

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.