

Chapter 4

UDHA Job Descriptions and Responsibilities

President Responsibilities

Serves as President of the association and chair of the Board of Trustees.

September (Month of Induction)

- Signs conflict of interest statement.
- Immediately after installation, submits a new officer's report to ADHA.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Vested with the authority of the House of Delegates to carry out the mandate of the members.
- Conducts the Leadership workshop/New Officers orientation.
- Ensures that the strategic plan assignments are completed.
- Annually appoints the following with the approval of the BOT:
 - o UDHA committee chair, such as:
 - Finance
 - Fundraiser
 - Student liaison
 - Smoking cessation
 - o Replacement of BOT members & committee chairs.
- Schedules and presides over Board meetings, minimum of 3 per year.
- Supervises the execution of committee work and BOT assignments.
- Presides over spring meeting and Annual Session.
- Initiates all ballots.
- Writes Presidents message of the website quarterly.
- Acts as a liaison between other interest groups.
- As Chair of the Board of Trustees, the President votes only to break a tie.

October

- Submits a list of the new elected officers to ADHA (include all component and State officers) email to ADHA or complete online at <http://www.adha.org/form/officer-update>
- Submits a list of new elected Delegates to Keely O'Sullivan or the current ADHA Executive Office Coordinator keelyo@adha.net

February

- Participates in Lobby day.

March

- Prepares and submits annual constituents report to ADHA, following ADHA guidelines.
http://members.adha.org/scriptcontent/Resources/delegate_resources.cfm

August

- Prepares and submits annual constituents report to ADHA, following ADHA guidelines.

September

- Delivers inaugural address at time of installation.
- Ensures that the Policies and Procedures manual are updated at the end of their term as well as current Rule and Regulations.
- Participates in the initial formation of the strategic plan of the ensuing year.

Documents Needed

- Officer Report Form
- BOT Agenda Form
- ADHA BOT Update Form
- Officer Report Form
- BOT Agenda Form
- ADHA BOT Update Form
- District X (Utah) Report Form
- Annual Constituent Report Form

President Elect Responsibilities

- Signs conflict of interest statement.
- Serves as a voting member of the BOT at all board meetings
- Attends all BOT meeting.
- Promotes membership.
- Provides a report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Is named on all UDHA bank accounts. (this for some reason may be a problem)
- Attends DOPL meetings. Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Serves as the association President in the event the President is unable to.
- Serves as Co-membership chair with the Immediate Past President.
- Attends the Constituent officers Workshop at ADHA.
- Serves on the finance committee.
- Is prepared to assume the duties of the President in the event of vacancy of absence.

October

- Complete New President Press Release. (see previous doc) Collect information and photo. Put together a press release to announce new UDHA President. Send out to all relevant media (SL Trib, Deseret News, Davis Clipper, etc.)

November

- As Alt Delegate- Attends school presentations

January

- Identifies theme for presidential year. Works with VP to complete Ideas for Annual Session Registration Packet. Packets need to be completed and delivered 6 weeks before Annual Session. Any theme and Annual Session Advertising is to be given to the webmaster in addition to printing.
- As Alt Delegate- If attending ADHA Annual Session In June Register for Hotel, Classes and Flight now

February

- Participates in Lobby day
- As Alt Delegate- Attends school presentations as Alternate Delegate
- As Alt Delegate- Attends Delegate meetings to plan and prepare for ADHA Annual Session

April-May

- As Alt Delegate- Plan on attending ADHA Annual Session in June
- As Alt Delegate- Attends Delegate meetings to plan and prepare for ADHA Annual Session

June

- As Alternate Delegate- attends ADHA Annual Session

August (submitted 45 days before October)

- Submits to the Governor (State of Utah) a request for a declaration of Utah Dental Hygiene Week. Go to link and complete declaration request. Request document is already written. Request for a week in October (National Dental Hygiene Month)
<http://utah.gov/governor/declarations/>

September

- Prepares Voting Ballot for HOD meeting. Includes any nominees made prior to the AS meeting.
- Begin planning and prep for strategic planning.
- Contact District Trustee and schedule a date for strategic planning meeting
- Plans Installation of incoming BOT activities. Organize induction lunch schedule and person doing induction. (see instillation doc)
- Help in any Annual Session duties needed.

Documents Needed

Press release doc, Declaration request doc, Instillation idea doc

Immediate Past President Responsibilities

- Signs conflict of interest statement.
- Serves as a voting member of the BOT.
- Attends All Board Meetings.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Participates in strategic the planning process.
- Presides over Candidates Forum.
- Serves as the student delegate liaison for the HOD at annual session.
- Serves as a resource advisor for the association.
- Serves as Co-membership chair along with the President Elect.
- Serves as legislative chair.
- Plans lobby day.
- Distributes “gift “bags to the UT Senate and House.
- Chairs Institute of oral health.

