

Appendix E - Sample Position Descriptions

First/Second Delegates

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 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 an Ideal ASDA chapter. Specific chapter management responsibilities are grouped into four areas as follows:

Membership Recruitment and Retention:

- Coordinate the local membership drive for new members.
- 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 contact information of incoming freshmen and prepare packets of information about ASDA to send 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 membership chair 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 or administrative staff for the ASDA Advocate Award and submit nomination forms to the central office by March 1.
- Post benefit flyers on ASDA chapter bulletin board.
- Utilize online chapter portal to manage chapter, update officers and send e-communications to members and non-members. Reference the [training video](#) to learn how to use the portal.

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 be documented in your chapter's constitution & bylaws and updates should be sent to the central office.
- Communicate name of the second delegate, treasurer, legislative liaison (LL), chapter advisor and other officers to the central office.
- Encourage local members to apply for ASDA council chairs and associates, externs or editorial board 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 central office and legislative 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 predentals, 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 lunch & learns or social programs.

National Meetings

Chapters should be represented at all national meetings, which include annual session in early spring, National Dental Student Lobby Day in April and the National Leadership Conference in the fall. Review the section on *Representation at National Meetings* to learn more about each meeting and determine who should attend.

To write resolutions for consideration by the House of Delegates at annual session, 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.

Communications and Reports

- Submit your chapter leadership roster to the central office by October 1 of each year or update officers directly in the chapter portal.
- 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 members.
- Submit photos and articles about local ASDA events for national publications and fulfill other editorial board requests for information.
- Submit an application for the Gold Crown Awards by the deadline.
- Maintain regular and formal communication with chapter members by holding regular meetings.
- Keep the central office informed of changes to 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 first or second years, 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 chapter’s constitution & bylaws. Many chapters elect one delegate each year to serve a two-year term of office as second delegate (president-elect) and then first delegate (president). 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.

Election of delegates should be scheduled so that the names of the first, second and alternate delegates participating in annual session can be forwarded to the central office by the registration deadline. Chapters may have more than one alternate delegate. A copy of the delegate position description should be distributed to chapter leaders and the faculty advisor for posting prior to the election.

Expenses

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

Central Office Resources for the First/Second Delegate:

ASDA Chapter Handbook

Chapter resources webpage - www.ASDAnet.org/chapter-resources

How-to Guides - www.ASDAnet.org/how-to

Online chapter portal – login to www.ASDAnet.org to access

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 for Gold Crown Award application
- 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 resources webpage - www.ASDAnet.org/chapter-resources

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
- Coordinates Signing Day with state or local dental society and educates students on how to transition to full ADA membership upon graduation

Central Office Resources for Class Representatives:

ASDA Chapter Handbook
How-To Guide on Transitioning to ADA Membership - www.ASDAnet.org/how-to
Chapter resources webpage - www.ASDAnet.org/chapter-resources
ADA Office of Student Affairs – studentaffairs@ada.org
State and local dental society – www.ASDAnet.org/state-associations

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
- 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 benefits - www.ASDAnet.org/benefits
Chapter resources webpage - www.ASDAnet.org/chapter-resources

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
- 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

Central Office Resources for Class Representatives:

ASDA Chapter Handbook
ASDA benefits - www.ASDAnet.org/benefits
Chapter resources webpage - www.ASDAnet.org/chapter-resources

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 first years
- Helps delegates collect first-year information for ADA's Freshman Drive

*The handbooks *Getting Through Dental School: ASDA's Guide for Dental Students* are mailed to all first-year members with their April issue of *Contour*.

Central Office Resources for Class Representatives:

ASDA Chapter Handbook
ASDA benefits - www.ASDAnet.org/benefits
Chapter resources webpage - www.ASDAnet.org/chapter-resources
ADA Freshman Drive materials – studentaffairs@ada.org

Membership Chair

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

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

- Recruits first-year and advanced standing/IDP 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 through chapter portal
- 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 Fever Week How-to Guide – www.ASDAnet.org/how-to
Why Join ASDA video - www.youtube.com/user/asdanet/
Chapter resources webpage - www.ASDAnet.org/chapter-resources
Online chapter portal – login to www.ASDAnet.org to access

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
How-to Guide on Fundraising - www.ASDAnet.org/how-to
Chapter resources webpage - www.ASDAnet.org/chapter-resources

Newsletter Editor in Chief

Length of Term: 1 year
Time commitment/per week: 3-5 hours

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

- Exercises editorial discretion over the content of the publication.
- Maintains regular contact with each member of the publication staff and manages their assignments.
- Writes or delegates the writing of editorials, articles and other materials.
- Coordinates the collection of content and reviews articles when necessary.
- Monitors national, regional and local issues relating to dental student needs and interests.
- Identifies appropriate article topics and qualified authors.
- Identifies themes for issues, when appropriate.
- Determines criteria for content, authorship and number of editorials, as well as publication of letters to the editor and other opinion pieces.
- Mentors editors to prepare them for future leadership positions.

