

HOW-TO GUIDE

STATE DENTAL ASSOCIATIONS



Building the Ideal Relationship: ASDA Chapters & State Dental Associations

Introduction

This resource was developed using feedback from 33 state dental associations collected by ASDA's Council on Professional Issues in the fall of 2012. This guide will provide ASDA chapters the tools to increase involvement with their state dental association and increase their voice in dentistry at the local level. The data collected from the survey and the resources provided will offer chapters support when connecting with a state association on local initiatives.

Additionally, chapters will be able to communicate the benefits the states would reap from the collaboration.

According to the ASDA survey results (see **Appendix A** for more survey tabulations):

- Of the 33 state dental associations, 26 of the respondents (79%) offer student membership. Included in this tally are Utah and Maine, who were working on creation of student memberships in 2012-13.
- Of the 26 state dental associations offering student membership, 22 responded that their membership was free to students or offered for nominal dues.
- Most respondents have a dental school in their state though student membership is offered in some states where one does not exist (Alaska, New Mexico, Rhode Island).

Member benefits at state dental organizations may include: opportunities for networking and mentorship, scholarships, and resources that educate members on how to manage efficient, effective and compliant dental offices. Several state dental associations allow student members to serve in various leadership positions and participate in events. This guide offers tips on how chapters can reach out to state dental associations to increase student representation and involvement in their organization.

Chapters can utilize the following American Dental Association policy to support their initiative to form or strengthen their relationship with the state association:

Involvement of Students in Society Activities (*Trans.1979:649*)

Resolved, that the American Dental Association strongly encourage constituent and component dental societies to formally involve dental students in the activities and official meetings of those societies.

Opportunities for Student Involvement

Participation in House of Delegates

During ASDA's annual session, two students from each chapter serve as delegates in the House of Delegates meetings to set policy and elect officers for the association. Delegates typically serve as the ASDA chapter president and vice president or president-elect. Similarly, state

dental association that allow voting student delegates will usually have an ASDA chapter president serve as the student delegate. The ASDA chapter vice president or president-elect can serve as the alternate delegate. According to ASDA's survey results:

- Of the 26 participating state dental associations allowing student membership, all 26 allow students to attend their House of Delegates.
- 19 of the 26 respondents (73%) give voting privileges to a student delegate.
- 22 of the 26 respondents (85%) allow student delegates to speak on the floor during a House of Delegates.

Submitting Resolutions

Students are encouraged to submit resolutions – most often changes to policy or recommendations for initiative – to their state dental association if the opportunity is available. According to the ASDA survey results:

- 19 of the 26 respondents (73%) allow student delegates to submit a resolution to the House.
- 10 of the 19 respondents (53%) have had resolutions submitted by student delegates.

Before submitting a resolution for consideration, make sure the policy or initiative is not already in place. Then, develop a recommendation or solution to present to stakeholders. Always follow the guidelines set by the state dental association for submitting resolutions to their voting members. Contact the association's staff with questions.

ASDA members should adhere to ASDA's Current Statements of Position or Policy found at www.ASDAnet.org/statementsonpolicy.aspx. For example, resolutions dealing with licensure should align with ASDA position L-1, while the resolutions regarding implementation of student board members/representatives should follow ASDA's positions G-3 and G-5. According to the ASDA survey results, the most common resolutions submitted by students were as follows:

- Requests for state dental association support to eliminate the use of live patients in the clinical licensure exam process.
- Requests to create positions for student board members/representatives.
- Requests for support of a national licensure exam.

Participation in State Lobby Days and Legislative Training Days

State lobby days typically feature meetings with state legislature to discuss issues affecting dentistry.

ASDA members are invited to attend ASDA's National Dental Student Lobby Day held each spring in Washington, D.C. In addition, they are encouraged to participate in their state dental association's lobby day when possible.

- 25 of the 33 participating state dental associations (76%) allow student participation in their state lobby day.

It is likely that several student members will one day practice in the state which they attend dental school. This early participation will help orient students to their state association, as well

as their specific state's legislative issues. Students can communicate their future plans to practice in the state in which they lobby proving to the state association their commitment to the community.

In some states, scheduling meeting time with the state legislature can be challenging. A state association may suggest that lobbying their state is not feasible based on their past experience. Formatting this meeting as a legislative training day versus a lobby day could be more effective.

An example of a legislative training day is the Advocacy Academy started by the ASDA chapter at the Ohio State College of Dentistry and the Ohio Dental Association (ODA) in February 2012. This two-hour program teaches students about Ohio legislature and how to advocate for their profession. It prepares students for the ODA's Day at the Statehouse and National Dental Student Lobby Day. The event is held at ODA's headquarters and is taught by the ODA's director of legal & legislative services.

The chapter legislative liaison works with ODA administration to schedule sessions that are held on weekday evenings for 10 to 15 students. Each member attending receives an informational packet. Since the program began, students have become more comfortable and prepared to interface with legislators about major issues in dentistry.