Vice President Responsibilities

- Signs conflict of interest statement.
- Serves as a voting member of the BOT.
- Attends All Board Meetings.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Participates in the Strategic Planning process.
- Attends UDA convention planning meeting as necessary.
- Responsible for the overall planning of UDHA Annual Session
 - o Planning the meeting
 - o Appoint all committee chairs, including awards.
 - o Registration
 - o Location acquisition
 - o Speaker/topic
 - o Agenda
 - o Mailing of meeting announcement to all licensed RDH
 - o Obtains DOPL list for mailing
 - o Food selection
 - o AV
 - o CE
 - o Hospitality
 - o Speaker gifts/ thank you's/sponsors
 - o Works with the president-elect on planning of installation
 - o Works with VP Elect in AS Vendors registration and needs
 - o Membership applications are included in the Annual session information.
 - o Expense report to Treasure
- Works with the President-Elect on planning of installation activities.
- Works with the Vice President-Elect on selection of speakers for spring meeting and Annual Session one year prior to event.
- Provides a post Annual Session written report to the HOD.

Planning for Annual Session

- Schedule a location
 - Plan for 350-400 Attendees
 - Friday 150 RDH's/ 220 Students /40 Vendor & Saturday just 150 RDH's
 - 1-2 Meeting days and 1 night for HOD
 - Meeting rooms (one or two tracks) to hold 200-400 each
 - Vendor room to hold 35 tables (add power, tablecloths, and chairs)
 - For meal planning, plan to feed vendors
- HOD
 - 40 Seated dinner

- Includes Delegates, Speaker and Secretary of the House and BOT
- Plan initial Schedule of Events and meeting layout

January

- After location and date is set
 - Work with VP Elect to make and send out SAVE THE DATE fliers
 - Hand out at Lunch N Learn
 - Send to component presidents for component meetings
 - Send to Vendors
- When any info is complete update the webmaster for online publishing

February

- Plan and schedule speakers (the sooner the better, speakers get booked out 6mo-1 year)
 - Max \$3000 for an 8 hour (1 speaker)
 - Try for speakers to find own sponsors
 - More \$ does not mean better speaker
 - Locals are usually free
- Speaker contracts
 - UDHA provides
 - projection screen(from location), projector, power , lapel mics and laptop(if needed, prefer they bring their own)
 - Flight up to \$500
 - One night hotel stay
 - Speaker and Sponsor advertising
 - Meals for day speaking
 - Travel to and from airport
 - Plan for 350-400 Attendees
 - Friday 150 RDH's/ 220 Students /40 Vendor & Saturday just 150 RDH's
 - 1-2 Meeting days and 1 night for HOD
 - Meeting rooms (one or two tracks) to hold 200-400 each
 - Vendor room (1 day) to hold 35 tables (add power, tablecloths, and chairs)
 - For meal planning, plan to feed vendors
- Thursday- HOD
 - 4pm registration, 4:30-8pm HOD with a dinner break around 6pm
 - 40 Seated dinner
 - Includes Delegates, Speaker and Secretary of the House and BOT
 - Vendors setup if space available
- Friday with split tracks have a student forum
 - 1-1.5 hour
 - Delegates run meeting
 - An issues always arises during the year to involve the students
- Friday night social (optional)
 - \$1500 should be vendor sponsored
 - Plan on 80-100 attendees, vendors attend for free
 - Usually ice cream and 1 drink ticket
- Saturday basic all day meeting, just RDH's (food optional)
- When any info is complete update the webmaster for online publishing

June

- Request a letter from Delegates as a report from ADHA's AS for the registration packet
 - Confirm Speakers (get contracts before printing registration packets)
 - Get Bios, picture for reg packet flight info & Hotel Info
- Confirm Location and Pay down payment if needed
- Check on VP Elect and assist in planning UDHA Hygiene Luncheon for following year's UDA Convention
 - Items to be done by Sept 1st
 - Reserve Hotel Meeting Room (with catering)
 - Arrange for Speaker and Topic
 - Determine Registration Cost for attendee's (based on cost of speaker/room, assume 150 attendees)
 - Email details of Luncheon to Dotty at UDA so they can put it in their registration packet

July (2 months before AS)

- Decide on a week to close registration
- Min one week, Max two weeks out from AS date...Printing and organizing of registration information needs to be done
- Determine a \$ amount for AS registration

2012		Reg price	Early Bird (close 2 weeks early)	
	- Members	\$196	\$156	
	- Nonmember	\$255	\$204	
	- Student	\$95	\$76	
	- Vendor	\$400	\$300	Sponsor \$600-1500

2011		Reg price	Early Bird (close 2 weeks early)	
	- Members	\$145	\$105	
	- Nonmember	\$195	\$155	
	- Student	\$75	\$50	
	- Vendor	\$375	\$300	Sponsor \$600-1500

7 weeks before AS

- Complete AS registration packets (12pgs, bi-fold, double sided)
 - Complete pricing, vendor registration, speakers and location details
 - 1.Cover 2. Infor page 3.Delegate Letter 4. Sponsors/Vendors Adds 5. Membership Form 6-7. Full page spread "Sch Of Events" 8. Fri and 9. Sat -details of schedule and speakers 10. Ballot 11. Registration form 12. Back cover, mailing info.
- Printing done since 2009 by Dan at Documart Email: d.mcquarrie@documart.com
Phone: 8041-487-8585
 - Send a PDF ready to print with Excel sheet of labels
 - Usually 1800 printed(depending on DOPL list of all state registered Hygienists
 - He needs 1 week and will print, staple, seal, stamp(discounted), label, mail
- Get Excel spreadsheet of DOPL list of registered Hygienist from Membership chair or Melinda Andreason-Blake
- Be sure all online info is correct and ready for registration
- Dan does all our printing if needed

