

Appendix E - Sample Position Descriptions

First/Second Delegates

<i>Title of Position:</i>	First and Second Delegates
<i>Length of Term:</i>	1 year
<i>Time commitment/per week:</i>	7-10 hours

Description of Duties: Together, the first and second delegates are responsible for the representation and overall management of their local ASDA chapter. Delegates represent their constituents in the ASDA House of Delegates where Association policy is determined and the executive committee is elected. In many cases, the First Delegate serves as the chapter's President and the Second Delegate as Vice President or President-Elect.

Locally, delegates are responsible for recruiting and retaining members, establishing and maintaining a functional chapter structure, developing and managing the local leadership team, participating in local and state dental society activities, planning chapter activities and leading advocacy efforts on behalf of the collective and individual concerns of chapter members. Delegates are required to implement necessary improvements to strengthen and build their chapter.

The first and second delegates are accountable for the performance of all responsibilities in this position description. However, delegates have the right and authority to assign specific chapter management responsibilities to appointed or elected leaders of the chapter. Should another member of the local leadership team fail to perform their assigned responsibilities, the delegate has the authority to remove the person from office according to established chapter procedures.

Chapter Management Responsibilities

Delegates are responsible for developing and implementing a plan to lead their chapter toward achieving the criteria of the Ideal ASDA Chapter program. Specific chapter management responsibilities are grouped into four areas as follows:

Membership Recruitment and Retention:

- Coordinate the local membership recruitment and renewal drive.
- Collect annual membership dues (recruited chapters only).
- Submit membership remittances (or designate someone to serve in this role), including updated contact information for all members, to the central office according to established procedures; meet required deadline dates.
- Obtain the names and addresses (including emails) of incoming freshmen and prepare packets of information about ASDA for mailing to each new student at least one month prior to their arrival at dental school unless the addresses are unavailable to delegates. Invite officers of the local dental societies to write personal letters of encouragement to the new dental students to be included in the freshman information packets.
- Consider establishing the position of chapter membership officer to assist in the collection and organization of membership forms and dues, assist in grassroots recruiting procedures; and write semi-annual reports to district trustees concerning recruitment and retention issues.
- If interested in pursuing automatic billing, contact the central office for further information.
- Increase the awareness of benefits of ASDA/ADA membership for current and potential chapter members, educate members about their benefits, especially the free life and disability insurance, and distribute member benefits information to freshmen and other new members.

- Encourage nomination of members for the ASDA Award of Excellence and submit to the Dean of Student Affairs by March 1.
- Encourage nomination of faculty members for the ASDA Faculty Award and submit nomination forms to the central office by March 1.
- Encourage nomination of non-faculty members for the ASDA Advocate Award and submit nomination forms to the central office by March 1.
- Post benefit flyers on ASDA chapter bulletin board. Flyer is available on http://www.asdanet.org/membership_and_recruitment.aspx
- Verify members' addresses (including emails) on a monthly basis and inform the central office of any changes.

Organization

- Establish duly authorized governance documents, such as a *Constitution & Bylaws*, and submit a copy of these to the central office each time there is a revision. Also, submit a copy to the appropriate school official. Be sure that no provision is in conflict with ASDA's national *Constitution & Bylaws*.
- Set annual membership and chapter development goals.
- Maintain regular communication with dean and faculty advisor.

Leadership Development

- Serve as president/vice president of local chapter.
- Develop a chapter leadership structure and use written position descriptions for all leadership positions.
- Establish procedures for the election and/or appointment of local officers, including conditions and procedures for removal from office and the filling of vacant positions. Procedures must comply with the provisions and requirements of ASDA's national *Constitution & Bylaws*.
- Communicate name of the Legislative Liaison (LL), Licensure Representative (LR), and Ethics Representative (ER), if your chapter has these positions, to the district trustee and the central office by September 15.
- Encourage local members to apply for ASDA council chairs, externs or legislative grassroots regional coordinator positions by the deadline.

