

NJDAA

MANUAL OF PROCEDURES

January 21, 2007
February 25, 2007
March 25, 2007
March 26, 2007
August 6, 2007
September 14, 2007
October 29, 2007
November 5, 2007
November 6, 2007
November 9, 2007
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January 4, 2008
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NJDAA MANUAL OF PROCEDURES

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INTRODUCTION

The New Jersey Dental Assistants’ Association (NJDAAs) is a non-profit organization. The Executive Board and members of NJDAAs determine the operating policies of the Association. The Board is accountable to the ADAA and NJDAAs members and is expected to fulfill responsibilities in compliance with Association policies and bylaws.

EXECUTIVE BOARD OF NJDAAs

The Executive Board is the governing body of NJDAA and is responsible for implementing the decisions and policies of the Association established by the members at the Annual Session. Throughout the year, the Board shall be responsible for conducting the business of NJDAA. The Board shall be composed of the six (6) elected officers, the Immediate Past President, and seven (7) state representatives from local components who are voting members. The Board shall be the administrative body with full authority to conduct the business of the Association, subject to the not-for-profit corporation laws of the State of New Jersey. The Bylaws and Manual of Procedures (MOP) of the Association will be presented to and adopted by the members of the Association.

The Board is obliged to exercise due diligence and is answerable to the membership for any breach of duties. The Board collectively or individually would be the appropriate defendants in any actions initiated by Federal and/or State authorities. The Board, or any individual member of the Board, may not for personal gain divert opportunities which in equity and fairness belong to the Association. Each Board member is required to use independent judgment and must act honestly and in good faith in the discharge of duties or be subject to removal for just cause.

Areas of responsibility include but are not limited to:

1. Conduct all Association business on a regular basis.
2. Exercise fiscal management and accounting of all funds.
3. Approve a positive annual operating budget.
4. Provide an Annual Session for the membership.
5. Approve all committee appointments and special committees.
6. Elect an annual slate of officers.
7. Review and revise the NJDAA Strategic Plan annually.
8. Correspond with the American Dental Assistants' Association (ADAA) as indicated.
9. Develop initiatives for the betterment of dental assistant's in New Jersey.
10. Develop collaborations with other allied health professionals and associations for the promotion of dental health.
11. Present and submit a copy of a yearly report at Annual Session (two (2) hard copies for President and Secretary).

OFFICER DUTIES

DUTIES OF THE PRESIDENT

1. Serve as the chief elected officer and official spokesperson of the Association.
2. Serve as chair of the Board and supervise all Board activities.

3. Preside at all meetings of the Annual Session and of the Executive Board.
4. Call special meetings of the Board as needed
5. Appoint members and chairs of committees with the approval of the Board.
6. Provide a President's Message in each issue of the Toothsayer and for the New Jersey Dental Association's (NJDA) Annual Convention Brochure.
7. Appoint representatives to fill for position vacancies on committees.
8. Appoint an NJDAA officer to attend meetings in the absence of the President.
9. Serve as an ex-officio member to all committees.
10. When action is necessary between Board meetings, initiate telephone and/or electronic balloting.
11. Accept invitations to meetings when fiscally feasible. If the President is unable to attend, an officer or designated representative may be appointed to represent the Association.
12. Represent the Association at dental and dental related meetings when fiscally feasible.
13. Deliver the Presidential Address at the Annual Session.
14. Appoint a parliamentarian to serve as needed.
15. Comply with established deadlines in conjunction with Central Office of the ADAA.

DUTIES OF PRESIDENT-ELECT

1. Assist the President as requested.
2. In the absence of the President, the President-Elect shall assume the duties of the President.
3. Serve as a member of the Board and on designated committees.
4. Advance to the office of President without further election at the Annual Session during which the office of President is vacated.

5. Advance to the office of President in case of vacancy in that office prior to the end of the elected term.
6. Solicit comments from the Board and committee chairs regarding anticipated appointees to committees for the ensuing year.
7. Attend State annual meetings as requested by the President and as provided for in the budget.

DUTIES OF VICE PRESIDENT

1. Assist the President as requested.
2. Serve as a member of the Board and designated Committees.
3. Arrange for Past President's luncheon and installation ceremony during annual session with Immediate Past President.

DUTIES OF SECRETARY

1. Serve as a member of the Board and designated committees.
2. Record and prepare minutes of all Board meetings and Annual Sessions. Minutes should be transmitted to the Board within thirty (30) days of the meeting held unless there are extenuating circumstances which would allow for an additional thirty (30) days. The Annual Session minutes shall be taken and distributed, by the Secretary, to the Board.
3. The Secretary shall prepare electronic mail ballots at the President's direction. Ballots shall be transmitted to the Executive Board. Completed ballots shall be returned to the Secretary by the established deadline date. A report of the result of the ballot shall be

sent to the President and President-Elect. Results shall be transmitted to the Executive Board of NJDAA and ratified at the next Board meeting.

4. Submit a complete list of appointees to the Board following the Annual Session.
5. Submit the State Association Officer Information Form to ADAA within 14 days of Annual Session.
6. Submit Delegate and Alternate Delegate list to ADAA by established deadline.

GUIDELINES FOR PREPARING NJDAA BOARD MEETING MINUTES

1. Title shall include: Association name, type of meeting, and date
2. Call to order by time and location
3. Roll call
4. Circulate signature form to record members, guests and others present
5. Quorum
6. Approval of previous meeting minutes
7. Executive Board minutes shall consist of motions, consensus, directives, and critical dates.
 - A. All motions recorded in original form with the name of the individuals making and seconding the motion
 - B. All motions: the right margin index shall include the title of the motion, number of the motion, and action (carried or defeated)
 - C. Rationales for motions shall be included in the minutes if stated in the motion
 - D. Bylaws motions: the right index margin shall include the article and section number of each bylaws motion proposed
 - E. The actual count of a ballot vote shall be included in the minutes
8. There shall be no record of discussion unless directed by the President
9. The President shall direct any other pertinent information by report that shall be included in the minutes
10. The time of adjournment must be listed and signed by the Secretary with an approved date on the last page
11. Approved minutes shall be maintained in hard copy and in electronic for permanent files and then forwarded to position successors for posterity.

***GUIDELINES FOR PREPARING
NJDA ANNUAL SESSION MINUTES***

1. Title shall include: Association name, type of meeting and date
2. Call to order: type of meeting, time and location
3. Credentials report shall be the first action of the Annual Session

4. Record of guests and others present
5. Greetings
6. All motions to be recorded with the maker of the motion included in the minutes along with the name of the individual who seconded the motion.
7. All motions: the right margin index shall include the title of the motion, number of the motion, and action (carried or defeated)
8. Bylaws motions: the right margin index shall include the Article and Section number of each Bylaw motion proposed
9. The rationale for motions shall be included in the minutes
10. The actual count of ballot votes must be included in the minutes
11. The Nominations Subcommittee report shall be included in the minutes: the officers declared duly elected and motion to destroy the ballots
12. Meeting adjournment time must be listed in the minutes and signed by the Secretary with an approved date on the last page
13. The Secretary shall make corrections as directed by the Subcommittee to Review Annual Session Minutes.
14. The approved minutes shall be archived along with an electronic copy of the minutes on file.

DUTIES OF THE FINANCIAL SECRETERY

1. Review and update membership lists.
2. Monitor rebates on a monthly basis.
3. Present a draft budget for consideration by the Board.
4. Forward copies of mailing labels of each component representative as indicated.
5. Provide financial reports at Board meeting.
6. Review membership lists and forward to designated membership chair.
7. Develop new membership lists for cross reference with ADAA lists.

8. Review rebate reports submitted to Treasurer for local rebate checks.

Budget Preparation

1. A well-defined budget should facilitate accounting for membership activities, costs of NJDAA, costs of governance and costs of activities or functions. These costs need to be defined in such a way as to provide full disclosure of operating expenses and sufficient detailed information to allow planning future budgets.
2. Budget preparation process should include the following steps:
 - a. Requests for budget allocation should be obtained from:
 - i. Committee Chairs
 - ii. Officers
 - b. Assemble requests and submit information to the Board for consideration and approval.
3. The Board will evaluate:
 - a. The viability of the request
 - b. Any conflict with Association policy or duplication of another Committee request
 - c. Available resources to fund the request
4. The Board shall prepare income projections making use of all available resources and data as to anticipated membership enrollment and other revenues.
5. The Board will prepare and submit a budget which will best accomplish the goals of the Association while maintaining fiscal integrity.

DUTIES OF THE TREASURER

1. Oversee and monitor all areas pertaining to financial management of this Association.
2. Review the financial status and Investment Portfolio of the NJDAA and make recommendations to the Board for developing and maintaining a sound financial structure for the Association.
3. Consider annual budget requests and network with the Financial Secretary to present the budget to the Board.
4. Handle all financial affairs of the Association with approval from the Board.
5. Initiate contact for the annual audit by March 1st of each year.

DUTIES OF IMMEDIATE PAST PRESIDENT

1. Assist the Executive Board

2. Act as a resource for the President.
3. Act as the chair of the Past Presidents' Council.
4. Serve as a member of the Board and on designated committees.
5. Serve as a member to Annual Session Minute Review Subcommittee.
6. Arrange for Past Presidents' luncheon and Installation Ceremony during Annual Session with the Vice President.

State Representatives from Local Components

The local component society members elect a State Representative annually by a majority vote. The representative is an advisor and liaison between the local component society and the Board. As members of the Board, the State Representative shall act on behalf of the members of the local component society and conduct the business of the Association for the benefit of all members.

