



***Mohs Surgeons Leading the Future***  
**American College of Mohs Surgery**  
**Foundation**

***Leadership Participant Information and Application***

**Summary**

- The American College of Mohs Surgery Foundation invites applications for a one-year leadership program: *Mohs Surgeons Leading the Future*. The duration of the program is from the 2024 to the 2025 Annual Meetings. The program will accept up to eight participants this year. Participants will learn valuable leadership skills, gain exposure to the leadership and strategic goals of ACMS, and have a seasoned Mohs surgeon leader as a mentor. This program requires a time commitment for monthly meetings as well as travel to three in-person programs. Most costs to participate will be provided by the ACMS Foundation.

**Purpose**

- The purpose of the leadership program is to support and grow the influence of Mohs surgeons and the ACMS in our commitment to patients with skin cancers by developing and strengthening a pipeline for leadership within the ACMS.
- An additional program goal is to increase the racial and ethnic diversity, as well as the presence of individuals from other groups that have previously been underrepresented, in the ACMS leadership pipeline. Applications are strongly encouraged from ACMS members of color and ethnic diversity and those with diverse backgrounds and identities.
- Program participants have the opportunity to strengthen their leadership skills and develop in their careers while helping to advance the strategic goals of the ACMS (e.g. working in the ACMS infrastructure and/or policy world).

**Program Structure**

The program will involve three components: project-based learning (comprising the bulk of the program), mentoring, and leadership training.

**PROJECT-BASED LEARNING**

- Cohorts of 3-4 program participants will work on year-long projects identified by the ACMS Board and Leadership Program Steering Committee as being valuable initiatives for the College. They will meet monthly by phone/video conference, and rotate leadership between them. A project liaison will participate. (Project liaisons are the individuals who will oversee and supervise the particular project.) Three face-to-face meetings will occur during the year. Project results will be presented to the ACMS Executive Committee, Board of Directors, and the ACMS membership at the Annual Meeting.

## MENTORING

- Each participant will be able to select a mentor from a group of ACMS volunteers. This pairing will provide formal leadership development support involving goals and a written understanding between mentor and mentee. Mentoring pairs will meet monthly by phone or phone/video conference, and in face-to-face three times a year.
- Participants and Mentors will have the opportunity to meet by phone or virtually prior to the first meeting of the program to ensure the match is a good fit.

## LEADERSHIP TRAINING

- Training will be offered virtually and in-person for participants to acquire and practice leadership skills, with emphasis on three competency areas:
  - Leadership of Self (self-awareness, communication skills, conflict resolution, etc.)
  - Leading Others (influencing with and without authority; diversity, equity and inclusion; team development, giving and receiving feedback, etc.)
  - Leading within a System (leading with vision, leading change, stakeholder analysis, advocacy, etc.)
- Three face-to-face meetings will occur each year for day-long lectures and discussions about leadership topics as well as networking with ACMS leaders and mentors.

## **Eligibility/Participation Requirements**

- The applicant must at least be an Associate Member of the ACMS at the time of application submission.
- ACMS members at all levels of their careers may apply.
- Completed applications must be received by **January 1, 2024**.
- This Program involves a significant time commitment over the course of a year. Successful applicants will be required to sign a contract agreeing to participate in all activities including:
  - One (1) day meeting associated with the 2024 ACMS Annual Meeting May 2-5, Phoenix, AZ.
  - One (1) day meeting associated with the 2024 ASDS Annual Meeting October 17-20 in Orlando, FL.
  - One (1) day meeting associated with the 2025 ACMS Annual Meeting May 15-18, Nashville, TN.
    - Present project results as a group to the entire membership during the 2024 Annual Meeting.
  - Monthly calls/Zoom meetings with all participants and the MSLF committee (current year's schedule attached for reference.)
  - Monthly calls/Zoom meetings with Project Team
  - Monthly calls/Zoom meetings with Mentor
- Optional informal meetings: AAD Annual Meeting



**Mohs Surgeons Leading the Future:  
American College of Mohs Surgery  
Foundation**

***Leadership Participant Application***

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Current ACMS Member?      Yes      No

Name of Current Practice: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Type of Practice (% Time at Each)**

\_\_\_\_\_ Private (Solo) Practice

\_\_\_\_\_ Mohs Surgery Group Practice

\_\_\_\_\_ # Mohs Surgeons

\_\_\_\_\_ Mixed Dermatology Group Practice

\_\_\_\_\_ # Dermatologists

\_\_\_\_\_ Academic

\_\_\_\_\_ # Dermatologists

**100%**

**Within the Practice(S): (%Time at each)**

\_\_\_\_\_ Clinical/Surgery

\_\_\_\_\_ Fellowship Training

\_\_\_\_\_ Research

\_\_\_\_\_ Administrative/Business

\_\_\_\_\_ Other\*

**100%**

If Other, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. CURRICULUM VITAE**

Please attach a current curriculum vitae that includes education and training as well as pertinent experiences, publications, honors, and recognitions.

