



Terms of Reference Alberta Director - CDN DAA Board of Directors



Purpose: The Alberta Director - Canadian Dental Assistants Association (CDN DAA) Board of Directors – serves as the voice of Alberta RDAs for the national association. This individual brings the Alberta perspective to discussions and decisions made at the national level.

Qualifications: This individual must hold throughout their term a current Alberta RDA license and be a current financial supporter of the CDN DAA. This individual *cannot* be an AADA Board member or voting member on the AADA Board. It is preferable that the individual elected to the position of Alberta Director – CDN DAA Board of Directors has previous experience with the business of the AADA and is demonstrably knowledgeable about Alberta issues. It is essential that the individual possess strong written and oral communication skills; has a keen interest in the advancement of the Dental Assistant profession; is committed to the recognition of trained dental assistants as vital and valuable contributors to oral health; and participates regularly in the business of the professional dental assistant associations in Alberta.

Term: This individual is elected by the AADA Board of Directors and will serve for a three year term, with the option of one consecutive three year term, and in accordance with the CDN DAA policies for this position.

Meetings: The Alberta Director of the CDN DAA Board of Directors attends/participates in all CDN DAA Board meetings and Annual General Meetings, whether they are held in person or by conference call. This individual is expected to attend AADA Board meetings and Annual General Meetings and be a liaison with the CDN DAA for Alberta RDAs who are paid supporters of the CDN DAA.

Specific Responsibilities to the AADA:

1. Attend meetings and actively participate on the CDN DAA Board as the representative for Alberta RDAs.
2. Attend AADA Board meetings to provide the opportunity for communication and to dialogue about current issues as a non-voting attendee.
3. Gather the perspective of Alberta members via AADA meetings and through AADA Society partners.
4. Communicate concerns and issues raised at the national level with the AADA.
5. Provide reports to Alberta RDAs via AADA and AADA Society partner publications.
6. Provide regular updates from the CDN DAA to the AADA Board.
7. Prepare and submit an annual report from the CDN DAA to the AADA Board.

Authority and Decisions: The Association of Alberta Dental Assistants (AADA) is an Organizational Member of the Canadian Dental Assistants Association (CDN DAA) and has the responsibility of ensuring that an eligible Alberta RDA is elected to the CDN DAA Board under the terms of the CDN DAA / AADA agreement.

The individual elected as the Alberta Director - CDN DAA Board of Directors has voting privileges on the CDN DAA Board as provided for in the CDN DAA Bylaws. The individual represents and has full authority to vote and make decisions at the national level on behalf of the Alberta RDAs.

Applications for Alberta Director - CDN DAA Board of Directors: The AADA Board of Directors will call for applications from eligible RDAs when there is a vacancy in the position or when the elected individual serving is near the end of her term in office. A Letter of Intent, outlining the qualifications and experience of the candidate, will be submitted to the AADA Board of Directors by the date indicated on the call for applications.