RESPONSIBILITIES

1. Communicate to all members of the local component following each Board meeting to transmit Board actions and NJDAA and ADAA activities within 30-60 days.
2. Attend all local component meetings and Board meetings. Should the representative be unable to attend a Board meeting, the alternate representative is responsible to act as the local component designee.
3. Initiate and maintain liaison with the Board
4. Submit a copy of the current local component society officers to the Board and confirm that a copy has been sent to ADAA within 30 days of election.
5. Represent the Association as indicated by the Board.

SECOND DISTRICT TRUSTEE

A retiring Second District Trustee shall inform the state associations in the respective district of the completion of the elected term. The district may begin to search for a new Trustee. The Trustee shall inform the states of the responsibilities of the office including time and travel commitment and the possibility of non-reimbursable expenses. At each election, candidates shall be eligible to be nominated as a Trustee from New York, New Jersey and Pennsylvania as states within the district. Nomination forms shall be transmitted to Central Office no later than the deadline date established by the ADAA Board of Trustees of the election year. The names of candidates shall appear in a **pre-convention** issue of an ADAA publication. Additional nominations may be made from the floor of the House of Delegates during the Annual Conference. A majority vote of the district shall elect the Trustee.

TERM OF OFFICE

The Second District Trustee is elected for a term of three (3) years. The terms are rotated so that all ADAA District Trustees are not elected at the same time. A Trustee may serve only two (2) consecutive terms. In the event of a vacancy of a Trustee, the ADAA President shall appoint a qualified member within the district to serve as Trustee pro tem. *In the event of illness or inability to serve a specific meeting, the ADAA President shall make a judgment to appoint another district to represent Second District and then sends a report to the Second District Trustee of any activities, decisions, and business within that meeting.*

DUTIES

The duties of a Trustee are listed in the ADAA Bylaws.

The outgoing Trustee shall forward files and notes as well as introduce the incoming Trustee to the state and local organizations by letter. Any other materials which will help the new Trustee in dealing with the concerns of the members of the district should also be sent to the new Trustee. The incoming Trustee shall:

1. Initiate contact with all state and local officers within the district and establish a relationship as well as offer Trustee services. This may be handled through a letter directed to all state and local organizations.
2. Request information on dates and sites of the annual state meetings.
3. Review previous Trustee's files, minutes of the Board of Trustees Meetings, ADAA activity reports, and the ADAA financial statements.
4. Correspondence by the Trustee shall be sent to the ADAA President, the ADAA President-Elect, the ADAA Executive Director and other individuals as needed. Identify the persons
5. Receiving copies on the original letter. This procedure will inform the recipient(s) of other individuals receiving the same correspondence.

REQUIRED CORRESPONDENCE

- a. Letter before state meeting confirming travel arrangements, lodging, etc. Trustee shall volunteer to help in any way possible (i.e. working at the membership booth).
- b. Letter after state meeting congratulating the state president on a successful meeting. Also, reaffirm any communication or requests emanating from the meeting.
- c. Correspondence after state meeting congratulating the incoming president and offering assistance.
- d. Letter to all new local presidents after receipt of officer forms.

- e. Letter to all members in district serving on ADAA Councils or Special Committees.
 - f. Letter to all new life member categories.
 - g. Correspondence to all state presidents before ADAA Board meetings.
 - h. Report after all Board meetings to state presidents, state board members and local presidents. (Form 023)
 - i. Encourage states to exchange Continuing Education Calendars and newsletters through the Trustee.
1. Plan to attend all annual state meetings in the district. When financially feasible and in conjunction with the Council on Finance Chairman, trustees should travel to the states within their districts yearly. This includes those trustees with states outside the continental United States. Where there is a conflict in the dates of these meetings, try to attend both meetings or plan to visit one state one year and the other state the following year. It is the responsibility of the Trustee to submit a written report to the State Association, ADAA President, ADAA President-Elect, ADAA Executive Director and any official representative appointed to attend the meeting within thirty (30) days.
 2. If the Bylaws or Rules of Governance of any state or local organization are not in compliance with the ADAA Bylaws or Sample Rules of Governance, assist the organization in revising these documents.
 3. Act as a resource in legislative matters and to other allied health organizations.
 4. Preside over the District Caucuses at the ADAA Annual Conference:
 - i. Report on Pre-Board actions
 - ii. Discuss business of the House of Delegates
 - iii. Discuss reports of the Reference Committees
 - iv. Discuss the candidates for nomination of officers
 7. Trustees, when feasible, shall visit dental assisting schools within their district.
 8. Trustees should be knowledgeable of the Juliette A. Southard Scholarship Award, Juliette A. Southard Relief Fund, the ADAA Foundation and all ADAA awards.
 9. The District Trustee shall present, on behalf of the Association, a certificate suitable for framing and signed by the ADAA President and the District Trustee, to retiring state presidents at their annual state meeting.
 10. ADAA Membership Display: Be familiar with the rules and regulations regarding exhibit booths at particular meetings, i.e. set up and tear down times as well as coverage requirements. Encourage members to commit to a specific time to be present in the booth. Be knowledgeable in set up and tear down of booth for return shipping to central office per central office staff. Create a reference notebook including:

- a. ADAA member benefits
 - b. State/local officer names and addresses
 - c. State practice acts within the district regarding dental assistants
 - d. Bylaws of states in the district
 - e. Schools offering dental assisting programs within the district
 - f. State dental society addresses
 - g. DANB information
11. Legislation: Provide needed testimony by working in conjunction with the ADAA Officers and Executive Director. Whenever feasible, be in attendance to present testimony.
 12. Periodically review the contents of the trustee files. Eliminate all personal correspondence, duplications, acknowledgements, letters of appreciation, etc. Forward the file to the new Trustee within three (3) weeks after the Annual Conference. Prepare a comprehensive report for the new Trustee. Include a complete resume of all activities in progress in the district. Provide in detail all valuable information concerning new societies and any notations that might be of value to the new Trustee.

TRUSTEE FILES

BOARD MAIL BALLOT

Mail ballots contain the actions of the current Board until those actions have been made an official part of the minutes. Trustees shall return all the original mail ballot(s) to Central Office by the deadline date. The Trustee shall keep a copy of the ballot on file for reference. Copy must be destroyed after ratification.

REPORTS

Maintain a file of all reports for reference during term of office.

PENDING FILE

All correspondence requiring action/response should be kept in a Pending File.

ACCREDITATION STANDARDS AND DENTAL ASSISTING NATIONAL BOARD, (DANB)

All material concerning certification, continuing education courses, correspondence, latest information releases, minutes, current Accreditation Standards, DANB Task Analysis, DANB ICE Task Analysis, DANB certification application forms and all other pertinent information, as deemed important by the Board of Trustees, should be maintained for file.

ADAA BYLAWS/MANUAL OF PROCEDURES/STRATEGIC PLAN

Files should contain a current copy of the ADAA Bylaws, Manual of Procedures and Strategic Plan. It should also contain samples of the ADAA Bylaws and Rules of Governance for state and local organizations.

CURRENT ADAA DIRECTORY

Files should contain a current ADAA Directory.

LIST OF FORMS/REPORTS

- * State Visit Report Form (form 035)
- * Expense Report Form (form 033)
- * Allotment Report Form (form 001)
- * First & Second Half of Allotment Request Forms (form 001)
- * Annual Report to the House of Delegates (form 034)
- * Dues Discount Request Form (form 019)
- * Board of Trustees Reports to States (023)
- * Board of Trustees Reports (026)

GUIDELINES FOR TRUSTEE ALLOTMENTS (Form 001)

The purpose of the allotment is to provide the Trustees with funds to execute their responsibilities as liaisons between the ADAA Board of Trustees, Central Office, and the State and Local organizations which they represent.

The following examples are guidelines for appropriate expenses:

1. Telephone and fax charges pertinent to ADAA business
2. Printing and copying charges pertinent to ADAA business
3. Postage and shipping charges pertinent to ADAA business
4. Office supplies necessary to conduct ADAA business
5. Travel expenses - Travel, lodging, parking and meals at meetings or events where the Trustee will be a representative of the ADAA, for which the Trustee is not reimbursed by the meeting sponsor. Automobile mileage may be calculated at the IRS mileage rate.

GUIDELINES FOR TRUSTEE ALLOTMENT REPORTS

Reports must be submitted as follows:

1. Allotment expense reports must be submitted by each Trustee before any further allotment monies will be released
2. Trustees must submit an expense report reflecting the current status of their allotment thirty (30) days prior to Annual Conference. If expenses are incurred after the submission of this report, a final expense report must be submitted within three (3) weeks after the Annual Conference.

3. All receipts should be submitted with the report and any receipts for expenses over \$25 must be submitted per IRS regulations.
4. Allotment expense reports must be submitted on the ADAA Trustee Allotment Expense Report Form
5. The first portion of the Trustee Allotment will be sent within thirty (30) days after Annual Conference. Upon documentation of the expenses, the remaining balance will be sent to the Trustee.
6. All original reports and receipts must be submitted to the Manager of Meetings, Board Services & Finances.
7. Delinquent Expense Reports - Individuals authorized to represent the ADAA must complete an ADAA Expense Report Form, with the appropriate receipts attached, within thirty (30) days after the expense is generated to the appropriate individuals. Failure to comply with this policy will result in the ADAA reporting taxable income to the IRS. A Form 1099 will be issued. Any further travel will not be covered by the ADAA and reimbursement will no longer be considered.

Sample Memo of Delinquency

DATE:

TO:

FROM: Manager of Meetings, Board Services & Finances

RE: Delinquent Expense Reports

To date, we have not received your expense report for the _____meeting that you attended on _____.

TRUSTEES DUES DISCOUNT GUIDELINES (Form 019)

Trustees will be allowed to offer a \$20 dues discount to each state in their district once a year. The request must be made on the Request for Official Membership Promotion Form found listed in the Reports/Forms section of the Manual of Procedures. If additional promotions are requested, the Trustee shall send a written request to the Finance Chairman on the Request for Official Membership Promotion Form.