**II. PRIOR LEADERSHIP POSITIONS**

Please list below up to five leadership positions held (e.g., ACMS, academic, professional, community, volunteer, etc.) Include organization name, title of leadership position, and a brief description of your role.

- Leadership Position #1:
- Leadership Position #2:
- Leadership Position #3:
- Leadership Position #4:
- Leadership Position #5:

**III. STATEMENT OF INTEREST**

Please limit to two (2) single-spaced pages, 10-12 pt font, and describe or address the following:

- A prior leadership experience (good or bad) that makes you want to participate in this Program.
- How your personal skill sets and experiences make you a strong candidate for the ACMS Foundation Leadership Program.
- What you hope to gain from the experience, as it relates to your role in the ACMS, personal and professional goals, as well as those of any organization to which you may currently belong.

**IV. LETTERS OF SUPPORT**

Please provide two (2) letters of support endorsing your participation in this program. One should be from a supervisor/senior member at your institution or practice, if applicable, and one additional letter should be from another ACMS member.

- It is your responsibility to send the attached “Instructions for Letters of Recommendation” to the individuals who will endorse you, and ensure their letters are received on time.
- The deadline for receipt of all letters is **January 1, 2024**.

**V. COMMITMENT TO DIVERSITY AND INCLUSION**

ACMS leadership and the Foundation Committee are committed to creating a racially and ethnically diverse cohort in the leadership program. If you wish to identify as non-white, please indicate below:

African American or Black      American Indian or Alaskan Native      Asian      Hispanic or Latino/a  
 Native Hawaiian or Other Pacific Islander  Other (please specify) \_\_\_\_\_

We are also committed to actively including a diverse group of members that represents a wide range of human experiences in this leadership program. If you would like to share if you identify as a member of an under-represented group - perhaps the community you belong to or your family or cultural background - please do so.

---

---

If you wish to share your gender, please do so. \_\_\_\_\_



## LETTERS OF SUPPORT FOR AN APPLICANT TO *MOHS SURGEONS LEADING THE FUTURE*

**DUE DATE:** January 1, 2024  
**EMAIL TO:** foundation@mohscollege.org

### **Background**

Thank you for agreeing to write a letter of support for an individual applying to the new ACMS Foundation Leadership Program Pilot entitled *Mohs Surgeons Leading the Future*. The program will last one year, being book-ended by the ACMS Annual Meeting, and involve a significant time commitment by each participant.

Program components will include (a) project-based learning in small groups, working together on a project that has been identified by the ACMS Board and Mohs Development Awards Review Committee as a valuable initiative for the College, (b) one-on-one mentoring for the year, and (c) leadership training and skill development throughout the year, including three face-to-face daylong meetings. Project results will be presented to the ACMS membership at the 2025 Annual Meeting.

### **Letter of Support**

**(Important note: there are two pieces of information requested, both a table and narrative-form recommendation.)**

1. Please complete the attached table by rating this candidate's various current leadership skills compared to their peers.
2. Please write a letter that includes the duration and context of your relationship with the applicant and addresses the candidate's potential for participation in the program, including how their personal skill sets and experiences make them a strong candidate for the ACMS Foundation Leadership Program. Please mention any prior leadership experiences by this individual (if applicable) you have witnessed that support your impression.

*Please note that all information sent to us will be kept completely confidential. Nothing will be shared or discussed with the applicant or anyone else outside of the Leadership Program Steering Committee. Thank you, in advance, for sharing an honest and candid assessment of this applicant.*

ASSESSMENT OF APPLICANT'S CURRENT LEADERSHIP SKILLS	
Rating*	Characteristic
	<b>Communicates:</b> listens to others, communicates well – clearly + deliberately.
	<b>Collaborates:</b> shows respect for others, actively obtains input from others for initiatives, openness to ideas/diversity of thought, builds consensus and buy-in, helps lead others towards a common goal.
	<b>Relationships:</b> develops and maintains strong relationships, networks with others, navigates the politics of an organization, is able to resolve conflicts, negotiate, mentor, coach.
	<b>Initiative:</b> strong work ethic, well-organized, good time management, tactical, able to manage change.
	<b>Intelligence:</b> evidence-based decisions and actions, tests ideas, builds a case for initiatives, systems thinking, interested in learning.
	<b>Emotional Intelligence:</b> understands and manages one's emotions and understands the emotions of others, empathy, able to build trust, optimistic, resilient in the face of setbacks.
	<b>Vision:</b> focuses on the mission of the organization, sees the big picture as well as the details, scans the environment.
	<b>Ethical:</b> continual focus on equity and fairness, setting standards.
	<b>Other:</b> (please describe below)
	<b>Other:</b> (please describe below)

\*Please rate characteristics using the 9-point scoring system described below. Please keep in mind that a rating of "Good (5)" should be viewed as a positive evaluation and the true average amongst this group of exceptional candidates.

