/he shall attend all meetings of the Board and is an honorary officer of the Society. She/he shall not have the power to propose or second motions, to vote or to preside at any meeting of the Board of Directors. The Historian serves as the keeper of our institutional memory. As such, her/his duties include, but are not limited to, the preservation and safeguarding of data, history, and memorabilia as described below:

1. Data relevant to the Society should be collected and maintained, including:
 - a) Organizational history: Annual summation of names and terms of officers, Board Members, committee members, speakers, honorary members; Annual Meeting Luncheon including number of members (and types) and non-members attending, financial aspects of luncheon, speakers, awards, summation statement of each President for term in office, newsletters, and curriculum vitae of each member of the Executive Board;
 - b) Demographic trends: the number of members, number of attendees at Society meetings, dues structures;
 - c) Award recipients:
 - i) Rose Hirschler Award recipients, including nominating letters and introductory speeches;
 - ii) Mentorship Award recipients, and individuals who served as Mentors in this program including progress reports submitted by award recipients after completion of their studies;
 - iii) President’s Award;
 - iv) Bergfeld Award;
 - v) Any other Women’s Dermatologic Society awards.
2. History relevant to the Society should be chronicled by:
 - a) Transcribing the history of the Rose Hirschler Award and of Rose Hirschler;
 - b) Recording major milestones in the history of the Society;
 - c) Summarizing the major accomplishments of each year;
 - d) Contributing a yearly column to the WDS newsletter and/or an alternate vehicle for publication or distribution detailing some aspect of the Society’s history.
3. Memorabilia relevant to the Society’s programs should be collected and maintained, including: photographs, videotapes, programs, correspondence or documents with historical value, and other tangible items suitable for inclusion. The Historian may recruit photographers from the Society membership to preserve photographic memories of Society functions and events.

The task of collecting, assembling, and maintaining data, history, and memorabilia as described above should be performed in conjunction with the officers of the Society and the Executive Director. These materials should be updated as necessary to maintain a complete and up-to-date historical context for our Society. Except for current year materials, these should be housed at a location designated by the

Historian.

Position Description – Member, Board of Directors

Each year, four Directors are nominated by the Nominating Committee and elected by a vote of the Society to serve a term of approximately 4 years. The 16 Directors and the officers of the Women’s Dermatologic Society constitute the Board of Directors of the Society. A meeting quorum is 50% of the Directors including ex-officio members. An International Representative, Young Physician Representative and Resident/Fellow Representative shall be ex-officio non-voting members of the Board.

The Board of Directors shall pass on the nominations of all new Directors, officers and ex-officio members of the Board prior to review and vote by the general membership. The Board of Directors must approve or disapprove an applicant’s membership application to the Women’s Dermatologic Society and termination of any membership. The Board of Directors determines annual dues and may recommend Bylaws changes. The Board of Directors may amend the Administrative Regulations at any meeting by a 2/3 vote. The Board of Directors may create, appoint, and/or terminate committees.

Each Director should be an active member of at least one committee of the Women’s Dermatologic Society. Directors are expected to participate in teleconferencing meetings as called by the President or committee chairs during the year. It is expected that each Director will attend all meetings of the Board of Directors. If a Director is unable to attend a given Board of Directors meeting, he/she should notify the President and Executive Director prior to the meeting. If a Director does not attend 2 consecutive biannual Board of Directors meetings, her/his status will be reviewed by the Executive Committee. The Executive Committee may after review, recommend to the Board that the Director resign or that her/his status as active Director continue. A Director who does not attend 3 consecutive biannual meetings of the Board of Directors will be removed from further service on the Board unless a majority of the Board of Directors votes to excuse his/her absences because of extenuating circumstances.

Directors are expected to be ambassadors for the Women’s Dermatologic Society in their professional communities and to encourage new members to join as well as to become active in the Society.

Position Description – Parliamentarian

In accordance with Article VII, Section 2, at the discretion of the President a Parliamentarian may be named for a term of approximately one year, renewable annually. She/he shall be nominated by the President and elected by the majority of the Board. She/he shall attend all meetings and serve as a non-voting member of the Board of Directors. He/she shall not have the power to propose or second motions, to vote, or to preside at any meeting of the Board of Directors. The Parliamentarian shall serve as a source of information on Parliamentary Procedure, but has no authority to make rulings or to enforce them. The Parliamentarian shall assist the President, or the presiding officer, in keeping track of procedural problems and details. The Parliamentarian may also aid and advise the governing board, committees, members, and

staff members.

Position Description – Young Physician Representative

A Young Physician Representative shall be selected by the President and approved by the Board of Directors. The President may wish to work with AAD/AADA Young Physician Committee in selecting this individual to maximize communication about WDS with Young Physicians. The Young Physician representative shall serve as a non-voting, ex-officio member of the Board of Directors.

Position Description – Residents/Fellows Representative

The Residents/Fellows Representative shall be selected by the President and approved by the Board of Directors. The President may wish to work with AAD/AADA Residents/Fellows Committee in selecting this individual to maximize communication about WDS with Resident/Fellows. The Residents/Fellows Representative shall serve as a non-voting, ex-officio member of the Board of Directors.

Position Description – International Representative

The International Representative shall be selected by the President and approved by the Board of Directors. The President may wish to work with AAD/AADA Committee on International Affairs in selecting this individual to maximize communication about WDS with international dermatologists. The International Representative shall serve as a non-voting, ex-officio member of the Board of Directors.

Position Description – Committee Chairs

Committee Chairs shall insure that the work of their committee is accomplished as outlined in the Administration Regulations and as tasked to their committee by the Board of Directors. The Chair is also responsible to submit reports to the Board of Directors for review and consideration as appropriate.

Position Description – Committee Members

Committee members have a responsibility to participate in the work of their committee. Committee members are expected to RSVP regarding their participation for committee meetings. If a committee member misses three or more meetings of the committee (face-to-face, conference call, or electronic), that member may be asked to step down from the committee.

Academic Dermatologists Committee

Mission Statement

- 1) To identify and consolidate national efforts focusing on recruitment of women dermatologists into the academic field
- 2) To identify and address common needs and specific concerns among women in academic dermatology
- 3) To create programs that will provide junior and mid-career women in the academic field with the necessary tools to achieve career-long mastery of leadership, managerial and negotiation skills
- 4) To provide scientific support to the “Resident and Young Dermatologist Academic Research Grant Program” by establishing a review committee whose members have expertise in a variety of areas within dermatology
- 5) To build and sustain a collaborative network by providing an interactive medium for communication among individuals with common academic interests

Number of Members: At least 6.

Term: 3 years.

Term expires after Annual Business Meeting in final year.

WDS President serves as ex-officio active member.

WDS Secretary and Treasurer serve as ex-officio advisory members.

Annual Meeting Committee

Mission Statement

1. To organize and coordinate all functions relative to the Annual Meeting Luncheon of the Society, held during the annual meeting of the American Academy of Dermatology, including:
 - a) Hospitality: selection of site, food/beverage, seating arrangements;
 - b) Invitations: design and execute for members, honorary members, guests;
 - c) Program (excluding Business Meeting):
 - i) Selection, invitation and introduction of speaker;
 - ii) Facilitation of presentation of awards;
 - iii) Determinations of program content and order, in keeping with organizational goals to provide a forum for developing relationships among women in dermatology and for the exchange of ideas and research relevant to women’s issues;
 - iv) Evaluation of recent programs to guide future planning;
 - d) See Appendix I for suggested timeline.

Number of Members: At least 6; renewable for one extra year; an individual from the future city site of the AAD annual meeting shall be added to the committee at least two years prior to the meeting being held in that city.