6 weeks before AS -MAIL OUT REGISTRATION PACKETS- ASAP

August (4 weeks before AS)

- Assist in Registration as needed, when they arrive in mail or online
 - Set up “AS Helper Assignment List”
 - Plan and assign speaker hosts! This is a huge help!
 - Determine what needs to be printed
 - Awards, committee signup sheets, name tags (Hygienist, Student, Guest, Vendor(VIP)), Speaker bios, Speaker contracts or confirmations, CE’s
- When any info changes, update the webmaster for online publishing
- With VP Elect Approval, Plan “Packing Party” (date/location) –Bags and supplies needed
- Send reminder email to Annual Session Committee one week prior to packing party
- Get speaker handouts for online printing-Give to webmaster
- Get speaker thank you \$10-15 gift
- Be sure BOT has voted on Awards and have ready for printing
- Work with VP Elect on Vendor setup and Marketplace

(2 weeks before AS)

- Wrap up registration (vendor and attendees)
- Prep name tags (Hygienist, Student, Guest, Vendor(VIP)) and other printing needs
- Confirm speaker details and concerns
 - Get Bios, flight info & Hotel Info
- Complete Printing

(After Annual Session is over!!!)

- Thank you to all Speakers and they may have requested a registration list.
- Thank you to all Vendors for attending
- Email Thank you and survey to online registrations
- Be sure *all* bills are paid. Send receipts and or reimbursements to Treasurer.
- Hotel rooms, Speakers Honorarium and Fees, AS Event Location
- **Pass the Baton, Job well done!!!**

Vice President Elect Responsibilities

- Signs conflict of interest statement.
- Serves as a voting member of the BOT.
- Attends All Board Meetings.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Participates in the strategic planning process.
- Decides on speakers for spring meeting and annual session one year prior to event.
- Decides on the dates for Annual session for the following year.
- Promotes/ announces “save the date” at spring meeting for annual session.
- Plans the spring UDHA meeting, usually a luncheon during UDA Convention
 - o Speaker
 - o Agenda
 - o Food
 - o AV
 - o CE
 - o Registration
 - o Gifts/thank you
 - o Report to Treasurer
- Arranges with UDA for a table at spring meeting, through UDA Secretary (Dotty)

Year Round

- Maintain Vendor/Exhibitor List
 - This is a huge spreadsheet with a lot of personal contact information for vendors
- Organize and Track all attending vendors/exhibitors and sponsors
 - Track Vendor Needs
 - Track Donations / Gifts
 - Track Registration Status
 - Track Paid Status
 - All Registration Payments go to UDHA Treasurer
- Vendor Options – vendors can help out in one of these ways
 - Be a Sponsor
 - Be a Standard Vendor (booth) – Early Registration Discount Available
 - Send samples for Attendee registration packets
- Sponsors: Goal is to get 5 Sponsors to sign up early
 - Preferably by January, when the sponsor’s budget/fiscal year is being decided
 - The following are items that can be sponsored
 - Hand Out Items, Lunch Bags, Post-its, Hygiene related gifts
 - UDHA Exhibitor Social – minimum of \$2,000 (must find sponsor for this)
 - Breakfast for \$3,000-5,000
 - Lunch from \$8,000-10,000
 - Speaker for \$3,000-\$5,000

September to December

- Observe UDHA Annual Session (you will be running it next year)
- Email all Vendors the Annual Session Announcements for following year
 - Information that changes each year: Date, Cost, Location
- Create a "Save the Date" flier for next year's Annual Session and email to Component Presidents
 - Component Presidents are expected to print and hand out at their meetings

January - April

- Attend/Observe UDHA Hygiene Luncheon at UDA Convention Meeting in February
- Send Personal Emails to Vendors/Exhibitors frequently (every 15-30 days)
 - The sooner we can get them signed up the better
- Make Assignments and record in Volunteer Assignment List

May

- Call all unregistered Vendors/Exhibitors

June

- Plan UDHA Hygiene Luncheon for following year's UDA Convention
 - Reserve Hotel Meeting Room (with catering)
 - Arrange for Speaker and Topic
 - Determine Registration Cost for attendee's
 - based on cost of speaker/room, assume 150 attendees
 - Email details of Luncheon to Dotty at UDA so they can put it in their registration packet

July

- Send email to Vendors/Exhibitors request donation for Silent Auction or Raffle items
- Send email to Vendors/Exhibitors to request registration packet/bag samples. Provide address and deadline for sending.
- Send email to Vendors/Exhibitors with hotel information with discount code

