

Recommended Skill Sets for ADHA Trustees

- Adept with technology and related programs (PowerPoint, Word, interactive video conferencing/meeting software, etc.)
- Able to manage multiple priorities in a timely manner
- Proactive
- Honest
- Transparent
- Forward-thinking
- Prepared
- Appreciates the diverse and evolving roles of a dental hygienist
- Exhibits self-confidence with internal and external audiences
- Demonstrates meeting management and facilitation skills
- Understands board-member-staff interrelationships
- Demonstrates public social skills and presentation skills
- Differentiates between organizational and professional issues
- Values diverse leadership styles
- Respects and encourages differences of opinions

ADHA will train on:

- What it means to govern
- Duties and functions of a board and the role of a director
- Duties of care, loyalty and obedience
- Governing versus managing
- Decision-making in the interests of the entire membership Conflict management
- Board Policy & Procedures Manual
- Strategic Planning

Preparation:

There are many ways of preparing to become an ADHA trustee. Most involve leadership skills garnered as one assumes leadership posts on the component and state level. Some require an individual to seek out training (PowerPoint presentations, understanding a balance sheet, etc). Many will be taught in workshops like the Unleashing Your Potential weekend. An aspiring trustee should have an understanding of the ADHA Bylaws, Policies, Standing Rules and Delegates Manual of the House of Delegates. Aspiring Trustees should pursue all of these learning opportunities and possibly identify more.

Time Commitment:

In addition to attending board meetings, trustees should expect to dedicate 10 - 12 hours per week to their responsibilities. Additional committee/council assignments will increase the time commitment. Preparing for presentations, reviewing materials for meetings and communicating with members of the district, outreach to dropped and non-renewed members are examples of ongoing activities. Trustees are also responsible for regular communication with the constituents.