



AADA CORPORATE AGENT

Terms of Reference

QUALIFICATIONS

The individual appointed to this position is well versed and knowledgeable with regard to the history, operations and relationships of the AADA.

The individual will hold a current RDA license with the College of Alberta Dental Assistants and maintain that license during their tenure in the position of AADA Corporate Agent.

DUTIES

The AADA Corporate Agent is a volunteer executive position appointed by the AADA Board of Directors to provide the organization with the following services:

Will represent and serve the AADA organization in a capacity comparable to that of an Executive Director, albeit in an unpaid volunteer role. Will oversee the complete operations of the AADA.

Along with the AADA Board Chair, will represent the AADA in meetings with outside organizations.

Attend Board, General and Annual meetings of the Society as a non-voting Officer.

Provide advice and service to the Board and membership on organizational matters as requested.

Oversee collection and protection of AADA data as determined by the AADA Board.

Additional duties as approved by the AADA Board of Directors that will be included in these Terms of Reference as they are determined.

TERM

The appointment will be for a 2 year term and is renewable upon Board approval.

REPORTS TO

The AADA Corporate Agent reports directly to the Board of Directors. The AADA Board Chair serves as the Board liaison and supervisor of the AADA Corporate Agent.

AUTHORITY

In matters of day to day operations of the organization:

FULL AUTHORITY – Carry out the matters assigned to you and decide on the action you feel is appropriate. Carry out your decision and the Group can later ratify the action taken. ("Look into the matter, decide on the best course of action, take that action and report back to us on what you did.")

In matters representing the organization:

LIMITED ACTION - Investigate the matter assigned to you and decide on the action you feel is appropriate. Receive the Board's consent prior to carrying out the action. ("Look into the matter, decide on the best course of action, inform us of what you intend to do, and go ahead and do it unless we tell you not to.")