August

- Finalize Last-Minute Vendor/Exhibitor Registrations
- Provide Vendor/Exhibitors Count to VP for tables
- Prep for Annual Session (coming next month!)
 - Print Vendor/Exhibitors Needs Checklist
 - Get and Prepare Vendor Thank-You Gifts
 - Review Supply Checklist and get items ready
 - Plan Vendor/Exhibitor Table Configuration
 - Create or update Vendor/Exhibitor Name Tag List and send to UDHA President
 - This list should have the vendor company name and representative name
 - Create or update Vendor List for Registration Packet
 - This list should have vendor name and for those that have sponsored something, a vendor logo
 - Create 8x10 Display for any sponsored events
 - Showing sponsor name/logo, event sponsored and "thank you"
- Email following information to Vendors/Exhibitors for upcoming Annual Session
 - Date / Location, Hotel w/discount code, Directions from Airport

- Final schedule of events with reminder of Social in Exhibit Hall and setup-times scheduled for their table(s)

September (month of Annual Session)

- Plan "Packing Party" (date/location)
- Send reminder email to Annual Session Committee one week prior to packing party

List of interactions with Vendor/Exhibitors

This is in the order that you will usually follow. Keep in mind that you can be at a different spot on this list for each vendor/exhibitor you are working with.

- Contact Vendors/Exhibitors via email or phone
 - Send our Annual Session Announcement with Registration
- Ask Vendor if they would like to Sponsor any event
- Track and Print Vendor registration, track payments, check numbers, etc
- Send Receipt of Registration
- Send email to request donation for Silent Auction or Raffle items
- Send email to request registration packet/bag samples. Provide address and deadline for sending.
- Send email with hotel information with discount code
- Send email with final schedule of events with reminder of Social in Exhibit Hall and setup-times scheduled for their table(s)

Documents Needed

Treasurer

- Signs conflict of interest statement.
- Serves as a voting member of the BOT in a two year term.
- Attends All Board Meetings.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Renews all Business licenses and non-profit status as necessary.
- Prepares all yearly tax documents and reports of the association.
- Reviews expenses and other financial activities of the association.
- Provides input on the budget format.
- Participates in initial formulation of annual strategic plan for ensuing year.
- Approves all reimbursement forms.
- Serves on the Finance committee
- Is named on all UDHA bank accounts.
- Approves the use of all outside vendors in the conduction of UDHA business.
- Confirms Components are receiving and utilizing membership checks from ADHA.
- Submits IOH donation on behalf of BOT.

Year Round

- Balance/reconcile accounts with Quicken
- Update budget
- Reimburse BOT members and components as needed
- Check PO Box
- Attend BOT meetings

September

- Materials to be acquired from previous treasurer
 - White binder
 - PO Box key
 - Laptop with case
 - Fireproof safe
 - Checkbook, checks, stamp to endorse checks, jump drive, money bag
 - Money box
 - Square readers (2), PayPal reader, UDHA seal
 - Small blue file holder box
 - (2) storage bins with documents
- Go to Mountain America Credit Union with a board member who is a signer on the bank account and have your name added to the account. Also, have board members who no longer need to be on the account removed
 - Bring photo ID
 - Request a debit/credit card at the bank
 - Will be created onsite

October

- Attend Strategic Planning meeting

- Be prepared to formulate budget for the upcoming year with officers
- Pay webmaster for the upcoming year

November

- Change contact information with PayPal
 - Log into PayPal account online
 - Under My Account tab click on “Profile” → “My Business Info” → Next to Name click on “Change” → choose “Business Name Change (change contact name)” → Fax or upload necessary documents

November

- Renew business license with the State
 - Can be completed online

February/March

- Attend the UDA Luncheon
 - Bring petty cash (\$200.00)
 - Bring money box and square readers
 - Will need an iPad or tablet with the squareup app.
- Get into contact with accountant to schedule a time to get taxes prepared
 - Kristen Thomas 801-231-9384
 - Taxes due by May 15

April

- Professional liability insurance is due to Marsh Affinity Group

May

- Mail in prepared tax forms

June

- Send out per diem checks for delegates attending ADHA Annual Session
 - Per diem rate can be calculated with gsa.gov’s website
- Send a donation check for IOH with one of the delegates
 - Amount will be decided at Strategic Planning Meeting

July

- Apply for the list of dental hygienists in the state for mailing out fliers for Annual Session
 - dopl.utah.gov → Apply for a Licensee List
- Renew PO Box at post office
 - 4989 S. State Street SLC, UT 84107

August

- Pay for expenses as they come up for Annual Session
 - Prepare a new W-9 for vendors that may request it
 - Open file, print out, sign, scan copy and save for use
 - C:\Users\User\Documents\UDHA\fw9.pdf

September

- Attend Annual Session
 - Bring petty cash, laptop, square readers, checkbook, money box, stamp to endorse checks

Secretary

- Signs conflict of interest statement.
- Serves as a voting member of the BOT.
- Attends All Board Meetings.
- Promotes membership.
- Provides a report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Responsible for the recording of minutes for all official meetings and board of trustee meetings.
- Mail/Emails minutes to all BOT members 14 days after conclusion of the meeting.
- Responsible for the editing, updating & distributing the policy and procedures manual to all BOT members, annually with approval from the President.
- Maintains all historical documents, including the scrap book.
- Supplies policies and procedures manuals along with current Rules and Regs for all new BOT members.
- Works with the President–Elect on New officer’s orientation.

