

ADDENDUM A

ADHA Position Descriptions

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.

President-Elect

- One-year term followed by automatic progression to President
- Serves as vice chair of the executive committee.
- Serves as ex-officio member of the House of Delegates.
- Serves as a director of the Institute for Oral Health.
- Serves on Finance Committee.
- Serves on Executive Review Committee.
- Serves as board advisor to the Leadership Development Committee.
- Serves as board advisor to Nominating Committee.
- Performs duties and carries out responsibilities, including possible travel, as delegated by the president.
- Spends an average of 25 hours per week on ADHA business throughout the year.
- Serves on ADHA Access editorial advisory committee
- Evaluates future committee appointments for presidential year.
- Plans installation activities and develops content as needed.
- Serves as a member of the Compensation Committee.
- Plans for presidential visits to align with strategic objectives.
- Provides direction for budget for upcoming year with Chief Executive Officer, Chief Operating Officer, Director of Finance and ADHA Treasurer.
- Establishes calendar for ensuing year.

- As indicated by the President, participates in committee, ad-hoc, taskforce meetings and leadership calls.
- Administrative
 - Partners with ADHA staff and leadership as needed to prepare for meetings and contribute to leadership calls.
 - Provide schedule availability as needed to fulfill the duties of President-Elect
- The President Elect will receive an honorarium for the term served.

Vice President

- One-year term
- Serves as a director of the Institute for Oral Health.
- Serves on executive committee.
- Serves as ex-officio member of the House of Delegates.
- Serves on Executive Review Committee.
- Serves as Chair of the Board Policy and Procedures Committee.
- Performs duties and carries out responsibilities, including possible travel as delegated by the president.
- Spends an average of 15 hours per week on ADHA business.
- Serves on ADHA Access editorial advisory committee
- As indicated by the President, participates in committee meetings and leadership calls.
- Participates in finance committee meetings as a non-voting member.
- Administrative:
 - Partners with ADHA staff and leadership as needed to prepare for meetings and contribute to leadership calls.
 - Provide schedule availability as needed to fulfill the duties of the Vice President.
- The Vice President will receive an honorarium for the term served.

Treasurer

- Two-year term, elected in odd numbered years
- Serves on Finance Committee.
- Serves on the Executive Committee.
- Serves as treasurer of the Institute for Oral Health.
- Serves as ex-officio member of the House of Delegates.

- Reviews expenses and other financial activities of the association.
- Performs duties and carries out responsibilities as delegated by the president.
- Participates in new trustee/officer orientation.
- Approves all member reimbursement forms.
- Provides input on the budget format.
- Participates in discussions on decisions and trends which have an impact on financial stability.
- Is named on all bank accounts.
- Provides input on decisions regarding investments.
- The Treasure will receive an honorarium for the term served.

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.

Speaker of the House

- Two-year term, elected in even numbered years
- Serves as ex-officio member of the Committee on Policy and Bylaws

- Serves as the chair and ex-officio member of the ADHA House of Delegates
- Serves as a resource throughout the year to the Board of Trustees
- Provides online orientation for all ADHA delegates prior to the Annual Conference
- Provides additional communication to HOD on items of strategic importance
- Consults with the parliamentarian to facilitate business of the HOD and the association
- Consults with legal counsel in conjunction with the CEO with regard to legal compliance when needed
- Serves as a resource during district meetings at the annual conference
- Appoints a Sargent at arms and four (4) tellers for ADHA officer elections
- Adheres to all standing rules of the House of Delegates:
 - Meets with sergeant-at-arms, pages, and executive director
 - Appoints official timekeeper (student or professional member who is not a delegate) for the house of delegates
 - Attends minutes review committee meeting
 - Co-chairs (with president) student delegate orientation meeting
 - Chairs reference committee personnel orientation meeting
 - Reviews reference committee reports prior to printing/distribution to delegates
 - Appoints five delegates to serve as tellers (none of which are candidates for elective office, one to be designated chair) at the house of delegates
 - Chairs teller orientation meeting
 - With chair of the tellers and parliamentarian, checks the ballots for accuracy and reviews the report of the tellers for accuracy
 - Reads the name of candidates who received the majority vote and declares them elected
- The Speaker of the House is funded for air, hotel and per diem during the House of Delegates Meeting

Nominating Committee Member

The Nominating Committee plays an integral role in leadership succession with the responsibility to submit a qualified list of candidates for election. Members of the Nominating Committee must possess leadership skills that support ADHA's mission and purpose and these are outlined in the ADHA Leadership Skill Sets document. Members of the nominating committee demonstrate diplomacy and have the ability to think strategically as they identify readiness and qualifications for those indicating interest in serving ADHA as elected leaders. Each member of the committee must fully understand all roles and responsibilities of elected leaders. Members of the Nominating Committee demonstrate integrity, are organized, possess strong communication skills, can work within a team, and are able to commit the time to fulfill responsibilities by participating in all Nominating Committee meetings and thoroughly reviewing all pertinent materials. In addition, Nominating Committee members should:

- Embrace and manage change
- Empower and inspire others
- Be results oriented
- Foster an atmosphere of teamwork, creativity, collaboration and inclusivity among peers with different needs and interests
- Maintain objectivity
- Think strategically
- Possess strong networking and relationship building skills
- Respect diversity and promote inclusiveness
- Mentor and motivate others
- Be prepared to meet minimally once a month during ADHA's business hours

Nominating Committee Responsibilities:

- The Nominating Committee shall evaluate the qualifications and readiness of:
 - those candidates seeking to be slated as future elected leaders of the Association
 - when needed, candidates to fill vacancies and other positions as the Board of Trustees may determine.
 - The Nominating Committee shall submit to the Board of Trustees and to the House of Delegates, a list of qualified and ready candidates for

election by the House of Delegates to succeed those elected national officers whose terms are expiring.

- Members of the Nominating Committee are not eligible to be nominated for elected office.