**Other:**

---



---



---



---

Score	Descriptor
1	Exceptional
2	Outstanding
3	Excellent
4	Very Good
5	Good
6	Satisfactory
7	Fair
8	Marginal
9	Poor



## 2023-2024 MSLF Calendar

### March 2023 through May 2024

- Monthly Mentor-Mentee meetings
  - Project Teams meet together and with project sponsors throughout the year
- 

**FEBRUARY:** Welcome Zoom

### MARCH

Mentor Match; introductory mentor-mentee virtual meetings

### APRIL

*April 18, 8:00-9:30 pm EDT:* 23-24 cohort + mentors + David/Trish

- Virtual training and debrief of DISC/Motivators Assessment for new Participants and New mentors-Trish Moore

*Attending: 2023-24 Participants and new mentors; David Carr and Trish Moore*

### MAY

*May 3 5:00pm-7:00pm PDT*

**Official MSLF Program Kick-off Event at ACMS Annual Meeting (for new participants)**

- 5p-6:30: Build Your Leadership EQ -Trish
- 6:30-7: Committee discussion with past MSLF Participants on ways to maximize involvement with MSLF and get the most out of the program

*Attending: Committee Members, 23-24 Participants and Mentors, previous MSLF class members (optional) for the 6:30-7 session)*

***May 4 6:30 am -8:00 am PDT***

- Project Teams meet; Team Dynamics/Team Agreement - David

*Attending: 23-24 Participants and Trish/David/Nat*

***May 4 7:00 pm - 8:00 pm PDT***

- MSLF reception for all 3 classes plus mentors, project sponsors; committee

## **JUNE**

***June 13 7:30-9:00 pm EDT***

- Stakeholder analysis exercise: Laurie Pascal, Harvard Chan School of Public Health (Virtual)  
*Attending: MSLF Participants, Project Sponsors, and Mentors; Committee Members (not required)*

## **JULY**

***July 11, 8:00 pm EDT***

- Team Building Activity: Cocktails and Mocktails with Professional Mixologist (virtual)

*Attending: Participants and Mentors; Committee Members (not required)*

## **AUGUST**

***August 15, 8:00 pm EDT***

- Committee check-in with project teams; (30m discussion per group)
  - Written outline of the project required for the meeting

*Attending: Committee Members and Participants*



## **SEPTEMBER**

*September 12, 8:00 pm EDT*

- Defining Leadership and your Leadership Philosophy and “Brand”
  - Articles and Discussion with Breakout Rooms

*Attending: Committee Members, Participants, Mentors*

## **OCTOBER**

*October 10, 8:00 pm EDT*

- Advocacy: Current legislative and regulatory issues with Dr. Brett Moody and Hart Health Strategies

*Attending: Committee Members and Participants; mentors optional*

## **NOVEMBER**

*November 2-3: ASDS in Chicago*

- November 2, 5 pm CST: Dinner
- November 3, 7:00 am - 3:00 pm Meeting

*Attending: Committee Members, Participants, Mentors*

## **DECEMBER**

*December 11 8:00 pm EST (note: Monday evening)*

- Leadership on your home court: Leading teams and large organizations
  - John Albertini, MD

*Attending: Participants and Committee Members*

## **JANUARY**

***January 9, 8:00 pm EST***

- Leadership Paths In Your Career and within ACMS
  - Invited speakers: Tri Nguyen, Mariah Brown, Matt Fox, Mollie MacCormack

*Attending: Participants and Committee Members*

## **FEBRUARY**

***February 13, 8:00 pm EST***

- Tips for giving a good talk: Preparing for Project Presentations to Executive Committee and ACMS Board

*Attending: Participants and Committee Members*

## **MARCH**

***March 12, 8:00 pm EDT***

- Project Presentations: Teams make project presentations/run-throughs for EC, Board and ACMS Business Meeting

*Attending: Participants and Committee Members*

## **APRIL**

***April 11, 8:00 pm EDT***

- Project Presentations, cont'd

*Attending: Participants, Committee Members, Mentors, Project Sponsors*

## **MAY**

***May 2-5, 2024: Phoenix, AZ, ACMS Annual Meeting***

- Board Presentation and Plenary presentation
- MSLF Program and Date—TBD

*Attending: Participants, Committee Members, Mentors*