TRANSFER OF FILES

Officers, Trustees, ADAA Appointees and Council Chairmen, who have completed their terms, must transfer all files and agenda materials to the new Officers, Trustees, ADAA Appointees or Council Chairmen within three (3) weeks of completion of term or seven (7) days after notification from the President.

Recommendation of Items to Be Transferred By Officers and Trustees

1. Correspondence for previous year of office
2. List of duties
3. State and local Bylaws
4. State Dental Practice Acts Rules and Regulations
5. Minutes of meetings of the Board of Trustees and House of Delegates for the prior three-year period
6. Current copies of Activity and Annual Reports for the previous year
7. Financial Reports for the current year
8. All current ADAA resource materials

NJDAA COMMITTEES

INFORMATION FOR ALL COMMITTEES

General Information and Leadership Responsibilities:

Members of the Executive Board and committee members are expected to work cooperatively to attain desired results. Leadership responsibilities encompass problem solving and decision-making expertise, a broad state perspective, administrative and policy-making abilities, and strength of conviction to act in the best interests of the New Jersey Dental Assistants' Association. The success of the NJDAA is directly proportional to the effectiveness of its leadership.

Committee members shall be thoroughly knowledgeable of the NJDAA Bylaws, Manual of Procedures (MOP) and the Strategic Plan. Each committee, in concert with the President, shall develop objectives and strategies to accomplish the goals of the Strategic Plan.

No member of any council may issue a public statement, in the name of that committee or in the name of the NJDAA, unless authority has been granted by the President and Executive Board. Statements issued must be in accordance with the policies of the Association.

Committee members shall be expected to respond immediately to all correspondence and to transmit the required number of copies to the appropriate people. Committee members who disregard communications or who do not follow through on assignments to the satisfaction of the committee chair shall be reported to the President and Executive Board for appropriate action.

It is expected that committee chairs shall report the committee's actions, including all subcommittee actions, to the Board by established deadline dates.

The President and President Elect shall serve as ex-officio members without the right to vote, to all committees. Ex-officio members are not counted in the quorum of the committee.

Committees, in consultation with the President and Board, shall have the privilege of requesting consultants.

The Board must approve committee chair expenses. These expenses may include: postage, printing, long distance telephone calls, etc. Committee chairs shall keep accurate record of expenses and include all receipts. Original copies with the attached receipts should be mailed to the NJDAA Treasurer. Under extenuating circumstances and with prior approval by the Board, expenses for members may be reimbursed. Failure to comply with these procedures will result in no reimbursement of expenses.

If a committee chair requests to call a meeting for which funds have not been previously provided, the chair shall consult with the Board for approval.

Each committee member shall participate in the deliberation, meetings, and conference calls scheduled by the chair. Chairs shall transmit committee recommendations to the Board for action.

The committee chair and/or member whose term has expired shall be responsible for transferring files on disc to the assigned incoming members within thirty (30) days following the resignation from the committees.

THE FOLLOWING COMPRISES THE COMMITTEE STRUCTURE AND GUIDELINES OF THE NEW JERSEY DENTAL ASSISTANTS ASSOCIATION

Procedures

All Committees shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual.

Annual Session
Auditing
Budget and Finance
Bylaws
Delegate Coordination
Educators' Council
Fund Raising and Membership
Legislation
NJDA Annual Session Planning Committee-Liaison
NJDA Booth Coordinator
Publications- Toothsayer/Website
Publicity and Public Relations
Strategic Planning/MOP
Rules and Awards-National and State
Rules and Awards-Students
Past Presidents' Council

1. President shall appoint the chairs and members of the Committees.

2. Committee chairs shall be members of the NJDAA and shall serve a minimum of a one (1) year term.
3. Each committee's area of responsibility is listed following each committee's statement of purpose.
4. The President, in consultation with committee chairs shall determine the composition of subcommittee chairs and members
5. Committee chairs shall be voting members of the committee and are appointed in addition to the members.
6. Committee chairs or a designated representative must attend all Executive Board meetings and submit a report.

COMMITTEE ON ANNUAL SESSION

Statement of Purpose

Plan, coordinate, and implement all aspects of Annual Session.

It shall be the duty of the Committee's Vice President and President-Elect assure that the members of the Annual Session Committee are prepared to assume and execute their duties at the appropriate times.

- Event Coordination
- On-site Registration
- Sponsorship & Program
- Rules, Awards and Table Clinics
- Education
- Nominations & Elections
- Past President's Council Luncheon
- Publications
- Outcomes Assessment

NJDAА CONTINUING EDUCATION COURSE OFFERING EVALUATION FORM

Evaluations are used by New Jersey Dental Assistants' Association to improve instructional effectiveness and course content. Evaluations are anonymous and your candid responses are needed for monitoring and improving our service. Thank you for your thoughts.

Course Title: _____

Course Number: _____

Instructor(s): _____

Date: _____

- Please Choose One:**
- 5 - Excellent
 - 4 - Very Good
 - 3 - Good

2 - Fair
1 - Poor

Assessment:

Overall impression of the course:	5	4	3	2	1
Overall impression of the presenter:	5	4	3	2	1

Presenter:

Concepts were presented in an organized fashion	5	4	3	2	1
Presentation was understandable and enjoyable.	5	4	3	2	1
Presenter's knowledge of course content:	5	4	3	2	1
The course context was reflected in the title:	5	4	3	2	1

Program:

The course facilities were:	5	4	3	2	1
Handouts meaningful and clear:	5	4	3	2	1
Overall course length:	5	4	3	2	1

What did you particularly enjoy? _____

Recommendation for future courses

Suggestions for improvement?

How did you find out about this class? ____Toothsayer ____ww.NJDAA.org ____other

General comments:

**NEW JERSEY DENTAL ASSISTANTS ASSOCIATION
ANNUAL SESSION 200_
STUDENT REGISTRATION FORM**

PLEASE PRINT OR TYPE

Name of Student _____

Rooming with _____

Please check which room night you are staying

_____ Friday _____ Sat.

School _____

School Contact _____

School Phone _____

Emergency Contact Name & Phone Number _____

On-site Cell Phone _____

E-mail Address _____

This price is for room only. It does not include any meals. If you would like to purchase any meals please indicate below

MEALS:

Saturday

_____ 7:30 – 8:30 Breakfast Buffet \$ _____ 12:45 - 2:00 Lunch Buffet \$ _____

Sunday

_____ 8:00-9:00 Breakfast Buffet \$ _____ 12:45 – 2:00 Luncheon \$ _____

Sponsorship Form

Name _____

Street Address _____

City, State, Zipcode _____

Sponsorship Level
(Please check one)

Diamond \$1,000.00

Platinum \$500.00

Gold \$250.00

Silver \$100.00

Bronze Other (up to \$100.00) _____

Please make checks payable to NJDAA.



Sponsorship Form
(Please keep this portion for your records)

Name _____

Street Address _____

City, State, Zipcode _____

Sponsorship Level
(Please check one)

Diamond \$1,000.00

Platinum \$500.00

Gold \$250.00

Silver \$100.00

Bronze Other (up to \$100.00) _____

Check # _____

Please send completed information to:
NJDAA Annual Session Sponsorship, ATTN NJDAA Annual Session Chair

Presidents Luncheon

1. Deadline for all Luncheon recommendations – January - Menu suggestions etc
2. Outline of Luncheon brought to the Board, which includes items for budget approval-March
- Order items approved for purchase for Luncheon.
3. One month prior to Annual Session:
 - Luncheon arrangements finalized
 - Check with Annual Session Chair on arrangements and/or staging needs timing of Luncheon.
 - Check with Hotel on arrangements and/or staging needs, timing of Luncheon (table needed and sizes, microphone, color of tablecloths, candles, flower arrangements, room spacing, etc.).
 - Determine any Past-Presidents who will be attending Annual Session.
4. One week prior to Annual Session:
 - Confirm all details of Luncheon with Annual Session Chair and Hotel
 - Make sure all items (purchased or otherwise) are ready for Luncheon.
 - Get a final list of all Past-Presidents or noted quests attending the Luncheon.
5. Date Prior to Installation Ceremony at Annual Session:
 - Finalize with Annual Session Chair and Hotel on arrangements and/or staging needs, timing of Luncheon.

NOMINATING & ELECTIONS

Duties

Present a slate of one or more qualified candidates for each officer and component society representatives and alternate representatives. The Chair will receive nomination forms with appropriate attachments, by April first. All candidates' membership must be verified. To develop the slate of candidates, the Chair shall:

1. Receive and review nominations.
2. If the slate is not complete for officers or component representatives after the deadline for nominations, a letter shall be sent to all components notifying them of the vacancy. If there is a vacancy in an officer position, a notice on the NJDAA website will be posted for all members notifying them of the vacancy.
3. Present the slate of officers at the Executive Board meeting prior to Annual Conference.
4. Present the slate of officers at the Annual Conference.
5. Present a written and oral report to the Executive Board at the Post Annual Session meeting.

PAST- PRESIDENT’S COUNCIL

INSTALLATION OF OFFICERS

1. Deadline for all Installation recommendations – January
 - Type of Installation ceremony
 - Prospective officers
 - Member Involvement
 - Student Involvement

2. Submit outline of budget items for Installation to the Board- March

3. Order any items approved for purchase for Installation Ceremony.

4. One month prior to Annual Session:
 - Installation Ceremony Type Finalized
 - Check with Annual Session Chair regarding arrangements for Installation Ceremony. (Verify table sizes needed, number of chairs, color of tablecloths, candles, flower arrangements, microphone, room set-up, etc.)
 - Identify installing Officer and issue copy of ceremony.
 - Identify guests for Table of Friendship.
 - Determine Past-Presidents or noted guests that will be attending annual session/Installation.