Speaker of the House

- Signs a Conflict of Interest Statement.
- Partners with HOD Speaker in Annual Session planning.
- Helps Delegates/Component Presidents run an “Issues Forum” prior to the annual HOD to discuss proposed PBY’s, PR’s with components. Robert’s Rules discussion.
- Presides over all meetings of the UDHA House of Delegates.
- Conducts Candidates’ Forum when Past President is not available.
- Calls Annual House of Delegates to order, maintains order, conducts, and is responsible for HOD Business according to policy and procedures.
- Attends BOT Meetings as a non-voting member.
- Provides a report of current activities at all BOT meetings.
- Perform other duties as requested by the BOT.
- Serves for a period of 2 (two) years, is elected in alternating years or until a successors is elected by the HOD.

Duties

- 1) Attend the BOT meetings.

You are a non -voting member of the BOT and an officer of the House of Delegates

- 2) Be familiar with the Policy Operations Manual.

This includes the policy Statements, bylaws, and the Standing Rules for the House of Delegates

July (4-6 weeks prior to AS)

Review submitted proposals.

The Secretary of the House, the Speaker of the House and at least one additional person (more if desired) make up the review committee. The purpose of the review committee is to insure that none of the proposals conflict with UDHA bylaws or policy statements. The committee will make sure there is not a policy or statement already in place for a submitted proposal and that proposals are in line with the goals and strategic plan of UDHA. This meeting should be held after the deadline for the proposals and before the BOT met for Annual Session.

The committee determines if the proposal is approved for submission. Most all proposals will fall into this category. If the proposal is unclear you will contact the maker of the proposal for clarification. If you find there is a very similar statement or a conflict with existing bylaws you would ask the maker to withdraw. You would put the recommendation on the proposal but the maker of the resolution has the final decision of whether to submit the proposal or not. In other words if the committee finds the resolution unacceptable the maker still has the right to submit it but the committee recommendation would be forwarded to the BOT and then to the HOD. Sadly, you do not get to forward your opinion on whether the HOD should adopt the resolution. This is where you write your testimony down and deliver it to you component delegate to read for you on the house floor.

September (at Annual Session HOD)

Conduct the House of Delegates

- a) Candidates Forum

You will read the nominations for the positions and take floor nominations. I have found it helpful to read the duties listed in the bylaws. The president presides over the candidate speeches. Directly after the speeches the delegates will vote. Select 3 delegate volunteers to be tellers. They must not be nominated for an office. They will count the ballots, give the report to you and then you will give it to the secretary to be recorded. Announce the winners at the beginning of the 2nd House.

b) Issues forum

This has been done several different ways and you may select how you would like to conduct this portion. It has been used as a discussion for submitted proposals or a forum for professional issues. The Speaker has led the discussion/reference meeting or the speaker has delegated a guest to lead it. I would recommend this be kept short. In the past when elections were lengthy I summed up the issues in about 5 minutes.

These two sections make up the first meeting of the House of Delegates. You must have a quorum to vote so if it is close you may do the issues forum first while you are waiting for late arriving delegates.

c) Officiate House Business. (2nd House)

d) 3rd House. This has been done at the installations luncheon. An announcement of the winners of the elections is announced and a call to next year's annual session. Utah does not usually have the dates for their next session and it is a good opportunity to invite everyone to ADHA annual session. This takes maybe 5 minutes. It seems a waste but according to our bylaws there must be a third house for the opportunity of a delegate to bring up any unfinished business. (This has never happened but it is a great time to get to bang the gavel and say this ends this year's House of Delegates.)

Notes on the Reference Committee

The reference committee is a separate meeting held at annual session before the meeting portion of the HOD. The reference hearing is to allow any interested party (members or not) to give testimony about proposals. After listening to testimony and reviewing any submitted written testimony members of this committee make recommendations to the HOD for adopt/reject and write amendments to resolutions for the House. The reference hearings were held for 2 years and it was a committee of 3 experienced delegates. These first two years we had 40 delegates instead of 30. After two years the delegates complained about missing CE hours and the HOD business was changed to the night before speakers to accommodate them. I thought the reference hearings were very valuable, they allowed everyone to give testimony, it followed ADHA closely and slim lined some of the HOD business however, in the current format there is not time for reference committee recommendations before the HOD meets. The reference committee guidelines set forth in the House Rules have not been changed. Maybe at some time in the future if the HOD grows we can hold this meeting.

Secretary of the House

- Signs a Conflict of Interest Statement.
- Partners with HOD Speaker in Annual Session planning.
- Collects names of Component Delegates from Component Pres.
- Calls for proposed resolutions/bylaws and officer reports.
- Prepares and distributes Delegates Manuals for the HOD.
- Selects Reference Committees where appropriate for UDHA HOD.
- Takes House of Delegates Minutes.
- Incorporates bylaws and resolutions into the Bylaws/Policy & Procedures Manual.
- Attends Board of Trustee Meetings as a non-voting member.
- Provides a report of current activities at all BOT meetings.
- Perform other duties as requested by the BOT.
- Serves for 2 (two) years or until a successor is elected. Is elected in alternating years by voting HOD members.

