

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.