

# ADHA Committees

## Process and Timeline for Appointed Positions

October 2024

# Contents

1. Introduction.....	1
• Purpose .....	1
2. Preparing for ADHA Leadership .....	2
• Universal Skill Sets for ADHA Leaders .....	2
3. Timeline and Process for Appointments .....	4
• Overview of Timeline .....	4
• Presidential Process to Appointments.....	4
• Committee Appointment Process .....	4
4. ADHA Committees .....	6
• Committees of the Board.....	6
• Ad Hoc Groups & Taskforces .....	7
• Other Appointed Positions.....	7
5. Committee Facilitation .....	11
• Committee Composition .....	11

## Section 1

# Introduction

The American Dental Hygienists' Association (ADHA or Association) values the unique qualifications, skills and experiences its members contribute to the growth and advancement of the dental hygiene profession and the Association. Each year, the ADHA President-Elect considers committee appointments for their presidential year.

The goal is to always have competent leaders in the various roles and to increase capacity, improve diversity across the organization, and include more volunteer leaders in the work than in previous years. This evidence-based approach will increase chances for a successful year of meeting ADHA objectives and implementing the Strategic Plan. Appointments reflect the values of respect, trust, and integrity, diversity, inclusion, and engagement.

## Purpose

This document serves as a guide to individuals interested in pursuing a leadership position with ADHA by serving on a committee. A full list of ADHA committees is included; however, only those with positions open to qualified professional members are detailed in Section 4.

Committee members are appointed by the President. Members who seeking an elected position, should refer to [Process and Timeline for Elected Positions](#) for the appropriate timeline and process.

## Section 2

# Preparing for ADHA Leadership

## Universal Skill Sets for ADHA Leaders

Leaders learn as they progress on their leadership journey. Being an effective leader at ADHA means you may need to grow or develop your skill sets and demonstrate critical competences in specific areas. It is strongly encouraged that potential candidates communicate early and often with the Leadership Development Committee to discuss the skills and competencies the Association will need to meet the objectives of the Strategic Plan.

## Self-Evaluation

Individuals interested in ADHA leadership should complete a self-evaluation considering the following:

- How much time can you commit to serving as a leader with the ADHA?
- Does your family support your decision to give your time to serve ADHA and its members?
- Does your employer support you, and will they allow the necessary time needed to serve ADHA?
- Based on the Universal Skill Set for ADHA Leaders listed below, what are your strongest skill sets?
- Where do you have opportunity for improvement?

## Universal Skill Sets for ADHA Leaders

When considering your readiness for ADHA leadership, it is helpful to know that successful leaders will need to demonstrate many of the following skills:

- Working knowledge of the ADHA mission, goals, and Strategic Plan
- Capacity to embrace and manage change
- Integrity in all interpersonal actions
- A results-oriented attitude
- Understanding of general principles of not-for-profit fiscal management and governance
- Adherence to fiduciary responsibilities
- Teamwork, creativity, and collaboration among peers with different needs and interests
- Inspiration of shared vision for the future of ADHA

- Objectivity in prioritizing and directing Association resources consistent with the Strategic Plan
- Willingness to embrace diversity, equity, inclusion, and belonging
- Respect for the board/staff partnership and willingness to collaborate on a regular basis
- Receptiveness to feedback
- Ability to align and build commitments
- Capacity to have difficult conversations
- Active listening
- Ability to think strategically to guide the Association into the future
- Ability to operate as a team player
- Organizational skills

Individuals seeking a leadership role will also need:

- Personal/professional support from family and employer
- Employment flexibility, i.e., ability to participate in meetings during normal business hours  
(*Note: Normal Business hours refers to Central Time*)
- Self-awareness of strengths and weaknesses as well as gaps in leadership skill sets
- Willingness to learn from experience, and apply knowledge to new situations
- Good oral and written communication skills
- Confidence and knowledge in working in a virtual environment
- Comfort speaking with large and small audiences

## Section 3

# Timeline and Process for Appointments

These guidelines provide a chronological overview of the process for ADHA committee appointment.