The New York State Dental Association's local components were also planning training events for students at the time this guide was being written. State leaders will speak about key legislative issues, politics of Medicaid and more. If lobbying is not an option, having a meeting that focuses on legislative training and education is still a powerful way to form a relationship with the state dental association and demonstrate the chapter's interest in organized dentistry.

ASDA Representation on Councils, Committees, Task Forces or State PACs

For ASDA chapters looking to increase local representation, a great place to start is by requesting to serve on a council, committee, task force or state political action committee (PAC).

Some state dental associations are more willing than others to allow students to be represented on every aspect of their association. States differ with respect to the number of councils and focus for each with the exception of the core two or three.

- 9 of the 18 respondents allow representation on at least two of these three: New Dentist Committee or sub-council on New Dentists, Council on Membership, and Council on Dental Education & Licensure.
- New Dentist Committee/sub-council on New Dentists is the most common overall, with 13 of the 18 state associations (72%) allowing student representation.

Chapters will need to convince their state dental association of the benefit of integrating students into their volunteer structure. Here are some talking points:

- The state association will gain access to the student’s perspective.
- Students who are involved in the state society are more likely to remain involved in organized dentistry after graduation.
- The committee will better understand what students are looking to receive out of their membership during school and after they graduate.
- Students can keep committee members informed on the dental school’s schedule for timing a proposed event and information on what will help increase student attendance.
- An ASDA representative can help educate a council on ASDA member’s stance on issues.
- The student leader can also provide updates and information on changes regarding curriculum at their respective schools.

Actively involved student members are more likely to help the state association recruit their classmates because of maximizing the value of the relationship. In all cases, ASDA representatives can serve as a liaison between the state association and the dental school administration, and more importantly, the student body.

According to the ASDA survey results:

- 18 of the 33 state associations (55%) currently allow a student representative on at least one committee.
- Four states (Michigan, Indiana, Virginia and Minnesota) allow students on all of their councils, committees, task forces and state political action committees (PACs).
- Minnesota has two openings per committee for students to serve.

Student Member Sitting on the Board of Trustees

Having an ASDA member sit on a board allows interaction with the most influential and well-versed members of the state’s dental association. The student member sitting on the board is usually one of the more experienced ASDA leaders from a chapter, sometimes holding a national ASDA position. These individuals have a wealth of knowledge on issues facing organized dentistry.

- Of the 33 state dental associations surveyed, 11 of them (33%) allow student representation on their board.
- In Kentucky and North Carolina, one student from each dental school in the state serves on the board.

Activities

Outside of political advocacy and student leadership positions, engagement opportunities for dental students include mentoring, job boards, educational sessions, networking and social events. Many state associations invite student members to events for new dentists. This is a great opportunity for networking, learning about career opportunities in the area and building a social support system.

Here are some existing opportunities:

- Alabama awards students for leadership and the Foundation gives a scholarship at their annual session.
- Arizona holds THEOS (To Help Each Other Succeed): A 10 session “Business of Dentistry” mastership series.
- Colorado holds an International Student Program (ISP) study club and extends an invitation to women dentist events.
- Connecticut sponsors a CE course for fourth year dental students with an opportunity to meet practicing dentists.
- Florida offers new dentist webinars.
- Illinois supports online resume posting.
- Massachusetts has a mentoring program that matches students and dentists with similar career goals and interests.
- Missouri holds a monthly “Food for Thought” program providing practice management ideas.
- Virginia offers a “Real World Dental Office Tour” and career fair.
- Washington offers a D.C. and rural internship.
- West Virginia offers ethics and risk management programs.

Funded Activities for ASDA Members

According to the ASDA survey results, 83% of the state dental associations who responded provide funding for dental student activities. Opportunities vary state-to-state, but participation is welcome. Funding can take the form of membership dues or travel expenses for attendance to meetings. State dental associations encourage feedback from students to ensure their programs and opportunities are relevant. Chapters should explore ways that existing programs can be improved and let the state contact know of any ideas for new programs or ways for students to get involved.

Here are some opportunities identified by the survey – you can suggest these to your state’s association:

- Use of facilities for ASDA events
- Funding for outreach activities (e.g. Connecticut budgets \$14K, Pennsylvania budgets \$10K and Michigan budgets \$15K)
- Lunch & learns and vendor fairs
- Membership dues (e.g. Illinois covers full ASDA dues for all three Illinois dental schools, other states provide partial funding of ASDA dues)
- Travel expenses to meetings and legislative day activities
- Sponsorship of ASDA events
- Maine provides a stipend for dental students to attend their annual convention
- Massachusetts provides funding for district student debate activities and publication of student newsletters
- Funding for first year orientation and white coat ceremony

- South Carolina provides lab coats to dental students
- South Dakota budgets \$200 towards board exams for fourth year students

Students at dental schools that are not located near state dental association events can benefit from getting involved with local components. Many state dental associations use local components to develop their leadership roles. There may be leadership roles available to students at the local level, which could be a stepping-stone to student leadership in state dental associations. In addition, students will be able to connect with current or future state leaders, making it easier to have an impact at the state level. The respective state organization can provide a contact at the local component or, search for a local dental organization at ADA.org/localorganizations.aspx.

