

Sixth District Dental Society of the State of New York

Officers & Executive Director Roles and Responsibilities

The work of organized dentistry depends to a great extent on the willingness of its brightest volunteers to assume the responsibility of leadership. Thank you for being one of those we can count on.

The officer's terms are one (1) year, running from January 1 through December 31. These positions are elected and installed annually at the fall meeting, which is held in late September or early October. The Executive Director term has no limit.

Prior Immediate Past-President:

The Prior Immediate Past-President shall be a member of the Awards Committee.

Immediate Past-President:

The Immediate Past-President shall be the NYSDA Alternate Delegate, a member of the Executive Council, Executive Committee, Nominations Committee, Budget Committee and the Chair of the Awards Committee (The two immediate past-presidents will both be on the Awards Committee).

President:

The President shall preside at all meetings, including, but not limited to, the Semi-Annual and Annual Meetings and conduct the affairs of the society according to the By-Laws and Administrative Code wherein not provided for, shall be governed by "Sturgis Standard Code of Parliamentary Procedure."

- a. Shall appoint the Chairperson and members of all special committees not otherwise provided for in these By-Laws.
- b. In case of any vacancy of elected representatives, shall fill the vacancy by appointment. The appointee shall serve for the balance of the term of the office, which has been vacated.
- c. Shall at the Annual Meeting give a concise statement of the condition of the Society with such suggestions regarding its welfare, as one may think proper.

Vice President:

The Vice President shall in absence of the President preside and perform all the duties usually assigned to the President.

- a. Shall serve on the Budget Committee.
- b. Shall in cooperation with the Nominations Committee select a slate of officers and committee chairpersons for the next year and recommend them to the Executive Committee for its consideration before being presented to the society for approval.
- c. Shall visit, during the year, city and county meetings within the Sixth District.

Secretary:

- a. Shall keep in proper form an accurate record of all proceedings of the Society. As soon as possible after each meeting, send your report the Sixth District Dental Society Executive Director.
- b. Record the attendance at each meeting.

Treasurer:

- a. Shall be responsible for all monies belonging to the Society and shall coordinate the financial activities of the Society and the Audit Committee.

- b. Shall be responsible for an annual Internal Audit, and an annual External Audit of the Society's financial affairs and shall report the results of such audits to the Annual Meeting of the Society.
- c. Shall be prepared to report to the Society, at all times, its financial status.

Executive Director:

The Executive Director shall take directions from the Executive Committee of this Society. If the role of Executive Director is vacant, until a temporary Executive Director is appointed by the officers, the President and the Treasurer shall carry out the duties of the Executive Director.

a. **Administrative** - the Executive Director shall:

1. serve as the Executive arm of the Sixth District Dental Society and maintain continuity as an ex-officio (non-voting) member of the Executive Council (sub committees) and Executive Committee (officers).
2. assist all Society Officers and Committee Chairpersons in the performance of their respective duties.
3. provide for the maintaining of all files, records, and equipment of the Society.
4. keep all files and records current and readily accessible to the Officers of the Society, including records for the preceding five years.
5. Membership:
 - a. maintain an up-to-date data base on the membership of the Society (computerized and hard copy) including, but not limited to, full name, date of birth, principal office address, NYS license number, type of practice, specialty, day phone number, evening phone number, membership category, membership history, and EDPAC support and participation.
 - b. compile a semi-annual (Twice a year) membership report for the Membership Chairperson for presentation to the Executive Council.
 - c. publish an annual membership listing.
 - d. at the direction of the Communications and Membership Committee Chairperson, provide new and prospective members with appropriate information regarding benefits, dental law, and activities of the Society, NYSDA and ADA.
 - e. make appropriate necrology responses.
6. receive all communications, written and verbal, to the Society, forward them to the President and appropriate Committee Chairperson, and responding after consultation with the President or as directed by the Executive Committee.
7. Committees
 - a. coordinate the activities of all committees to maintain continuity and minimize redundancy, and develop transition protocol.

b. assist and advise Committee Chairpersons in their participation in and attendance of appropriate NYSDA and ADA Council and Special meetings, as approved by the Executive Council.

c. obtain and forward to the President, all Committee reports as soon as practical following these meetings.

d. assist all Committees in specific assignments as directed by the Executive Council.

8. act as liaison between the Sixth District Dental Society and all national, state, and regional organizations and agencies, relaying pertinent information, in a timely fashion, between appropriate officers.

9. Publications

a. Prepare, print, and mail a bulletin to the membership no later than three (3) weeks prior to the Annual and Semi- Annual meetings of the Society, with supplemental mailings to the Executive Council as directed by the Executive Committee.

10. Meetings

a. Oversee and assist the Annual/Semi-Annual Meeting Chairperson in making all meeting arrangements, which may include but not be limited to:

1) soliciting and negotiating with speakers

2) preparing and mailing promotional materials

3) preparing and mailing meeting agendas and notices

4) preparing a proposed meeting budget

5) collecting all fees

6) checking in all attendees

7) obtaining appropriate continuing education credit

8) arranging for all meeting rooms, meals, audio-visual equipment, etc.

9) arranging for exhibitors, if present

10) submitting a meeting financial report within thirty (30) days
Make all arrangements for additional meetings or programs of the Executive Committee, Executive Council, or membership including any of the above responsibilities, as directed by the Executive Committee. Obtain records and provide for the recording of minutes of all meetings of the Executive Committee, Executive Council, and General Membership, and within thirty (30) days, mail a synopsis of the proceedings to the members of the Executive Council. Attend, at District expense, any ADA, NYSDA, or other meetings as directed by the Executive Committee and/or the

Executive Council, submitting a synopsis of such meetings to the Executive Committee within thirty (30) days.

11. implement all programs and policies of the Society as directed by the Executive Council.

12. perform such other duties as may be directed by the Executive Committee.

b. Financial - The Executive Director shall:

1. keep complete, up-to-date financial records that are subject to internal audit by the Treasurer and internal Audit Committee of the Society, and to external audit by a firm approved by the Executive Committee.

2. furnish adequate bond at the expense of the Society.

3. be responsible for annual dues billing, including recording on the data base, depositing all payments in a timely manner, and collections.

4. maintain checking and savings accounts under the direction of the Treasurer.

5. be responsible for all disbursements within the limits of the annual budget, write and sign checks for legitimate expenses of the Society.

6. file any financial, tax, or other reports required by State and Federal government.

7. be responsible for ordering all supplies required by the Society.

8. produce a financial report, in a format approved by the Executive Council, for the Executive Committee semi-annually.

9. in concert with the Treasurer and the Vice President, produce a yearly financial statement, using the same format, (see #8 above) to be reviewed by the Audit Committee, and presented to the Executive Council prior to the Semi-annual meeting.

10. in concert with the Treasurer and the Vice President, produce an annual proposed budget, using the same format, (see #8 above) to be reviewed at an interim meeting of the Executive Committee, and presented to the Executive Council prior to the Annual Meeting.