Term: 3 years.

A Chair-elect will be appointed in the 2nd or 3rd year of term.

WDS President and Vice President serve as ex-officio active members.

WDS Secretary and Treasurer serve as ex-officio advisory members.

Audit Committee

Mission Statement

1. To conduct an independent review of the finances of the Society, and to report the findings of this review to the Board of Directors at the Annual Business Meeting of the Board;
2. To oversee the organization, disposition and investment of the monies of the Society, including designated funds for specific activities, such as the annual Rose Hirschler Award and the Mentorship Program;
3. To insure that optimal investment opportunities for the monies of the Society are pursued and achieved by reviewing investment reports on a quarterly basis;
4. To verify that sufficient monies are held in reserve to fund the regular operations of the Society should a lapse in income occur.
5. To work with a Certified Public Accountant (CPA) as part of the independent review process.

Number of Members: 4.

Term: 3 years, renewable

Term expires after Annual Business Meeting in final year.

WDS Treasurer serves as ex-officio active member.

WDS President and Secretary serve as ex-officio advisory members.

(NOTE: changes in the composition of this committee are pending; under evaluation 2/3/08)

Awards Committee

Mission Statement

1. To solicit recommendations, to evaluate candidates, and to present to the Board of Directors for approval the name of the most deserving individual to receive the annual Rose Hirschler Award:
 - a) This award is presented annually by the Women's Dermatologic Society to physicians chosen for having made significant contributions to medicine and dermatology and who, by their achievement, have served to enhance the role of women in the dermatologic specialty;
 - b) Nominations should include a letter of nomination, a brief biographical summary emphasizing the reasons why the nominee should receive the award and a curriculum vitae of the candidate;
2. To select the recipient of the WDS Mentor of the Year Award from a list of candidates proposed by the Mentorship Committee;
3. To identify potential recipients of at least the following Special Recognition Awards when appropriate, and to present both the proposed award and the proposed recipient to the Board of Directors for approval: Everett C. Fox MD Lectureship, Clark W. Finnerud Award, and Practitioner of the Year Award. The following other awards may also have potential recipients identified: Excellence in Education Award, Clarence S. Livingood MD Lectureship, Marion S. Sulzberger, MD Memorial Award and Lectureship, Discovery Award, and William Montagna Lectureship. The Executive Director will update appendices II-XI each year as to deadline and past recipients;
4. To arrange for presentation of these Awards at the Annual Meeting Luncheon of the Society.

Number of Members: At least 6.

Term: 3 years.

Term expires after Annual Business Meeting in final year.

Committee members are not eligible to be nominated by this committee as candidates for any of these awards.

WDS President serves as ex-officio active member.

WDS Secretary and Treasurer serve as ex-officio advisory members.

Bylaws Committee

Mission Statement

1. To review all motions for amendments of the Bylaws or Administrative Regulations as may be referred to it by the Board of Directors;
2. To report its recommendations back to the Board on proposed Bylaws or Administrative Regulations changes at the next meeting of the Board after the motion to amend the Bylaws was submitted to the Committee;
3. The Committee will submit its recommendations to the Board of Directors and the general membership for voting on the proposed Bylaws or Administrative Regulations changes according to the Bylaws and Administrative Regulations of the Society.

Number of Members: At least 6.

Term: 3 years, renewable.

Term expires after Annual Business Meeting in final year.

WDS President, Treasurer, and Secretary serve as ex-officio advisory members.

Career Development Committee

Mission Statement

1. To promote and foster on-going professional development opportunities for WDS membership
2. Promote career development opportunities throughout the WDS
3. To make recommendations of recipients to receive Career Development Awards

The Career Development Awards

The goal of Career Development Awards Program is to provide WDS members with opportunities to enhance their career development through participating in “hands-on” training or other educational activities. This program provides financial support for members to acquire specific skills to enhance professional development.

Nomination Guidelines and Criteria for Selection

1. Awards will be made for specific educational programs to individual members.
2. A minimum of three years of continuous WDS post-residency membership is a pre-requisite for application.
3. Awards will be designated for particular areas of professional skill development, including but not limited to courses on financial development, management, scientific development, technical development and attending educational conferences to apply a specific skill.

4. Criteria for awards will include the merit of the proposal, as well as the perceived need of the applicant to improve her career status. Two letters of reference should be provided; one from potential Peer Expert that defines the content of the apprenticeship with the beginning and ending dates (or letter of reference with documentation of the course) and a letter of recommendation from a WDS Member.
5. Applicants should identify the specific skill(s) they wish to acquire and define an educational program designed to meet the special needs.
6. Awards will be made on a continued basis as funding permits. Applications will be submitted to the Career Development Committee preferably three months prior to the date of apprenticeship. Awardees are expected to attend the Annual Meeting Luncheon to acknowledge receipt of the award unless specifically excused by the Committee Chairman.
7. Awards up to \$10,000 will be granted pending review of the budget.
8. Awardees may request reasonable travel expenses, necessary tuition, and appropriate housing expenses but requests for the purchase of equipment are typically not funded.
9. Awardees will be expected to provide a photo and prepare a brief report for publication in the WDS Newsletter within one month of the conclusion of the Experience.

Number of Members: At least 6.

Term: 3 years.

Term expires after Annual Business Meeting in final year.

WDS President and Treasurer serve as ex-officio advisory members.

Communications/Image Committee

Mission Statement

1. To focus on the image and identity of the Women's Dermatologic Society;
2. To disseminate information regarding the mission, goals, and programs of the Women's Dermatologic Society to members and non-members;
3. To develop a position, description, and criteria for selection of any extra-mural consultant(s) engaged by the Society for the purpose of enhancing communications and public relations for the Society; (The Communications Committee may charge the extra-mural consultant with development of vehicles to promote the Society (such as a brochure or pamphlet) or to enhance communication within the Society. The Communications Committee, with the approval of the Board, will negotiate contracts with any consultants for services rendered and fee schedules.)
4. To coordinate with the Executive Director and appropriate Society committees the dissemination of information about missions, goals, and programs of the Society to other organizations with interest in the Society, such as other professional organizations, patient support groups, groups affiliated with residency education, or organizations with connections to our specialty;
5. To suggest and explore alternate technologies for distribution of information about the Society;
6. To develop an annual budget for the Communications Committee including any fees associated with consultant contracts, costs of any vehicles developed and distributed, and fees associated with technology for approval by the Board of Directors;
7. To have the Chair of the Communications/Image Committee be a non-voting ex-officio member of the Executive Committee to allow knowledge of WDS activities.

Number of Members: At least 6.

Term: 3 years.

Term expires after Annual Business Meeting in final year.

WDS Historian serves as ex-officio active member.

WDS President, Secretary and Treasurer serve as ex-officio advisory members.

Editorial Board

Mission Statement

1. The Editorial Board shall hold responsibility for production of the WDS newsletter;
2. The purpose of the newsletter is to inform the WDS membership about Society functions and events, as well as the professional accomplishments of its membership;
3. The Editorial Board will oversee the creation, publication, and distribution of a newsletter to inform members about the Society;
4. Responsibilities include:
 - a) To supervise newsletter content and policy;
 - b) To ascertain and publish information on professional awards, honors and/or positions of responsibility awarded to WDS members;
 - c) To determine format of newsletter;
 - d) To determine frequency of publication;
5. To have the Chair of the Editorial Board be a non-voting ex-officio member of the Executive Committee to allow knowledge of WDS activities.

Number of Members: At least 6.

Term: 3 years; renewable x 1 year term.

A Chair-elect will be appointed within the 2nd or 3rd year of 3-year term.