Making the Connection with the State Dental Association or Local Component

Of the 33 state dental associations that responded to ASDA's survey, 24 of them (77.4%) have a staff member specifically assigned to work with students. Current contact information for the 53 constituent (state) dental organizations can be found on ADA's website at ADA.org/stateorganizations.aspx.

A good contact to start with is the association's director of membership or membership services. This is the person who would typically interact with interested parties calling from outside the association. This position will tend to have knowledge of the opportunities currently in existence and the flexibility of the association to increase or add benefits.

Here are a few tips to keep in mind when reaching out to the state dental association:

1. **Find a common interest between the ASDA chapter and the state or local component.**
Do the research. Find examples of other chapters that have faced the same issue and how they proceeded with a solution. Have support as to why others should become involved. And, be ready to give back. A relationship is about give and take. The focus should be on how to build on combined strengths.
2. **Reach out via phone or e-mail and be prepared with a list of topics to address.** Don't start by forwarding a list of demands. Instead, give an overall objective to start the conversation. To enhance the efficacy of a suggestion, make sure to have prepared supporting information. Use the numbers compiled from the survey to back up the request. Think doable, not earth-shattering. Once collaboration has been agreed upon, think in terms of an end result. What area needs to be improved or created and how does the chapter go about improving or creating it with this group's help?
3. **Once the relationship is in ebb and flow, dedicate resources to the agreed upon plan.** Be honest about member's availability and be reasonable with the amount of work they are able to contribute to any one project. Take on projects one at a time and move forward slowly. An environment of overwhelm can threaten the relationship. Allow for the next

group to pick up the reigns and be motivated to continue the legacy.

Remember that relationship building is a skill that takes time and effort to perfect. It should also be approached with focus and preparation. There will be formal and casual opportunities for interaction and both situations can lead to overall growth in the relationship.

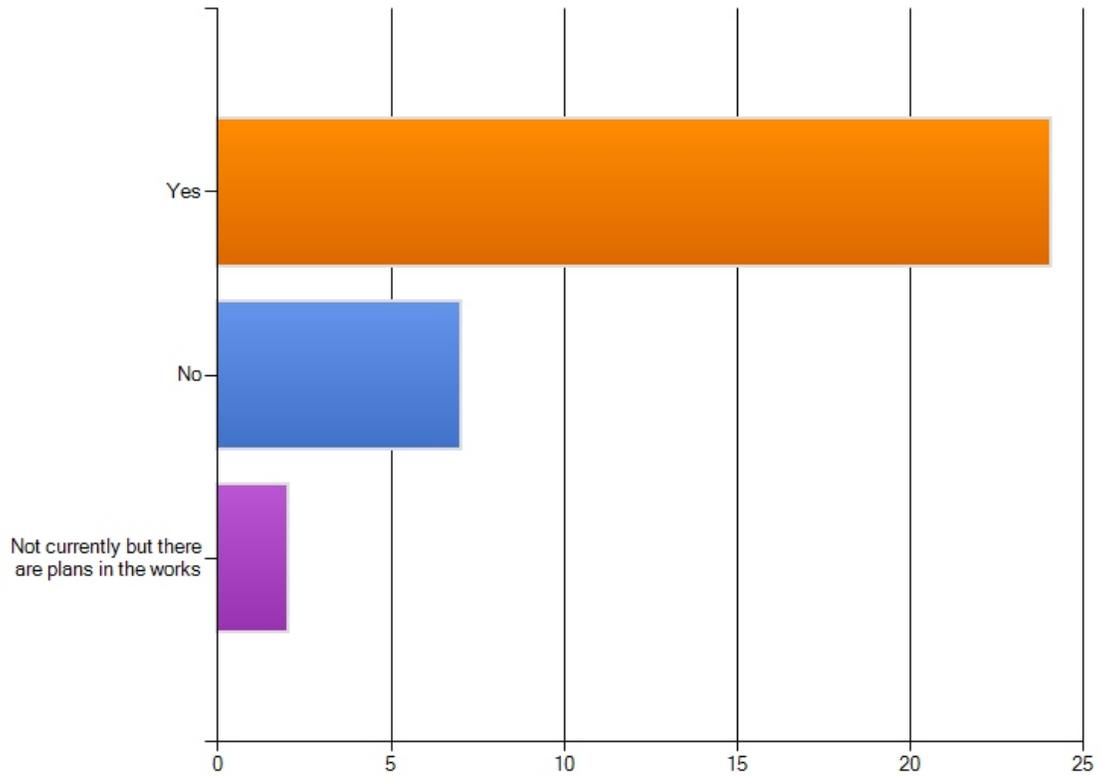
Appendices

- Appendix A: Responses to ASDA Survey from State Dental Associations
- Appendix B: Template for Letter of Introduction to State Dental Association
- Appendix C: Talking Points for Meeting with State Dental Association Representative
- Appendix D: Sample Professional Communication
- Appendix E: State Dental Association Liaison Position

