

Alliance of the American Dental Association Leadership Council and Advisory Position Descriptions

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Leadership Council Positions

Leadership Council Members

The Leadership Council (LC) consists of the AADA President, President-Elect, Immediate Past President, Treasurer, and up to 5 additional Council Members. Members shall collectively possess the knowledge, interest, and passion to establish goals and areas of program emphasis in support of the organization's mission statement; to implement the policies and procedures necessary to support organizational operations; and to the extent possible, provide for a geographically diverse representation of the membership.

Responsibilities

- Oversee management of the organization, working in concert with AADA Staff to establish goals and priorities for implementing areas of program emphasis, as well as resolutions passed during the General Assembly.
- Participate on monthly scheduled conference calls and attend scheduled in person LC meetings.
- Participate in the programming and social events during the AADA Conference, as well as scheduled events associated with the ADA Annual Meeting.
- Develop effective liaison relationships with AADA members serving in Advisory Positions or Constituent/Component leadership as delegated by the AADA President.
- Demonstrate fiscal responsibility and accountability. Review monthly Balance Sheet and Budget vs. Actual reports, as well as the annual budget. Submit requests for reimbursement in a timely manner and with full supporting documentation. Be cognizant of financial implications associated with proposed changes to the bylaws, policies and procedures, and manner in which organization business is conducted.
- Participate in the process for developing the annual performance review for AADA staff, including the establishment of compensation for the upcoming period.
- Proofread and respond to AADA Staff in a timely manner with comments/approval of each draft version of *KEY*, as requested.
- Maintain and foster a consistent and healthy relationship with the American Dental Association staff and volunteers.

President

Responsibilities

- A. Serve a one year term and automatically succeed to Immediate Past President.
- B. Convene and preside over official meetings.
- C. In collaboration with AADA Staff, prepare meeting agendas and establish the calendar of future dates, including visitations to State dental and alliance meetings.
- D. Collaborate with the AADA President-elect and Staff in preparing and presenting orientation for members of the Leadership Council.
- E. Assign liaison responsibilities to Leadership Council members; either as liaisons to those serving in AADA Advisory Positions or to State Alliance leadership or member representation.
- F. Appoint, with approval of the Leadership Council, all members serving in AADA Advisory Positions.
- G. Serve as an ex-officio, non-voting member of all AADA advisory committees, as well as the Board of Directors for the Foundation on Dental Health Education.
- H. Participate in the conduct of a Strategic Planning Session as deemed appropriate.
- I. Collaborate with the President-elect, Meeting Coordinator, and Staff in conducting the orientation for First Time Attendees and Award Recipients at the AADA Conference.
- J. In consultation with staff, submit a written yearly summation report for inclusion in the General Assembly packet.
- K. Correspondence/Communication
 - Copy the President-elect and AADA Staff on all important transactions and correspondence.
 - Prepare messaging for monthly communications with AADA members.
 - Facilitate, in collaboration with staff, quarterly conference calls with Constituent and Component Presidents.
 - Facilitate monthly conference calls with the Leadership Council
 - Participate in conference calls/meetings held by Advisory committees and the Foundation for Dental Health Education, as deemed appropriate.
 - Communicate regularly with the AADA staff to evaluate work volume and priorities.
 - Correspond with ADA representatives as needed concerning activities and request information on issues where AADA could directly assist ADA in accomplishment of goals and objectives.
 - Prepare an outgoing speech to be delivered during the General Assembly.

L. *KEY*

- Submit an article for publication in each issue of *KEY*.
- Proofread and respond to AADA Staff in a timely manner with comment/approval of each draft version of *KEY*.

M. Meetings and Travel

- Represent AADA, or assign other Leadership Council members to represent AADA, at Constituent Alliance meetings.
- Attend annual ADA visitation in Chicago (held in conjunction with ADA President-elect Conference now held in July) for the purpose of coordinating and planning ways in which AADA can assist the ADA in fulfilling its programs/goals.
- Attend ADA Lobby Day
- Attend ADA Conference on Membership Recruitment & Retention (usually held in March).

N. Directly supervise the performance of AADA Staff, and chair the Staff Evaluation and Compensation Process.

- Annually solicit input from Leadership Council members and advisors (prior to Conference) regarding the performance of AADA Staff. In conjunction with the President-elect, discuss performance with AADA Staff; noting accomplishments, identifying areas for improvement, and establishing goals for the next performance review cycle.
- Facilitate discussions with Leadership Council members and with AADA Staff in establishing the level of compensation for the next performance review cycle.

