

Oregon Dental Hygienists' Association

Policy: **01-01 Board of Directors Duties and Responsibilities**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

- Purpose:** To clarify the duties and responsibilities of all Board Members
- Policy:** The duties and responsibilities of all Board Members shall include:
- Attendance at Board meetings and association conferences and events
 - Directing the organization's mission, purpose and goals
 - Performing duties of a Board liaison to committees or other duties as assigned by the President
 - Approval and management of the annual budget
 - Safeguarding association resources and ensuring appropriate allocation
 - Development of future leadership
 - Review of nominations for director positions recommended by the Nominating Committee and approval of forwarding nominations to the ODHA membership for voting at the annual business meeting
 - Representing the membership in a leadership role
 - Reviewing the by-laws and recommending amendments to the membership as needed
 - Reviewing and updating policies and procedures as needed
 - Manage the state charter agreement with ADHA and support the tripartite structure
 - Oversee component charter agreements
 - Oversee and direct committees and task forces
 - Promoting professionalism and excellence in dental hygiene by fostering individual and professional growth and improving standards, policies and legislation for the benefit of the membership
 - Participate in annual planning session
- Procedure:** As prescribed by the ODHA Bylaws, the Board of Directors shall consist of the President, Past-President, Vice-President, Secretary, and Treasurer; four regional Directors; one Advocacy Director; one Membership Director; and two At Large Directors.
- There shall be at least four regular meetings of the Board each year. Special meetings may be called by the President or called upon written request of a majority of the voting members of the Board.

Oregon Dental Hygienists' Association

Policy: **01-02 Executive Committee**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the Executive Committee

Policy: The Executive Committee shall be responsible for the following:

- Dealing with urgent matters that cannot be accommodated by a full meeting of the Board of Directors.
- Overseeing daily operations of organization, in partnership with contracted professionals (i.e.: Association Manager/ Executive Director).
- Modifications to budget line items if the total budget is not exceeded for the year and if expense is in support of the BOD set goals and mission.
- Handling all personnel/contractor matters and making recommendations to the Board as needed.
- Negotiating contracts with professional services, including the Association Management and making recommendations to the Board as needed.

Procedure: The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary, Past-President, The President shall act as chair.

Oregon Dental Hygienists' Association

Policy: **01-03 President**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the President

Policy: The President Serves as:

- Representative of the Association
- Chair of the Board of Directors
- Member of the Performance Evaluation Committee
- Liaison between Association and Association Management Company (AMC)
- Resource to Component Officers
- Member of Executive Council
- Ex Officio of all councils

Meetings: Board of Directors
Strategic Planning
BOD Orientation and Leadership Workshop
Annual Business Meeting
Oregon Board of Dentistry
Executive Council
ODHA Conferences
Council meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed.
- Monitor content and maintenance of website.
- Prepare proposed budget for office of the President and the Board of Director meetings and submit to the Chair of the Finance Committee.
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines.
- Prepare and submit report of the President for all Board of Directors meetings and the Annual Business Meeting.
- Active component member

Specific Responsibilities:

- Appoint Council Chairs and approve council appointments.
- Appoint Special Committees or Liaisons as needed.
- Prepare and deliver report of the Board of Directors for the Annual Business Meeting.
- Provide direction to the Association Management Company.
- Coordinate and oversee other officers.
- Provide Constituent Annual Report for the ADHA Annual HOD meeting.
- Appoint Annual Business Meeting Minutes Review Committee.
- Sign contracts on behalf of ODHA as needed. Be one of the signers on the bank signature card.
- Submit a "President's Message" for publication in the spring and fall issues of the REPORT and other information for publication in the REPORT, Update, and ODHA Web-site as requested.
- Coordinate with AMC Annual Meeting requests, including but not limited to meeting site, agenda, and selection of keynote speaker.
- Work with Executive Council to plan Strategic Planning meeting, Leadership workshop, and Expanded Practice Permit meeting,

Procedure: The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary, Past-President, The President shall act as chair.

Oregon Dental Hygienists' Association

Policy: **01-04 Vice President**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the Vice President

Policy:

Serves as: Officer of the Board of Directors
Member of the Bylaws Committee
Member of Finance Committee
Member of Performance Evaluation Committee
Co-Liaison to student chapters of ADHA in Oregon chapters
Resource to Component Officers
Member of ODHA Meetings Planning Committee
Member of Member Services Council
Member of Awards Committee to include: Dennis Muir Scholarship,
Future Leader Award, Lois Whitford Scholarship
Member of Executive Council

Meetings: Board of Directors
Strategic Planning
Board of Directors Orientation and Leadership Workshop
Annual Business Meeting
Bylaws Committee, Dennis Muir Committee, Student Activities
Committee, Event Planning Committee
Executive Council
Council meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed.
- Monitor content and maintenance of website.
- Prepare proposed budget for office of the Vice President and the Board of Directors meetings and submit to the Chair of the Finance Committee.
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines.
- Prepare and submit report of the Vice President for all Board of Directors meetings and the Annual Business Meeting, including update of Dennis Muir Scholarship committee proceedings.