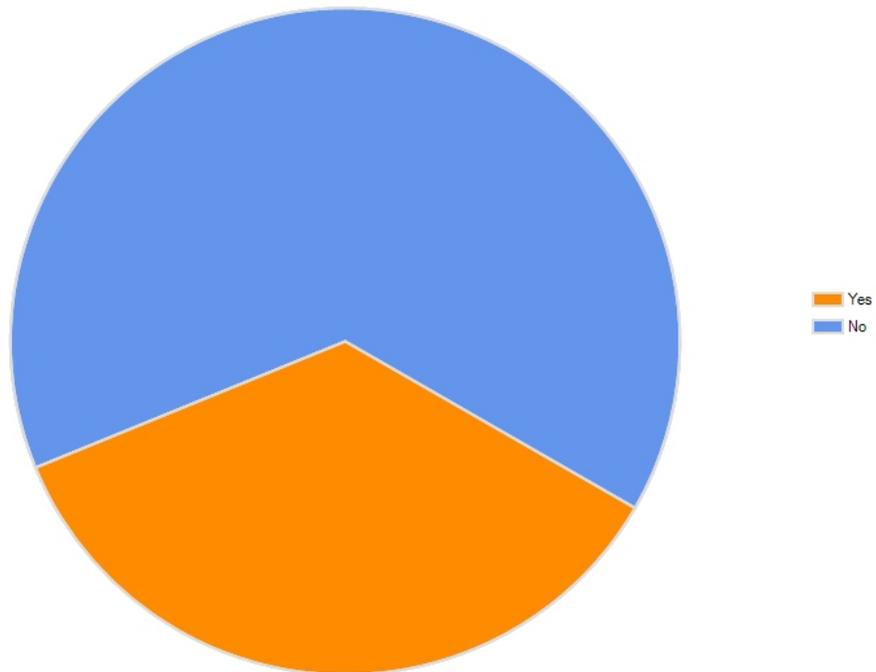
Appendix A: Responses to ASDA Survey from State Dental Associations

State association	Student membership/ dues	State association	Student membership/ dues
Alabama Dental Association	Yes – \$0	Mississippi Dental Association	Not offered
Alaska Dental Society	Yes – \$0	Missouri Dental Association	Yes – \$10
Arizona Dental Association	Yes – \$5	Nevada Dental Association	Not offered
Colegio de Cirujanos Dentistas de Puerto Rico	Not offered	New Mexico Dental Association	Not offered
Colorado Dental Association	Not offered	New York State Dental Association	Yes – \$0
Connecticut State Dental Association	Yes – \$0	North Carolina Dental Association	Yes – \$0
Florida Dental Association	Yes – \$0	Ohio Dental Association	Yes – \$0
Georgia Dental Association	Yes – \$0	Oklahoma Dental Association	Not offered
Illinois State Dental Society	Yes – \$0	Pennsylvania Dental Association	Not offered
Indiana Dental Association	Yes – \$5	Rhode Island Dental Association	Yes – \$0
Iowa Dental Association	Not offered	South Carolina Dental Association	Yes – \$0
Kentucky Dental Association	Yes – \$0	South Dakota Dental Association	Yes – \$0
Louisiana Dental Association	Yes – \$0	Utah Dental Association	Not offered
Maine Dental Association	Not offered	Virginia Dental Association	Not offered
Massachusetts Dental Society	Yes – \$0	Washington State Dental Association	Yes – \$0
Michigan Dental Association	Yes – \$0	West Virginia Dental Association	Yes – \$0
Minnesota Dental Association	Yes – \$10		