WDS President serves as ex-officio active member.

WDS Secretary and Treasurer serve as ex-officio advisory members.

Ethics Committee

Mission Statement

1. To review any issues of concern delegated to the committee by the Board of Directors.
2. To assist in any issues or discussion of membership termination.
3. To value the highest ethical standards.
4. To apprise the Executive Committee of any ethical matters that may affect the operations of the WDS

Number of Members: At least 6.

Term: 3 years; renewable.

The Immediate Past-President serves as an ex-officio officer.

Executive Committee

Establishment, Authority and Method of Operating

1. **Establishment and Composition.** In accordance with Article XI, Section 1 of the Bylaws of the Society, the Board of Directors is authorized to establish an Executive Committee. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past-President, and two elected Directors designated by the Board of Directors. The usual practice shall be to designate an individual during her or his third year of service as an elected Director, and to retain

that individual for a second consecutive year on the Executive Committee during his or her fourth year as an elected director. In no event shall any individual serve on the Executive Committee as elected director for more than 2 years during any 4-year term as an elected director. The Board of Directors is also authorized to designate the Executive Director as an advisory member of the Executive Committee without vote and the Fundraising Committee Chair, the Newsletter Editor, the Communications/Image Chair, and the Past-Presidents' Advisory Committee Chair as ex-officio non-voting members.

2. **Authority.** The Executive Committee shall have and exercise the full authority of the Board of Directors in the management of the Society when the Board of Directors is not in session. Decisions made by the Executive Committee may be implemented immediately if required, but are still subject to review by the full Board of Directors at its next regularly scheduled meeting. The Executive Committee shall not have the authority of the Board of Directors with respect to:
 - a) Amending the Bylaws of the Society;
 - b) Amending the Administrative Regulations of the Society;
 - c) Adopting a plan of merger or consolidation with another corporation;
 - d) Authorizing the voluntary dissolution of the Society or revoking proceedings therefore;
 - e) Adopting a plan for the distribution of assets of the Society should the Society be dissolved;
 - f) Electing members of the Society;
 - g) Appointing or removing any officer or director of the Society or any member of the Executive Committee;
 - h) Altering, amending, or rescinding any action of the Board of Director's without the express prior authorization of the full Board of Directors to do so.
3. The Executive Committee shall act only in the intervals between meetings of the Board of Directors, and shall be subject at all times to the control and direction of the Board.
4. **Duties:** The Executive Committee shall be responsible for the management of the Society when the Board of Directors is not in session. In particular, the Executive Committee shall be responsible for supervising and directing the activities of all committees of the Society.
5. **Method of Operating:** Meetings of the Executive Committee may be called by the President or any three members of the Committee upon five days' notice being given to each Committee member. A majority of the members of the Executive Committee then in office shall constitute a quorum for the transaction of business at any meeting thereof. All action of the Executive Committee must be approved by a two-thirds vote of the voting members present at a duly called and constituted meeting of the Executive Committee.
6. **Reports to the Board of Directors:** Minutes of all Executive Committee meetings shall be kept. At the next meeting of the Board of Directors a report of all Executive Committee meetings shall be made to the Board.
7. **Responsibility of the Board of Directors Relative to the Executive Committee:** The establishment and appointment of the Executive Committee and the delegation thereto of the authority described

above shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or her or him by law or by the Bylaws of the Society.

Fundraising Committee

Mission Statement

1. To solicit funds to support the education and career development endeavors of the Society. Duties include: soliciting funds for Annual Meeting Luncheon speaker, newsletter, career development conference, career development awards, leadership awards, mentorship awards, and special recognition awards as well as other WDS programs not specified above;
2. To have the Chair of the Fundraising Committee be an ex-officio non-voting member of the Executive Committee to understand the sponsorship needs of the Society.

Number of Members: At least 6.

Term: 3 years.

Term expires after Annual Business Meeting in final year; renewable.

A Chair-elect will be chosen in the 2nd or 3rd year of 3-year term.

WDS Vice President and Treasurer serve as ex-officio active member.

WDS President and Secretary serve as ex-officio advisory members.

International Affairs Committee

Mission Statement

1. To increase our understanding and appreciation of the role of women dermatologists in all countries and to foster networking and an exchange of ideas amongst women dermatologists on an international level;
2. To select each year the International Travel Awardees and to review the support for these awards;
3. To facilitate the International Women's Retreat in conjunction with the World Congress of Dermatology.

Number of Members: At least 6.

Term: 3 years; renewable.

WDS Secretary and Treasurer serve as ex-officio advisory members.

The EuWDS will be asked to have a member of their leadership structure join the committee. This individual should be a member of the WDS.

Long-Range Planning Committee

Mission Statement

To formulate and communicate the mission and the long-term goals of the Society to the WDS leadership by:

1. Serving in an advisory capacity to the President and Board of Directors regarding issues of importance to the mission and long-term goals of the Society;
2. Reviewing and evaluating the activities of the Society in the context of the overall mission and goals of the Society;
3. Researching, deliberating, discussing, and reporting to the Board of Directors, for their consideration, recommendations regarding such issues and activities, as appropriate;
4. Organizing and conducting periodically a retreat of the Officers and Board of Directors to facilitate long-range planning regarding goal identification and/or implementation.

Number of Members: At least 6 (Committee members should be past officers, Board Members or committee chairs).

Term: 3 years.

Chair: WDS Vice President.

Term expires after Annual Business Meeting in final year.

WDS President, Secretary and Immediate Past-President serve as ex-officio active members.

WDS Treasurer serves as ex-officio advisory member.

Medical Student Awareness Program Committee

Mission Statement

1. Increase awareness of dermatology as a profession amongst medical students.
2. Target medical students in schools that lack a division or department of dermatology.
3. Enhance mentorship of medical students by dermatologists who are members of the WDS.

Eligibility and Selection Criteria

1. Medical student in good standing at an accredited U.S. Medical School (as well as accredited medical school in Canada, Puerto Rico, or the U.S. Virgin Islands).
2. Must be in first, second or third year of medical school. Preference will be given to first- and second-year students.
3. Targeted toward students without Dermatology Departments or Divisions in their medical school.
4. Targeted toward students who are underrepresented in the specialty of dermatology.
5. Preference will be given to students who partner with a WDS member.
6. The medical student and dermatologist may not be from the same institution.
7. The medical student or dermatologist must be a woman.
8. The desired program must be in general dermatology. The setting may be private practice or academic.
9. A written summary of the experience is mandatory for possible publication in the WDS newsletter.
10. The program should be completed within one year of the application.

Number of Members: At least 6.

Term: 3 years; chair may serve for an additional (4th) year.

Term of Chair: 2 years (chosen from committee members who are in their 2nd or 3rd year of service).

Term expires after Annual Business Meeting in final year.

WDS President, Secretary and Treasurer serve as ex-officio advisory members.

Membership Committee

Mission Statement

1. To review and evaluate all properly filed applications for membership to the Society and to report the results of this review to the Board of Directors for their approval at twice yearly Board Meetings;
2. To present the list of approved new members to the membership at the Annual Business Meeting of the Society;
3. To identify and recruit new members to the Society, by means deemed to be appropriate by the committee;
4. To determine appropriate categories for individual membership, based on the current Bylaws of the Society;
5. To update the membership rolls, including expulsion from the Society of members who violate the Bylaws through non-payment of dues, and to report the current membership demographics to the Board of Directors and to the general membership at the Annual Business Meeting of the Society;
6. To publish or make available an updated membership directory every two years.

Number of Members: At least 6.

Term: 3 years.