ADHA Head Delegate

Year Round

- Signs conflict of interest statement.
- Serves as a voting member of the BOT.
- Attends All Board Meetings.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Responsible for annual visits to all Dental Hygiene program Student Chapters. Usually visit 1st year students in the fall and 2nd year students in the spring.
- Communicates with district trustee in all matters concerning
- proposed resolutions and bylaw changes submitted for ADHA
- annual session.
- Delegates and alternates are required to attend at least one
- component meeting prior to and after UDHA annual session
- to find out member concerns to take back to ADHA annual
- session. Also to report back to members what took place at
- ADHA annual session. (2006)

Head Delegate

In addition to other Delegate Duties the Delegation Chair (Head Delegate) should consider the following:

- Is responsible for training and orientation of delegates (student delegates)
- Provides a written report to UDHA House of Delegates.
- Provides a written report of current activities at all BOT meetings.
- Presents UDHA report from the president at District x.
- Inform ADHA National Office of names of new Delegates/alt. delegates and information for contact.
- Responsible for training and orientation of delegates/alternates and student
- Provides a written report/yearly update to UDHA House of Delegates
- Provides a written report of current activities at all BOT Meetings.
- Presents UDHA report from the UDHA President at District X meeting at ADHA Annual Session in the absence of the President.
- Make contact with Delegates **each** month regarding school visits, component visits made, materials ordered for students and legislators, and begin training for ADHA AS need to arrange for time off and reservations.
- Disseminate information from UDHA BOT meetings to delegates/alternates.
- Help Delegates/alts. understand the policy manual/procedures manual other BOT processes.

BOT Delegate Report: Each Board of Trustees meeting the Head Delegate contacts each delegate/alternate delegate to receive from the delegates and report on all delegate activities in written form. This report is to be submitted prior to the BOT Meeting for inclusion in the minutes. (Keep of file of each report to be consolidated for the BOT year end report (Due: July).

- Accepts responsibility to be the “CONTACT” for one or two Dental Hygiene Schools to disseminate information, make presentations to 1st or 2nd Year students
 - Keeps accurate lists of contacts and shares that information with Delegation Chair.
 - Helps keep student advisors aware of important student/member dates.
- Required to attend at least one component meeting prior to and after UDHA Annual Session to find out member concerns to take back to ADHA AS, and to report back to members what took place at ADHA Annual session.
 - Be well-informed about ADHA and constituent policies and activities. Be attentive to members concerns and questions.(2006)

First month in (September or October)

- Participates in the strategic planning process.
- Helps prepare and participates in UDHA Lobby day.

December

- (Head Delegate) EARLY **December** contact schools to remind them of the ADHA District X Student Delegate Alternate Delegate scholarship submission due February.

January

- Signs up for ADHA AS CCL and plans trip to meeting usually in June.
- (Head Delegate) Make **HOTEL** reservations for ADHA AS.. At the time of this writing the delegates/alt. delegates attend and are housed 2 (two) to each room.
- (Head Delegate) Register for ADHA Annual Session, help other delegates know what to register for. -Make two separate reservations (reserve each room separately) by name for ease at check in.
- Watch airline reservation fees. Discuss as a delegation whether you want to book flight reservations together or separate. (Remember it may be cheaper to book with a “Delta” rather than a cheaper rate airline because of materials that need to be taken to Annual Session and luggage fees. At the time of this writing Delta offered 1st bag free.)
 - Assist the delegates in locating “Standing Rules – Section 1 General Guidelines for Delegates so they can refer to their duties and responsibilities.
 - Review the ADHA Annual Session schedule with delegates/alternates & emphasize each meeting they are responsible for attending including plenary sessions, candidate reviews, all Reference Committee Meetings, possible mentoring sessions or CODA sessions which should be attended. Remind them District X meeting usually occurs Saturday afternoon and evening, and the 2nd HOD usually goes into the dinner hour on Sunday evening.
 - Let the delegates/alternates know the daily stipend for food, and travel.
 - Review the ADHA PR, PBY submission deadline dates at ADHA with delegates, suggest possible submissions. (Copy the District Trustee X on any submissions.)
 -
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February

- Helps prepare and participates in UDHA Lobby day.

- Reads AHDA Policy and Procedures Manual/Standing Rules/Ethics
 - Review how to write a PR/PBY with delegates. Review the importance of writing testimony.
 - Explain the opportunities to write testimony and make assignments for writing testimony for Utah Delegates.
- Prepares for District X Workshop prior to attending AS. Read reference materials etc.
- Become familiar with Robert's Rules of Order, Newly Revised.
- Download/or prepare Delegates' Manual with HOD Materials.

March

- Communicate with the District Trustee regarding District Caucus'and the needs of Utah. (i.e. questions about PR's, President's Luncheon seating etc.)
- Let the District X Trustee know names of delegates who would be interested in serving on a Reference Committee or as a teller, page, etc.
- **Meet to discuss any PR, PBY's that delegates/Alt. delegates want to write for UDHA HOD.** (Delegates are usually the ONLY ones who take the opportunity to write these. It is IMPORTANT they are written.)
- Register for a table at Marketplace from ADHA. (to make money selling items) \$
- Begin checking w/schools to see when graduation/pinning ceremonies are. Get info to UDHA President. In President's absence, a delegate should try to attend and present The UDHA Student Service Scholarship.