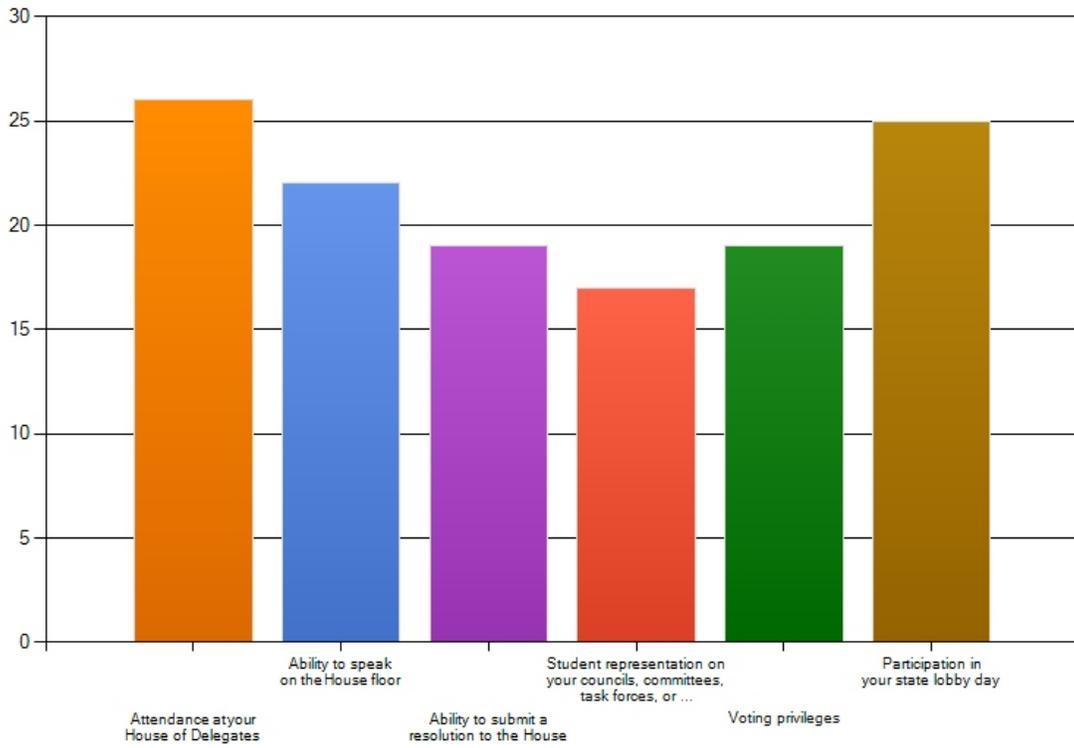
Does your society offer membership for dental students?



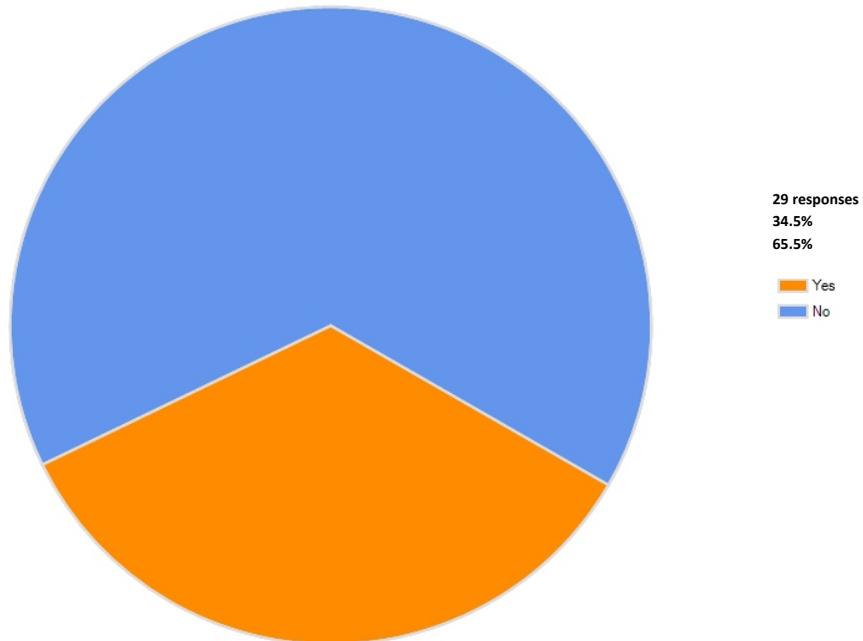
Do you have a student member who sits on the Board of Trustees?



Does your society offer the following engagement opportunities for dental students?



Has a student ever submitted a resolution to your House of Delegates?



Submitted Resolutions:

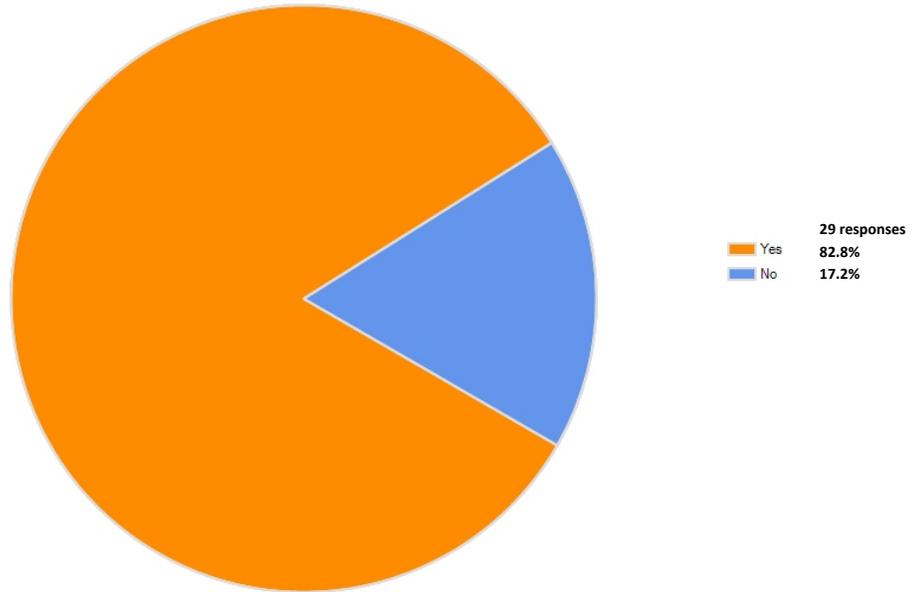
Connecticut	Use of live patients in dental board exams
Florida	Submitted, unsure of subject
Illinois	Support for the elimination of live patients in clinical licensure examination process
Indiana	Regional licensure changes, student board members, national licensure support
Kentucky	Support for concept of not using live patients for licensure tests
Minnesota	Creating a student component and student involvement at the state level
Missouri	Support for the elimination of live patients in dental licensure exams recently submitted.
Pennsylvania	Resolved that PDA and ASDA jointly urge the ADA to adopt a HD 10-31 Policy that any dental student participating in a dental outreach program (e.g., international service trips, domestic service trips, volunteerism in underserved areas, etc.) shall adhere to the ASDA student code of ethics and the ADA principles of ethics and code of professional conduct. Such dental students shall be directly supervised by dentists licensed to practice or teach in the United States and only perform procedures for which the student has received proper education and training and can safely execute with the standard of care; and be it further resolved that the PDA urge the ADA to work with national and international health organizations to end the practice of utilizing pre-dental students and pre-clinical dental students to perform irreversible dental procedures worldwide; and be it further resolved, that this policy be transmitted to all dental schools and pre-dental programs and organizations.
Virginia	Submitted, unsure of subject

What are the councils, committees or task forces that student members can sit on?

Alabama	Membership Committee, Council on New Dentists
Alaska	None at this time

Colorado	Government Affairs, Membership, Finance, New Dentist Committee
Connecticut	Legislation, Membership, Communications, Ethics
Florida	Sub-council on the New Dentist, Council on Dental Education & Licensure
Illinois	New Dentist Committee, Membership Committee
Indiana	All of them
Kentucky	New Dentist Committee
Michigan	All
Minnesota	Eighteen committees with at least one student sitting on each. There are two openings per committee for students to serve.
Mississippi	None
Missouri	No councils. Students are requested to be a part of the House meeting and be involved with those standing committees. Task forces and committees are created and requests are made of interested individuals to be a part of them.
North Carolina	Committee on the New Dentist
Ohio	Sub-council on New Dentists, Annual Session Committee, Council on Access to Care and Public Service, Council on Dental Care Programs and Dental Practice, Council on Membership Services Dental Education and Licensure Committee
Pennsylvania	New Dentist Committee
Rhode Island	None
South Carolina	Medicaid, Strategic Planning, DenPAC, Convention
Utah	Working on details
Virginia	All of the above
Washington	DentPAC
West Virginia	Executive Council

Does your society provide funding for dental students for memberships or activities?



Appendix B: Template for Letter of Introduction to State Dental Association

Your ASDA chapter Logo

Chapter E-Mail:
Website:

[State Dental Association name]

[c/o Assistant to Executive Director]

[mailing address of state dental association]

Dear [insert State Dental Association President] and [State Dental Association Executive Director],

My name is [your name] and I am the [your leadership position] at the [school name] ASDA chapter. On behalf of our members, we would like to become more involved with the [Your State Dental Association].

The [American Student Dental Association](#) (ASDA) represents 90% of all dental students (20,000+ members) and provides education, representation and advocacy. Each U.S. dental school has a local chapter of ASDA (65 total). ASDA has a national leadership of 45+ dental students and a full time staff of 13 employees to manage our Chicago-based association.

There are [#] dental students at [school name] ASDA chapter. Our members are incredibly engaged and eager to become active organized dentistry, in particular the [insert your state dental association].

In fact, local involvement is a common request among dental students. In the 2012, the national ASDA Council on Professional Issues conducted a survey of state dental associations to gauge student involvement. We discovered that 73% of state dental associations allow students to vote on their house floor. Also, 55% allow students to sit on at least one of their councils/committees and 33% allow student representation on their board of directors (see attached document for more results of this survey).

We found this information very encouraging and hope to build a better relationship between our ASDA chapter and the [insert your state dental association]. We realize that an ideal relationship including representation on the house floor, on councils and committees, and on the board of directors is something that takes time. We want to be sure that you were aware of our interest and dedication to this goal.

Recently, ADA leaders were asked to read a book called, “The End of Membership as We Know It,” by Sarah Sladek. The book mentions that generations X and Y (which includes the majority of current dental students) are led by three primary objectives: “the opportunity to lead, the opportunity to learn, and the opportunity to make a difference.” We see involvement with [insert your state dental association] not only as a way to fulfill these objectives, but as a way to improve the ever-declining membership rates in new dentist membership in state dental associations and the ADA. We are certain that greater involvement while in dental school will lead to greater membership, leadership and involvement in organized dentistry once our generation begins to practice.