5. One week prior to Annual Session:
 - Confirm Installation arrangements with Annual Session Chair.

6. Date of Installation Ceremony:
 - Confirm Ceremony preparation.

CONFERENCE ATTIRE

Conference attire should be appropriate as it reflects directly upon the Association. NJDAA members are encouraged to wear appropriate business attire for all conference functions. Business attire consists of a suit, dress with a jacket or sweater/blouse with dress pants. **It excludes halter tops, topless, belly exposure, and shorts or jeans wardrobe pieces.**

_____ ANNUAL SESSION

New Jersey Dental Assistants Association

_____ **President**

1. The ____ Annual Session of the New Jersey Dental Assistants Association will please come to order. Time _____

2. Welcome: It is with great pleasure that I extend to you, the members and guests of the New Jersey Dental Assistants Association, a very warm welcome to this the ____ Annual Session.

3. A very special greeting to our Second District Trustee, Past Presidents, and Life Members who are in attendance. When I introduce these special guests, please stand so we may honor you. **Members please hold your applause until all are recognized.**

Second District Trustee:

Past Presidents:

Life Members:

Let's applaud our honorees. [Lead in applause] **Thank you, you may be seated.**

4. Correspondence – Annual Session

5. Please stand with me to recite the Dental Assistants Pledge:

6. I would like to appoint _____ as Chair of the

Recommendations Committee and _____ as Parliamentarian.

_____ and _____ will serve as tellers.

A. All recommendations must be presented in writing to the Recommendations Chair.

B. To make a motion from the floor, please stand, wait to be recognized, state your name, local society, and motion.

C. To avoid distraction while this meeting is in progress, you are requested to remain in the room.

7. Will the Registration Chair please provide the Registration Report.

_____ Registration Chairman

Members _____ Students _____ Guests _____

Total in attendance _____

8. Will the Secretary please call the roll. Please stand when your local society is called. Stand only if you are registered. Tellers, please count and provide the numbers to the Secretary.

Cape/Atlantic _____

Cumberland _____

Mercer _____

Monmouth-Ocean _____

Northern _____

Southern _____

Tri-County _____

A total of _____ members are registered. A quorum for this meeting will be 2% of those members in attendance. Finding a quorum present, we may proceed with the business at hand.

9. May we have a motion that guests be allowed to attend this Annual Session.

Motion made by _____ Seconded by _____

A motion has been made and seconded that guests be allowed to attend this Annual Session. Any discussion? All those in favor say aye. Any opposed? So carried.

10. Will the Secretary, _____, please read the minutes of the _____ Annual Session.

Are there any additions or corrections to the minutes?

Minutes stand approved as (read or corrected)

They will be filed for future reference.

11. At this time we will have the Annual Reports. Please come to the microphone to read your report. If you have more than one report to give, please do so at the same time. The Chairs will have three minutes in which to provide the report.

President: _____

President Elect: _____

Vice President: _____

Secretary: _____

Financial Secretary: _____ Active: ____ Life: ____ Student: ____

____ Total: _____

Treasurer: _____

Budget and Finance: _____

Bylaws: _____

Legislation: _____

Fund Raising/Membership: _____

Publicity/Public Relations: _____

Auditing: _____

Publications-Toothsayer: _____

Annual Session: _____

Table Clinics/Posters: _____

Registration: _____

Rules and Awards: _____

Educators Council: _____

Past President's Council: _____

NJDA Ann. Sess.Plan. Com: _____

NJDA Ann. Sess. Exhibit: _____

Nominating: _____

Website: _____

Second District Trustee: _____

12. Adoption of the Budget

I, _____, the Budget and Finance Chair will read the proposed budget.

May I have a motion to adopt the budget as read by the Chair of the Budget and Finance Committee

_____.

A motion has been made by and seconded by to accept/reject the budget as presented. Any discussion?

All those in favor say aye. Any opposed? So carried. The budget is adopted.

13. Recommendations

14. Elections

Will the Nominating Committee Chair _____ please read the slate of

officers for years _____.

President: _____

President Elect: _____

Vice President: _____

Secretary: _____

Financial Secretary: _____

Treasurer: _____

(To the Secretary): Are there any nominations by petition? (If so, a written statement of intent must be submitted to the Board.) Hearing no nominations from the floor, may we have a motion for the Secretary to cast a blanket ballot?

Motioned by _____ Seconded by _____

All in favor? All opposed? Motion Carried.

The Chair declares these officers have been duly elected to serve for the years _____.
(Repeat the names and positions of the officers).

Congratulations.

Will the Secretary please read the list of Representatives and Alternate Representatives as selected by their local societies?

Representative	Alternate
Cape/Atlantic _____	_____
Cumberland _____	_____
Mercer _____	_____
Monmouth-Ocean _____	_____
Northern _____	_____
Southern _____	_____
Tri-County _____	_____

May I have a motion to accept these representatives and the alternate representatives as presented?

Any discussion? All those in favor say aye. Any opposed? Motion carried.

Election of Delegates to the American Dental Assistants Association Annual Session.

New Jersey will send (number) _____ delegates to the ADAA Annual Session in

(location) _____ from (date) _____ to (date)

_____.

In accordance with our bylaws one Delegate will be the current President. NJDAA will be supporting three Delegates to the ADAA Annual Session. Will the Nomination Chair, please read the names of the nominees for Delegate. The Delegate term is two years. The nominees for Delegates are:

(To the secretary): Are there any nominations by petition? (if not) May we have a motion for the Secretary to cast a blanket ballot? Motion made by _____

Seconded by _____. Any discussion? All in favor say aye. Any opposed?

Motion carried.

The Delegates are as follows:

_____ (as President)

15. Unfinished Business

16. New Business

17. Is there any further business to come before this house? I now declare all offices vacant until the installation ceremony. Are there are any objections? Hearing none, I declare this meeting adjourned.

AUDITING COMMITTEE/COUNCIL

Statement of Purpose

To audit the Association's financial records annually.

Procedures

The Committee/Council shall follow the basic rules of procedure for minutes, correspondence, files, reports and resolutions as stated in this Manual.

Duties

Act as a resource to the Executive Board.

Select a suitable person or persons to audit the Association's financial records prior to each Annual Session. The person selected cannot be the person responsible for recording the Association's finances for the time period of the audit.

Present an annual report at Annual Session of the audit results.

BUDGET AND FINANCE

New Jersey Dental Assistants Association

Vernell Woodul
Financial Secretary
3 Harmon Road, Mount Holly, NJ 08060

Telephone 609-267-8853
E-Mail: vernellw@comcast.net
23 Nov 2007

Subject: Budgeting Process

To: Whom it may concern

Budgetary requirements are sought from, and provided by, all NJDAA Officials at all times. These inputs are informally discussed and thoughts exchanged, but not formally acknowledged. Future needs thus become common knowledge.

When the time for formal action approaches, officers are asked for future budgetary requirements and resources which are recorded in a Microsoft Spreadsheet program called "Autobudget master". A copy of this program, using fictional data is attached. The automated data entries are underlined.

This program instantly performs all arithmetic tasks and a completed "what if" propose-able budget is available for discussion and/or modification.

Thus, a "Proposed Budget" is readily available.

Sincerely,

Vernell

AUTOBUDGET MASTER

April 17, 2004

ESTIMATED INCOME

Dues due from Active Members	392	@	\$10.00	<u>\$3,920.00</u>
Dues due from Student Members	203	@	\$4.00	<u>812.00</u>
Annual Session				1500.00
Fund Raising				0.00
Interest : Dean Witter Reynolds Liquid Asset				200.00
N.J.D.A.				1500.00
Withdrawal from present assets				0.00
TOTAL INCOME				<u>\$7,932.00</u>

EXPENSES

ANNUAL SESSION				
President's gift				50.00
Delegates to ADAA				3000.00
TOTAL FOR ANNUAL SESSION				\$3,050.00

OFFICER EXPENSES

President				\$100.00
Secretary				25.00
Financial Secretary				200.00
Treasurer				25.00
Telephone				150.00

TOTAL OFFICER EXPENSES				<u>\$500.00</u>
COMMITTEE EXPENSES				
Membership (Atlantic City Meeting also)				\$1,000.00
Education				100.00
Special Committees				100.00
TOOTHSAYER (2 ISSUES)				1600.00
Legislation				250.00
TOTAL COMMITTEE EXPENSES				<u>\$3,050.00</u>
OTHER EXPENSES				
Trustee Expenses				\$200.00
Trustee Gift				50.00
Symposium				500.00
Student awards	15	@	\$25.00	<u>375.00</u>
ADAA Foundation				150.00
TOTAL OTHER EXPENSES				<u>\$1,275.00</u>
TOTAL INCOME				<u>\$7,932.00</u>
TOTAL EXPENSES				<u>\$7,875.00</u>
BALANCE				<u>\$57.00</u>

Committees that budget less than \$25.00, namely. Budget & Finance, Nominating, Public Relations, and Sunshine Funds as well as renewal for the corporation fee, the cost of general printing,stationary, stamps and supplies will come from the General Fund. Second District Trustee gift should be budgeted again in 2006-07.

BYLAWS COMMITTEE/COUNCIL

Statement of Purpose

Monitor and develop state and local bylaws/rules of governance.

Procedures

The Committee/ Council shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual.

Duties

Act as a resource to the Executive Board on bylaws/rules of governance.

Review local and state bylaws yearly.

Present an annual report at Annual Session

Prepare and present any changes to the state and local bylaws according to the ADAA guidelines and NJDAA bylaws.