Organized Dentistry, Activities and Advocacy

- The second delegate can serve as the chapter's legislative liaison (LL) or an additional LL may be appointed to assist in this area. The delegate must notify the district trustee and LGN regional coordinator by September 15 if a LL is appointed.
- Oversee implementation of a wide variety of activities for members, including career development programs, if a career development liaison cannot be identified.
- Oversee implementation of a wide variety of activities for pre dental members, including pre dental chapter development programs, if a pre dental student representative cannot be identified.
- Establish the chapter as a voice for the collective and individual concerns of local members.
- Establish a relationship with the state or local dental society. Consider asking them to co-sponsor a combined educational program for both society and chapter members. Strive for increased voting and nonvoting participation within state dental society governing bodies.
- Delegates are strongly encouraged to participate in ADA state and district caucuses to address student issues and present ASDA policies that pertain to resolutions for consideration by the ADA House of Delegates.
- Educate all chapter members regarding how to join ADA after graduation. Assist ADA representatives when presenting the ADA Success program to chapter members.

Liaison Responsibilities

Coordinate and facilitate the transfer of information between chapter members, the faculty advisor, school administration, House of Delegates, Board of Trustees, and central office.

Meetings

Local Meetings

Delegates are responsible for planning and running monthly chapter business meetings to inform members of important association information and to receive input from members. These meetings can be held in conjunction with other chapter activities, such as lectures or social programs.

Regional Meetings

Each chapter is encouraged to send at least four students to regional meetings. These attendees should include alternate or incoming delegates who have not yet attended an Annual Session or regional meeting, the legislative liaison, chapter communications officers, and other chapter leaders. The regional meetings are intended to orient first and second year students to ASDA, its policies and procedures, and organized dentistry.

Delegates are responsible for securing funding to attend regional meetings. When funding is not available to send all of the above mentioned leaders, the chapter should give priority to students who have not yet attended a regional or national ASDA meeting. No students should be funded if they will be going out of office before the Annual Session or graduating immediately after.

Annual Session

The House of Delegates, which meets once each year at the Annual Session in spring, is ASDA's legislative and policy-making body. The voting membership of the House of Delegates is comprised of two certified delegates from each chapter who represent the interests of their chapter members.

It is recommended that one of the chapter's delegates should have been present as a registered delegate at the previous Annual Session. Chapters are encouraged to send more than two students to Annual Session to allow for alternate delegates to take the place of the first or second delegate in the House of Delegates should the need arise.

Delegates are required to participate in all meetings of the Annual Session and to read all resolutions and Executive Committee candidate platforms prior to the Annual Session.

To write resolutions for consideration by the House of Delegates, use the standard resolution proposal form. Bylaws resolutions must be submitted 60 days prior to the first day of Annual Session, and other resolutions must be submitted by the second day of Annual Session.

Following the Annual Session, delegates should provide a detailed oral or written report to the chapter's dean, faculty advisor, and ASDA members regarding issues discussed during Annual Session.

Communications and Reports

- Submit your chapter leadership roster to the central office by October 1 of each year.
- Maintain monthly contact with district trustee.
- Respond promptly to all surveys and requests for information from the central office.
- Appoint a newsletter editor to prepare a quarterly local ASDA newsletter for distribution to all chapter members.

- Submit photos and articles about local ASDA events for publication in *ASDA News* and fulfill other Editorial Board requests for information.
- Maintain regular and formal communication with chapter members according to the guidelines of the Ideal ASDA Chapter program by holding regular meetings for chapter leaders and members.
- Keep the central office informed of all address changes of local ASDA leaders.
- Inform the central office of any changes to local chapter dues by August 1 of each year.
- Select a chapter faculty advisor and communicate this information to the central office by October 1 each year.

Qualifications

Each delegate must be a current active ASDA member and be a student in good academic standing at his or her respective dental school, verified in writing by the dental school dean. All delegates are required to renew their memberships by January 1 while in office. Failure to do so may result in loss of the position. Each delegate must be dedicated to ASDA goals and objectives and must be willing to effectively execute the duties and responsibilities of the position.

