



TERMS OF REFERENCE
AADA Board of Directors
VICE CHAIR / CHAIRMAN / PAST CHAIR

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.
- c) Although not required, it is preferred if candidates for Vice-Chair have previous experience on the AADA Board of Directors.

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.

DUTIES:

VICE CHAIR

- a) Will automatically become Chairman after she has served a full term as Vice Chairman.
- b) If requested by the Chairman when the Chairman is not able to fulfill the duties of that position or when asked by the Chairman to fill in when they are unable to attend a meeting, you will fulfill those duties.
- c) The Vice-Chair will be 1 of 3 officers that have signing authority for the Society.
- d) Monitor to ensure financial or legal documents MUST be signed by any 2 of the 3 signing authorities of A.A.D.A..

CHAIRMAN

- a) Will exercise general supervision of the affairs and activities of the Society.
- b) Will preside at all meetings of the Society and may vote at all ballot voting.
- c) Will be an ex-officio member of all committees with the exception of the Nominations Committee.
- d) Will be well versed in Parliamentary Procedures and the By-Laws of the Society and ensure that the

Society By-Laws and Special Rules are upheld.

e) With the Board's approval, make and announce all appointments.

f) Will officially represent A.A.D.A..

g) Will automatically become Past Chairman after she has served the current full term as Chairman.

h) Monitor to ensure financial or legal documents MUST be signed by any 2 of the 3 signing authorities of A.A.D.A..

PAST CHAIRMAN

a) Will serve in an advisory capacity and will assume any responsibilities assigned to her by the Chairman.

b) Will be responsible for nominations, preside at the election of officers and introduce and give qualifications of all nominees.

c) Will ensure the preparation of the ballots and appointment of scrutineers to handle ballots.

d) Will request nominations for election of officers from all members at least 21 days prior to the Annual Meeting.

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 a Vice Chair, Chairman and Past Chairman 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..