DELEGATE COORDINATION

Procedures

The Delegate Coordinator shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual.

Duties

1. Verify that delegate list is submitted by the secretary.
2. Coordinate coverage by delegates of events and meetings.
3. Verify that delegates receive the Delegate Handbook prior to Conference.

DELEGATES

Statement of Purpose

To act as a representative for your membership, as either a component delegate to a state meeting or a constituent delegate to the national meeting.

Duties

1. Attend all sessions of the House of Delegates and the District Caucus.
2. Study carefully all materials included in the delegate's packet.
3. Be an active delegate by participating in the House, Caucus and forum discussions.
4. Mingle with delegates and members from other districts to share and exchange ideas.
5. Prepare a report on the Annual Session proceedings for the membership you are representing.

GUIDELINES FOR PREPARING A DELEGATE'S REPORT

Report to include:

Business of the House of Delegate's:

1. Any action by the Board of Trustees that will affect your association or members, including items from the pre-convention meeting report of the Board of Trustees.
2. All motions and resolutions passed. If a resolution was submitted by our component or constituent, you should report disposition of the resolution including amendments altering it. If it was rejected, state why.
3. Any budget items that are stressed or discussed that are particular concern to your members.
4. Report of Certifying Board, especially any changes in procedures or regulations.

5. Bylaws amendments or revisions. You need not go into detail, but report the action taken on those sections and articles that will affect your society or association.
6. Election results for officers, trustees, and members of the Certifying Board.
7. Names of those granted Honorary Membership and the number of members granted Life Memberships.
8. Total number of delegates, members and guests in attendance.
9. Award winners.

Business discussed at the district caucus:

1. A summary of the president's inaugural address which is a statement of the president's thoughts, aims and goals for the term of office.
2. Any other information as derived from reports of the officers and committee chairman.

Prepare the report upon return home as notes and thoughts will be more easily recollected.

When report is complete, distribute as specified in the bylaws, standing rules or policies of your society or association. Forward a copy to the component or constituent president and retain a copy for your files.

NEW JERSEY DENTAL ASSISTANTS' ASSOCIATION **NOMINATION FORM FOR OFFICERS & DELEGATES**

Nominations are currently being accepted to become an NJDAA officer or Delegate to the ADAA Annual Conference. Please consider nominating a dental assistant, or forwarding a nomination form for yourself.

NJDAA Officers:

In order to qualify as a State Association officer, members must have held a local society office or have served as a representative or alternate representative to the NJDAA Executive Board for at least one year. Only active, life or special members are eligible to serve as Association officers.

Delegates to ADAA Annual Conference:

To qualify as a Delegate or Alternate Delegate, NJDAA members must have attended a minimum of two (2) NJDAA Executive Board meetings within the year prior to their election. Candidates must also have served as an officer within their local society or have acted as a representative or alternate representative to the NJDAA Executive Board for at least one year.

The elected position of Delegate is a two-year commitment. Alternate Delegates serve a one-year appointment. The elected State President is automatically a Delegate. If the President cannot attend

the ADAA Annual Session, the Vice President automatically becomes the Delegate in place of the President. If neither can attend the ADAA Annual Session, the NJDAA Executive Board may appoint a Delegate to serve in place of the elected officer.

Officer Candidate Nomination

Name_____

Office for which the Candidate is being Nominated _____

Qualifications_____

Delegate Nomination_____

Qualifications_____

Alternate Delegate Nomination

Qualifications_____

COMPLETED NOMINATION FORM MUST BE RETURNED AND POSTMARKED NO LATER THAN April 1, 200_

EDUCATORS' COUNCIL

Membership Chair

1. Establish communications with Educators' Council Chair.
2. Attend **ALL** Educators' Council meetings (three (3) annually).
3. Develop an introduction letter to current members with contact information. Enclose a copy of the Educators' Council Application for remission within one month.
4. Letters and application to be mailed/e-mailed to members by September 30th.
5. Membership payments are issued to NJDAA Treasurer for the Educators' Council.
6. Develop an Excel spreadsheet with current members. Send an electronic version to the Website Chair for posting on NJDAA website.
7. Mail/E-mail current membership list to all members.

Duties

1. Act as a resource to dental assisting programs to promote student membership.
2. Act as a resource to the Chair of the Educators' Council.
3. Recommend benefits for student members.
4. Encourage students to retain membership upon graduation.

FUNDRAISING

NJDAA Fundraising Committee

The purpose of the Fundraising Committee is to raise monetary funds to support the organization of the NJDAA as a statewide organization representing local society components and dental assistants at large as a profession within the state of New Jersey.

The Fundraising Committee will consist of a Chair person and a committee of not less than 4 persons who will be responsible to plan and execute all activities within the committee.

It will do so for the purpose of supporting not only NJDAA as an organization but also will endeavor to make monies available to contribute to specific events such as the NJDAA Student Scholarship Fund, the ADAA Scholarship Fund, the promotion of Children's Dental Week, Give Kids A Smile Day, National Dental Assistants Day; and all other dental health related issues as is appropriate for our organization to support under the direction of the NJDAA Executive Board.

The Fundraising Committee will seek get approval from the NJDAA Executive Board before proceeding with any campaign to be sure to achieve consensus and approval that any fundraising activities are professional and represent NJDAA in a manner that all agree upon.

The Fundraising Committee will plan events and means of raising monies for the purpose of supporting the activities of the NJDAA and local components. Creative and employable ideas will be sought from the NJDAA Executive Board, the local society components as well as individuals within and without the committee. Viability assessments will be discussed and approved within the committee and then by the NJDAA Executive Board before any actions or expenditures for fundraising are begun.

The Fundraising Committee will work cooperatively with the Exhibitors Booth Committee to procure and place articles and/or raffles and other aids at any exhibit for any NJDAA conference booth; any further will offer such to local components for their distribution, sale and collection of funds to be forwarded to NJDAA.

The Fundraising Committee will utilize the Toothsayer and the NJDAA website as a means of contacting membership to inform them of ongoing activities as well as announcements at local society components.

The Fundraising Committee will request of the NJDAA Executive Board and the NJDAA Treasurer the issuance of funds directly related to any event/campaign that are needed before, during, and after the event for the successful achievement of the campaign. This will include any rentals, supplies, refreshments and reimbursements that are used in the event.

This will be carried out within the Bylaws constraints and the approval of the NJDAA Executive Board.

The Fundraising Committee will place all funds in the NJDAA Treasury within 2 weeks (14 days) of the completion of an event or campaign and will abide by the Bylaws of the NJDAA MOP and Internal Revenue Service guidelines as regards a non-profit organization.

The Fundraising Committee will work in cooperation with the Public Relations and Publicity Committees to ensure a success campaign through both local component and state level avenues.

The Fundraising Committee will cooperate with assignments and/or recommendations from the NJDAA Executive Board as requested and appropriate to our purpose.

The Fundraising Committee will give a report to the NJDAA Executive Board and NJDAA Treasurer at the end of each campaign, within a 30 day period of the completion of the event.

The Fundraising Committee will work directly with the NJDAA Executive Board and all committees to coordinate efforts to give work cooperatively in one endeavor to make fundraising events a pleasure and a success.

LEGISLATION

Statement of Purpose

Monitor and develop quality legislation affecting the dental assisting profession.
Educate States on legislative duties.

Subcommittees

- Legislative Assistance Funds (LAP) (**Form Files 014 & 015**)
- Legislative Manual (**Document 032 ADAA Legislative Guide**)

Procedures

The Council shall follow the basic rules of procedures for minutes, correspondence, files, reports and resolutions as stated in this Manual. Publications of Subcommittee information in Association publications shall be directed by the President and Executive Director.

Duties

1. The Council shall inform the membership as to the character of any legislation or pending legislation affecting the welfare of dental assistants.
2. The Council shall cooperate with the proper agencies of the State Associations in studying and recommending legislation.

3. The Council shall cooperate with and serve as a liaison between State and Local legislative committees and the appropriate staff person.
4. The Council shall review all applications for the Legislative Assistance Program and submit its recommendations to the Board of Trustees, at the Pre-Annual Conference Board Meeting for approval.

Kindly refer to the ADAA MOP for further information on the following topics:

- **GUIDELINES FOR THE LEGISLATIVE ASSISTANCE PROGRAM**
(Form 014)
(Council on Legislation and Board of Trustees)

OBJECTIVES

The LAP is a mechanism for furthering the legislative objectives of the ADAA within the States by directing funds to State Associations for the purpose to pursue and protect legislation that is directly related to the Dental Assisting Profession. Success in one state will make succeeding legislation in other states more attainable.

- **ADAA LEGISLATIVE ASSISTANCE PROGRAM APPLICATION**

The LAP is a mechanism for furthering the legislative objectives of the ADAA within the States by directing funds to State Associations for the purpose to pursue and protect legislation that is directly related to the Dental Assisting Profession.

- **GUIDELINES FOR THE EMERGENCY LEGISLATIVE ASSISTANCE PROGRAM**
(Form 015)
(Council on Legislation and Executive Committee)
Revised June 2007

OBJECTIVES

The Emergency Legislative Assistance Program is a mechanism for furthering the legislative objectives of the ADAA within the States by directing urgently needed funds to State Associations for the purpose to pursue and protect existing legislation that is directly related to the Dental Assisting Profession. These funds will be made available on an as needed basis.

- **ADAA EMERGENCY LEGISLATIVE ASSISTANCE APPLICATION**

The Emergency Legislative Funds are available to State Associations in need of monetary assistance for legislative activity of an urgent nature that does not fall within the specified time frame of the LAP guidelines. Approval and disbursement of funds shall occur within fourteen (14) workings days of the receipt of the application.

COMMITTEE ON MEMBERSHIP

Statement of Purpose

Review and enhance all aspects of the services to the membership on a continual basis.

