



TERMS OF REFERENCE  
AADA Board of Directors  
Director at Large

**ELIGIBILITY:**

- a) Candidates must be a member in good standing of a recognized Local Dental Assisting Association holding Society status in Alberta and that Society being a partner of the AADA.
- b) The Candidate must have a current license as an R.D.A. in the province of Alberta through the licensing body and hold the same throughout their term as a Director at Large for the AADA.

**ELECTION:**

- a) A Nominee will be present at the Annual Meeting. Each candidate will have the opportunity to express their platform prior to the election for that office. If this is not possible, a candidate must submit a letter to be accepted as her platform speech which will be read by the Past Chairman.
- b) Election by written ballot will be conducted after the close of nominations for each office, in the order listed in the By-Laws.
- c) If there is only one Nominee for an office, and there is no objection, the Chair may declare that the Nominee is elected by acclamation. If an objection is voiced then a ballot vote will be taken.
- d) Letters of Intent for all Board positions must be received by the Past Chair through the AADA office no later than 1 week prior to the AGM or the meeting where the election will take place.

**CONDITIONS:**

- a) An officer elected or appointed will take possession of her office immediately following the Annual Meeting and hold the same until the next Annual Meeting.
- b) No person will hold more than one elected position on the Board during any one term of office.
- c) A member in good standing is eligible to serve for two consecutive terms in the same office. With the Board in agreement and upon the voting members' approval at the Annual Meeting, any officer may serve additional terms in the same position.
- d) No person may hold a position on the A.A.D.A. Board of Directors if they are also holding a position on the Council of the Alberta provincial licensing body at the same time.

**GENERAL RESPONSIBILITIES:**

- a) As a Director at Large you will attend all Board meetings and annual AGM of the AADA during the term of office.
- b) You will monitor your emails regularly and participate in Board business between Board meetings.
- c) You will serve as an ambassador for the AADA in your discussions with RDAs and the public by promoting the importance of professional associations and the importance of all RDAs supporting their tri-level professional associations with their membership.

**BOARD RESPONSIBILITIES:**

As a Director at Large on the AADA Board of Directors you will jointly manage and conduct the business and affairs of A.A.D.A. and exercise the rights, powers and privileges of A.A.D.A. in the name of and on behalf of the Society. The Board of Directors will establish and revise policies and carry out the activities and affairs of A.A.D.A. within the financial boundaries defined by the Annual Budget as approved by the general membership at each Annual Meeting of A.A.D.A..