April

- Download all ADHA Delegate/alt. materials. All materials should be read and discussed prior to District X Web-ex meeting. Usually delegates have to meet to discuss PR,PBY's.
- District X Web-ex meeting usually 5-6 hours on a Saturday.

May

- Finish preparing for ADHA Annual Session. Explain HOD procedures for substitution of delegates. Review floor pass and delegate card procedures. Packing items needed: extra carry on or bag.

June

- Represents UDHA, votes and attends ADHA annual session.
- Reads ADHA delegates manual and prepares for District X workshop prior to attending.
- Attends District X workshop at ADHA.
- Attends all delegate activities at ADHA Annual session
- Participates in the ADHA HOD and attends all social and political functions as deemed necessary by UDHA and District X.
- Communicates with district trustee in all matters concerning proposed resolutions and bylaw changes submitted for ADHA annual session.
- Report back to UTAH BOT about ADHA HOD at next BOT

August

- Makes arrangements via face to face or web to train Component Delegates for UDHA House of Delegates.

- Helps BOT prepare for Annual Session in any way.

September (month of Annual Session)

- Attends UDHA Annual Session and may be asked to help present
- Report to members about ADHA AS HOD

Documents Needed

AHDA Policy and Procedures Manual/Standing Rules/Ethics
UHDA Policy and Procedures Manual

School Student ADHA chapters contact info
Power Point Presentation for 1st and 2nd year students

ADHA Delegate/Alternate Delegate

Year Round

- Signs conflict of interest statement.
- Serves as a voting member of the BOT.
- Attends All Board Meetings.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Responsible for annual visits to all Dental Hygiene program Student Chapters. Usually visit 1st year students in the fall and 2nd year students in the spring.
- Communicates with district trustee in all matters concerning
- proposed resolutions and bylaw changes submitted for ADHA
- annual session.
- Delegates and alternates are required to attend at least one
- component meeting prior to and after UDHA annual session
- to find out member concerns to take back to ADHA annual
- session. Also to report back to members what took place at
- ADHA annual session. (2006)

Head Delegate

- is responsible for training and orientation of delegates (student delegates)
- Provides a written report to UDHA House of Delegates.
- Provides a written report of current activities at all BOT meetings.
- Presents UDHA report from the president at District x.

Delegates/Alternate Delegates

- Accepts responsibility to be the “CONTACT” for one or two Dental Hygiene Schools to disseminate information, make presentations to 1st or 2nd Year students
 - Keeps accurate lists of contacts and shares that information with Delegation Chair.
 - Helps keep student advisors aware of important student/member dates.
- Required to attend at least one component meeting prior to and after UDHA Annual Session to find out member concerns to take back to ADHA AS, and to report back to members what took place at ADHA Annual session.
 - Be well-informed about ADHA and constituent policies and activities. Be attentive to members concerns and questions.(2006)

First month in (September or October)

- Participates in the strategic planning process.
- Helps prepare and participates in UDHA Lobby day.

January

- Signs up for ADHA AS CCL and plans trip to meeting usually in June.

February

- Helps prepare and participates in UDHA Lobby day.
- Reads ADHA Policy and Procedures Manual/Standing Rules/Ethics
- Prepares for District X Workshop prior to attending AS. Read reference materials etc.
- Become familiar with Robert's Rules of Order, Newly Revised.
- Download/or prepare Delegates' Manual with HOD Materials.

June

- Represents UDHA, votes and attends ADHA annual session.
- Reads ADHA delegates manual and prepares for District X workshop prior to attending.
- Attends District X workshop at ADHA.
- Attends all delegate activities at ADHA Annual session
- Participates in the ADHA HOD and attends all social and political functions as deemed necessary by UDHA and District X.
- Communicates with district trustee in all matters concerning proposed resolutions and bylaw changes submitted for ADHA annual session.
- Report back to UTAH BOT about ADHA HOD at next BOT

August

- Makes arrangements via face to face or web to train Component Delegates for UDHA House of Delegates.
- Helps BOT prepare for Annual Session in any way.

September (month of Annual Session)

- Attends UDHA Annual Session and may be asked to help present
- Report to members about ADHA AS HOD

Documents Needed

School Student ADHA chapters contact info

Power Point Presentation for 1st and 2nd year students

Component Presidents

- Signs conflict of interest statement.
- Serves as a voting member of the BOT.
- Attends All Board Meetings.
- Promotes membership.
- Provides a written report of current activities at all board meetings.
- Serves as ex-officio member of all committee and House of Delegates.
- Represents the association and their component at large and promotes the mission and goals of the association.
- Performs the duties and responsibility as delegated by the President.
- Upholds and updates component by-laws.
- Informs Component of association activities.
- Responsible for conducting elections at the Component level for the delegates to the UDHA HOD.
- Prepares an annual Component report and year-end financial report for the UDHA board.
- Participates in strategic planning process.
- Attends the Advisory committee meetings for the Dental Hygiene programs within their component instead of the UDHA President.
- Works with the SADHA Presidents and the UDHA delegates.
- Appoints committee chairs :
 - employment chair (must be a UDHA member)
 - Appoints a fundraiser chair.
- Notifies the BOT 1 month in advance (ASAP) of component meetings and allow time for the Delegates to speak.