Candidates for the position of delegate should be freshmen or sophomores, if they are to serve a complete two-year term before graduating. It is recommended that delegates be members of their local student body governments in order to facilitate the dissemination of information to ASDA members and to ensure the integration of ASDA activities into student life at the school.

All those applying for a delegate position must submit a letter of intent to the chapter's first delegate or other chapter leader as appropriate, prior to being placed on the ballot.

Delegates must be able to function effectively in a team environment, and to accomplish assignments by working cooperatively with others. Delegates must be able to complete assignments and responsibilities by established deadline dates.

Elections and Certification

Chapters should hold elections for delegate on an annual basis, as defined in your ASDA chapter's *Constitution & Bylaws*. Many chapters elect one delegate each year to serve a two-year term of office. Chapters may elect delegates to longer terms of three or four years, but in such cases, should use the title of alternate delegate for the first and second years of the term.

Chapters should schedule the election of delegates so that the names of the first, second, and alternate delegates who will participate in the Annual Session can be forwarded to the central office by February 15. Chapters may elect more than one alternate delegate. A copy of the delegate position description should be distributed to chapter leaders and the faculty advisor or dean's office for posting prior to the election of delegates.

Following elections, the chapter must submit the names of the newly elected officers to the Dean of Student Affairs. Upon verification that the students are in good academic standing, the Dean forwards these names to the central office. These individuals then become the chapter's certified delegates and alternates, and are eligible to participate in the upcoming Annual Session of the House of Delegates.

Expenses

Each chapter is expected to fund its voting delegates to attend the Annual Session. Prior to the Annual Session, the central office requests the names of all individuals to be certified as delegates or alternates to the Annual Session. The registration fee for each delegate is due at the central office by the date specified, and includes the hotel cost for each delegate.

Central Office Resources for the First/Second Delegate:

ASDA Chapter Handbook

Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Chapter Leader listserv - asdachapterleaders@discussthis.com

Secretary/Alternate Delegate.....

Title of Position: Secretary/Alternate Delegate

Length of Term: 1 year

Time commitment/per week: 2-3 hours

Description of Duties: The secretary serves as an official record keeper for chapter business, assists first and second delegates in planning leadership and membership meetings, and coordinates ASDA business in the absence of the first and second delegates. Specific responsibilities include:

- Records minutes of all meetings
- Coordinates logistics for all meetings (room set-up, audio-visual needs)
- Sends announcements of upcoming meetings
- Distributes copies of minutes to all officers and members
- Serves as an alternate delegate in ASDA House of Delegates
- Maintains a scrapbook or file of events
- Maintains an ASDA chapter leadership roster and sends updates to central office
- Maintains a chapter calendar of events
- Coordinates the completion of all written surveys, continuity reports and other related written materials to the ASDA central office

Central Office Resources for the Secretary/Alternate Delegate:

ASDA Chapter Handbook

Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Chapter Leader listserv - asdachapterleaders@discussthis.com

Senior Class Representative

Title of Position: Senior Class Representative
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties: The Senior Class Representative serves as a liaison between the local leadership team and classmates, and assists in membership recruitment and retention. Specific responsibilities include:

- Serves as president of class
- Recruits/renews classmates as members
- Educates members on ASDA and ADA benefits
- Communicates local and national ASDA news to classmates
- Maintains a roster of ASDA members for the class
- Attends all meetings of the local leadership team
- Coordinates logistics for the ADA Success Program for fourth years and educates students on how to transition to full ADA membership upon graduation

Junior Class Representative

Title of Position: Junior Class Representative
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties: The Junior Class Representative serves as a liaison between the local leadership team and classmates, and assists in membership recruitment and retention. Specific responsibilities include:

- Serves as president of class
- Recruits/renews classmates as members
- Distributes ADA appointment books to members in class*
- Educates members about ASDA and ADA benefits
- Communicates local and national ASDA news to classmates
- Maintains a roster of ASDA members for the class
- Attends all meetings of the local leadership team
- Coordinates logistics for the ADA Success Program for third years

Central Office Resources for Class Representatives:

ASDA Chapter Handbook
ASDA Benefit Brochures
Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

*For questions about ADA appointment books, which are sent to first delegates each spring, call the ADA Office of Student Affairs at 800-621-8099, extension 2386.