Membership Promotion

Duties

1. Act as a resource to the Executive Board to develop plans for recruitment and retention of student, active and new members.
2. Act as a resource for the concerning membership activities.
3. Initiate new recommendations for member benefits.

NJDA ANNUAL SESSION PLANNING COMMITTEE LIAISON

New Jersey Dental Association's Liaison

1. Work collaboratively with the New Jersey Dental Hygiene Association (NJDHA) liaison to identify speakers for the New Jersey Dental Association's (NJDA) Annual Convention no later than October 15th. Cost of travel and honoraria need to be considered and approved by NJDAA. Speakers are required for Wednesday all day, Thursday all day and Friday morning. All day sessions can be spilt into AM & PM.
2. Provide NJDA with all contact information for speaker. This includes name, address and telephone number. Contracts will be sent out by NJDA.
3. Provide NJDA with the alphabetical membership, list no later than January 31st. Provide updated list on April 30.
4. Identify two NJDAA representatives to serve as Room Moderator and Coordinator for each course being sponsored by NJDAA. NJDA will provide instructions. Only Room Moderator will receive a complimentary pass to course.
5. Contact Webmaster about placing NJDA approved advertising on the NJDAA webpage.
6. Keep in contact with NJDA Director of Meetings and Events. NJDA addresses and correspondence should be kept confidential.

NJDA ANNUAL SESSION EXHIBIT BOOTH COORDINATOR

The purpose of the NJDAA Exhibit Booth is to give representation of NJDAA and higher profile attention to the dental assisting profession, our individual members, and to highlight any awards, accomplishments, and progress regarding dental assisting within our state and ADAA District 2. It is an avenue for disseminating information, recruiting membership and reactivating expired memberships. This will be done both visually and in physical presence by volunteer representatives to the constituency and to the dental community at large at each convention, conference or venue available but with primary attention to the NJDAA/NJDA conference annually held in Atlantic City, New Jersey.

The Exhibit Booth *presentation* is for the purpose of focusing attention on our Association as a specific singular state within the greater ADAA District 2 [NJ, NY, PA] and bringing it to the attention of *all dental auxiliary personnel at any venue*.

The Exhibit Booth Coordinator(s) will work complementarily with the NJDAA Executive Board and District 2 Trustee; and carry out the suggestions of the board in visual presentations and all media, give-aways, raffles, journals and other gifts exhibited at said conference venues upon their approval. The Exhibit Booth Coordinator will commit to the following duties:

- 1) work with Public Relations and Publicity Committees to represent the whole of NJDAA interests and will be readily receptive to suggestions and help from all committees.
- 2) take responsibility for creating a team to: a) physically set up the exhibit, b) to create a schedule of members and students to man the exhibit coverage hours and c) will assign or recruit a team to take the booth materials down and hold in storage.
- 3) communicate information to Exhibit Booth volunteers regarding *registration for said conferences in a timely manner and will give instructions as to meeting place on the convention floor* noting that all volunteers must be properly Registered in order to serve as a booth volunteer.
- 4) collect throughout the calendar year all materials that may be presented at the booth and will seek approval at the Executive Board meeting before each presentation to be certain that materials are updated, accurate and reflect the current attitudes of NJDAA.
- 5) provide written instructions for those volunteer teams regarding booth requirements, booth attire, booth information, and recruitment materials to be disseminated to the dental community with specific attention to recruitment of dental assistants to the NJDAA as well as support to current members.
- 6) utilize the Internet, all print media, and news media to highlight and display the dental events of the calendar year both in New Jersey and those established by the ADAA and ADA for national promotion, ie. Children's Dental Week, Give Kids A Smile Day, National Dental Assistants Recognition Week, as *booth room allows* and is deemed appropriate to each venue and approved by NJDAA Executive Board.
- 7) utilize from the Public Relations/Publicity Committees any photos, pamphlets, or other aids for the NJDAA conference exhibit booth and will oversee the promotion of NJDAA with photographs of all board and committee members, and NJDAA activities whenever possible and appropriate.
- 8) make every effort to develop an ongoing team of volunteers to cover the booth shifts at each venue and to see that they are encouraged and appreciated.
- 9) responsible for overseeing that Thank You letters are written, approved, and sent to each volunteer who mans the booth and to any and all contributors who offer materials or gifts to the booth. This will be done via approval of the NJDAA Executive Board.
- 10) will walk through the conference arena at each venue and take note of more and less successful booths; and make dated written evaluations of our booth and observations to the

board after each venue in an attempt to remain current and appropriate within the dental exhibit community to serve the purposes of NJDAA.

- 11) contact either the District Trustee or the ADAA to request membership forms annually for the exhibit booth and will do so eight weeks prior to the conference to allow time for shipment as coordinated with NJDAA and/or our District Trustee.
- 12) contact either the NJDAA Executive Board, District Trustee and/or the ADAA if any other ADAA materials, poster boards, or screens for exhibit are to be presented and will arrange for shipment and transport.
- 13) give written report to the Executive Board at the conclusion of each exhibit and will make further recommendations to the board.
- 14) check in at the Exhibitors Desk at the conference to procure materials for the booth and pertinent information for that venue.
- 15) maintain and update written records and/or computer files of all activities and exhibits with results, reports, expenses, and any other pertinent information and will have them available for the NJDAA Executive Board, and keep them to pass on to the next rotation of Exhibit Booth Coordinator(s).
- 16) responsible for the Volunteer Exhibit Booth staff as follows:
 - ensure that the following is true for Exhibit Booth Volunteer Staff:
 - a) to be recruited by the E.B. Coordinator(s) to serve a specific shift (generally, but not limited to, two-hour) at the Exhibit booth and carry out the duties subsequently listed. They will agree to be on time and in proper attire.
 - b) to work for the benefit of the NJDAA membership in informing them of component activities, in answering specific inquiries, and in helping to promote the active relationship between the individual member and the organization.
 - c) to be asked to keep a tally of attendance and various other research information for each shift served. This information will be evaluated by the Coordinator(s) and Executive Board to assess the necessity, effectiveness, size, and placement of the exhibit booth and to make recommendations for future ventures.
 - d) to be asked to leave a written review of their activities and suggestions at the end of their shift and an evaluation of the booth before leaving the convention venue.
- 17) The Exhibit Coordinator(s) will ensure that a plan is in place for emergency replacement should she not be available to cover the said venue and will communicate that plan to both the alternate coordinator and the NJDAA Executive President *and* Board at the earliest possible time via both written (email) and verbal (telephone) communication.

PUBLICATIONS

Toothsayer

The Subcommittee shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in the Manual. Publication of Subcommittee information in Association publications shall be directed by the President and President Elect.

Duties

1. Act as a resource to the Executive Board, Webpage Chair, and the Tothsayer Chair to develop plans regarding activities of the membership of NJDAA
2. Act as a resource for the State and Local Components concerning Annual Session dates, conferences, continuing education, Dental Assistant Spot Light and ongoing legislation.

Toothsayer Guidelines

1. Deadline date for submission of all materials for publication in the TOOTHSAYER is September 1st .
2. Draft to be reviewed at November Board meeting.
3. Revise as recommended by Board
4. Mailing and posting on Website by November 1st .

NJDAA Webpage Chair

Procedures

The Subcommittee shall follow the basic rules of procedures for correspondence, files, reports and resolutions as stated in the Manual. Publication of Subcommittee information in Association publications shall be directed by the President and President Elect.

Duties

1. Act as a resource to the Executive Board of the changing format of association website trends.
2. Act as liaison for the Executive Board, Webmaster, and members.
3. Prepare updated information on the NJDAA website in a timely manner.
4. Update the NJDAA calendar on the NJDAA website as required to inform members, and sister organizations of all events, meetings, conferences, and legislation deadlines.
5. Act as a liaison to the Treasurer and Webmaster overseeing invoices are current and paid in a timely manner.
6. Act as a resource for the Local Components to keep current information on the NJDAA webpage.

Internet Website

1. Establish communications with Webmaster, Mr. Roy Childers, rchilders@crabnet.com
2. Contact the following Chairpersons: Publications, Annual Session Chair, Legislation, Fund Raising, Public Relations, Educators' Council, and Trustee to obtain informational updates to be posted.
3. A timeline of two weeks should be established for Webmaster to post information.
4. Update website calendar weekly.
5. Update and post communication on website bulletin board.
6. Collect information from schools for D.A.R.W to be posted the week of or just after D.A.R.W.
7. Collect information from Dentists and schools from G.K.A.S to be posted on the website.
8. Develop a postcard for "fall mailing" to members announcing the internet TOOTHSAYER availability and Executive Board Meetings.
9. Research new trends in Website design.
10. Forward all invoices from Webmaster to Treasurer.

PUBLICITY AND PUBLIC RELATIONS COMMITTEE

PUBLICITY

The purpose of the Publicity Committee is to promote the membership and agenda of the NJDAA and the profession of Dental Assisting in all its expressions and specialties.

The Publicity Committee will make use of the Internet, all print media, and news media to highlight the dental events of the calendar year both in New Jersey and those established by the ADAA, ADHA and ADA for national promotion, i.e. Children's Dental Week, Give Kids A Smile Day, National Dental Assistants Day; and all other dental health related issues as they relate to the promotion of Dental Assisting as a health professional and NJDAA as an organization.

The Publicity Committee will feed information to the Toothsayer and the NJDAA website as is assigned and/or appropriate.

The Publicity Committee will work directly with the NJDAA board and all committees to coordinate efforts to give public attention to appropriate issues pertaining to the Dental Assisting Profession and education.

The Publicity Committee will oversee the writing and publication of newspaper, magazine, website or journal articles; and will make recommendations and disseminate information to the NJDAA when appropriate.