O. Review monthly financial reports to keep current on financial goals and obligations.

President-elect

A primary responsibility of the President-elect is to become familiar with and gain a thorough understanding of the administrative operation of the organization, as well as responsibilities associated with the office of President by:

- Studying the bylaws to become familiar with the structure, objectives and operation of the organization, and studying the position descriptions included in this document to understand the structure and function of the Leadership Council, as well as any advisory positions or associated committees.
- Studying presiding officer materials, parliamentary procedure, and rules for conducting meetings.
- Reviewing the financial structure of the organization, including an examination of the organizational financial policies, as well as the established system of internal controls.

Responsibilities

- A. Serve a one year term and automatically succeed to President
- B. Assume duties of the presiding officer if the President is absent.
- C. Collaborate with the AADA President and Staff in developing and presenting orientation for Leadership Council members.
- D. Copy the President and the AADA Staff on all pertinent correspondence.
- E. Facilitate a Strategic Planning Session as deemed appropriate.
- F. Proofread and respond to AADA Staff in a timely manner with comments/approval of each draft version of *KEY*.
- G. Collaborate with the Meeting Coordinator and AADA Staff to plan the AADA Conference to be held during the officer's presidency, including site selection, dates, format and speakers. Assure that no religious holidays are in conflict for any scheduled AADA meeting.
- H. Conduct, in conjunction with the President, the First Time Attendee Orientation meeting at AADA Conference.
- I. Appoint an AADA member to plan/present the installation of Leadership Council members.
- J. Prepare a speech to be delivered during the General Assembly following installation as President.
- K. Attend the annual ADA visitation in Chicago with the President and AADA Staff for the purpose of coordinating and planning activities.
- L. Participate with the President in conducting the annual performance review and compensation negotiation with AADA Staff.

Bylaws:

1. May appoint a task force to assist with bylaw duties.
2. Consider the need for any revisions/updates to the AADA bylaws; prepare corresponding resolutions to amend the bylaws; and present resolutions to the Leadership Council and the General Assembly for discussion and vote.
3. Review all motions of the Leadership Council and General Assembly for alignment with the bylaws.

Immediate Past President

Responsibilities

- A. Serve a (1) one year term as a member of the Leadership Council.
- B. Present, during the General Assembly, the outgoing President with his/her President's pin/charm. AADA Staff purchase the pin/charm, incorporating the AADA seal, send it to the President for his/her enhancements, then the President brings the pin/charm to the General Assembly for the presentation.
- C. Coordinate the Circle of the Golden Key gathering.
 - Coordinate with the AADA President-elect, Meeting Coordinator and Staff to schedule a gathering for members of the Circle of the Golden Key at Conference.
 - Send invitations to all AADA Past Presidents, in coordination with staff, at least one month in advance of the final date for securing hotel rooms, with information as to the date, time, and meeting place for the gathering of the Circle of the Golden Key. Request that those unable to attend provide a letter updating the group on current events.
 - Include a photograph(s) of the function in the Circle of the Golden Key Memory Book that is passed on each year; also provide a photograph to AADA Staff for inclusion in the next issue of *KEY* and/or for posting on the AADA website.

Treasurer

Responsibilities

- A. Serve a three (3) year term and serve as a member of the Leadership Council, which shall run from January 1st to the December 31st ; may succeed by vote to serve a second (3) year term.
- B. Review AADA bylaws and policies/procedures, giving special attention to description of the duties therein.
- C. Chair the Finance Oversight Committee, selecting two additional committee members to serve, subject to approval by the Leadership Council .

- D. Perform a monthly review of bookkeeping entries completed by AADA Staff, including an examination of supporting documentation (e.g. receipts, invoices, etc.)
- E. Collaborate with AADA Staff in filing the Annual Report with the Illinois Secretary of State (due prior to June 1 each year).
- F. Coordinate with AADA Staff to ensure that all required information and documentation is provided to the designated Certified Public Accounting firm for timely preparation and filing of the annual tax return (Form 990).
- G. Examine monthly “Balance Sheet” and “Budget vs Actual” reports prior to the distribution of such reports by AADA Staff to members of the Leadership Council. Request AADA Staff explanations for any questions related to such reports. Track the AADA Investment Account and collaborate with the fund manager regarding any needed adjustments to the account.
- H. Prepare, in collaboration with staff, an annual financial report for inclusion in the General Assembly packet.
- I. Facilitate collaboration between the Finance Oversight Committee and AADA Staff in developing an annual budget of revenues and expenses for publication in *KEY* (summarized version) and for inclusion in the General Assembly packet (detailed version). Present the proposed budget and answer any related questions during the General Assembly sessions.