Sophomore Class Representative

Title of Position: Sophomore Class Representative
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties: The Sophomore Class Representative serves as a liaison between the local leadership team and classmates, and assists in membership recruitment and retention. Specific responsibilities include:

- Serves as president of class
- Recruits/renews classmates as members
- Educates members on ASDA and ADA benefits
- Distributes ADA appointment books to members in class*
- Communicates local and national ASDA news to classmates
- Maintains a roster of ASDA members for the class
- Attends all meetings of the local leadership team
- Coordinates logistics for the ADA Success Program for second years

*For questions about ADA appointment books, which are sent to first delegates each spring, call the ADA Office of Student Affairs at 800-621-8099, extension 2386.

Freshman Class Representative

Title of Position: Freshman Class Representative
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties: The Freshman Class Representative serves as a liaison between the local leadership team and classmates, and assists in membership recruitment and retention. Specific responsibilities include:

- Serves as president of class
- Recruits classmates as members
- Distributes handbooks to freshman members (members only)*
- Educates members on ASDA and ADA benefits
- Communicates local and national ASDA news to classmates
- Maintains a roster of ASDA members for the class
- Attends all meetings of the local leadership team
- Coordinates logistics for the ADA Success Program for second years

*The handbooks *Getting Through Dental School: ASDA's Guide for Dental Students* are included in the membership drive shipment to all schools and should be distributed to all first-year members.

Central Office Resources for Class Representatives:

ASDA Chapter Handbook
ASDA Benefit Brochures
Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Membership Marketing Coordinator

Title of Position: Membership Marketing Coordinator
Length of Term: 1 year
Time commitment/per week: 3-5 hours (depending on time of year)

Description of Duties: The Membership Marketing Coordinator is responsible for membership recruitment and marketing/public relations. Specific responsibilities include:

- Recruits first year students and non-member upperclassmen
- Oversees renewal of current members
- Organizes membership drives
- Informs members of benefits
- May submit remittances to the ASDA central office
- Maintains chapter membership records and files
- Verifies eligibility for members/non-members to participate in local events
- Works closely with the chapter treasurer to ensure timely payment for membership remittances to the central office and the timely depositing of members' checks

Central Office Resources for Membership Marketing Coordinators:

Membership drive materials (mailed in late July/early Aug)
ASDA Chapter Handbook
ASDA Membership Department: 800-621-8099, extension 2640
Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Program Coordinator

Title of Position: Program Coordinator
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties: The Program Coordinator coordinates chapter educational events, fundraising activities, member service events and social events. Specific responsibilities include:

- Manages all logistics for education events
- Invites speakers and sends written correspondence
- Coordinates all fundraising events
- Handles all publicity for all chapter events working closely with the Membership Marketing Coordinator
- Coordinates event sponsorship

Central Office Resources for Program Coordinators:

ASDA Chapter Handbook
Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Newsletter Editor

<i>Title of Position:</i>	Newsletter Editor
<i>Length of Term:</i>	1 year
<i>Time commitment/per week:</i>	2-3 hours

Description of Duties: The Newsletter Editor is responsible for the production and distribution of the chapter newsletter.