The Publicity Committee will carry out assignments or recommendations from the NJDAA executive board as requested and appropriate to our purpose.

The Publicity Committee will work cooperatively with the Exhibit Booth Committee to procure and maintain photos, pamphlets, and other aids for the NJDAA conference booth.

The Publicity Committee will oversee the promotion of NJDAA with photographs of all board and committee members; and NJDAA activities whenever possible and appropriate for use on the website or in print media.

The Publicity Committee chair will prepare a report to be presented at the Annual Session each year and file said report with the Secretary.

Public Relations

The purpose of the Public Relations Committee is to give higher profile attention to the profession of Dental Assisting through the NJDAA and the organization itself, its individual members, awards, accomplishments, and progress through the use of all media and public appearances.

The Public Relations committee will work interdependently with all other NJDAA committees.

The Public Relations committee will seek to establish and promote ongoing cooperative relationships with other professional organizations. It will seek to know the officers of said organizations and will seek to be informed of events that could be joint efforts. It will seek to develop a reciprocal relationship with said organizations to further promote dental health, dental health education, dental health legislation and dental related organizations.

The Public Relations committee will seek to give professional representation of the NJDAA to all media within the guidelines recommended by the NJDAA Executive Board.

The methods used for the Public Relations Committee will vary in events but will incorporate publicity, print media, educational events, guest speaking, radio or TV appearances, the NJDAA website, the Internet, and receptions or table/booths at conferences and conventions.

The Public Relations committee will work for the benefit of the NJDAA membership in keeping them informed, in answering inquiries, and in helping to promote the relationship between the individual member and the organization.

The Public Relations committee will work on behalf of the NJDAA to inspire new membership and reactivate old memberships; it will contact via telephone or internet email any potential members and previous members to serve and inform them of the current benefits of becoming a NJDAA/ADAA member.

The Public Relations chair will prepare a report to be presented at the Annual Session each year and file said report with the Secretary.

RULES AND AWARDS –NATIONAL AND STATE

Mid-year, January, send e-mail to all current members reminding them of the Annual Session and the Grace Bozzuffi award.

Membership Awards – The State Association with the largest numeric increase since close of last “membership year” and the State Association with the largest percentage increase since the close of the last membership year.

Eligibility - All State Associations

Deadline - N/A

Journal Award – Presented to the ADAA member who has submitted the best educational article published in an Association publication. No nominations from the membership

Achievement Award – Presented to the member who has shown the most outstanding achievements in promoting the objectives of the Association and furthering the profession of dental assisting.

Eligibility – Active, Life, Life Retired

Deadline – May 1

Qualifications:

- a) Shall be an active, life or life retired member of the ADAA. The recipient must have maintained a minimum of five (5) consecutive years’ membership immediately preceding the award.
- b) Shall have excelled in the motto of “Education, Efficiency, Loyalty and Service” during years of active membership.
- c) Shall have served this association on all levels, local state and national office and/or council or subcommittee.
- d) Shall have excelled in services above and beyond expected duties.
- e) Shall not have been a previous recipient of the award.
- f) Shall not be serving as current ADAA President.
- g) Shall not be an employee of ADAA

Procedure:

- a) Any member may nominate another member as a candidate for this award.
- b) The candidate’s name and qualifications shall be submitted to the Vice President by May 1

Loyal Assistant Award –

Eligibility – Active, Life, Life Retired

Deadline – May 1

- a) Presented to the member with the longest consecutive employment with one employer.
- b) Consecutive employment shall refer to a member actually employed a minimum of 20 hours per week.
- c) The recipient must have maintained a minimum of five (5) consecutive years’ membership immediately preceding the award.
- d) Shall not have been a previous recipient of the award.
- e) Shall be present at the Annual Conference to receive the award

Procedure:

- a) Applicant shall submit a notarized statement to include the following:

- 1) Name
 - 2) Name of applicant's employer
 - 3) Statement from applicant's employer attesting to length of employment.
- b) Qualifications and notarized statement shall be submitted to the Vice President by May 1.

ADAA/John O. Butler Pride Award (separate Clinical, Business & Educator's awards made) - The John O. Butler/ADAA Pride Award shall be presented to a member who believes in loyalty to self as well as the profession of dental assisting. The three categories of the award will be for: Clinical Assistant, Business/Administrative Assistant and Educator. This is an award for hard work, self-motivation, professional enhancement and advancement for the career of dental assisting on the local, state or national level.

Eligibility – Active, Life, Life Retired

Deadline – May 1

Qualifications:

- a) Shall be an active, life or life retired member of the ADAA.
- b) The recipient must have maintained a minimum of five (5) consecutive years' membership immediately preceding the award.
- c) Promote and enhance the profession of dental assisting
- d) Shall have participated in local, state, or national offices and/or councils or subcommittees
- e) Shall not have been a previous recipient of this award
- f) Shall not be an employee of the ADAA

Procedure:

The candidate's name and qualifications shall be submitted to the Vice President by May 1. Clearly indicate in which category the nomination is made: clinical, business or education.

New Member Involvement Award – Presented to a member of no more than five years' standing who has shown the most outstanding achievement in promoting the objectives of the Association and furthering the profession of dental assisting.

Eligibility – Active Member

Deadline – May 1

Qualifications:

- a) Shall be an active member of the ADAA.
- b) The recipient must have no more than five (5) consecutive years' membership with the ADAA.
- c) Shall not have been a previous new member.
- d) Shall have excelled in our motto of "Education, Efficiency, Loyalty and Service" during years of active membership.
- e) Shall have participated in local, state and/or national offices and/or councils or subcommittees.
- f) Shall have excelled in services above and beyond expected duties.
- g) Shall not have been a previous recipient of this award.
- h) Shall not be an employee of the ADAA.

Procedure:

The candidate's name and qualifications shall be submitted to the Vice President by May 1.

ADAA Student Achievement Award – Presented annually and available to one student per dental assisting school. Reflects involvement with class and local/state dental assisting activities and above average academic standing.

Eligibility – ADAA Student Member

Deadline – March 31

Qualifications:

- a) Shall be a student member of the ADAA enrolled in a dental assisting program.
- b) Shall be at least halfway through the educational program.
- c) Participation in class activities, student organization(s) and local/state dental assisting organizations, where available.
- d) Shall have maintained above average standing in grades, clinical skills, leadership ability, and attendance.
- e) Shall not have been a previous recipient of this award.

Procedure:

- a) One (1) student applicant per dental assisting school to be submitted to the ADAA Awards Chairman by March 31.
 - 1) School will select the applicant using the ADAA Student Achievement Evaluation Sheet.
 - 2) School will select the applicant from a committee consisting of at least three members. ADAA encourages the use of the school's advisory board. (Please include names and positions of committee members.)
- b) Applicant's instructor shall submit one ADAA Student Achievement Award application to the Awards Chairman.
- c) Application must be accompanied by a letter of recommendation from a dental- related and non dental-related source.

ADAA/Sullivan-Schein District Awards of Excellence – Recognition of a member in each district who has, through personal and professional growth, enhanced the dental assisting profession and the ADAA. Each state may nominate a member from its district.

Eligibility – Active Member

Deadline – May 1

Qualifications:

- a) Shall be an active member of the ADAA with consecutive membership within the last three years.
- b) Achievements must have been within the previous twelve (12) months.
- c) Candidate shall not receive this award more than once in a 10 year period.
- d) Candidate's qualifications shall not exceed five pages.

Procedure:

- a) Each state may nominate a candidate within its respective district and shall submit a narrative describing the nominee's accomplishments that enhance the dental assisting profession in

areas of local and state association development, communication, leadership, membership development and community service.

- b) Submit the candidate's narrative and qualifications to ADAA Central Office by May 1st of the ensuing year: submission will be dispersed to the Awards Subcommittee.
- c) The Awards Subcommittee shall select the recipient for each of the twelve (12) districts.
- d) Each District recipient will receive an ADAA/Sullivan-Schein District Award of Excellence including commemorative material and one year's free membership in the ADAA.
- e) The Awards Subcommittee shall select one recipient from the finalists for the ADAA/Sullivan-Schein National Award of Excellence. The national recipient will receive a plaque and a check for \$250.

ADAA/Colgate Community Volunteer Award – recognition of ADAA members for their involvement in community preventive oral health care projects. Community projects are those that document a community need and have specific measurable objectives. Community programs must involve volunteer dental assistants and may include other volunteer members of the oral health care team. Examples – sealant programs, programs at Shelters/Underserved seniors/Special needs. Eligible entries must have been implemented in the year prior to each Annual Conference. Official application can be obtained from Central Office.

Eligibility – ADAA Members: Study groups, Local Societies, State Associations (Deadline – May 1)

RULES AND AWARDS STUDENT

In February, send out informational packets to all current New Jersey Dental Assisting Programs regarding the Annual Session Student Presentations and Awards. Also send a copy of all relevant material to the website chairperson to be placed on the NJDAA.org website.

Submit outline of budget items for above (plaques, certificates) to the Board no later than March.

Order any items approved by the Board by no later than mid March.

Identify three members to act as poster contest and table clinic judges by March. Once chosen, send out a letter requesting their services at annual session as well as an informational packet (table clinic and poster contest criteria and sample evaluation score sheets).

Identify member(s) to evaluate the essays submitted for the New Jersey Dental Assisting Educators Council Scholarship as well as the Grace Bozzuffi Award – March. Once chosen, submit a letter requesting their services for Annual Session as well as an informational packet.

Two weeks prior to Annual Session:

- Send essays to be evaluated
- Comprise poster and table clinic presentation packets for annual session
- Finalize arrangement for above with Annual Session chair.
- Verify availability of tables, podium, microphones, etc.