- Active component member

Specific Responsibilities:

- Assist President and other officers as requested.
- Perform the duties of the President in the absence of the President.
- Prior to Annual Business Meeting:
 - Set meeting schedule for Presidential year
 - Select Council Chairs
 - Select Installation facilitator
 - Prepare speech to present as newly installed President at the Annual Business Meeting
 - Prepare to facilitate Annual Business Meeting activities assigned
 - Write press release for state newspapers and submit following installation
- Work with Awards Committee to Administer Future Leader Awards
 - Contact Program Directors to verify dates of graduation for coming year and establish communication
 - Send Future Leader Award instructions to program directors. Follow up in month prior to graduation date.
 - Ensure you or another appropriate presenter can be present to present the award
 - Invite Future Leader Award winners to BOD meetings, Summer Leadership workshop and Annual Business Meeting
 - Follow up with winners to make sure they send in their essay and a photo
 - Prepare award presentation for Future Leader Award winners at the House of Delegates
 - Submit recipient names to Publications Chair, President for presentation during the Annual Business Meeting, and webmaster.
- Meet with the bylaws committee when needed to review bylaws and Policy and Procedure Manual, respond to requests of the general membership, Board of Directors, and the Executive Council. Present all PR's and PBY's to Board of Directors for recommendations prior to submission to the general membership at the Annual Business Meeting.
- Prepare proposed budget for (1) Office of the Vice President and (2) Future Leader Award line item and submit to the Chair of the Finance Committee before deadline
- Mentor award winners

Oregon Dental Hygienists' Association
Policy: **01-05 Immediate Past President**
Program: **Board of Directors**
Effective date: **July 23, 2017**
Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the Board of Directors

Policy:

Serves as: Officer of the Board of Directors
Member of Finance Committee
Member of Bylaws Committee
Advisor to President and Board of Directors
Member of Executive Council

Meetings: Board of Directors
Executive Council
Meetings of Planning Committee
Meetings of Finance Committee
Strategic Planning
BOD Orientation and Leadership Workshop
Annual Business Meeting
Council Meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed.
- Monitor content and maintenance of website.
- Prepare proposed budget for office of the Immediate Past President and submit to the Chair of the Finance Committee.
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines.
- Prepare and submit report of the Immediate Past President for all Board of Directors meetings and the Annual Business Meeting.
- Active component member

Specific Responsibilities:

- Assist/mentor President and other officers.
- Prepare and submit report of the Immediate past President for all Board of Directors meetings and the House of Delegates.
- Work with Executive Council to arrange for Strategic Planning meeting, Board of Directors Orientation, and Leadership Workshop.

Oregon Dental Hygienists' Association

Policy: **01-06 Secretary**

Program: **Board of Directors**

Effective date: **July 23, 2017**

Last revised date: **July 23, 2017**

Purpose: To clarify the role and responsibilities of the Secretary

Policy:

Serves as: Officer of the Board of Directors
Secretary for the Annual Business Meeting
Member of Executive Council

Meetings: Board of Directors
Strategic Planning
Board of Directors Orientation and Leadership Workshop
Annual Business Meeting
Executive Council
Council and committee meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed
- Monitor content and maintenance of website
- Prepare proposed budget for office of the Secretary and the Board of Director meetings and submit to the Chair of the Finance Committee
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines
- Prepare and submit report of the Secretary for the Annual Business Meeting
- Active component member

Specific Responsibilities:

- At first Board of Directors meeting following ODHA Annual Business Meeting, compile and distribute a roster/directory of ODHA BOD members, officers and other ODHA leaders to necessary ODHA officers and Board of Directors.
- Record minutes for the Annual Business Meeting, and submit them to the Minutes Review Committee within 60 days. Submit minutes for review by members prior to the Annual Business Meeting.
- Ensure that adopted PBY's and PR's are added to the Bylaws and Policy and Procedure Manual and that the report is attached to the minutes. Submit to BOD

- and to webmaster for posting on the website
- Record minutes for all Board of Director meetings and submit to the Minutes Review Committee within two weeks. Distribute completed minutes to the BOD within thirty days after BOD meeting.
 - Assist President and AMC in compiling agendas and other information to disseminate to BOD prior to all BOD meetings.
 - Work with BOD Directors to encourage them to submit annual reports for inclusion in the Annual Report for the Annual Business Meeting.
 - Work with BOD officers and Councils to encourage them to submit quarterly reports prior to each BOD meeting, and an annual report to be included in the Annual Report for the Annual Business Meeting.
 - Collaborate with Journal Editor
 - Assist Association Management Company as needed to:
 - Assist in set up on floor of Annual Business Meeting
 - Compile lists of student delegates
 - Follow up with appropriate parties for agendas, minutes, officer reports, budgets and other administrative documentation as needed.