- Publishes the local newsletter at least three times per year
- Appoints a newsletter committee
- Submits pictures and/or article ideas to the ASDA central office for national publications and to state and local dental society publications
- Solicits advertisements for the local newsletter
- Sends a copy of each newsletter to the central office

Central Office Resources for Newsletter Editors:

Copies of newsletters from other ASDA chapters
ASDA Leader, Word of Mouth and The Legislative Ledger (monthly e-newsletters sent to leaders and members)
ASDA Chapter Handbook
ASDA Communications Department: 800-621-8099, extension 2847
Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Legislative Liaison (LL)

<i>Title of Position:</i>	Legislative Liaison (LL)
<i>Length of Term</i>	1 year
<i>Time commitment/per week:</i>	2-3 hours

Description of Duties: The LL serves to inform members of local, state and national legislative news of interest to dental students and the profession. Specific responsibilities include:

- Responds to all urgent ASDA legislative alerts sent by the central office
- Reports all legislative news to members during the monthly membership meetings and via bulletin boards
- Educates members on how to lobby members of Congress
- Coordinates and supervises letter writing campaigns as needed
- Reports local chapter legislative grassroots network (LGN) activities to the ASDA LGN Regional Coordinator
- Attends National Dental Student Lobby Day
- Holds an annual ADPAC drive and ADPAC lunch and learn

Central Office Resources for Legislative Liaison:

ASDA Legislative Grassroots Network (LGN) Handbook
Staff Liaison to LGN – Meghan Keelean, Meghan@ASDAnet.org
Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Local/State Dental Society Liaison

Title of Position: Local/State Dental Society Liaison
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Note: This position should be assigned to an individual who has experience and knowledge of the ASDA House of Delegates. If the first delegate is not serving in this capacity, the position should be assigned to the immediate past first delegate.

Description of Duties: The Local/State Dental Society Liaison is responsible for fostering relationships with the American Dental Association, as well as local and state dental societies. Specific responsibilities include:

- Plans cooperative events with local/state dental societies
- Works to insure ASDA student voting representation in ADA local/state societies.
- Works closely with Program Coordinator in planning speaking events with state and local society members

Central Office Resources for Local/State Dental Society Liaisons:

ASDA Chapter Handbook
Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Licensure Representative (LR)

Title of Position: Licensure Representative (LR)
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties: The LR serves as a source for licensure information. The LR should be current on ASDA, local and statewide licensure policies and relay this information to the local members. The LR will also communicate these local issues to the Council Chair of Licensure and direct members to ASDA resources regarding licensure requirements. The second delegate, alternate delegate, or other interested member at each ASDA chapter could serve as its LR.

Specific responsibilities include:

- educates his/her chapter about ASDA's licensure policies
- educates his/her chapter about local and statewide licensure policies
- communicates with the Chair of the Council on Licensure about issues in his/her community
- informs all members as to where they may find ASDA resources for information on licensure requirements

Central Office Resources for the Licensure Representative:

ASDA Chapter Handbook
Licensure webpage - www.asdanet.org/licensuremap.aspx

Ethics Representative (ER)

Title of Position: Ethics Representative
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties:

The ER shall serve as a resource on the subject of ethics to the students, faculty, and staff of their respective dental school. Each representative shall stay abreast of the current state of ethics at their school, as well as at the state and national levels and relay this information to their local ASDA membership. They shall also communicate their local issues to ASDA's Chair of the Council on Professional Issues and direct their local members to ASDA resources defining the implementation of best practices as outlined in the *ASDA White Paper on Ethics and Professionalism in Dental Education*. The representative shall also assess local interest in starting a Student Professionalism and Ethics Club (SPEC) or similar program. The ER should seek to communicate with the school's administration to foster a forum for discussion from the student's perspective. The second delegate, alternate delegate, or other interested member at each ASDA chapter could serve as its Ethics Representative.

Specific responsibilities may include but are not limited to:

- Educating his/her chapter about ASDA's best practices policies which can be done through the *ASDA White Paper on Ethics and Professionalism in Dental Education* or other resources available
- Educating his/her chapter about local and statewide ethical issues and policies
- Communicating with the national Council Chair on Professional Issues about issues in the community
- Informing all members as to where they may find ASDA resources for information on ethical decision making
- Facilitating discussion with administration about ethics in the curriculum and review as necessary

Central Office Resources for the Ethics Representative:

ASDA Chapter Handbook
Ethics webpage - www.asdanet.org/ethics.aspx
ASDA White Paper on Ethics

Career Development Liaison.....

