

Why you should take a position in the DDHA

Looks great on your resume!

Gives you an opportunity to network
with working hygienists

- Find employment opportunities
- Make friends with likeminded people

Stay informed on current dental issues

Protect and help our profession grow

DDHA Positions

*ADHA membership required

Officer Positions

President

President Elect

Vice President

Secretary

Treasurer

Trustees (2)

Delegates (7)

Alternate Delegates (2)

Dental Committee Leaders

Community Dental Health

Member Outreach

Continuing Education

Legislative Contact

Facebook Editor

Student Membership

President

Term: One year

Duties/ Responsibilities:

- Prepare agenda for meetings
- If a vacancy occurs on the board, appoint a new member with board approval
- Prepare a roster of DDHA executive board
- Approve all bills submitted to the Treasurer before payment
- Serve as a members of the ODHA Annual Session House of Delegates

President Elect

Term :

- One year as President elect
- then a second year as President

Duties/Responsibilities:

Prepare for the presidential year

- by preparing recommendations for committee appointments
- outline budget requests for the office of President,
- establish meeting dates for the following year
- establish communication with related organizations

Perform duties as delegated by the President

Preside in the absence of the President and succeed them in office in case of a vacancy during the term

*Very important Position! Essential to keeping the DDHA going

Vice President

Term : One year

Duties/Responsibilities:

- Attend monthly meetings
- Serve as a delegate at the annual session
- Gain knowledge of the operations of the Association
- Organize continuing education related functions
- Perform tasks as delegated by the President

Secretary

Term : One year

Duties/Responsibilities:

- Keep Accurate minutes of all meetings of the Association and read the minutes of the previous meetings
- Handle all correspondence delegated by the President
- Check and monitor email account
- Send list of newly elected officers and committee chairmen to the Executive Secretary of the ADHA and ODHA, and include all addresses and phone numbers
- Order all printed material and stationery. Distribute to all committee chairmen
- When the occasion arises, send get well and sympathy cards to the members
- Maintain copies of all correspondence for the Secretary's file and send copies to the President
- Perform duties and responsibilities as delegated by the President

Treasurer

Term : Two years

Duties/Responsibilities:

- Maintain the Association checking account, which includes the signatures of the Treasurer and Trustee
- Collect all money due to the association and deposit all checks shortly after being received
- Maintain accurate records and keep all voided checks
- Follow the prepared budget approved by the membership.
- Help prepare budget and present to the membership
- Have all bills approved by the president before paying and have a receipts for each bill
- Submit accounting records of the Association for audit to be done by two board members appointed by the President
- Have request of payment forms available for officers

Trustee

Term : Two years

Duties/Responsibilities:

- Serve as the communication link between individual members and the executive board and board of trustees of ODHA
- Attend ODHA Board of Trustee Meetings.
- Report ODHA Board actions to members at component meetings
- Plan and conduct an orientation meeting prior to the ODHA annual session for delegates and alternate delegates
- Send names of the delegates and alternate delegates to the executive secretary of the ODHA

Delegates/Alternate Delegates

Term: One year

Delegates

- Seven Delegates
- Attend the ODHA annual session
- Serve as voting members of the DDHA at the ODHA annual session

Alternate Delegates

- Prefer 2 Alternates
- Attend the ODHA annual session
- Stand in for a Delegate in the event they cannot fulfill their responsibility

Individual or Committee Positions

The following positions can be done by a single person or a committee

- Community Dental Health
- Member Outreach
- Continuing Education
- Student Membership
- Legislative Contact
- Facebook Editor

Member Outreach

Help us promote, increase, and retain ADHA membership

Monitor changes of membership status of existing members

Help us with ideas to

- Keep the membership we already have
- Attract new members
- Reach out to non-members
- Be creative!

Continuing Education

Work with the Vice President to plan continuing education events

Help us with ideas to

- Offer CE events to members and non-members
- New topics and Speakers
- New venues to hold CE events
- Advertisement of events (flyers, emails, social media)
- Be creative!

Facebook Editor

Monitor and Update our Facebook page:

- Member Engagement Posts
- Accept/Decline friend requests
- Invite Facebook friends to continuing education events and work with CE Coordinator

Community Dental Health

Help us promote dental health in our community

Help us with ideas to help the community

Coordinate Dental Health Events

Promote Volunteer opportunities

- Existing volunteer outlets
- Be Creative! Create new ones!

Legislative Contact

- Communicate with ODHA's legislative representative to promote awareness of current legislative issues to DDHA
- Help the DDHA draft letters to Senators and representatives when the occasion arises

Student Membership

- Serves as a liaison between the DDHA and the current students
- Promotes ADHA membership while students attend Sinclair and after graduation