Term expires after Annual Business Meeting in final year.

WDS Secretary serves as ex-officio active members.

WDS President and Treasurer serve as ex-officio non-voting members.

Mentorship Committee

Mission Statement

1. To promote the concept of mentorship within the WDS;
2. To promote the establishment of long-term relationships between mentors and mentees, promoting projects with a clearly discernable plan to help with career development;
3. To administer the WDS Mentorship awards, including:
 - a) Sending out application forms;
 - b) Reviewing applicants;
 - c) Selecting awardees prior to the Annual Meeting Luncheon;
 - d) Announcing awardees at the Annual Meeting Luncheon in a format designated by the Annual Meeting Committee;
4. To provide the Awards Committee with the names of the candidates for the “WDS Mentor of the Year” Award.

Mentorship Award Guidelines – to be included in the application packet:

1. The Award

WDS Mentorship Awards are granted for the purpose of helping young dermatologists become leaders in their field by acquiring additional academic and leadership skills which might not be available at their training institutions.

2. Criteria

- a) Mentor and applicant may not be from the same institution.
- b) Funding may not exceed \$3,000.
- c) Mentor to provide written acceptance of applicant, as well as the approval of time frame and budget.
- d) Academic/leadership potential is apparent, either from the applicant or from his/her department chair.

- e) Budget may not include such items as software, books, laboratory materials, insurance.
- f) Applicant's work is to be with one or two specific mentors, not with an entire department.

3. Selection Guidelines

- a) The mentor or the applicant must be a woman.
- b) Travel expenses will only be considered if it is necessary to provide a unique mentorship opportunity.
- c) Preference is given to mentors or applicants who are WDS members.
- d) Mentorship experience is not part of the training required for eligibility to sit for the American Board of Dermatology qualifying examination.

4. Requirements

- a) A copy of these guidelines must accompany the application packet in order for the applicant to be aware of the process.
- b) If an approved mentorship project cannot be completed as originally proposed, the awardee must immediately contact the Chair of the Mentorship Committee. Arrangements will be made to return award or change to an alternative project approved by the Committee.
- c) Once the mentee has completed the approved project, the mentee is required to write a letter of acknowledgement to the sponsoring organization.
- d) Requirements for the Mentor of the Year Award to be developed.

WDS Mentor of the Year

Guidelines for selection:

1. The Mentor of the Year is selected annually by the WDS Mentorship Committee.
2. The Mentorship Committee makes its selection in the summer and submits it to the Awards Committee by the fall for approval. The Executive Committee then must approve the nominee submitted by the Awards Committee.
3. The Mentor of the Year must be a WDS Member in good standing.
4. The Mentor of the Year shall be an individual who demonstrates the competencies and qualities expected of a mentor and stands above all others in his/her abilities serving as a mentor.
5. The Mentor of the Year meets all requirements and expectations of the WDS Mentorship Program in serving as a mentor.
6. The Mentor of the Year is recognized at the Annual Meeting Luncheon.

Number of Members: At least 6.

Term: 3 years; chair may serve for an additional (4th or 5th) year.

Term of Chair: 2 years (chosen from committee members who are in their 2nd or 3rd year of service).

Term expires after Annual Business Meeting in final year.

WDS President, Secretary and Treasurer serve as ex-officio advisory members.

Networking Committee

Mission Statement

1. To promote the development of networking relationships among the members of the Society;

2. To facilitate the development of mutually beneficial mentoring relationships between senior and junior members of the Society;
3. To create opportunities that will foster the career and personal development of members of the Society.

Duties

1. To assist the nominating committee in developing and maintaining a list of eligible women dermatologists for potential positions in the WDS and AAD;
2. To oversee WDS Networking Receptions held during the Annual and Summer AAD meetings;
3. To review and approve applications for local networking receptions to be hosted by WDS members, and for networking receptions to be held at meetings of other professional organizations (such as the Atlantic Dermatologic Association, American Society of Dermatologic Surgeons, Pacific Dermatologic Association, etc.);

Number of Members: At least 8.

Term: 3 years; chair may serve for an additional (4th or 5th) year.

Term of Chair: 2 years.

Term expires after Annual Business Meeting in final year.

WDS President, Vice President, Treasurer, Secretary, Past-President and Past-Committee Chair serve as ex-officio advisory members.

Nominating Committee

Mission Statement

1. The Nominating Committee should remain independent of the Board of Directors to maintain a balance of power.
2. The Nominating Committee should consist of previous officers and/or members of the Board of Directors as these individuals have institutional memory.

The responsibilities of the committee include:

1. To solicit suggestions of potential nominees from individuals actively involved in WDS, from chairs of WDS committees and from “call for nominations” announced in the newsletter. (The Nominating Committee Chair should receive any letters in support of an individual’s nomination submitted by WDS members. In addition, the Nominating Committee should receive copies of all biannual reports that each committee prepares for the Board of Directors. The Nominating Committee members shall be listed in each issue of the newsletter as a means of encouraging nominations.);
2. To screen and evaluate potential nominees on the basis of professional, scholarly, and administrative skills and to ensure a mix of academicians and private practitioners. (Nominees to the Board of Directors should have previous WDS committee experience and/or have demonstrated active participation in WDS programs. Diverse geographic representation should also be sought for the officers and Board Members. To assist the committee in achieving this goal, a list of current officers and Board of Director members and the length of their term will be provided by the Executive Director.);

3. To nominate at least one candidate for each position on the Board of Directors to be filled in the next election of Directors. (A slate of alphabetically listed nominees, that includes 4 alternates, should be established by a conference call of the Nominating Committee. All candidates must be approved by a majority vote of the Committee. Nominees should be designated at least 4 months prior to the Annual Business Meeting. The Board of Directors will then confirm or reject each potential nominee by a simple majority vote at least 90 days prior to the Annual Business Meeting. A final slate of nominees (one nominee for each retiring Director) will be determined by the Nominating Committee and the committee will contact these nominees to determine their willingness to serve. The general membership will be informed at least 30 days prior to the Annual Business Meeting of the final list of nominees. This list of nominees will be presented by the Chair of the Nominating Committee or designee to the general membership at the Annual Business Meeting of the membership. If approved by the general membership, the newly elected Directors will assume positions on the Board following the Annual Business Meeting.);
4. To present a nominee for President and a nominee for Vice President to the Board of Directors annually, at least three months prior to the Annual Business Meeting, for their approval by a simple majority vote. (If approved by the Board, the membership will be informed at least 30 days prior to the Annual Business Meeting and a vote shall be taken at the Annual Business Meeting.);
5. To present a slate of nominees for Secretary, Treasurer and Historian to the Board of Directors in any given year in which the current holder of the office term will expire at the next Annual Business Meeting; (This presentation should be made at least 3 months prior to the Annual Business Meeting for their acceptance by a simple majority vote. If a majority vote is obtained, the membership will be informed at least 30 days prior to the Annual Business Meeting and vote taken at the Annual Business Meeting);
6. To provide candidates to the WDS President for consideration for nomination by the WDS for the offices of President, Vice President, and Board of Directors of the AAD.
7. To present, upon request, nominees to the Board of Directors to fill the unexpired term of those vacancies on the Board of Directors not due to expire at the next Annual Business Meeting. These nominees can be drawn from the slate of potential nominees previously approved by the Board of Directors (see above), but not selected by the Nominating Committee for the final slate of officers.
8. To nominate Members of the Board of Directors for the Women's Dermatologic Society Foundation. In the first year of the Foundation, this committee will nominate 8 Foundation Board Members: two with terms expiring in 3 years, and 3 each with terms expiring in 2 and 1 yr(s), respectively. In the next and all subsequent years, the committee will nominate 2 candidates for a term of 3 years. All of these nominees will be subject to approval by the WDS Board of Directors. An additional Board Member with a term of 3 years shall be selected by the Foundation Board of Directors.