## Overview of Timeline

Dates	Action
February - June	<ul style="list-style-type: none"> <li>Completed applications are due to Central Office by the first Monday in June</li> <li>President-Elect reviews applications and considers committee appointments</li> </ul>
July	<ul style="list-style-type: none"> <li>President proposes committee appointments to BOD for approval</li> </ul>

## Presidential Process to Appointments

The ADHA President will consider the following four fundamental benchmarks when appointing committee members, committee chairs, and committee vice chairs:

- Competencies, expertise, and skill sets
- Availability/prioritization of committee work and time commitment
- Representation/diversity – dental hygiene practice setting, race, ethnicity, educational background, age, gender, sexual identity
- Needs of the ADHA Committee or Taskforce

## Committee Appointment Process

- Information will be posted on the website.
- Applications for Appointed Positions are compiled at central office and forwarded to the President-Elect for review.
- The President-Elect reviews the applications, consults with staff, directors and constituent leaders as needed, and makes selections for appointments.
- The President presents a confidential proposal of the committee selections to the Board of Directors.
- The Board of Directors affirms all appointments from the nominations submitted.

- The President sends an appointment letter to each committee member, confirming the appointments and including meeting dates and times, when possible.
- Serving on a committee is a year-long commitment. In the event of a vacancy, the President appoints a replacement.

## Section 4

# ADHA Committees

### Committees of the Board

Committees may be established under the Board of Directors (BOD or Board). The following is a list of standing committees of the Board: *(Note: Committees indicated with an \* consist of ADHA Board members only.)*

- Executive Committee\*
- Finance Committee\*
- Committee on Policy
- ADHA Governance Manual Committee\*
- Committee on National Boards
- Minutes Review Committee\*
- Awards Committee
- Ethics Committee *(appointed as needed)*
- Compensation Committee\*
- Constituent Advisory Committee *(appointed as needed)*
- CEO Search Committee *(appointed as needed)*

### Committee on Policy

The Committee on Policy consists of 4 members, the Speaker of the House, and a Board Advisor. The committee is responsible for the following:

- Review of the ADHA Policy Manual
- Review of the Standing Rules and Procedures of the House of Delegates (HOD or House)
- Review of proposed resolutions
- The chair of the committee is responsible for reviewing submissions for Candidate's Corner

### ADHA Awards Committee

The Awards Committee consists of a Board Advisor, and four additional members who reflect the characteristics and diversity of awards being reviewed. Previous award winners may be considered as members of the committee. The committee reviews nominations/applications and selects recipients for the following awards:



- [Irene Newman Outstanding Clinician Award](#)
- [Standout Seven](#)
- Award for Excellence in Dental Hygiene
- [Hygienist Proud – Student Award](#)
- [Ann Battrell Visionary Legacy Award](#)

## Ethics Committee

If needed, the President will appoint an Ethics Committee according to the guidelines provided in the ADHA Bylaws.

## Constituent Advisory Committee

If needed, the President will appoint a Constituent Advisory Committee to address any submissions for changes to the ADHA Constituent Charter Agreement, Addendum to the ADHA Constituent Charter Agreement, or ADHA Component Charter Agreements.

## Chief Executive Officer Search Committee

The President shall appoint the search committee that will be an uneven number of members to include at least two Directors. The President and a staff member shall serve as ex-officio members. If possible, the chair of the committee will have served on a previous search committee. The committee will have the authority to select candidates for presentation to the Board of Directors.

## Ad Hoc Groups & Taskforces

### Ad Hoc Groups

An Ad Hoc Group may be convened by the President or staff for a specific task or objective, and then dissolved after the completion of the task or the objective is achieved. A Board Advisor/Representative may be appointed.

### Taskforces

A taskforce has a singular task and once it is completed, the taskforce is dissolved. Members are appointed by the President, which may include a Board Advisor/Representative.

## Other Appointed Positions

### International Federation of Dental Hygienists

A call for candidates for the International Federation of Dental Hygienists (IFDH) delegates will be placed in ADHA publications four months prior to the selection by the Board of Directors. IFDH delegates will serve a four-year term, limited to no more than two consecutive terms. More information about the IFDH can be found at <http://www.ifdh.org/>.

