

## **ADHA INSTITUTE FOR ORAL HEALTH LIAISON JOB DESCRIPTION**

**Title:** ADHA Institute for Oral Health Liaison

**Term:** Minimum of one year (two or more years highly encouraged)

**Duties:**

**1. Direct the promotion of the ADHA Institute at Constituent and Component meetings.**

- 1.1. Contact IOH office and/or view website for information on all grant programs, including deadlines and criteria.
- 1.2. Introduce to Constituent and Component organizations short presentation on mission and programs of IOH. (Presentation provided by ADHA Institute administration.)
- 1.3. Convey the importance of a foundation for the dental hygiene profession to ADHA members.
- 1.4. Distribute IOH promotional materials such as brochures and ribbons.
- 1.5. Seek opportunities in local DHA publications for advertisement and promotion of the Institute for Oral Health. Contact IOH Executive Administrator for IOH Ad Copy.
- 1.6. Provide feedback to IOH Executive Administrator on the membership's perceptions of IOH programming.

**2. Solicit donations for the ADHA Institute from individual members and Constituent and Component organizations.**

- 2.1. Conduct contests, raffles, and challenges to increase the enthusiasm for supporting IOH during meetings and continuing education courses.
- 2.2. Contact individuals in your constituency and ask them to contribute to the ADHA Institute annually.
- 2.3. Contact the leadership of your Constituent organization and all Component organizations and solicit an annual donation to IOH from each organization.

**3. Thank donors from your Constituency for contributing to the ADHA Institute via phone calls and thank you notes.**

- 3.1. View donations for your Constituency on IOH website monthly.
- 3.2. Call and personally thank donors for their support of the foundation.
- 3.3. Write thank you notes to individual donors and organization leadership.

**4. Promote Gala at Annual Session.**

- 4.1. Solicit the donation of items for the live and silent auctions.
- 4.2. Promote table sales and attendance at Gala.
- 4.3. Promote and sell raffle tickets.

**5. Communicate changes in local Institute leadership (Liaison position, volunteers) with national office.**

- 5.1. Contact IOH Executive Administrator upon appointment as Liaison.
- 5.2. Complete Liaison contact form providing email, phone and mailing address.
- 5.3. Communicate to the IOH Executive Administrator the dates your term begins and ends and who will replace you in the role of Liaison.