Nominee Qualifications for WDS Officers and WDS Board of Directors:

Highest professional, scholarly, and administrative skills, selected with due regard for geographic representation, not including incumbent members of the Board; nominees' previous service to the Society to include, at a minimum, chairing of a committee or other significant contribution to the Society.

Nominee Qualifications for WDS Foundation Board of Directors

Candidates are desired who have experience in fundraising. Society officers, such as the Treasurer and/or Vice President, and Committee Chairs, such as the Chair of the Fundraising Committee may concurrently serve on the Foundation Board. Terms of service are renewable, but not to exceed 3 consecutive terms.

Qualifications for Nominating Committee members: Highest professional, scholarly, and administrative skills, selected with due regard for geographic representation, not including incumbent members of the Board; should possess experience as past officer, Board Member or committee chair of the Society.

Committee members are not eligible to be nominated by this committee for WDS office or to be a member of the WDS Board of Directors.

After a period of five years from incorporation of the WDS Foundation, committee members would not be eligible to serve on the WDS Foundation Board of Directors.

Term: 3 years.

Chair: One member starting third year of service, designated by the President. Term expires after Annual Business Meeting in final year.

Past Presidents' Advisory Committee

Mission Statement

1. To support and advise the President, Executive Committee, and Board of Directors;
2. To ensure that WDS leadership maintains continuity of our Mission;
3. To serve as historic memory for the Society;

Number of Members: At least 6 active Past-Presidents appointed by the President/President-elect.

Term: 5 years.

Term of Chair: 1 year (Chair to serve as ex-officio member of the Executive Committee).

Term expires after Annual Business Meeting.

Service Committee

Mission Statement

1. To be a resource of information about dermatologic health and to develop and foster the growth of service among members of the WDS
2. To encourage the spirit of volunteerism
3. To identify, develop guidelines, and implement programs that educate the public about skin health

Committee is responsible for implementing community outreach projects as determined by the WDS Board of Directors. Projects may be conducted under the WDS or the WDS Foundation.

Number of Members: At least 6

Term: 3 years; renewable

Term of Chair: 3 years

WDS President serves as an ex-officio advisory member

Website Committee

Mission Statement

1. The purpose of the WDS website is to inform the WDS membership about Society functions and events, and to facilitate membership applications to the WDS;
2. The Website Committee shall hold responsibility for format and content of the WDS website;

Number of Members: At least 6

Term: 3 years.

Communications/Image Committee Chair and Editorial Board Chair serve as ex-officio members.

Secretary serves as ex-officio active member.

The WDS President and Treasurer serve as ex-officio non-voting members.

Women Dermatologic Surgeons Committee

Mission Statement

The Women Dermatologic Surgeons Committee aims to optimize the professional success, leadership potential, and personal growth of female dermatologic surgeons.

Goals:

1. To establish a network of female dermatologic surgeons to share ideas, experiences, concerns, questions, or other topics
2. To establish a mentorship program for women interested in pursuing or furthering a career in dermatologic surgery
3. To establish a forum which includes female leaders in dermatologic surgery (who serve as role models to young physicians) with an emphasis on mentoring
4. Serve as a resource to WDS membership on current issues pertaining to training and career development in dermatologic surgery
5. To identify, foster, and promote female leaders in dermatologic surgery
6. To facilitate networking and fellowship among women in all dermatologic surgical organizations

Number of Members: At least 6 selected by the WDS President

Term: 3 years

Term of Chair: 3 years appointed by WDS President

Term expires after the Annual Business Meeting

WDS President serves as ex-officio active member. A Mohs representative may be designated to serve on the committee by the WDS President.

Revised: February 2001, March 3, 2001
Revised: March 4, 2001
Revised: July 29, 2001
Revised: February 3, 2003
Revised: March 23, 2003

Revised: February 20, 2003
Revised: March 5, 2006
Revised: February 3, 2007
Updated: December 20, 2007
Revised/Last Adopted: February 1, 2008

WDS ANNUAL MEMBERSHIP DUES:

The dues are set by the Board of Directors.

Categories of Membership	Annual Dues
Active	\$100
Associate	\$100
Resident	None
Post-Residency (1st year)	\$50
Life	None
Honorary	None
Corporate	\$100
Affiliate/International	\$100
International e-member	\$50
International Resident e-member	None
Joint Eu/WDS member	\$100 (<i>\$50 to EuWDS</i>)

Fiscal year: January-December; Dues of members who join after September 1 will be applied to the following year.

Member Database Mailing List Usage Policy:

The WDS will share its mailing list with selected entities (such as corporate sponsors) under certain conditions:

1. The orders are submitted in writing or electronically with all information completed.
2. Pre-payment is required.
3. The order must include signed agreement to the Terms and Conditions.
4. List orders must include a sample of the letter or other content to be reviewed and approved prior to mailing.
5. The order will be for a one-time use only and list is “seeded” to verify one-time use.
6. Order is approved for mailing by Executive Director.

The WDS shall review mailing list policy internally as an organization with:

1. Fees to be set by the Executive Committee
2. Terms and Conditions may be reviewed by the WDS Executive Committee.
3. Consideration of fee waiver to be done at discretion of Executive Committee.

APPENDIX I

ANNUAL MEETING COMMITTEE TIMETABLE

Date Due	Responsible	Action
6 months out	Cmte Chr	Conference call with cmte members to discuss speaker, theme/topic
6 months out	Cmte	Develop budget for annual meeting to submit to Board
6 months out	Cmte Chr	Contact speakers for availability, fees, etc.
5 months out	Cmte Chr	Confirm with cmte choice of speaker
5 months out	Staff	Submit invitation for layout
5 months out	Staff	Create registration form for newsletter
5 months out	Staff	Coordinate article with newsletter editor (or have a cmte mbr write??)
5 months out	Staff	Coordinate Annual Business Meeting announcement for pub in newsletter
5 months out	Cmte/Staff	Send selected speaker guidelines, request for information for announcements
4 months out	Exec Cmte	Approve invitations
4 months out	Staff	Coordinate printing and mailing
4 months out	Staff	Send menus, AV, room set-up info to cmte for input
4 months out	Staff	Begin meeting registration –create confirmation ltr, tickets, flyer for social event
4 months out	Staff	Send information and photos to Dermik for mentorship plaques
3 months out	Staff	Finalize menus, AV, room set-up w/ mtgs
3 months out	Staff	Order photographer
2 months out	Staff	Order signs
2 months out	Staff	Order bowls (gifts) for sponsors
2 months out	Staff	Order chocolates (gifts) for mentors
2 months out	Cmte/Staff	Review and develop evaluation forms for meeting
2 months out	Staff	Send confirmations with tickets
2 months out	Staff	Send invitations for corporate sponsors/contributors
2 months out	Staff	Send out requests for table facilitators
1 month out	Cmte	Send annual report to staff
1 month out	Cmte	Confirm schedule for speakers, etc., assign cmte mbrs w/ on-site duties
1 month out	Staff	Send BOD annual meeting schedule
1 month out	Staff	Prepare table facilitators list, coordinate staging of luncheon with production company
1 month out	Staff/Cmte	Assign tables for Board/special guests/table facilitators
1 month out	Staff	Send ltrs with table assignments and reg info to BOD/special guests/table facilitators
1 month out	Staff	Send schedule to Board/Cmte Mbrs and request changes
1 month out	BOD	Respond with changes to schedule
3 weeks out		Last day to register for Luncheon
3 weeks out	Staff	Send out Board packet (binders) and mail out tickets to luncheon attendees
3 weeks out	Staff	Confirm speaker’s schedule, travel, AV requests
3 weeks out	Staff	Confirm Photographer
3 weeks out	Staff	Prepare PowerPoint presentation of scrolling sponsors and program book
3 weeks out	Staff	Prepare certificates for International Travel recipients, outgoing Board & Mentors
3 weeks out	Staff	Prepare registration packets, badges
1 to 2 weeks out	Staff	Ship reg materials, mbrshp apps, newsletters, plaques and certificates, program books
Day of luncheon	Staff	Check room set-up, AV, set-up registration
Day of luncheon	Staff/Cmte	Facilitate awards presentation, photography, table set-up, décor, staging
Day of luncheon	Staff/Cmte	Collect tickets at door, welcome guests, handle f&b coordination
Day of luncheon	Staff	Collect evaluations to be tallied and submit in report to cmte following meeting

