



## Society for Investigative Dermatology

### Outline of Duties, Secretary-Treasurers, SID

Term: May 2020 – May 2026

The Secretary-Treasurer has overall responsibility for all operations of the Society for Investigative Dermatology (the Society), including the maintenance of its financial health. In supervising a wide variety of tasks, the Secretary-Treasurer must anticipate, respond to and plan for the changing needs of the Society.

The Secretary-Treasurer serves as secretary to the Board of Directors, is a member of the Executive Committee of the Society, works with the SID Executive Staff to prepare the agenda for the Board of Director members and the Executive Committee, and monitors the budget. In conjunction with the appropriate committees the Secretary-Treasurer oversees the long-term investments of the Society and the development of new funds for the Society.

A six-year term of office (three years as Assistant Secretary-Treasurer, and three years as Secretary-Treasurer) allows the Secretary-Treasurer to provide continuity in all the activities of the Society and to help establish important future directions for the Society.

### Partial overview of Responsibility/Oversight Expectations

- Maintain ongoing communication with the Society office in Cleveland to oversee fiscal and operational aspects of the Society
- Work in close collaboration with SID Executive Directors and the SID Board of Directors to facilitate the BOD's responsibilities for oversight of major operational, financial and other non-financial organizational functions
- Represent the Society in its interactions with other investigative dermatology organizations (European Society for Dermatological Research [ESDR], The Japanese Society for Investigative Dermatology [JSID] and others
- Interact with other clinical dermatology societies {The American Academy of Dermatology (AAD), (AFCD, ASCI, AAP)}
- Represent the SID in the International Societies of Investigative Dermatology [ISID].
- Plan the annual meeting program content with the Committee on Scientific Programs and Education committee
- Oversee SID awards and grants programs
- Interact with and supporting the Editor of the Journal of Investigative Dermatology (JID) including budgetary decisions, use of JID endowment funds of the JID and participating in the next publisher and Editor searches, including contract negotiations
- Coordinate and participate in government relation activities
- Participate in meetings with leaders of the NIH and other funding organizations
- Explore opportunities to collaborate with patient advocate groups, affiliate organizations, other non-profits, and industry.

## Position Requirements

The candidate(s) must be an active member of the society (Article V, Section 1 of the SID Bylaws).

The candidate(s) should have familiarity with general business practices, budgetary policy and procedures, financial planning and reporting and a general knowledge of investment options. In addition, the candidate must possess excellent interpersonal and negotiating skills.

As the global research community continues to expand, the Society requires a Secretary Treasurer with skill and experience in dealing with international organizations (and their unique sensitivities) as well as developing outreach programs to other clinical and investigative groups in the United States. The Society co-sponsors an ISID meeting every five years in conjunction with the ESDR and the JSID, and every fifteen years that meeting is in the Americas (the Society will host the 2033 meeting). The Journal is co-sponsored by the SID and the ESDR, making interactions with that Society of critical importance.