Society for Investigative Dermatology

Outline of Duties, Secretary-Treasurers, SID
Term: May 2023 – May 2029

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.

The SID will provide a modest stipend to the Secretary-Treasurer. In addition, there will be partial reimbursement for SID-related travel expense.

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), (AFCR, 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), and JID Innovations (the SID’s newest Gold Open Access journal that launched in January 2021) including budgetary decisions, use of endowment funds, participating in the next publisher and Editor searches,
• 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
• Explore and create new initiatives to present to the BOD for approval that support diversity and inclusion, innovative growth, and responsive expansion of the SID
• Represent and oversee legal responsibilities involving the SID
Position Requirements

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

The candidate(s) must 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.

The candidate must be an established investigator that is familiar with the current and diverse areas of scientific study in the field of cutaneous biology and dermatology.

The Secretary Treasurer should have experience in fundraising, grant preparation and review.

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 candidate must be able to successfully represent the Society in interactions with the International Society of Investigative Dermatology (ISID).

The candidate should have experience in scientific publishing and successfully represent the Society’s interests in the Journal of Investigative Dermatology and the JID Innovations.

The Secretary Treasurer should be invested in the future of the Society, and have a vision for its continued financial health, reinvestment into our membership, and its continued prosperity.