



TERMS OF REFERENCE
AADA Board of Directors
SECRETARY TREASURER

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 of Intent 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.

DUTIES:

- a) Will ensure the deposit of all monies in a Chartered Bank or a Treasury Branch.
- b) Will be responsible for all financial transactions, keep records of the same and make a full financial report at each General and Annual meeting.
- c) Will prepare a proposed Annual Budget to the Board of Directors for approval PRIOR to presenting the proposed Annual Budget to the membership at the Annual Meeting.
- d) Will collect itemized monthly reports from all committees dealing with their own finances.
- e) Will record Minutes of all Board, General and Annual meetings and will be responsible for the safekeeping of all records of the Society.
- f) Will ensure that all Society Annual Returns, annual audits, and Minutes are kept on computer file and in duplicate form at the designated Society office.
- g) Will ensure that the Society Annual Returns and Income Tax Returns are filed in advance of the deadlines for filing, with copies kept at the designated Society office.
- h) The Secretary-Treasurer will be 1 of 3 officers that have signing authority for the Society.
- i) Ensure that all bank accounts set up to be administered by the Board will have 3 signatures. These are of the Chairman, Vice Chairman and Secretary-Treasurer of A.A.D.A..

j) Ensure that all cheques of the Society and all other financial or legal documents MUST be signed by any 2 of the 3 signing authorities of A.A.D.A..

GENERAL RESPONSIBILITIES:

- a) 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 Secretary/Treasurer 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..