One week prior to Annual Session:

- Due date for evaluated essays
- Confirm final arrangements with Annual Session Chair

Date of Poster and Table clinics:

- Check in and place all posters
- Judges to receive final evaluation forms as well as tape measures
- Check in all table clinics and go over procedures with the students as well as a current schedule
- Judges to receive the final schedule and evaluation forms
- Oversee the running of the table clinics
- Collate all scores from the judges evaluation sheets

One week post Annual Session:

- Have the large plaques engraved with the names of the appropriate winning schools
- Send out award certificates to all relevant students
- Send out thank you letters to both the judges as well as all participating schools

Strategic Planning (SP)/Manual of Operating procedures (MOP) Committee

The Committee of four (4) will meet annually following the NJDAA Annual Session to review the NJDAA Manual of Operating Procedures (MOP) and Strategic Plan (SP). The Committee will meet with the Board to discuss direction for the upcoming Association year so that new information may be incorporated into the SP. The ADAA MOP will be reviewed to assure that the State MOP is compatible with the National document and integrated with the updated SP for New Jersey. All recommendations for revision for the MOP and SP will be submitted to the Board at the September Board meeting. Final copies of the MOP will be issued to the Board and Committee chairs within 30 days of the September Board meeting so that all have current copies of State Association documents in their possession for the Association year.

The Strategic Plan for the New Jersey Dental Assistants Association is divided into five (5) major issues. Along with each issue is a goal with objective(s) and action plan(s).

MISSION STATEMENT

The primary function of the New Jersey Dental Assistants Association is to promote the advancement of Dental Assisting in matters of education, legislation, credentialing, and profession activities to enhance the delivery of oral health education and quality dental health care to the public.

I. Issue: EDUCATION

Goal:

To provide educational opportunities for the personal and professional development for the dental auxiliaries throughout the state of New Jersey

Objectives

- 1.1** Develop and offer multiple courses for continuing education credit through the component societies and the State Association.
- 1.2** Provide information regarding educational programs and activities for dental assistants including all specialties' and dental business administrators.
- 1.3** Offer a variety of educational programs to meet the needs of all dental assistants.
- 1.4** Generate a listing of academic institutions' offering advanced certificate and degree options for dental assistants in New Jersey.

- 1.5** Evaluate courses and utilize feedback to enhance courses, as a part of quality control.
- 1.6** Convene regular scheduled educators meetings to address issues of concern affecting dental assisting education

Action Plan:

- 1.1.1 Each component will be responsible to schedule continuing education courses
- 1.1.2 Submit schedule of continuing education offerings to Website Chairperson by August 31, 2008
- 1.1.3 Post continuing education courses as they become available on the www.njdaa.org site and in official Association publications.
- 1.1.4 Outline educational activities for NJDAA Annual Session by December 1, 2007, for the Spring Toothsayer by January 15, 2008.
- 1.1.5 Educators Council will submit their agenda and scheduled meetings to the Website Chairperson and *TOOTHSAYER* Chair by August 31, 2008.
- 1.1.6 Identify a representative for the NJDA Annual Convention Planning Committee.
- 1.1.7 NJDAA Educators Council will participate in a joint meeting with NJDHA Educators task force at the NJDA Annual Convention, June, 2008.
- 1.1.8 Issue annual award to student enrolled in an accredited educational program.

II. Issue: LEGISLATION

Goal:

To monitor and address legislative issues affecting the practice of dental assisting

Objective:

- 2.1** To heighten the awareness of legislative issues that affect dental assistants.
- 2.2** Develop strategies to address issues that affect dental assistants.
- 2.3** Develop a proactive legislative strategy to include representation of a dental assistant on the state board of dentistry.

Action Plan:

- 2-1.01 Monitor legislative bills.
- 2-1.02 Support NJDHA legislative efforts.
- 2-1.03 Share legislative updates with membership.
- 2-1.04 Explore the possibility of a lobby day with NJDHA.
- 2-1.05 Correspond on issues relative to dental health care and dental assisting.
- 2-1.06 Support legislators who champion the efforts of dental assistants and the NJDAA.
- 2-1.07 Contact professional organizations addressing dental health and legislative issues of mutual interest.
- 2-1.08 Participating in Sunset Review.

III. Issue: CREDENTIALING

Goal:

Establish minimum credentialing standards for dental assistants in New Jersey

Objectives:

- 3.1** Promote dental assistants to become certified (CDA).
- 3.2** Utilize accredited programs for advancement in dental assisting.

Action Plan:

3-1.01 To encourage the Certified Dental Assistant to become licensed as a Registered Dental Assistant within the state of New Jersey to legally perform expanded functions (RDA).

IV. Issue: MEMBERSHIP

Goals

To enhance the presence and strength of the NJDAA in NJ

- 4.1** To increase membership in the NJDAA 2007-2008.
- 4.2** To keep membership informed by all types of media, Internet, and official association publications.

Action Plan

- 4-1.01 The chair of Publicity and Public Relations will contact individuals whose memberships have become inactive.
- 4-1.02 Develop and initiate membership drive.
- 4-1.03 Contact educators from institutions that are not actively involved with NJDAA.
- 4-1.04 Contact educators for initiation drive for NJDAA.
- 4-1.05 To encourage student members to renew membership to active status upon graduation.

4-1.06 To encourage students to attend their local component meetings.

V. Issue: PROFESSIONAL ACTIVITIES

Goal

Develop and publicize activities which contribute to the dental health and general welfare of the residents of New Jersey

Objectives

5.1 Determine services and activities annually to promote the dental and general health to New Jersey residents.

5.2 Formulate a list of public services provided by dental assistants to the residents of New Jersey.

5.3 Increase public awareness of the health care contributions made by the dental assistant to the residents of New Jersey.

Action Plan

5-1.01 The state representative of the local components shall submit bi-annual community service summaries to the Website Chairperson.

5-1.02 Contact local media stations to get air-time for public service announcements.

5-1.03 Create a “real time” bulletin board on the NJDAA website for a public communication forum.

5-1.04 Create a membership “real time” bulletin board on the NJDAA website for professional idea exchange.

5-1.05 The NJDAA board will appoint individuals to represent the association at other professional venues.

THE FOLLOWING AREAS ARE LISTED BY TITLE. HOWEVER, THE FULL TEXT DESCRIPTIONS AND CRITERIA SHOULD BE REFERENCED WITH THE MOST RECENT COPY OF THE ADAA-MANUAL OF OPERATING PROCEDURES (MOP) for current information and forms.

- **ADAA COUNCIL VOLUNTEER AGREEMENT**
- **AMERICAN DENTAL ASSISTANTS ASSOCIATION COUNCIL AND SUBCOMMITTEE APPLICATION FORM**

It is the responsibility of the President to recommend to the Board of Trustees individuals for appointment to national councils or Subcommittees. If you are interested in serving on an ADAA Council or Subcommittee, please complete this form and return to ADAA Central Office.

- **ADAA COUNCIL VOLUNTEER AGREEMENT**
- **AMERICAN DENTAL ASSISTANTS ASSOCIATION NOMINATION FORM FOR OFFICERS/TRUSTEES**

Candidates for office may be nominated by any active, life, or special member of the ADAA, a Local or State Organization, or a trustee district. The top portion of this form shall be complete and signed by the member or organization nominating the candidate. Sign as organization only if the

organization has voted to nominate the candidate. The bottom portion of this page shall be completed and signed by the candidate.

- **NOMINATIONS FOR OFFICER/TRUSTEE
QUALIFICATIONS OF CANDIDATE**

- **AMERICAN DENTAL ASSISTANTS ASSOCIATION
ANNUAL CONFERENCE REFERENCE COMMITTEE REPORT**

- **JOURNAL AWARD EVALUATION FORM**

- **STUDENT ACHIEVEMENT AWARD APPLICATION FORM**

- **ADAA STUDENT ACHIEVEMENT AWARD**

- **JULIETTE A. SOUTHARD/ORAL-B LABORATORIES SCHOLARSHIP
PROGRAM**

- **JULIETTE A. SOUTHARD RELIEF FUND**

- **APPLICATION FOR FINANCIAL AID**

- **REQUEST FOR SPECIAL MEMBERSHIP PROMOTION**

- **SPECIAL MEETING REQUEST FORM**

- **AMERICAN DENTAL ASSISTANTS ASSOCIATION
BYLAWS/RULES OF GOVERNANCE CHECKLIST rev 6/06**

This checklist was developed as a guideline to assist State Associations and Local Organizations in the process involved in establishing Bylaws or Rules of Governance, or in the process of amending optional areas of previously established Bylaws or Rules of Governance. It is recommended that a copy of this checklist and its progression accompany all correspondence to and from the State Bylaws Committee and the ADAA Bylaws Subcommittee in regards to the approval and adoption.

- **ADAA RESOLUTION MOTION FORM**

- **APPLICATION FOR DANB DIRECTOR NOMINEE**

- **AMERICAN DENTAL ASSISTANTS ASSOCIATION
DISBANDMENT FORM FOR LOCAL SOCIETIES**

- **AMERICAN DENTAL ASSISTANTS ASSOCIATION
MOTION TO AFFILIATE FORM FOR LOCAL SOCIETIES**

- **ADAA BOARD OF TRUSTEES REPORT
(Trustee's Report to States)**

- **BOARD OF TRUSTEES MEETING
AGENDA ITEM REQUEST**

- **REQUEST FOR A FORUM
TO BE HELD DURING THE ANNUAL CONFERENCE
OF THE AMERICAN DENTAL ASSISTANTS ASSOCIATION**

Requests for forums must be received in ADAA Central Office by September 15th the year prior to the Annual Conference for which they are proposed. The request must be approved by the Board of Trustees during the Fall Board Meeting.