We hope that you will take our request into great consideration. Please contact me with any questions you may have.

Kind regards,

[Insert signature]

[Insert your printed name]

[Insert your leadership position]

[insert your email]

[insert your phone number]

Appendix C: Talking Points for Meeting with State Dental Association Representative

- **Don't assume the leaders of your state dental association know what ASDA is, locally or nationally. ASDA wasn't as "big" when these leaders were in dental school.**
 - ASDA represents 89% of all dental students (20,000 members)
 - ASDA is a large national organization with a staff of 13 employees
 - ASDA has its own policies, bylaws and functioning house of delegates (refer to www.ASDAnet.org for details)
- **Don't be afraid to "brag" about the local ASDA chapter.**
 - Explain how the local ASDA chapter works (leadership structure, events, etc)
 - Share details about the chapter's accomplishments, events, national leaders
 - ASDA leaders are well educated on the big issues, so they should know how many leaders go to national meetings and how much they know about the issues.
- **Don't expect to get results right away – relationships take time to build.**
 - Many of these leaders had to "wait their turn" for leadership positions and are sometimes unwilling to just open the door for newcomers
 - Emphasize that student involvement in state dental associations is critical to increasing their membership in the future. All state dental associations are struggling with membership, especially among new dentists. The chapter should make this relationship as much of a "win" for them as it is for the chapter.
- **Be respectful.**
 - Please be respectful of others opinions and ideas. People may not agree with ASDA's policy on various issues like licensure or midlevel providers. While it is important for them to know the student perspective, always be respectful and polite.
- **Once a role is secured on a council/committee/board:**
 - ASDA leaders should be trained prior to this type of leadership position by their most experienced local leaders
 - Ask if the chapter leader can share their thoughts in a committee/board meeting
 - Remember that the chapter representative is representing national ASDA and the local chapter when in attendance at these meetings, so be sure to only comment on approved ASDA policies and opinions. If a comment is made on something that ASDA doesn't have a policy on (locally or nationally) be sure to say that "This is my individual opinion" first. Check out ASDA policy here: <http://www.asdanet.org/statementsonpolicy.aspx>.

Appendix D: Sample Professional Communication

The following letter was written by the UIC ASDA chapter president to the Illinois State Dental Society (ISDS) and the Chicago Dental Society (CDS), requesting their continued sponsorship of ASDA membership for all Illinois dental students. This letter is factual, relevant and demonstrates how ASDA members should communicate with colleagues in organized dentistry.



July 29, 2011

The Value of Organized Dentistry Membership to Illinois Dental Students

Dear ISDS & CDS Delegates,

For some time, all Illinois dental students have enjoyed automatic membership in the American Dental Association, without cost, thanks to the generosity of the Illinois State Dental Society and the Chicago Dental Society. We would first like to take this opportunity to once again express our gratitude for this. As we head into the upcoming school year we recognize that the current economic status, especially in the state of Illinois, has taken a downward turn. Additionally, with the opening of Midwestern University this fall, we understand that the ISDS & CDS must make some difficult decisions concerning their sponsorship of student membership in organized dentistry. As you prepare your discussions on this issue, we would like to take this time to explain the importance of this benefit to the Illinois dental students. While such an idea may be hard to quantify, we feel this is best represented by (1) student involvement in ISDS & CDS events, (2) student's voluntary contributions to ADPAC and (3) the conversion rate of graduating Illinois dental students to ADA membership.

Our interest in participating in organized dentistry events has been seen perennially at the ISDS Capitol Conference and the CDS Midwinter Meeting. At this past year's Capitol Conference, fourteen of the approximately 100 attendees were UIC and SIU students. This means dental students accounted for over 10% of the conference! In future years, we plan on having an even better showing.

UIC and SIU students are also strongly represented at the Midwinter Meeting each year. We jump at the opportunity to work as room chairs. Additionally, many students who don't chair a room will come for a class and to take in the exhibitor's fair. Dental students also participate at Midwinter by speaking to Illinois pre-dental students during the Pre-dental Consortium Meeting.

We talk about ASDA, about organized dentistry and encourage pre-dental students to get involved even before they begin dental school.

Each year SIU and UIC ASDA chapters host ADPAC drives featuring speakers, lunches, social events and discussion of the importance of advocacy to dentists. These annual drives get the majority of the student body participating and are successful at signing up a good portion of those students for ADPAC membership. Just this last year, SIU got 20% of their school to contribute to ADPAC, while UIC got a record 30% of the student body to contribute to ADPAC, including two students who contributed at the Capitol Club level¹. It is without saying that ADPAC plays a critical role in the propagation of the goals of organized dentistry and Illinois ASDA chapters do a good job articulating the importance of PAC membership to students. This early introduction helps ensure that they will support the organization into the future, keeping the message strong.

