

## **President**

Serves as president of the association and chair of the Board of Trustees, vested with authority by the House of Delegates. The responsibilities and duties of the president are equivalent to a full-time job. Daily communications with staff and leadership team, combined with travel to necessary meetings require continuous dedication to the position. This is a one-year term followed by automatic progression to Immediate Past President. As president of the association:

- Promotes the mission, vision and goals of the association as outlined in the Strategic Plan.
- Represents the association and profession of dental hygiene at industry events, and strategically important functions.
- Annually appoints the following individual positions with the approval of the Board of Trustees:
  - Committee Members
  - Board advisors
  - ADHA Commissioner to the Joint Committee on National Dental Examinations (JCNDE)
  - ADHA Commissioner to the ADA CODA (appointed every four years)
- Annually appoints the following positions without approval of the BOT:
  - Task Force representatives
  - Liaison representatives
  - Ad Hoc Groups
  - Board coaches
- Refer the directives of the House of Delegates and/or the Board of Trustees, requiring the completion of a given task, to specific councils.
- Oversees the business and maintains communication as needed with:
  - Committees, task force, and Adhoc groups
  - Board advisors
  - ADHA representatives, appointed and elected
- Chairs the Executive Committee:
- Chairs the Finance Committee
- Chairs the Compensation Committee with the president-elect and immediate past president.
- Executes the Chief Executive Officer's contract, to include consultation as needed with outside resources.

- Chairs the Finance Committee.
- Chair the Board of Trustees:
  - Oversees the duties of the Board of Trustees.
  - Provides direction to the Chief Executive Officer.
  - Develops the agenda with the Chief Executive Officer
  - Supervises the implementation of Board of Trustees actions
  - Provides regular communications to the BOT and the HOD
  - Provides direction to the Chief Executive Officer and Chief Operating Officer for: board leadership training, strategic planning, BOT meeting planning.
  - Provides direction to Board Coaches and Trustees as needed.
- Serves as ex-officio member of committees, task force groups, Adhoc groups, and House of Delegates.
- Serves on ADHA Access editorial advisory committee
- Serves as member of Executive Review Committee
- Serves as a director and chair-elect of Institute for Oral Health.
- Presides at Annual Conference and has the following duties:
  - Delivers inaugural address at time of installation.
  - Appoints reference committees.
  - Appoints pages and sergeant-at-arms.
  - Appoints Committee on Minutes Review of the House of Delegates.
  - Performs all duties as referenced in ADHA Bylaws.
  - May delegate any of the above duties to the president-elect, immediate past president, vice president, treasurer, trustee or other qualified member of the association, always retaining ultimate responsibility.
- Liaison/Coalition: The president will maintain and/or establish liaison with appropriate organizations.
- Presidential Visitation Responsibilities:
  - The President's visits will be driven by the strategic plan
  - In preparation for visits, consult with District Trustee, review current membership numbers, legislative activities and other pertinent information.
- Administrative Responsibilities

- Partners with ADHA staff and leadership as needed to prepare for meetings and facilitate leadership calls.
- Draft correspondence needed to facilitate the duties of the President.
- Provide schedule availability as needed to fulfill the duties of President

- The President will receive an honorarium for the term served.

The president may invite up to ten guests to the president's reception at no charge.

### **Immediate Past President**

- One-year term
- Serves on the executive committee.
- Serves as ex-officio member of the House of Delegates.
- Serves as chair of the institute for oral health.
- Serves on Leadership Development Committee
- Serves on the Nominating Committee as IPP and additional three years after term.
- Performs duties and carries out responsibilities as delegated by the president.
- Presides over candidates' forum.
- With the president and president-elect, negotiates the Chief Executive Officer's contract.
- Oversees the Voting Student Delegate during the student discussion.
- Co-facilitates the Student Caucus and Student Delegate Orientation, along with the Speaker of the House.
- The Immediate Past President will receive an honorarium for the term served.