Oregon Dental Hygienists' Association

Policy: **01-7 Treasurer**

Program: **Board of Directors**

Effective date: July 23, 2017

Last revised date: July 23, 2017

Purpose: To clarify the role and responsibilities of the Treasurer

Policy:

Serves as: Officer of the Board of Directors
Chair of the Finance Committee
Liaison to the Management Company
Member of Executive Council

Meetings: Board of Directors
Executive Council
Finance Committee
Strategic Planning
Board of Directors Orientation and Leadership Workshop
Annual Business Meeting
Council and Committee meetings as required to accomplish assigned responsibilities

All actions must be in compliance with the Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities:

- Submit information for publication in the REPORT, Update, and ODHA website as needed.
- Monitor content and maintenance of website.
- Prepare proposed budget for office of the Treasurer and submit to the Chair of the Finance Committee.
- Maintain accurate financial records and receipts of budgeted expenditures. Use appropriate forms to request reimbursement. Submit completed forms according to established guidelines.
- Prepare and submit report of the Treasurer for all Board of Director meetings and the Annual Business Meeting.
- Active component member

Specific Responsibilities:

- Assist President and other officers as requested.
- Work with Association Management Company (AMC) to secure necessary signatures on the bank signature cards.
- When submitting budget at BOD meetings, include handouts or electronic delivery of the current "Annual Budget" with columns of "Year-to-Date Income and Expenditures" and a current Balance Sheet.

- Review monthly financial statements as prepared by AMC. Approve reimbursement requests and receipts submitted to AMC for budgeted items.
- Review and approve as necessary AMC accounts payable and member reimbursement.
- Facilitate the filing of the Association's required tax reports in a timely manner in conjunction with the AMC.
- Verify with the AMC that the Oregon Corporation Annual Report has been filed.
- Ensure Finance Committee meets at minimum twice a year to prepare and present a balanced proposed budget to Board of Directors
- Present the approved annual budget to the Board of Directors not less than thirty days prior to the Annual Business Meeting for discussion, amendment and approval for submission to the Board of Directors for adoption.
- Make recommendations to the Board of Budget regarding budgetary and/or financial matters.

Oregon Dental Hygienists' Association

Policy: **01-12 State Representation**

Program: **Board of Directors**

Effective date: July 23, 2017

Last revised date: July 23, 2017

Purpose: To clarify the role and responsibilities of ODHA Delegates and Alternate Delegates

Policy:

Chair: Elected by the delegation

Members: Elected by the General Membership at the Annual Business Meeting.

Terms: Delegates serve 2 years, Alternates serve 1 year

Meetings: All District XII Meetings (online and during the ADHA meeting)
ODHA Delegation Preparation Meetings
ADHA Annual Session-All ADHA business and District XII meetings
ODHA Board of Directors Meetings
ODHA Annual Business Meetings

All actions must be in compliance with Oregon Dental Hygienists' Association bylaws, policies and procedures.

General Responsibilities of Delegates and Alternate Delegates:

- Be adequately prepared to represent the interests of Oregon hygienists in deliberation before the ADHA House of Delegates.
- Have a computer with high speed internet access, email, and ability to attend on-line meetings as needed
- Be familiar with ODHA email guidelines (attached)
- Be familiar with the responsibilities and reimbursement policy for Delegates and alternate delegates
- Be knowledgeable about ADHA policies, Bylaws and Principles of Ethics.
- Be knowledgeable about ODHA policies, Bylaws and activities.
- Assist chair to inform ODHA Board of Directors and membership of all activities and policy changes of ADHA.
- Attend all ADHA meetings during the annual session including but not limited to: Mega Issues Forum, Association Update, Leadership Workshop, Diversity Workshop, Legislative Workshop, Reference Committee Hearings, Candidates Forum, District XII meetings, Educator Meetings, Membership Workshops, and all meetings of the House of Delegates.
- Meet with ODHA Delegation immediately after election to select a chair, and as needed throughout the year.
- Assume responsibility for expenses not covered by ODHA
- Prepare sections of the Report of the Delegation as assigned by the delegation Chair
- Alternate delegates are expected to attend annual session.

Responsibilities of Chair

- Ensure that Delegates and Alternates are aware of duties and reimbursement policy immediately after election
- Ask delegates to mentor specific alternate delegates
- Assist Delegates and Alternates in registering for meetings and classes.
- Compile schedules and contact information for all Delegates and Alternates
- Reserve rooms as budgeted by ODHA as soon as possible after they become available in January. Make room assignments prior to leaving for the meeting
- Assist Delegates and Alternates in compiling all necessary information for ADHA annual meeting such as the Delegates Manual, Annual reports, Bylaws and Policy Manual.
- Communicate with ADHA regarding all delegation information
- Report to ODHA Board of Directors and membership following ADHA annual session.
- Assign sections of the meeting to each Delegate and Alternate for report prior to leaving for the meeting.
- File report of the delegation. Report will be made available in the appropriate ODHA publications, ODHA Delegates Manual and on the ODHA website.
- Prepare proposed budget for the ADHA delegation and submit to the Chair of the Finance Committee. Work with the Association Management Co, President and Treasure to appropriately reimburse delegates and alternates
- Submit check request for lodging costs per budget and distribute equally to funded members of the delegation during the meeting or within 30 days.
- Meet with delegation to discuss PR's and PBY's prior to District meeting if possible.