

## **POSITION DESCRIPTIONS FOR ADHA OFFICERS**

**President-Elect** – The president-elect year is spent observing and assisting the president, establishing the administrative calendar for the presidential year and leading the development of the strategic plan which will drive association activity during the presidential year. The president-elect serves on the Executive Committee, Finance Committee, the ADHA board of trustees, the ADHA Institute for Oral Health Board of Directors and is an ex-officio member of the House of Delegates. The president-elect appoints a parliamentarian, council and committee personnel and local coordinators for the annual session which will occur at the conclusion of the presidential year. The president-elect spends approximately six weeks of the year (two and three-day trips throughout the year) traveling for ADHA plus an additional 20 hours per week on ADHA business.

**Vice-President** – The vice-president coordinates the Information Network which is published three times a year, chairs the Committee on ADHA Procedures, and maintains the Leadership Library. The vice-president plays an important role in the development of the strategic plan which will drive association activity in future years. The vice-president serves on the Executive Committee, the ADHA Board of Trustees, the ADHA Institute for Oral Health Board of Directors and is an ex-officio member of the Finance Committee and the House of Delegates. The vice-president spends four weeks a year (two and three-day trips throughout the year) traveling on ADHA's behalf and an additional ten hours per week on ADHA business.

**Treasurer** – The treasurer participates in discussions and decisions which have an impact on ADHA's financial stability; gives input on all decisions regarding investments and provides input on the budget format. This individual reviews and approves all member reimbursement forms and provides training and explanatory materials on financial management to trustees and constituent and component officers. The treasurer plays an important role in the development of the strategic plan which will drive association activity in future years. This individual serves on the Executive Committee, the Finance Committee, the ADHA Board of Trustees, serves as treasurer of the ADHA Institute for Oral health and is an ex-officio member of the House of Delegates. The treasurer is named on ADHA bank accounts and is empowered to approve the use of outside vendors if the executive director is not available. The treasurer spends the equivalent of four weeks a year traveling (two and three-day trips

throughout the year) on ADHA's behalf and an additional ten hours per week on ADHA business.

**Speaker of the House** – The speaker of the house must have a working knowledge of parliamentary procedure. A registered parliamentarian assists the speaker at all meetings of the House of Delegates so it is not necessary to hold the RP credential. Each year in October and April, the speaker attends meetings of the Council on Policy & Bylaws and offers input on how house business will be handled. The speaker also appoints five tellers to handle balloting and this is usually done prior to the annual session. On-site at the annual session, the speaker orients reference committee personnel, the sergeant-at-arms, the pages and the tellers. The speaker gives final approval of all reference committee reports prior to printing. The speaker presides over all three meetings of the House of Delegates and is funded to attend the annual session for five days.

**Finance Committee Member** – An elected finance committee member must have a thorough understanding of the ADHA strategic plan and the budget which is driven by the plan. A finance committee member must understand the roles played by the committee, the board, and the House of Delegates in providing a system of checks and balances. Finance Committee members travel to Chicago for a two-day meeting each February and the annual session for five days. Finance Committee members devote 20 hours a week to ADHA during the month of January and 2-4 hours per week during the remainder of the year.

**Ethics Committee Members** – The individuals elected to this office are expected to uphold the high ethical standards set forth in the ADHA Code of Ethics. They are elected because of their standing in the dental hygiene community and it is not expected that they devote an inordinate amount of time to this office. However, should an ethical concern arise or should charges be brought against a member of the organization, members of this committee will be called into service, thus requiring a significant amount of time.

**District Trustee** - District trustees are elected by the delegates within the district. They serve as the link between the national organization and the constituent (state) organization. They have a fiduciary responsibility to the national organization and must exercise the duties of care, loyalty and obedience to ADHA. This means attending board meetings, doing the necessary preparatory reading and avoiding any conflict of interest or the appearance of a conflict of interest. Trustees

promote the mission and goals of the organization. Trustees also support, develop and mentor potential leaders from constituents and components. A district trustee travels 15-20 days per year on ADHA business (two and three-day trips throughout the year) and spends 5-10 hours per week reviewing ADHA materials, maintaining contact with members of the district, and participating in conference calls and email exchanges with the board.

**Delegate/Alternate to the ADHA House of Delegates** – Delegates and alternates are elected by members in their respective constituents to attend the annual House of Delegates meeting and vote on policy issues affecting the profession. Delegates and alternates receive the annual report and delegates' manual each spring and are expected to become very familiar with the material before attending the House meeting. They are also expected to stay current on association activities throughout the year. Although it varies by state, delegates and alternates travel 5-10 days per year. Becoming familiar with house procedure and the issues at hand takes approximately 20 -25 hours each spring.

**Constituent Membership Chair** – Serve as the “face” of the constituent organization by reaching out to potential members at meetings and other professional events. Work with constituent treasurer to maintain accurate membership records. Compare constituent records to ADHA records to ensure accuracy. Working together with a committee, the chair will coordinate and implement recruitment and retention campaigns in the constituent. The chair will establish a working relationship and encourage local component membership chairs in their efforts to increase membership.