Central Office Resources for Newsletter Editors:

*Copies of newsletters from other ASDA chapters - ASDAnet.org/awards/qc/pastwinners.aspx
The New Leader, Word of Mouth and Advocacy Brief (monthly e-newsletters sent to leaders and members) – ASDAnet.org/e-newsletters
ASDA Chapter Handbook
Chapter resources webpage - www.ASDAnet.org/chapter-resources*

Newsletter Editors

Length of Term: 1 year
Time commitment/per week: 2-3 hours

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

- Coordinates the collection of content and reviews articles.
- Monitors national, regional and local issues relating to dental student needs and interests.
- Identifies appropriate article topics and qualified contributors in order to have enough content.
- Writes and reviews articles and other materials as assigned.
- Works with the editor-in-chief to review and develop content in publications.
- Assists in coordination of content by identifying potential contributors.
- Identifies themes for issues, when appropriate.
- Develops criteria for content, authorship and number of editorials, as well as publication of letters to the editor and other opinion pieces.

Central Office Resources for Newsletter Editors:

*Copies of newsletters from other ASDA chapters - ASDAnet.org/awards/qc/pastwinners.aspx
The New Leader, Word of Mouth and Advocacy Brief (monthly e-newsletters sent to leaders and members) – ASDAnet.org/e-newsletters
ASDA Chapter Handbook
Chapter resources webpage - www.ASDAnet.org/chapter-resources*

Legislative Liaison (LL).....

Length of Term 1 year
Time commitment/per week: 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:

- Organizes grassroots initiatives including but not limited to ADPAC membership drives; meet and greets; Engage alerts; voter registration drives; and ASDA advocacy initiatives
- Educates chapter members on ASDA advocacy initiatives
- Remains current on legislative issues that affect dental students with their state; communicates information to the chapter and the district legislative coordinator
- Reports chapter activities to the legislative coordinator as needed
- Coordinates and schedules chapter Lobby Day appointments
- Develops annual chapter advocacy goals

Central Office Resources for Legislative Liaison:

Promoting Chapter Advocacy how-to guide – www.ASDAnet.org/how-to
Chapter resources webpage - www.ASDAnet.org/chapter-resources
Engage grassroots advocacy tool – ASDAnet.org/engage

Advanced Standing/IDP Student Representative.....

Length of Term: 1 year
Time commitment/per week: 2-3 hours

Description of Duties: The Advanced Standing (AS)/IDP Representative serves as a liaison between the local leadership team and the students in the advanced standing or IDP program. This person should be a current AS/IDP student. Specific responsibilities include:

- Recruit/renew advanced standing students as predoctoral ASDA members
- Educate members on benefits such as discounts on National Board Dental Examination review materials, the ASDA and ADA publications and the leadership positions on the Advanced Standing/IDP Advisory Committee
- Host a cultural day at your school to encourage the celebration of cultures, backgrounds and ethnicities of all the students at your chapter
- Create an Advanced Standing Committee (ASC) to further introduce international students to a lifelong involvement in organized dentistry
- Encourage AS/IDP students to write and contribute to the chapter’s newsletter, website, etc.
- Establish a strong and involved pre-AS community
- Plan a Pre-AS Student Day much like a Predental Day, but focusing on the different application process and challenges that an international student might face.
 - This can be a breakout session for your current Predental Day or a potential webinar that international dentists can attend no matter where they are in the world.

Central Office Resources for Advanced Standing/IDP Student Representatives:

ASDA Chapter Handbook
ASDA site for international dental students – www.ASDAnet.org/tips-for-international-dental-students
ASDA Advanced Standing/IDP Advisory Committee – ASDAnet.org/council/as-idp.aspx

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 ADA, 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
How-to Guide on Building Ideal Relationships with State Societies - www.ASDAnet.org/how-to
State and local society contacts – ASDAnet.org/state-associations

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 chair of the council on education and 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 Legislative Coordinator 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
Licensure video – www.youtube.com/user/asdanet/

Ethics Representative (ER)

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 Association (SPEA) 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
- Working with SPEA chapter, if one exists at the school
- 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/
ASDA White Paper on Ethics
SPEA webpage – www.speadental.org/

Predental Student Representative

Length of Term: 1 year
Time commitment/per week: 2-3 hours

Note: These responsibilities should be assigned to the Second Delegate if a Predental Student Representative can be identified.

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

- Recruit predental members of ASDA and educates group about important member benefits
- Work with local predental clubs to promote ASDA Predental Week in October, DAT Week in July and other predental campaigns of the national office

- Obtain a list of pre-health advisors in the local geographic area from the school's career guidance faculty or from the NAAHP website (www.naahp.org) and utilizes this list to make contacts for presentations
- Compile a list of pre dental clubs/chapters in the area and promote programs to club/chapter officers
- Provide undergraduate advisors with ASDA pre dental membership information, including membership applications and promotional materials
- Act as a resource to pre dental students on career planning and organized dentistry
- Organize Pre dental Day at the dental school and encourage attendees to join ASDA
- Educate pre dental members on transition from ASDA pre dental to ASDA predoctoral membership
- Recruit dental students to assist with career presentations and programs to undergraduate and high school students
- Organize shadowing program with local dentists
- Reach out to undergraduate students via Facebook and other social media

Central Office Resources for Pre dental Student Representative:

ASDA Chapter Handbook

Recruiting & Engaging Pre dentals how-to guide –www.ASDAnet.org/how-to

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

ASDA pre dental resources – www.ASDAnet.org/pre dental

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

ASDA video on pre dental membership - www.youtube.com/user/asdanet/

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

Chapter resources webpage - www.ASDAnet.org/chapter-resources