Advisory Positions

American Dental Political Action Committee (ADPAC) Representative

Responsibilities

- A. Serve a four-year term on the ADPAC Board of Directors, and may be reappointed to serve one additional two-year term.
- B. Serve as an advisor to the Leadership Council, coordinating efforts through a designated member of the Leadership Council.
- C. Participate on conference calls and in Leadership Council meetings as requested.
- D. Communicate with the AADA President, President-elect, Council on Government Affairs representative and Staff as needed to ensure a smooth functioning year.
- E. Submit a report to the AADA Leadership Council after the ADPAC meetings conclude in January and July.
- F. ADPAC responsibilities:

- Serve as a voting member of the ADPAC Board of Directors. ADPAC holds two meetings per year; one in January and the other in July.
- Present a motion during the July ADPAC Board Meeting requesting sponsorship funds for the Legislative/Advocacy programming and award programs at the AADA Conference and the ADA Annual Meeting. Conference sponsorship funds to cover ADPAC travel awards and a Legislative Breakfast Program. Convention sponsorship funds to cover the ADPAC/Member Project Awards Breakfast Program.
- Work with the ADPAC Board of Directors to determine the AADA involvement in the ADA/ASDA Washington Lobby Day.
- Send copies of all written reports to the AADA President, President-elect, and Staff.
- Arrange with AADA Staff to send copies of *KEY* to members of the ADPAC Board of Directors and ADA Lobbyists.

G. Encourage AADA members to support ADPAC, especially at the Century and Capital Club levels, as well as their state PACs.

H. Contribute articles for each issue of *KEY* and for the Alliance web site as needed.

I. AADA Conference:

- Collaborates with the AADA Council on Government Affairs Representative, President-elect, Meeting Coordinator and Staff in developing legislative/advocacy programming and securing speakers for the annual Conference.
- Serve as host for the ADPAC Breakfast Program.

J. ADA Annual Meeting:

- Collaborate with the AADA Council on Government Affairs Representative, President, Meeting Coordinator and Staff in planning the ADPAC/Member Project Award Breakfast Program.
- Participate in evaluating the applications for Legislative/Advocacy Member Project Awards.
- Participate in the presentation of the Legislative/Advocacy Member Project Awards.

K. Collaborate with the AADA Council on Government Affairs Representative in developing Legislative/Advocacy goals for discussion during any Strategic Planning session. Update ADPAC Representative files and position description yearly.

Council on Advocacy for Access and Prevention (CAAP) Representative

Responsibilities

- A. Serve a two-year term as liaison to CAAP, and may succeed by appointment to one additional term.

- B. Serve as an advisor to the Leadership Council, coordinating efforts through a designated member of the Leadership Council.
- C. Participate on conference calls and in Leadership Council meetings as requested.
- D. Prepare an annual report for inclusion in the General Assembly packet.
- E. Communicate with the AADA President, President-elect, CAAP representatives, and Staff as needed to ensure a smooth functioning year.
- F. Contribute articles for each issue of KEY and for the Alliance website, as needed.
- G. May appoint a committee to help with duties.
- H. Communicate with Leadership Council and CAAP representatives on ways CAAP can help with AADA projects of interest.
- I. Collaborate with AADA Staff in developing and updating materials for the AADA website, as well as topics for potential webinars.
- J. Forward written reports of the CAAP meetings to the AADA President, President-elect, and Staff.
- K. Attend all CAAP meetings. There are two meetings per year; one in January and one in July. These are typically held at ADA Headquarters in Chicago over 2-3 days, typically Thursday-Saturday.
- L. Participate on conference calls and in meetings of the various subcommittees of CAAP upon request.
- M. Provide update reports of AADA programs and projects prior to each CAAP meeting.
- N. Present updated report or another presentation regarding AADA to CAAP members at each meeting.
- O. Arrange with AADA Staff to send copies of KEY to each member of CAAP and ADA Staff who work specifically with CAAP.
- P. Communicate CAAP updates to AADA Leadership Council either prior to, or at the annual AADA Conference. Assist Leadership Council as requested.