APPENDIX II
Women's Dermatologic Society

Nominating Committee Award Information

WDS ROSE HIRSCHLER, MD AWARD

Sponsor/Address: Women's Dermatologic Society, 575 Market Street, Suite 2125, San Francisco, CA 94105

Purpose	Type of Award	Eligibility	Nomination Deadline/Forms
To honor physicians who have made significant contributions to medicine and dermatology, and who by their achievement, have served to enhance the role of women in dermatology.	A \$1,000 award presented at the Annual Meeting Luncheon in addition to an engraved silver bowl.	Any physician.	<p>The call for nominations is announced in the spring of each year and the nomination deadline is August 1.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none">1. A curriculum vitae2. Additional letters of support may also be submitted. <p>The award is presented each year at the Society's Annual Meeting Luncheon in February or March.</p>

WDS ROSE HIRSCHLER AWARD – PREVIOUS RECIPIENTS

1988 – MIRIUM CHANCY REED, MD

1989 – NANCY BURTON ESTERLY, MD

1989 – MARGARET GRAY WOOD, MD

1990 – WALTER B. SHELLEY, MD

1991 – FRANCES J. STORRS, MD

1992 – STEPHANIA JABLONSKA, MD

1993 – MARIE-LOUISE JOHNSON, MD

1995 – RICKY K. SCHACHTER, MD

1996 – WILMA BERGFELD, MD

1997 – VERA PRICE, MD

1998 – ANTOINETTE F. HOOD, MD

1999 – INGA SILBERBERG-SINAKIN, MD

1999 – G. JEANETTE THORBECKE, MD, PhD

2000 – BARBARA A. GILCHREST, MD

2000 – RUTH FREINKEL, MD

2001 – GLORIA GRAHAM, MD

2002 – NIA K. TEREZAKIS, MD

2003 – ELIZABETH MCBURNEY, MD

2004 – RICHARD ODOM, MD

2005 – PATRICIA ENGASSER, MD

2006 – LENORE KAKITA, MD

2007 – E. DORINDA SHELLEY, MD

2008 – JANET HICKMAN, MD

WDS Mentor of the Year Award

Description and Criteria:

The Mentor of the Year is selected annually by the WDS Mentorship Committee. The Mentorship Committee makes its selection in the summer and submits it to the Awards Committee by the fall for approval. The Executive Committee then must approve the nominee submitted by the Awards Committee. The Mentor of the Year must be a WDS Member in good standing. The Mentor of the Year shall be an individual who demonstrates the competencies and qualities expected of a mentor and stands above all others in his/her abilities serving as a mentor. The Mentor of the Year meets all requirements and expectations of the WDS Mentorship Program in serving as a mentor. The Mentor of the Year is recognized at the Annual Meeting Luncheon.

PAST RECIPIENTS:

2003 – Frances J. Storrs, MD

2004 – Vera H. Price, MD

2005 – Ilona J. Frieden, MD

2006 – Amy Paller, MD

2007 – Libby Edwards, MD

2008 – Jean Bologna, MD

WDS International Volunteer Award

Description and Criteria:

The WDS International Volunteer Award recognizes individuals who have contributed significantly to the global health community through exemplary outreach and volunteerism. Award recipients have demonstrated long-term commitment to volunteerism and have made a significant contribution to medical and dermatologic care within underserved and needy populations. Candidates for the WDS International Volunteer Award are selected by the WDS International Affairs Committee and one candidate is recommended to the Awards Committee for approval. A final approval will be made by the WDS Board of Directors. An honorarium may accompany the award, and factors deciding the sum include the meeting location, awardee selected and logistical factors. Award does not have to be given annually and would typically be awarded in conjunction with the year of the World Congress of Dermatology.

PAST RECIPIENTS:

2007 – Barbara Leppard, MD (UK)

WDS Wilma Bergfeld, MD Visionary and Leadership Award

Description and Criteria:

The Wilma Bergfeld, MD Visionary and Leadership Award was created in 2000 at the 25th Anniversary celebration of the WDS to recognize dermatologists of national prominence who have been trailblazers for women in some aspect of our specialty.

The Award is not given on an annual basis, but on such occasion as the Awards Committee and Board of Directors of the Society feel that there is an individual who is especially deserving of this honor.

PAST RECIPIENTS:

2000 – Wilma Bergfeld, MD

2002 – June Robinson, MD

2006 – Antoinette F. Hood, MD

WDS International Pioneer Award for Distinguished Women in Dermatology

Description and Criteria:

The International Pioneer Award for Distinguished Women in Dermatology was developed in 2001. It was first awarded in 2002 and will be awarded every five years to an individual who has made a difference for women in dermatology at a global level. (Award would typically be awarded in conjunction with the year of the World Congress of Dermatology.) The recipient is an individual who has enhanced the role of women in dermatology; has served as mentor or role model for women; has achieved accomplishments that have impacted the specialty of dermatology or medicine; and is recognized as a pioneer or trailblazer for women's issues or women in dermatology.

PAST RECIPIENTS:

2002 – Kazue Ohara, MD, PhD (Japan)

2007 – Marcia Ramos-e-Silva, MD, PhD (Brazil)

AAD Gold Medal Award

The WDS Awards Committee may elect to submit a nomination for the AAD Gold Medal Award. The Gold Medal, the highest award of the Academy, is presented in recognition of outstanding and exceptional service to the specialty of dermatology and substantial impact on the future of the science, teaching and practice of cutaneous medicine. In addition, the award honors an outstanding and exceptional contribution to the administrative aspects of the specialty – nationally or internationally. Gold Medal honorees also are accorded honorary membership in the Academy in recognition of their dedication and life-long commitment to the Academy and its mission.

Additionally, the Awards Committee may elect to nominate individuals for the AAD Volunteer Awards

APPENDIX III
Women's Dermatologic Society

Nominating Committee Award Information

AAD AWARD FOR EXCELLENCE IN EDUCATION

Sponsor/Address: American Academy of Dermatology, 930 E. Woodfield Rd., Schaumburg, IL 60173-4927

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To honor outstanding educational program development at the undergraduate, graduate or continuing medical education levels.	Two \$4,000 awards presented at the Annual Meeting of the Academy: 1. One award to a local state, regional or national professional society or origination. 2. One award to a training dept. or institution	Groups, organizations or institutions that have developed an educational program or programs that contributed uniquely to education excellence in the field of dermatology. Any past, current or ongoing educational effort is eligible. Nominees may not be a commercial or for-profit organization, however, groups using grants from commercial interests are eligible.	<ol style="list-style-type: none"> 1. The organization or institution has demonstrated that a specific program was logically and systematically developed with concern for the needs of the learning audience. 2. Evaluation results and feedback from participants show that the educational effort was a relative success. 3. The program benefited the specialty of dermatology, and therefore contributed in a perceptible way to supporting the educational goals and mission of the AAD. 4. The nominee, whether an institution or an organization, has been involved in or supported dermatologic education for physicians, physicians in training or the public. 	<p>The call for nominations is announced in September each year and the nomination deadline is December 31.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A completed nomination form. 2. No more than three letters of nomination. 3. A brochure or similar description outlining the program (the faculty, learning objectives, etc.). 4. Any available evaluation results, such as summaries of audience perceptions, AAD Category I Summary Evaluation Reports, etc.

