



## Mission Statement/Purpose

The CDA Foundation (Foundation) is an affiliate of the California Dental Association. Its mission is to improve the oral health of all Californians by supporting the dental profession in its efforts to meet community needs. The Foundation provides CDA Cares events and grant opportunities to community-based organizations and individuals to reduce barriers to care in underserved populations.

The Foundation Board of Directors oversees the business of the Foundation and ensures alignment with CDA, the parent company. The board adopts policies for the operations and finances of the CDA Foundation.

## Duties of the Board of Directors

- To oversee and manage Foundation programs including, but not limited, to CDA Cares, grants and scholarship awards
- To oversee the fiscal affairs of the Foundation, including fundraising, development activities and adopting an annual budget
- To appoint, remove, conduct an annual review of and set the compensation for the executive director
- To recommend non-CDA member/non-employee (outside) director candidates to the CDA Board of Trustees
- To develop and adopt the strategic plan for the CDA Foundation

## Time Requirements

Participation in the following meetings is expected:

- 4–6 in-person board meetings per year
- Board subcommittee meetings, with each director serving on at least one subcommittee, the day prior to the board meeting or as needed between meetings of the board
- Occasional conference calls or WebEx meetings to conduct business in a timely manner between board meetings
- Participation in at two CDA Cares events per year

## At-Large and Trustee Director Qualifications

- Knowledge of CDA's corporate structure and culture
- Prior leadership experience in organized dentistry
- CDA Foundation leadership experience
- Experience in public health, private practice and/or dental school faculty

## Outside Director Qualifications

- Experience with a charitable organization, preferably in the area of fund development
- Experience in nonprofit leadership
- Community involvement or leadership
- Experience with local government or policy development

## Skill Sets

All members:

- Familiarity and comfort using computers/tablets and conducting business virtually
- Analytical and strategic-thinking skills, as well as an innovative approach
- Ability to work in groups and collaborate, balancing the needs of various stakeholders
- Ability to monitor, guide and evaluate strategic direction

Some members:

- Prior service on a board of directors

## Composition and Term of Office

There are 14–18 directors on the board with the following terms and term limits.

- 7–9 at-large directors: three-year term, limited to three terms
- 2–4 outside directors: three-year term, limited to three terms
- 2 associate directors: one-year term, limited to two terms
- CDA trustee: two-year term, no tenure limitation
- CDA secretary: one-year term, no tenure limitation
- CDA executive director

There are two non-voting participants on the CDA Foundation board

- CDA Foundation executive director
- CDA Foundation board immediate past chair (if not otherwise a member of the board): one-year term

Associate positions are one-year training opportunities available to new members of the board. An associate director may not have previously served as an at-large or outside director, and he or she may not have previously served more than one term as an associate.

At-large and outside directors are eligible for a consecutive tenure of nine years. Terms served in an associate, trustee or CDA officer position are not counted towards tenure limits.