Council on Government Affairs (CGA) Representative

Responsibilities

- A. Serve a four-year term on the ADA Council on Government Affairs and may succeed by appointment to one additional term.
- B. Serve as an advisor to the AADA Leadership Council, coordinating efforts through a designated member of the Leadership Council.
- C. Participate on conference calls and in meetings of the Leadership Council as requested.
- D. Encourage AADA members to participate in the Action Alert Program; using developed email notifications to communicate to Congress persons the positions of dentistry on emerging pieces of legislation
- E. Council on Government Affairs responsibilities:
 - Serve as a non-voting representative to the American Dental Association Council on Government Affairs (CGA), contributing reports for each meeting; copying the AADA President, President-elect, and Staff on these reports. (ADA Council on Government Affairs meets in Washington, D.C. three times a year.)
 - Forward written reports of the ADA Council on Government Affairs meetings to the AADA President, President-elect, and Staff.
 - Arrange with AADA Staff to send copies of *KEY* to members of the ADA Council on Government Affairs.
- G. Attend the ADA/ASDA Washington Lobby Day as one of the AADA representatives to the meeting.
- I. Request that members of the AADA Leadership Council be included on the mailing list of the ADA legislative publications.
- J. Prepare articles on current legislative issues for each issue of *KEY*.
- K. Collaborate with AADA Staff in preparing and updating legislative information for posting on the AADA website.
- L. Coordinate with the AADA ADPAC Representative, President-elect, Meeting Coordinator and Staff in developing legislative/advocacy programming and selecting speakers for the AADA Conference.
- M. Coordinate with the AADA ADPAC Representative, President, Meeting Coordinator and Staff in planning the ADPAC/Member Project Award Breakfast Program held during the ADA Annual Meeting.
- N. Participate in the evaluation of applications for legislative/advocacy member project awards, as well as the presentation of such awards at the ADA Annual Meeting.

- N. Submit a written yearly summation report for inclusion in the General Assembly packet.
- P. Collaborate with the AADA ADPAC Representative in developing Legislative/Advocacy goals for discussion during any Strategic Planning Session.
- Q. Communicate with the AADA President, President-elect, ADPAC Representative and Staff as needed to ensure a smooth functioning year.
- R. Update Council on Government Affairs Representative files and position description yearly.

Dental Health Education (DHE) Coordinator

Responsibilities

- A. Serve a two-year term and may succeed by appointment to an additional term.
- B. Serve as an advisor to the Leadership Council coordinating efforts through a designated member of the Leadership Council.
- C. Participate on conference calls and in meetings of the Leadership Council as requested.
- D. May appoint a committee to help with duties.
- E. Communicate with State and local alliance leaders, as well as individual members, in determining the types of DHE projects of interest or performed.
- F. Collaborate with the AADA President-elect, Meeting Coordinator and Staff in developing the DHE programming and the selection of speaker(s) for the AADA Conference.
- G. Submit DHE related articles and photographs for each issue of *KEY*.
- H. Collaborate with AADA Staff in developing and updating materials for the AADA website, as well as topics for potential webinars.
- I. Submit a written yearly summation report for inclusion in the General Assembly packet and address any questions related to this report that may arise.
- J. Provide input for the development of DHE program goals in support of the AADA Strategic Planning process.

Well Being Coordinator

Responsibilities

- A. Serve a two-year term, and may succeed by appointment to an additional term.
- B. Serve as an advisor to the Leadership Council, coordinating efforts through a designated

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member of the Leadership Council.

- C. Participate on conference calls and in meetings of the Leadership Council as requested.
- D. May appoint a committee to help with duties.
- E. Represent AADA as a member of the ADA Health and Well Being Committee, a subsidiary committee of the ADA Council on Dental Practice; attending the yearly meeting (usually in March) and the biennial conference (usually in the fall).
- F. Prepare and submit to the AADA President and Staff a written report following each attended meeting and conference sponsored by the ADA Health and Wellness Committee.
- G. Communicate with State and local alliances, as well as individual members, to identify areas of Well Being important to AADA membership. Encourage AADA members to seek a seat on their state or local dental association/society Well Being Committee.
- H. Collaborate with the AADA President-elect, Meeting Coordinator, and Staff in developing Well Being programming and the selection of speaker(s) for the AADA Conference.
- I. Submit a written yearly summation report for inclusion in the AADA General Assembly packet and address any questions related to this report that may arise.
- J. Submit Well Being related articles for each issue of *KEY*. Coordinate with AADA Staff in developing and updating resources and materials for the AADA website, including potential topics for webinars.
- K. Provide input for the development of DHE program goals in support of the AADA Strategic Planning process.

Meeting Coordinator

Responsibilities

- A. Serve a one year term and may succeed by appointment to additional terms.
- B. Serve as an advisor to the Leadership Council coordinating efforts through the AADA President-elect.
- C. Participate on conference calls and in meetings of the Leadership Council as requested.
- D. May appoint a committee to help with duties.
- E. Collaborate with the AADA President, President-elect and Staff on ideas for programming and social events at the AADA Conference and at the ADA Annual Meeting.