2001 Excellence in Education Award Winners (the last year these awards were presented)

Norman Goldstein, MD
University of Hawaii, Manoa
Honolulu, HI

Richard B. Odom, MD
University of California San Francisco School of Medicine
San Francisco, CA

APPENDIX IV
Women's Dermatologic Society

Nominating Committee Award Information

AAD EVERETT C. FOX, MD LECTURESHIP

Sponsor/Address: American Academy of Dermatology, 930 E. Woodfield Rd., Schaumburg, IL 60173-4927

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To honor an outstanding clinical dermatologist.	The selected lecturer will receive a cash award of \$10,000 and present a lecture of approximately 30 minutes at the summer meeting of the Academy.	Any practitioner of dermatology.	<ol style="list-style-type: none"> 1. The individual selected must be a dermatologist. 2. The awardee will be an acknowledged, expert clinician. 3. Emphasis will be placed on selecting a practicing clinical dermatologist regardless of his or her area of practice. 4. There will be no emphasis on any particular age group. 5. The awardee will have proven communication skills. 	<p>The call for nominations is announced in the spring each year and the nomination deadline is generally in the summer.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A curriculum vitae if available. 2. Additional letters of support may also be submitted. 3. Submission Deadline: August

Everett C. Fox, MD Lectureship Awardees

1994 – Harry J. Hurley, MD
 1995 – G. Thomas Jansen, MD
 1996 – William M. Narva, MD
 1997 – Victor D. Newcomer, MD
 1998 – Elizabeth I. McBurney, MD
 1999 – Maria L. Chanco Turner, MD
 2000 – Donald P. Lookingbill, MD
 2001 – Irwin M. Braverman, MD
 2002 – Rex A. Amonette, MD
 2003 – Gloria Graham, MD
 2004 – Jeffrey P. Callen, MD
 2005 – Roy S. Rogers, III, MD

2006 – Samuel L. Moschella, MD
 2007 – William D. James, MD

APPENDIX V
Women's Dermatologic Society

Nominating Committee Award Information

AAD CLARENCE S. LIVINGOOD, MD LECTURESHIP

Sponsor/Address: American Academy of Dermatology, 930 E. Woodfield Rd., Schaumburg, IL 60173-4927

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To present views on broader issues of dermatology.	The selected lecturer will receive a cash award, the amount of which is determined by the Trustees of the Livingood Lectureship and Education Fund, but which will not be less than \$5,000. The recipient will present a lecture of approximately 30 minutes at the Annual Meeting of the Academy.	The recipient need not be a dermatologist or a physician. The Committee may consider, in addition to physicians, health policy experts, medical ethicists, social/medical philosophers, theologians, etc.	<ol style="list-style-type: none"> 1. The lecture should present views on the broader issues of dermatology to include organizational aspects, socioeconomic issues, ethics, concepts and features specific to the specialty of dermatology, professionalism and the "art" of dermatology. 2. The recipient should be a recognized expert in the area or issue to be presented. 3. The recipient must have excellent and proven communication skills. 	<p>The call for nominations is generally announced in the fall each year and the recipient will be selected by the Named Lectureship Committee and presented to the Scientific Assembly Council for approval at the Annual Meeting Planning Meeting which is held in the spring of the year prior to the presentation of the lecture.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A curriculum vitae if available. 2. Additional letters of support may also be submitted. 3. Submission Deadline: December 1, 2008

Clarence S. Livingood, MD Lectureship Awardees

- | | |
|--------------------------------------|-----------------------------------|
| 1993 – John S. Strauss, MD | 2006 – Steven R. Feldman, MD, PhD |
| 1994 – Irwin M. Freedberg, MD | 2007 – Antoinette F. Hood, MD |
| 1995 – M. Roy Schwarz, MD | 2008 - Barbara A. Gilcrest, MD |
| 1996 – Philip C. Anderson, MD | |
| 1997 – Bradford W. Claxton, CAE | |
| 1998 – Edward A. Krull, MD | |
| 1999 – Mark V. Dahl, MD | |
| 2000 – Capt. Jeffrey B. Ashby (NASA) | |
| 2001 – Lowell A. Goldsmith, MD | |
| 2002 – Klaus Wolff, MD | |
| 2003 – Marcus A Conant, MD | |
| 2004 – Harry J. Hurley, MD | |
| 2005 – Peyton E. Weary, MD | |

APPENDIX VI
Women's Dermatologic Society

Nominating Committee Award Information

AAD MARION B. SULZBERGER, MD MEMORIAL AWARD AND LECTURESHIP

Sponsor/Address: American Academy of Dermatology, 930 E. Woodfield Rd., Schaumburg, IL 60173-4927

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To honor significant contributions to the understanding of clinical medicine.	The selected lecturer will receive a cash award of \$5,000 and present a lecture of approximately 30 minutes at the Annual Meeting of the Academy.	The recipient should preferably be a U.S. dermatologist. However, individuals who are not from the U.S. and/or who are not dermatologists are not absolutely excluded.	<ol style="list-style-type: none"> 1. The recipient should have made significant contributions to the understanding of clinical medicine via their basic research. 2. The recipient should be younger, rather than older, and should still be actively engaged in clinically important basic investigation. 3. The recipient should have proven ability as a communicator, both verbal and written. 4. The subject of the lecture should be of general interest to dermatologists. 	<p>The call for nominations is generally announced in the fall each year and the recipient will be selected by the Named Lectureship Committee and presented to the Scientific Assembly Council for approval at the Annual Meeting Planning Meeting which is held in the spring of the year prior the presentation of the lecture.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A curriculum vitae if available. 2. Additional letters of support may also be submitted. 3. Submission Deadline: December 1, 2008

Marion B. Sulzberger, MD Memorial Awardees & Lectureship Awardees

1984 – Stephen I. Katz, MD	2000 – Paul R. Bergstresser, MD
1985 – Robert A. Briggaman, MD	2001 – John R. Stanley, MD
1986 – Gerald S. Lazarus, MD	2002 – R. Rox Anderson, MD
1987 – Douglas R. Lowy, MD	2003 – Robert Modlin, MD
1988 – John A. Parrish, MD	2004 – Paul A. Khavari, MD, PhD
1989 – Eugene A. Bauer, MD	2005 – Michael J. Detmar, MD
1990 – Thomas T. Provost, MD	2006 – Gary S. Wood, MD
1991 – Kirk D. Wuepper, MD	2007 – Kim B. Yancey, MD
1992 – David R. Bickers, MD	2008 - John A. McGrath, MD
1993 – Jouni J. Uitto, MD	
1995 – Thomas J. Lawley, MD	
1996 – Luis A. Diaz, MD	
1997 – Wilma F. Bergfeld, MD	
1998 – Ervin H. Epstein, MD	
1999 – Barbara A. Gilchrest, MD	