Title of Position: Career Development Liaison
Length of Term: 1 year
Time commitment/per week: 2-3 hours

Note: These responsibilities should be assigned to the Second Delegate if no Career Development Liaison can be identified.

Description of Duties: The Career Development Liaison is responsible for the administration and management of local career development activities. Specific responsibilities include:

- Acts as a resource on career planning alternatives; informs students of ASDA and ADA employment resources, disseminates postdoctoral and career information, and educates members about involvement in organized dentistry following graduation
- Assists in the establishment of ties to local dental societies; promotes career development events such as Lunch and Learn seminars and alumni outreach programs
- Responsible for educating students on the availability of information relating to the pros and cons of managed care
- Organizes the recruitment of dental students as partners at career presentations to undergraduate and high school students
- Recruits pre dental members to ASDA
- Sets a calendar and participates in all career fairs and other relevant activities
- Obtains a list of the guidance counselors and pre-health advisors in the local geographic area from the school's career guidance faculty or from the NAAHP website (www.naahp.org/advisors.htm) and utilizes this list to make contacts for presentations

Central Office Resources for Career Development Liaisons:

ASDA Chapter Handbook

Getting Through Dental School: ASDA's Guide for Dental Students

Getting Into Dental School: ASDA's Guide for Pre dental Students

Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

National Association of Advisors for the Health Professions website - www.naahp.org

Pre dental Student Representative.....

<i>Title of Position:</i>	Pre dental Student Representative
<i>Length of Term:</i>	1 year
<i>Time commitment/per week:</i>	2-3 hours

Note: These responsibilities should be assigned to the Second Delegate if no Pre dental Student Representative can be identified.

Description of Duties: The Pre dental Student Representative is responsible for the promotion and management of pre dental membership and related activities. Specific responsibilities include:

- Recruits pre dental members of ASDA and educates group about important member benefits
- Supplies undergraduate advisors with ASDA pre dental membership information, including membership applications and promotional materials
- Acts as a resource to pre dental students on career planning and organized dentistry
- Organizes open house at dental school and encourages attendees to join ASDA
- Educates pre dental members on transition from ASDA pre dental to ASDA/ADA predoctoral membership
- Assists Career Development Liaison in organizing the recruitment of dental students as partners at career presentations and programs to undergraduate and high school students
- Organizes shadowing program with local dentists
- Reach out to undergraduate students via Facebook and other social media

Central Office Resources for Predental Student Representatives:

ASDA Chapter Handbook

Getting Through Dental School: ASDA Guide for Dental Students

Getting Into Dental School: ASDA's Guide for Predental Students

Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Foreign/Advance Standing Student Representative

Title of Position: Foreign/Advance Standing Student Representative

Length of Term: 1 year

Time commitment/per week: 2-3 hours

Description of Duties: The Foreign Student Representative serves as a liaison between the local leadership team and the foreign dental student population, and assists in membership recruitment and retention. Specific responsibilities include:

- Recruits/renews foreign and advanced standing students as international members
- Educates members on ASDA benefits such as discounts on National Board Dental Examination review materials, the ASDA and ADA journals and ASDA's licensure reform efforts
- Communicates local and national ASDA news to foreign and advance standing students
- Attends all meetings of the local leadership team

Central Office Resources for Foreign/Advance Standing Student Representatives:

ASDA Chapter Handbook

ASDA Benefit Flyer

Getting Into Dental School: ASDA's Guide for Predental Students

Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx

Additional Positions

Additional positions should have a title, term length, and approximate weekly commitment like the previously listed positions. The position should be defined with a detailed description of duties with specific responsibilities.

Central Office Resources for any Additional Positions:

ASDA Chapter Handbook

Getting Through Dental School: ASDA Guide for Dental Students

Chapter Leader Resources webpage - www.asdanet.org/chapterleadershipresources.aspx