Northern Component Presidency Responsibilities

President (One year commitment*)

**Will fill Component Past-President Position for following year*

Quarterly Responsibilities

- Attend all UDHA BOT (Board of Trustees) meetings
 - Email Component report to UDHA president prior to meeting
- Schedule and hold component presidency meetings
 - Discussion on latest news from BOT meetings
 - Prepare and delegate responsibilities of upcoming CE course to presidency.
- Schedule and execute CE course/component meetings
 - CE Course outline of responsibilities:
 - CE course guest speaker – receive input on topics of interest from component
 - Sponsor for CE dinner – address sales reps in the dental field for donation and allow a 10-15 minute product demonstration in lieu of dinner
 - Contact Margaret Rickards to schedule and reserve a room at the WSU Davis Campus margaretrickards@weber.edu
 - CE credit cards signed and distributed to those attending

- Assist Vice President in reading and responding to NUDHA emails

Yearly Responsibilities

- Email ADHA of updated Component officer information officer.update@adha.net
- Receive updated membership list from ADHA and send to Membership Chair and/or Secretary to update current Component list.
- Attend UDHA Annual Session including HOD (House of Delegates meeting)
- Attend Strategic planning meeting and leadership training held by UDHA
- Hold nominations and voting for component delegates during spring CE meeting.
 - Involve UDHA delegates to attend voting meeting to address component of delegate responsibilities prior to nominating and voting (Component Delegates must be current members)
 - Receive contact information from component delegates after voting for UDHA delegates to contact them for further information
- Enlist component presidency to introduce themselves to the Senior class at WSU and recruit a Student Liaison via Senior class vote

President-Elect (One year commitment*)

**Will fill Component President Position for following year*

Quarterly Responsibilities

- Attend component presidency meetings
 - Give input for dinner sponsors and guest speakers for upcoming CE courses
- Attend component CE meetings

Yearly Responsibilities

- Attend UDHA Annual Session

Continual Responsibilities

- Learn from the current president
- Act as President when President is absent
- Train to be president the following year
- Assist the current president with any duties needed

Past-President (One year commitment)

Responsibilities as needed

- Attend component presidency meetings (as given by invitation)
 - Assist current component President and share knowledge of past service
- Attend component CE meetings

Vice President (One year commitment)

Quarterly Responsibilities

- Prepare flyer for component CE meetings
 - Send out flyer informing NUDHA members of CE meeting
- Create an “event” for the component CE meeting on NUDHA Facebook page
- Attend component presidency meetings
 - Give input for dinner sponsors and guest speakers for upcoming CE courses
- Attend component CE meetings

Yearly Responsibilities

- Attend UDHA Annual Session

Continual Responsibilities

- Act as President when President and President-elect are absent
- Maintain NUDHA Facebook page.
- Assist President in reading and responding to NUDHA emails
- Assist the president with responsibilities.

Secretary (One year commitment)

Quarterly Responsibilities

- Attend component presidency meetings
 - Give input for dinner sponsors and guest speakers for upcoming CE courses
 - Take minutes, assist as needed
- Make CE credit cards
 - Have them signed by the president and available before CE meeting
- Attend CE component meeting
 - Run registration table with Treasurer and Membership Chair
 - Update and provide roll for members to sign for CE courses

Yearly Responsibilities

- Update membership list (hard copy and in email contacts) from ADHA and send out copy to presidency
- Attend UDHA annual session

Treasurer (Two year commitment)

Weekly Responsibilities

- Keep track of NUDHA account (including all money that comes in and out of the account)

Monthly Responsibilities

- Review and reconcile bank statement

Quarterly Responsibilities

- Attend component presidency meetings
 - Give input for dinner sponsors and guest speakers for upcoming CE courses
- Attend component CE meeting
 - Purchase Thank you card and gift card (\$50) for guest speaker
 - Purchase early-bird raffle gift card (\$15) and provide raffle tickets
 - Provide payment receipts to paying non-member attendees
- Deposit checks from CE course
- When there is no dinner sponsor, coordinate food expenses
- Write reimbursement checks to presidency when necessary supplies are needed

Yearly Responsibilities

- Attend UDHA Annual Session
- Keep yearly file of expenditures made from the component
 - Make sure all money, checks, and receipts are accounted for an reconciled

Membership Chair (One year commitment; can be a non-member)

Quarterly Responsibilities

- Attend component presidency meetings
 - Give input for dinner sponsors and guest speakers for upcoming CE courses
- Attend component CE meetings
 - Assist Secretary in facilitating sign-in registration

Yearly Responsibilities

- Update membership list (hard copy and in email contacts) from ADHA and send out copy to presidency
- Attend UDHA Annual Session

Student Liaison (One year commitment)

Quarterly Responsibilities

- Attend component presidency meetings
 - Give input for dinner sponsors and guest speakers for upcoming CE courses
- Report back to WSU to recruit fellow classmates to attend quarterly CE meetings
 - Encourages networking with active RDH members
- Attend component CE meetings

Yearly Responsibilities

- Attend UDHA Annual Session