



American Dental Hygienists' Association

POSITION DESCRIPTIONS

President – The president is the chief spokesperson for the association and is charged with promoting the mission and goals of ADHA both internally and externally. As chair of the board of trustees, the president is responsible for the business affairs of the association and communicates with the executive director as necessary regarding the business of the association. The president appoints members of councils, committees and other work groups as well as positions such as the parliamentarian, historian, and liaisons. The president chairs the Executive Committee, Finance Committee and presides over the entire Annual Session and is an ex-officio member of all other association bodies. Due to a heavy travel schedule and the need to stay abreast of many issues, the president usually takes a leave of absence from her place of employment or negotiates a greatly reduced work schedule. In consideration of reduced income, ADHA provides the president with an honorarium.

President-Elect – The president-elect year is spent observing and assisting the president, establishing the administrative calendar for their presidential year and leading the development of the strategic plan which will drive association activity during that presidential year. The president-elect serves on the Executive Committee, Finance Committee, the ADHA Board of Trustees, the ADHA Institute for Oral Health Board of Directors, is an ex-officio member of the House of Delegates and is board advisor to the Governance Committee. The president-elect appoints council and committee personnel and local coordinators for the annual session which will occur at the conclusion of the presidential year. The president-elect spends approximately six weeks of the year traveling for ADHA plus an additional twenty hours per week on ADHA business.

Vice-President – The vice-president chairs the Committee on ADHA Procedures. The vice-president plays an important role in the development of the strategic plan which will drive association activity in future years. The vice-president serves on the Executive Committee, the ADHA Board of Trustees, the ADHA Institute for Oral Health Board of Directors and is an ex-officio member of the House of Delegates and attends all Finance Committee meetings. The vice-president spends three weeks a year traveling on ADHA's behalf and an additional ten hours per week on ADHA business.

Treasurer – The treasurer participates in discussions and decisions which have an impact on ADHA's financial stability; gives input on all decisions regarding investments and provides input on the budget format. This elected official reviews and approves all member reimbursement forms and provides training and explanatory materials on financial management to trustees, constituent and component officers. The treasurer plays an important role in the development of the strategic plan which will drive association activity in future years. This individual serves on the Executive Committee, the Finance Committee, the ADHA Board of Trustees, as treasurer of the ADHA Institute for Oral Health and is an ex-officio member of the House of Delegates. The treasurer is named on ADHA bank accounts and is empowered to approve the use of outside vendors if the executive director is not available. The treasurer spends the equivalent of four weeks a year traveling (two and three-day trips throughout the year) on ADHA's behalf and an additional ten hours per week on ADHA business.

Speaker of the House – The speaker of the house must have a working knowledge of parliamentary procedure. A registered parliamentarian assists the speaker at all meetings of the House of Delegates so it is not necessary to hold the RP credential. Each year in April, the speaker is involved with the electronic meeting of the Council on Policy & Bylaws and offers input on how house business will be handled. The speaker also appoints five tellers prior to annual session to handle balloting. On-site at the annual session, the speaker orients reference committee personnel, the sergeant-at-arms, the pages and the tellers. The speaker gives final approval of all reference committee reports prior to printing. The speaker presides over all three meetings of the House of Delegates and is funded to attend the annual session for four days.

Finance Committee Member – An elected finance committee member must have a thorough understanding of the ADHA strategic plan and the budget which is driven by the plan. A finance committee member must understand the roles played by the committee, the board, and the House of Delegates in providing a system of checks and balances. Finance Committee members participate in conference calls and email assignments throughout the year. Finance Committee members devote twenty hours a week to ADHA during the month of January and two to four hours per week during the remainder of the year.

Ethics Committee Member – The individuals elected to this office are expected to uphold the high ethical standards set forth in the ADHA Code of Ethics. They are elected because of their standing in the dental hygiene community and it is not expected that they devote an inordinate amount of time to this office.

District Trustee - District trustees are elected by the delegates within their district. They serve as the link between the national organization and the constituent (state) organizations. They have a fiduciary responsibility to the national organization and must exercise the duties of care, loyalty and obedience to ADHA. This means attending board meetings, completing the necessary preparatory reading and assignments and avoiding any conflict of interest or the appearance of a conflict of interest. Trustees promote the mission and goals of the organization. Trustees also support, develop and mentor potential leaders from constituents and components. Per presidential assignment, function as a board advisor to council and/or committees. A district trustee travels fifteen to twenty days per year on ADHA business (two and three-day trips throughout the year) and spends five to ten hours per week reviewing ADHA materials, maintaining contact with members of the district, and participating in conference calls and email exchanges with the board.

Delegate/Alternate to the ADHA House of Delegates – Delegates and alternates are elected by members in their respective constituents to participate in the annual House of Delegates meeting and vote on policy issues affecting the profession. Delegates and alternates receive the annual report and delegates' manual each spring and are expected to become very familiar with the material before attending the House meeting. They are also expected to stay current on association activities throughout the year. Although it varies by state, delegates and alternates travel five to ten days per year. Becoming

familiar with house parliamentary procedure and the issues at hand takes approximately twenty to twenty-five hours each spring.

Council Member - While councils meet for one weekend each fall, their business, as mapped by the strategic plan, is ongoing throughout the program year and is conducted via email and conference calls. Council members are appointed by the president-elect for a one year term of service and appointments are approved by the Board of Trustees at the post-annual session executive board meeting. It is expected that a council member have expertise in the field related to the council on which he/she serves, for example someone serving on the Council on Public Relations should have a background in public relations.

Appointments can be made (but are not limited) to the following bodies:

- Council on Education**
- Council on Member Services**
- Council on Policy & Bylaws**
- Council on Public Health**
- Council on Public Relations**
- Council on Regulation & Practice**
- Council on Research**
- Committee on National Boards**
- Diversity Committee**
- Governance Committee**
- Committee on Annual Session**