APPENDIX VII
Women's Dermatologic Society

Nominating Committee Award Information

CLARK W. FINNERUD AWARD

Sponsor/Address: Dermatology Foundation, 1560 Sherman Avenue, Suite 302, Evanston, IL 60201-4808

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To honor an individual who has devoted extraordinary time and talent as a part-time teacher and clinician.	Recognition Award	Any practitioner of dermatology.	An individual who has devoted extraordinary time and talent as a part-time teacher and clinician.	<p>The call for nominations is announced in the winter each year and the nomination deadline is an August 15 postmark.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A letter of nomination including any background information, which may qualify the nominee for the award. 2. A curriculum vitae if available. 3. Additional letters of support may also be submitted. 4. Submission Deadline: August <p>The award is presented each year at the Dermatology Foundation's Annual Meeting in February or March.</p>

Clark W. Finnerud Award Awardees

1990 – John H. Epstein, MD
 1991 – Harry J. Hurley, Jr., MD
 1992 – Samuel L. Moschella, MD
 1993 – G. Thomas Jansen, MD
 1994 – Paul M. Lazar, MD
 1995 – Frederick A. J. Kingery, MD
 1996 – Denny L. Tuffanelli, MD
 1997 – Marie-Louise T. Johnson, MD, PhD
 1998 – Lawrence A. Norton, MD
 1999 – Samuel Weinberg, MD
 2000 – George W. Crane, Jr., MD

2001 – David A. Whiting, MD
 2002 – William A. Caro, MD
 2003 – Thomas J. Russell, MD
 2004 – Thomas G. Olsen, MD
 2005 – Paul S. Russell, MD
 2006 – Nia K. Terezakis, MD

APPENDIX VIII
Women's Dermatologic Society

Nominating Committee Award Information

PRACTITIONER OF THE YEAR AWARD

Sponsor/Address: Dermatology Foundation, 1560 Sherman Avenue, Suite 302, Evanston, IL 60201-4808

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To honor an individual for exemplary service as a practitioner of dermatology.	Recognition Award	Any practitioner of dermatology.	<ol style="list-style-type: none"> 1. The quality of dermatologic practice as measured by the duration of practice, receipt of continuing education awards, citation of any recognition by hospitals or patients. 2. Participation in medical teaching at any level (undergraduate, medical, nursing, graduate, postgraduate). 3. Participation in research. 4. Participation in other professional societies, especially dermatologic organizations. 5. Publications. 6. The major criteria for selection should be consideration of the contributions made by the individual as a clinical practitioner. All things being equal, the more senior candidate would receive the award. 	<p>The call for nominations is announced in the winter each year and the nomination deadline is an August 15 postmark.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A letter of nomination including any background information which may qualify the nominee for the award. 2. A curriculum vitae if available. 3. Additional letters of support may also be submitted. 4. Submission Deadline: August 3, 2007 <p>The award is presented each year at the Dermatology Foundation's Annual Meeting in February or March.</p>

Practitioner of the Year Award Awardees

1990 – Herbert B. Christianson, MD
 1991 – Hiram M. Sturm, MD
 1992 – Gordon C. Sauer, MD
 1993 – Sidney Hurwitz, MD & Clarence S. Livingood, MD
 1994 – Milton Orkin, MD
 1995 – Marcus A. Conant, MD
 1996 – Marshall L. Blankenship, MD
 1997 – Rex A. Amonette, MD
 1998 – Gloria F. Graham, MD
 1999 – Marianne N. O'Donoghue, MD
 2000 – Elizabeth I. McBurney, MD

2001 – James O. Ertle, MD
 2002 – John M. Yarborough, MD
 2003 – Lenore S. Kakita, MD
 2004 – Gary Dyer, MD
 2005 – W. Harrison Turner III, MD
 2006 – Leonard J. Swinyer, MD

APPENDIX IX
Women's Dermatologic Society

Nominating Committee Award Information

DISCOVERY AWARD

Sponsor/Address: Dermatology Foundation, 1560 Sherman Avenue, Suite 302, Evanston, IL 60201-4808

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To recognize an individual for significant research accomplishments that have impacted the specialty of dermatology.	Recognition Award	Any practitioner of dermatology.	<p>The discovery should fall into one of the following three categories:</p> <ol style="list-style-type: none"> 1. A significant research accomplishment that has greatly impacted our understanding of cutaneous biology. 2. Identification of a previously unrecognized disease. 3. Development of a revolutionary new therapy. 	<p>The call for nominations is announced in the winter each year and the nomination deadline is generally July 15 (no call for nominations for 2007)</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A letter of nomination including any background information which may qualify the nominee for the award. 2. A curriculum vitae if available. 3. Additional letters of support may also be submitted. <p>The award is presented each year at the Dermatology Foundation's Annual Meeting in February or March.</p>

Discovery Award (last award was given in 2002)

Awardees

2000 – Ernst H. Beutner, PhD and Robert Jordon, MD

2001 – no award given

2002 – Gary L. Peck, MD

APPENDIX X
Women's Dermatologic Society

Nominating Committee Award Information

THE WILLIAM MONTAGNA LECTURESHIP

Sponsor/Address: The Society for Investigative Dermatology, 820 W. Superior, Suite 340, Cleveland, OH, 44113-1800 (216) 579-9300

Purpose	Type of Award	Eligibility	Specific Criteria	Nomination Deadline/Forms
To honor and reward young, active investigators.	The lecturer receives an award of \$1,000, complimentary hotel accommodations and registration at the Society for Investigative Dermatology's Annual Meeting, and a certificate. The <i>Journal of Investigative Dermatology</i> may publish the lecture.	Any investigator and the recipient need not be a dermatologist.	Primary emphasis is given to researchers in skin biology.	<p>Nominations are sent to the Society beginning in June each year and should be directed to the Chairperson of the Committee on Scientific Programs.</p> <p><i>A complete nomination includes:</i></p> <ol style="list-style-type: none"> 1. A letter of nomination including any background information which may qualify the nominee for the award. 2. A curriculum vitae if available. 3. Additional letters of support may also be submitted. <p>The award is presented each year at the Society for Investigative Dermatology's Annual Meeting in April or May.</p>

William Montagna Lectureship Awardees

1975 – Kenneth Halprin, MD
 1976 – Frank Parker, MD
 1977 – Arthur Z. Eisen, MD
 1978 – Irma Gigli, MD
 1979 – Marvin Karasek, PhD
 1980 – Irwin M. Freedberg, MD
 1981 – Stephen I. Katz, MD
 1982 – John A. Parrish, MD
 1983 – Douglas R. Lowy, MD
 1984 – Gerald S. Lazarus, MD
 1985 – Eugene A. Bauer, MD
 1986 – George Stingl, MD

1987 – Jouni J. Uitto, MD
 1988 – Stuart H. Yuspa, MD
 1989 – Tung-Tien Sun, PhD
 1990 – Karen A. Holbrook, MD
 1991 – Luis A. Diaz, MD
 1992 – Dennis R. Roop, PhD
 1993 – Ervin H. Epstein, Jr., MD
 1994 – John R. Stanley, MD
 1995 – Elaine B. Fuchs, PhD
 1996 – Thomas S. Kupper, MD
 1997 – Barbara A. Gilchrest, MD
 1998 – Robert L. Modlin, MD

1999 – Fiona M. Watt, MD
 2000 – Thomas A. Luger, MD
 2001 – Peter Elias, MD
 2002 – Kathleen Green, PhD
 2003 – Masayuki Amagai, MD, PhD
 2004 – Akira Takashima, MD, PhD
 2005 – Paul Khazari, MD, PhD
 2006 – Richard Gallo, MD
 2007 – George Cotsarelis, MD