- F. Discuss specific arrangements for the AADA Conference and the ADA Annual Meeting with AADA Staff who will work directly with hotel personnel on contract negotiations, room blocks, food and beverage guarantees, meeting room set-ups, audio visual equipment, etc.
- G. Submit articles and photographs for publication in *KEY* and for posting on the AADA web site promoting the AADA Conference and the ADA Annual Meeting.
- H. Update the *AADA Conference and Convention Guidelines*.
- I. Submit a written yearly summation report for inclusion in the AADA General Assembly packet and address any questions related to this report that may arise.

Student Spouse Liason

Responsibilities

- A. Serve a (2) two year term and may succeed by election to one (1) additional term.
- B. Serve as an advisor to the Leadership Council, coordinating efforts through a designated member of the Leadership Council.
- B. Participate on conference calls and in meetings of the Leadership Council, as requested.
- C. May form a committee to assist with duties.
- D. Develop and oversee implementation of AADA Student Spouse Programs
 - Work with the Leadership Council and AADA Staff to:
 1. Communicate with Constituent Presidents/Component Presidents/Other Designated AADA Representatives for States in which a dental school is located. Develop/update a list of schools where a spouse program currently exists or has existed in the past.
 2. Collaborate with representatives of ADA Insurance Plans to identify dental schools for potential visits. Develop shared program messaging to be delivered during school visits.
 3. Maintain a current list of all AADA student spouse members.
 3. Identify or develop programs and resources to meet the needs of student spouse members by using presenters or hosts from Alliance members living near the dental school.
 4. Encourage student spouse members to apply for funding to support membership drive and/or community service projects, either through the AADA Student Spouse Support Fund or the grants awarded by the Foundation for Dental Health Education.
 5. Encourage student spouse members to attend the AADA Conference and to apply for the ADA First Time Attendee Conference Grant or Student Spouse Scholarship as appropriate.
 - Supervise the Student Spouse Mentor Program
 1. Respond to requests from student-spouse members for a mentor.

2. Send a questionnaire/letter to graduating student spouse members in **April** to collect their new address. Forward the new address information of the graduating student spouse members to the appropriate Constituent Presidents/Component Presidents, as well as to AADA Staff so they may welcome the graduating student spouse member into their Alliance organization.

H. American Student Dental Association (ASDA)

1. Attend the annual ASDA Conference, submitting a written report to the AADA President and Staff within 2 weeks of the conference.
2. Establish a relationship with the ASDA Executive Director and/or President and seek ways to promote Alliance membership.
3. Submit Alliance student spouse articles to be published in *ASDA News*.

I. Prepare a written yearly summary report to be included in the General Assembly packet.

J. Maintain records of all contacts with student spouses, constituent Presidents, and programs/events to pass on to successor.

K. Provide articles and photographs of student spouse related activities/events to AADA Staff for inclusion in each issue of *KEY*.

L. Collaborate with AADA Staff in developing and updating student spouse related resources for posting on the Alliance web site, including potential topics for webinars.

Surviving Spouse Liaison

Responsibilities

- A. Serve a one year term and may succeed by appointment to additional terms.
- C. Serve as an advisor to the Leadership Council, coordinating efforts through the AADA Well Being Coordinator.
- D. Participate on conference calls and in meetings of the Leadership Council, as requested.
- E. May appoint a committee to help with duties.
- F. Shall send a note of condolence, and a book about grief and produce a set packet of information for immediate release to members who lose their spouse. Notification of each individual situation will be the responsibility of the State or local Alliance or a member contacting the AADA staff or the Surviving Spouse Liaison. The materials included in this initial packet will be at the discretion of the Surviving Spouse Liaison as approved by the Leadership Council. The current packet includes:

- State laws regarding spouse ownership of dental practices
- Dental practice transition articles

- Information for getting temporary help in the office
 - A list of brokers who sell dental practices. These brokers are often aware of dentists that can temporarily help in the office.
 - Simple tax information
 - An Estate Planner
 - A list of books that might be helpful during this time in life
- F. Shall follow-up, within a year of the loss, with either a letter or a book.
- G. Coordinate with the AADA Well Being Coordinator and Staff in developing and updating materials for the AADA website, as well as topics for potential webinars and programming at the AADA Conference.
- H. Submit a written yearly summation report for inclusion in the AADA General Assembly packet and address any questions related to this report that may arise.
- I. Work in collaboration with the AADA Meeting Coordinator and Staff to organize and schedule a Surviving Spouse event as deemed appropriate during the AADA Conference.
- J. Coordinate with AADA Staff to ensure a two-year period of complimentary issues of *KEY* be provided to each surviving spouse as it is hoped that these members will then retain their relationship with the Alliance.