



## APPLICATION FOR ELECTIVE OFFICERS

To be considered for an officer’s position on the NDA Board of Trustees/Executive Committee, please complete the all of the information requested below, and return with a high-resolution photo (preferably a professional headshot) as per the instructions listed at the end of this application. To ensure accurate processing, please type or print legibly.

### APPLICANT INFORMATION

Full Name	
Credentials (i.e., D.D.S., D.M.D.)	
Dental School and Post Grad Program Attended	
Full Mailing Address <i>(indicate office or home)</i>	
Phone Number	
Email Address	
State and Local Component Society	
NDA Membership Classification	<input type="checkbox"/> Active Member <input type="checkbox"/> Life Member <input type="checkbox"/> Retired Member <input type="checkbox"/> Faculty Member <input type="checkbox"/> International Member
Office for which you would like to be considered:	<input type="checkbox"/> President-Elect <input type="checkbox"/> Vice President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Speaker of the House <input type="checkbox"/> Assistant Secretary <input type="checkbox"/> Assistant Treasurer <input type="checkbox"/> Vice Speaker of the House

## LEADERSHIP EXPERIENCE

I certify that I have served at least three years in a leadership position (NDA HOD, BOT, or Committee Chairperson). Please list the positions:

1.	
2.	
3.	

## DUTIES & RESPONSIBILITIES

- 1. President.** It shall be the duty of the President to:
  - A. Serve as an official representative of this Association in contact with governmental, civic, business and professional organizations for the purpose of advancing the objectives and policies of this Association.
  - B. Serve as a member of the Board of Trustees and to perform such duties as are provided in Chapters V and VI of these Bylaws.
  - C. Preside at the general meetings of the annual scientific session and to deliver an address at the opening general meeting of such sessions on such matters as he may deem important to the public and the dental profession.
  - D. Call special sessions of the House of Delegates and the Board of Trustees as provided in Chapters V and VI of these Bylaws.
  - E. Appoint the members of all committees not appointed by the House of Delegates or Board unless otherwise provided by these Bylaws.
  - F. Fill any vacancies in the office of trustees as provided in Chapter VI, Section 6, of these Bylaws and to fill any vacancies not provided for in these Bylaws.
  - G. Submit a written report of the activities of his office to the House of Delegates.
  - H. Deliver an annual address before opening meeting of the House of Delegates on the State of the Association.
  - I. Be one of three signatories on all accounts of the Association.
  - J. Preside at the public meetings of annual convention
  - K. Perform such other duties as may be provided in these Bylaws.
  
- 2. President-Elect.** It shall be the duty of the President-Elect to:
  - A. Assist the President as requested.
  - B. Serve on the Board of Trustees.
  - C. Succeed to the office of President without other election at the next annual session of the House of Delegates following his election as President-Elect.
  - D. The President-Elect shall have served at least three years in a leadership position prior to the nomination for the office.
  
- 3. Vice-President.** It shall be the duty of the Vice-President to:
  - A. Assist the President as requested.

- B. Serve as a member of the Board of Trustees.
  - C. Succeed to the office of Acting President or President Elect in the event of vacancy in any such office as provided in this chapter by these Bylaws.
  - D. The Vice-President shall have served at least three years in a leadership position prior to the nomination for the office.
4. **Treasurer.** It shall be the duty of the Treasurer to serve as custodian of all monies, securities and deeds belonging to the Association which may come into his possession and he shall hold, invest and disburse same, subject to the direction of the House of Delegates or these Bylaws. He may be re-elected. Serve on the Board of Trustees. Serve as Chairman of the Budget Committee. Be one of three signatories on all accounts of the Association.
  5. **Speaker-of-the-House of Delegates.** The speaker shall preside at meetings of the House of Delegates and shall perform such duties as the custom and parliamentary usage require. He shall have the right to vote only when his vote shall be the deciding vote.
  6. **Vice-Speaker of the House of Delegates.** The Vice Speaker of the House of Delegates shall assist the Speaker in the performance of his duties and preside in his absence. The Vice-Speaker of the House shall serve as an ex-officio member of the Board of Trustees without the right to vote.
  7. **Secretary.** The Secretary shall serve on the Board of Trustees and Executive Committee keeping accurate records of the business of the Board of Trustees.
  8. **Assistant Secretary.** The assistant secretary shall assist the secretary as requested. The Assistant Secretary shall keep accurate records of the business of the House of Delegates. The Assistant Secretary shall not be a member of the Executive Committee.
  9. **Assistant Treasurer.** The assistant treasurer shall assist the treasurer as requested. The Assistant Treasurer shall not be a member of the Executive Committee.

**Each officer is responsible for his/her own travel to meetings except the President.**

The **Board of Trustees** (BOT) meets at least (4) times each year: the Mid-Winter Meeting (February/March), possibly during Day on the Hill in (May), during the Annual Convention (July/August), In September and the Transition Meeting (November/December). Additionally, telephone conference calls and the Chairman of the Board, when deemed necessary, may call special emergency meetings at any time. Each Trustee will be notified in writing when time permits, by email, or by telephone.

Trustees are expected to attend all **BOT** meetings. A quorum, consisting of a majority is needed to convene a meeting and transact Association business. Therefore, it is critical that Trustees are present and on time so that business can be conducted in a timely and efficient manner. If an absence is anticipated, a letter to the Chair should be submitted along with the name of an alternate Trustee for the meeting in question.

Currently the **Executive Committee** (EC) meets (3) times each year: during the Mid-Winter Meeting (February/March), during the Annual Convention (July/August), and the Transition Meeting

(November/December). Additionally, monthly telephone conference calls led by the President. Notification will be in writing when time permits, by email, or by telephone.

**EC** members are expected to attend all meetings. A quorum, consisting of a majority is needed to convene a meeting and transact Association business. Therefore, it is critical that members are present and on time so that business can be conducted in a timely and efficient manner. If an absence is anticipated, a letter to the Secretary should be submitted.

I consent for my name to be placed in nomination for the office indicated above at the mid-Winter meeting in 2021. I understand that my term, if elected, will be for one year commencing January 1, 2022. I hold harmless the NDA, its officers, the Board of Trustees, the House of Delegates, its members, and affiliate if elected according to the provisions of the NDA bylaws.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NDA Nominating Committee**

Dr. Sheila Armstrong - Chair

Dr. Michael Battle

Dr. LaTedra M. Collins

Dr. Rosalyn Crisp