With the ADA market share is at its lowest point in 15 years, it is more important than ever to strengthen the numbers of dentists involved in organized dentistry. Young dentists are a group with exceptionally low membership numbers. Your Illinois ASDA chapters have been doing their part to keep the ADA market share strong. Since 2004, both SIU and UIC conversion rates of students to ADA membership in the first year following graduation have been steadily above the national average². Thanks to the work of our local ASDA chapters Illinois dental students graduate wanting to continue their membership in organized dentistry.

We understand that there's some concern that automatic enrollment in organized dentistry is taken for granted by Illinois dental students because it's currently free to them. We hope that these points show that this is not the case with our local chapters. Instead, automatic enrollment has the effect of making Illinois dental students understand that maintaining membership and active involvement in organized dentistry is what's expected of them. With the financial support of the ISDS and CDS, UIC and SIU ASDA chapters have been able to make this expectation clear to Illinois dental students. Because we don't spend time recruiting members, we get to focus our energy on teaching our members about what's expected from dental professionals. True dental professionals are expected to get involved in their state and local societies, they are expected to contribute to their PAC and they are expected to maintain membership in the tripartite. SIU and UIC students get this.

In summary, your investment in organized dentistry membership for students results in the graduation of Illinois dentists that know what it means to be a dental professional. Dental student involvement in ISDS and CDS events, our contributions to ADPAC and our conversion rate to ADA membership demonstrate that Illinois dental students are learning what's expected of true dental professionals. The UIC and SIU ASDA chapters are successful at teaching these expectations because of your financial support, your encouragement of student participation

and your mentorship. We are very grateful for all that you do and truly enjoy working so closely with the ISDS and CDS. The opening of Midwestern presents a great opportunity to teach a new group of Illinois dental students what's expected of true dental professionals. Your ASDA chapters are looking forward to seizing this opportunity with you.

Thank you for reading!

Sincerely,

Ben and Kevin

Ben Youel
UIC ASDA President
Cell: 123.123.1111

Kevin Kemarly
SIU ASDA President
Cell: 312.222.1231

¹Data from 2011 ASDA District 7 Legislative Survey

²Data from ADA Office of Student Affairs

Appendix E: State Dental Association Liaison Position

This appendix is not comprehensive to the full scope of what this position could entail. However, it is a suggested starting point.

Step 1: Define the specific responsibilities of the state dental association student liaison, such as:

- Attendance at association meetings,
- Attendance at dental lobby day at the state level,
- Acting as a liaison between ASDA members and state dental association members to connect students with leadership positions within the association,
- Coordinating events between the organizations,
- Submitting resolutions to the state dental association (i.e. to obtain voting privileges within the association)
- Training ASDA members before work with the state dental association (i.e. coordinating a legislative training day for ASDA members),
- Educating ASDA members about pertinent state dental association issues, and
- Developing resources that would benefit ASDA members' transition into organized dentistry as dentists.

Step 2: Refer to your chapter's constitution and bylaws while creating this position. It may be necessary to update them describing the position and if it will be elected or appointed.

Step 3: Notify ASDA chapter membership about the creation of the position in an e-mail. Describe the responsibilities of the position and why they should apply for it.

Step 4: After election or appointment of the position, provide the student representative with the following materials found on ASDA's national website:

- "Guide for the Ideal Relationship Between ASDA Chapters and State Dental Associations"
- "Organized Dentistry" section of the Chapter Leader Handbook (pages 48-51)
- "Summary to ASDA Survey to State Dental Associations"

Step 5: Request the student representative contact a staff member of the state dental society assigned to work with students. The contact information for most state’s staff liaisons can be found on the ASDA website under the “For Chapters” tab and “State Dental Associations” link.

Send a letter introducing ASDA to the state dental association. See appendix B for a template letter from the ASDA chapter at Virginia. In the letter, one may like to include statistics on how other states work with their respective ASDA chapter (see appendix A for these statistics). However, please understand that every state dental association is different. The representative will need to gauge the interests of the association to access whether a presentation of statistics would be effective.

- In the introductory letter or in later communications with the state dental association, request that the student representative communicate the desire of the ASDA chapter to attend association meetings and to do events and projects collaboratively. In addition, request to be kept up-to-date on current events within the association and ways for more dental students to be involved (working on councils/work groups/holding voting positions). The representative may also like to introduce the new leadership of the ASDA chapter in this letter.
- This letter may not be needed if a relationship between the organizations has already been established.

Step 6: Check in with the student representative on a regular basis to see if they need any assistance with their tasks.

Step 7: Request the student representative send a monthly e-mail to the ASDA chapter membership reporting on the latest news from the state dental association, the issues they are working on and ways to get involved. It is very important that the student representative be committed to relaying communications with the chapter. Doing so may encourage other students to become involved with the state dental association.