The qualifications of candidates for the IFDH delegates will be:

- Experience in the IFDH
- Experience in international oral health organizations/agencies

- Commitment to international health endeavors
- Support of the policies of IFDH
- Served as a member of the ADHA Board of Directors to ensure familiarity with ADHA policy, goals, and activities

## Commission on Dental Accreditation (CODA) Site Visitors

The Commission uses site visitors with education and practice expertise in the discipline or areas being evaluated to conduct its accreditation program. Nominations for site visitors are requested from national dental and dental related organizations representing the areas affected by the accreditation process.

The Commission is responsible for training accreditation consultants. Consulting assignments are made by the Commission. All site visit related expenses are assumed by the Commission. An open call for individuals interested in being nominated by ADHA to serve as CODA site visitors is posted in ADHA communications channels.

Site visitors for dental hygiene education programs are nominated by the American Dental Hygienists' Association (ADHA). The American Dental Education Association (ADEA) is an additional source of nominations that augments, not supersedes any nomination from ADHA. Individuals may also submit self-nominations to the Commission.

CODA Requirements	ADHA Requirements
A full-time or part-time appointment with an accredited dental hygiene program	Current ADHA member
A baccalaureate or higher degree	Minimum of a master's degree
Background in educational methodology	Minimum of 5 consecutive years of full-time experience in dental hygiene education
Accreditation experience through an affiliation with a dental hygiene education program that has completed a site visit	Demonstrate current involvement in curriculum design, development, and evaluation and/or have responsibility for a dental hygiene program
Accreditation experience within the previous three years	Current license to practice dental hygiene and/or dentistry
	Demonstrate effective communication skills
	Demonstrate an understanding of the mission of institutions of higher learning
	Demonstrate an understanding of the mission of dental hygiene education

Applications are to be submitted to the Director of Education and Research for review. Geographic and institutional balance will be considered in the selection process. Recommendations will then be forwarded to the ADHA President for nomination to CODA.

The CODA Dental Hygiene Review Committee reviews the Site Visitor Nomination Form of the respective nominees and makes recommendations for appointment by the Commission.

### ADHA Appointed Commissioner to CODA

The Commission on Dental Accreditation consists of 30 members, which includes 1 licensed dental hygienist appointed by ADHA. An open call for individuals shall be posted through available ADHA communication channels. Candidates must complete an application form. The ADHA BOD will review and approve the final candidate(s) recommended by the Director of Education & Research.

CODA Requirements	ADHA Requirements
Ability to commit to one 4-year term	Required credentials for the Commissioner: possess all credentials required by CODA accreditation consultants
Willingness to commit 10-20 days per year to activities, including training, comprehensive review of print and electronically delivered materials, and travel to Commission headquarters	Have experience on a minimum of 3 accreditation site visit teams
Ability to evaluate an educational program objectively in terms of such broad areas as curriculum, faculty, facilities, student evaluation and outcomes assessment	A full-time or part-time appointment with an accredited dental hygiene program or a baccalaureate or higher degree
Stated willingness to comply with all Commission policies and procedures	Accreditation experience through an affiliation with dental hygiene education program that has completed a site visit
Ability to conduct business through electronic means (email, Commission Web Sites)	Accreditation experience within the previous three (3) years
Active, life or retired member of the American Dental Association, where applicable	Possess decision making skills
	Be objective and decisive
	Preference given to candidates who: <ul style="list-style-type: none"> <li>• Possess leadership skills; and</li> <li>• Are politically astute</li> </ul>

### ADHA Committee on National Boards/Joint Commission on National Dental Examinations

Duties include developing dental hygiene examination specifications, monitoring the quality of the dental hygiene examination, selecting individuals to serve as dental hygiene test constructors, recommend rules and regulations for the conduct of the dental hygiene examination. Report significant data generated by the dental hygiene examination program. Complete additional functions, as requested by the Joint Commission and ADHA. The ADHA

Committee on National Boards is a committee of five, including the ADHA Commissioner to the JCNDE, one student member, and three dental hygienists. ADHA Requirements include:

