



Chapter Leadership Position Description

Title of Position:	First/Second Delegate
Length of Term:	1 year
Time commitment/per week:	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 and regional trustees are elected.

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 any area not functioning in accordance with the standards of the Ideal ASDA Chapter program.

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 to the central office according to established procedures; meet required deadline dates.

- Contact the school registrar in early January and again in April or May to request that a corrected enrollment figure be sent to the American Dental Association (ADA) so that ADA records accurately reflect the school's enrollment numbers (*HOD 151A-1994*).
- Obtain the names and addresses of incoming freshmen and prepare packets of information about ASDA for mailing to each new student by July 15 of each year, or 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 (*HOD 132RCA-1994*).
- 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 regional trustees concerning recruitment and retention issues (*HOD 24RC-1994*).
- If interested in pursuing billed or optional dues billing, contact the regional trustee to access information and assistance from the central office (*HOD 137RCA-1994, HOD 154RCA-1994, HOD 110-1996*).
- Regarding member benefit awareness: interpret the meaning of ASDA/ADA membership for current and potential chapter members, educate members about their benefits, especially the free \$25,000 group term life insurance policy (*HOD 101RC-1996*), and distribute member benefits portfolios 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 (*HOD 6RC-1996*).
- Encourage nomination of non-faculty members for the ASDA Advocate Award and submit nomination forms to the central office by March 1 (*HOD 5-1998*).
- Distribute address locator postcards prepared and provided by the central office to all seniors prior to graduation (*HOD 150-1994*).
- Post benefit flyers on chapter ASDA bulletin board. Flyer is available on www.ASDAnet.org. (*HOD 102-1996*).
- Submit the names of international or advanced standing students to the central office to ensure these students receive ADA numbers (*HOD 14-1997*).
- Verify ASDA database membership and bad address lists on a monthly basis and inform the central office of any changes or discrepancies (*HOD 39RC-1998*).

Organization

- Establish duly authorized governance documents, such as a *Constitution and Bylaws*, and submit a copy of these to the central office by January 1 of each year. Or, file a statement indicating that no amendments or revisions have been made since the document was last submitted (*HOD 9RC-1994*). Also, submit a copy to the appropriate school official. Be sure that no provision is in conflict with ASDA's national *Constitution and Bylaws*.
- Set annual membership and chapter development goals.
- Maintain regular communication with dean and faculty advisor.
- Place on reserve in school library a copy of the *ASDA Handbook, Delegate Handbook* and *Ideal ASDA Chapter Handbook (HOD 103-1996)*.

Leadership Development

- Serve as president/vice president of local chapter.
- Develop a chapter leadership structure and use written position descriptions for all leadership positions.
- Use *Welcome Aboard: Tips and Tools for ASDA Leaders* to help orient the new leadership team (*HOD 132-1995*).
- 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 and Bylaws*.
- Become familiar with ASDA's *Delegate Handbook*, and provide new delegates with the current *Delegate Handbook* or request additional copies for them from the central office (*HOD 2-1994*).
- Communicate name of the LGN liaison to the regional trustee by September 15.
- Encourage local members to apply for ASDA consultant, extern or Legislative Grassroots regional coordinator positions by the March 22 deadline.

Organized Dentistry, Activities and Advocacy

- The second delegate serves as the chapter's Legislative Grassroots Network liaison; however, an additional LGN liaison may be appointed to assist in this area. The delegate must notify the regional trustee and LGN regional coordinator by September 15 if an additional Legislative Grassroots liaison 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 (*HOD 149RC-1994*). Strive for increased voting and nonvoting participation within state dental society governing bodies (*HOD 133-1995*).
- 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 (*HOD 65-1995*).
- Educate all chapter members regarding how to join ADA after graduation. Assist ADA representatives when presenting the ADA Transition Program and 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 and Board of Trustees.

Meetings

Local

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

Delegates represent chapter members at ASDA regional and tri/quad-regional meetings each year. Delegates are expected to be present for the entire duration of each session of each meeting. Deliberate and unexcused absenteeism from business meetings without proper substitution of an alternate delegate or approval from the Board of Trustees may result in forfeiture of voting privileges at the Annual Session.

Delegates are responsible for securing funding to attend regional and tri/quad-regional meetings. When funding is not available to send all current and incoming delegates to a regional meeting, the chapter should give priority to the incoming delegate or delegate who has not yet attended a regional or national ASDA meeting, as opposed to funding a delegate who will be going out of office before the next Annual Session (*HOD 6RC-1994*).

Prior to attending a tri/quad-regional meeting, delegates should solicit input from chapter members on issues of concern and write resolutions for consideration by the House of Delegates using the standard resolution proposal form.

Annual Session

The House of Delegates, which meets once each year at the Annual Session, is ASDA's supreme 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.

One of the chapter's delegates should have been present as a registered delegate at the previous Annual Session. A minimum of one certified alternate delegate from each chapter is allowed to attend meetings of the House of Delegates and to substitute for a certified delegate if required.

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 (*HOD 25A-1994*).

To write resolutions for consideration by the House of Delegates using 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 must 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 an updated Chapter Profile to a central office staff member at the tri-quad regional meetings on an annual basis (*HOD 107-1996*).
- Submit a copy of the student directory to the central office by November 1 of each year, if the school (*HOD 106-1996*) makes one available.
- Maintain monthly contact with regional 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 (*HOD 152A-1994*).
- 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 April 15 of each year.
- Should a member of the dental school faculty or administration pass away, notify the central office so that ASDA can express its regrets to the school and family in a timely manner (*HOD 7S-1991*).
- Notify the central office of any potential dental school closure, so that ASDA's policies on dental school closure can be promptly implemented.
- Select a chapter faculty advisor and communicate this information to the central office by September 15 each year (*HOD 14RC-1995*).

Qualifications

Each delegate must hold current active ASDA membership and be a student in good academic standing at his or her respective dental school, verified in writing by the dental school dean. 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, so they may serve a complete two-year term before graduating. It is recommended that delegates be members of their respective 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 (*HOD 4A-1994*).

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 (*HOD 8-1994*).

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

As stipulated in the *ASDA Constitution and Bylaws*, chapters are to 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 or first and second

years of the term.

Each chapter must develop and follow an election mechanism for the selection of delegates and must file these procedures with the central office. 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 (*HOD 4A-1994*).

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 April 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 (*HOD 2RC-1994*).

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 no later than April 15 of each year. 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.

Other Remarks

Expenses

Each chapter is expected to fund its voting delegates to attend a tri/quad-regional meeting and the Annual Session. Prior to the Annual Session, the central office contacts each chapter's dean requesting 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 (usually June 30). Checks should be made payable to ASDA.

Correspondence

Any formal business correspondence extending beyond the scope and authority of the local chapter, must be reviewed at the central office prior to mailing.

Confidentiality

ASDA delegates should observe confidentiality as circumstances warrant.