Dental Hygiene Practitioner	Dental Hygiene Educator	Student Member
Current ADHA member	Be employed in a community college setting	Currently enrolled as either a full-time post-entry level student, or part-time post-entry level student who is currently practicing or teaching dental hygiene
Majority of current work effort as a clinical dental hygiene practitioner	Be employed in a dental school, college or university setting or hold a master's degree	Has successfully completed the National Board Examination within the last five years
Preference given to those who possess a baccalaureate degree	Be a member of a dental hygiene faculty for at least 5 years	Serve a one-year term and accept a second one-year term when possible
Have experience in testing and measurement	Be actively involved in curriculum design or development, and/or have responsibility for development of clinical evaluation system	

## Section 5

# Committee Facilitation

## Committee Composition

The chair should have a minimum of one year's experience as a committee member prior to serving as chair. Members shall be appointed annually. Every effort will be made to appoint members in a manner that provides the committee with new members and experienced members who will foster the mentoring and continuity of the committee. The President and President-Elect shall serve as ex-officio members of all committees.

A staff liaison will be assigned to each committee that coincides with the area of responsibility of a respective staff person. This role is designed to integrate staff expertise with the scope of responsibility to accomplish the goals of ADHA.

Ex-officio, members-at-large, and Board Advisors are non-voting members of the committees.

Subcommittees may be appointed, with approval of the President, to accomplish specific duties of the committee. The parent committee is responsible for the subcommittee. The committee chair is responsible for the continuance of the subcommittee until its duties are completed.

## Role and Responsibilities

### Committee Chair

- Accept the appointment only after careful consideration of time commitment, review of personal and professional priorities and self-assessment of necessary leadership competencies for the role.
- Develop and maintain a working knowledge of the affairs, policies, and activities of the Committee.
- Identify and communicate how the committee work reflects the strategic plan and impacts the budget of the Association.
- Communicate in a timely manner with the President and Board Advisor throughout the year.
- Collaborate with the Board Advisor and assigned staff to schedule all meetings.
- Collaborate with the Board Advisor and assigned staff to develop strategic and efficient committee meeting agendas.
- Collaborate with the Board Advisor and assigned staff to prepare all committee meeting minutes and reports, including the Annual Report to the House of Delegates.
- Facilitate all committee meetings and conference calls.

- Lead the committee in developing recommendations for the affairs, policies, and activities of the Association.
- Handle all assigned responsibilities professionally and dutifully.
- Abide by the ADHA Code of Ethics, Rules of Conduct Form and Leadership Values Agreement.

## Committee Vice Chair

- Accept the appointment only after careful consideration of time commitment, review of personal and professional priorities and self-assessment of necessary leadership competencies for the role.
- Observe the committee chair executing their role and responsibilities.
- Meet individually with the committee chair regularly to ask questions and ascertain approach to fulfilling chair duties.
- Attend and actively participate in all committee meetings and conference calls.
- Develop a working knowledge of the affairs, policies, and activities of the committee.
- Identify how the committee work reflects the strategic plan and impacts the budget of the Association.
- Contribute to the work of the committee in developing recommendations for the affairs, policies, and activities of the Association.
- Handle all assigned responsibilities professionally and dutifully.
- Abide by the ADHA Code of Ethics, Rules of Conduct Form and Leadership Values Agreement.

## Committee Member

- Accept the appointment only after careful consideration of time commitment, review of personal and professional priorities and self-assessment of necessary leadership competencies for the role
- Review all meeting documents in preparation of all meetings.
  - Upon receipt of the agenda and exhibits, members should review it for accuracy and completeness and notify the chair and central office of any discrepancies. The chair and central office should also be notified of any additional agenda items to the agenda.
- Attend and actively participate in all committee meetings and conference calls
- Develop a working knowledge of the affairs, policies, and activities of the committee
- Contribute to the work of the committee in developing recommendations for the affairs, policies, and activities of the Association
- Handle all assigned responsibilities professionally and dutifully

- Abide by the ADHA Code of Ethics, Rules of Conduct Form and Leadership Values Agreement

## **ADHA Staff Liaisons**

ADHA staff liaisons provide project management support, staff perspective, and collaboration between the committee and other staff departments and consultants.