



Primary Duties

All officers serve on the executive committee, which guides their primary responsibilities. Additional duties specific to each position are summarized on the subsequent pages (and specifically noted in the CDA Bylaws, Chapter VI).

Executive Committee

- To conduct and supervise the business of the association and to direct the officers in the exercise of their powers and duties when the board is not in session. (All decisions and interim policies of the executive committee are subject to review and approval at the next board meeting.)
- To carry out any duties assigned to the committee by the board
- To oversee the preparation of the agenda for the board meetings
- To notify a council member, committee member, board of managers member or an ADA delegate of the commencement of a removal proceeding and the reason for removal
- To ensure the relevance of the strategic plan on an annual basis
- To develop annual goals and conduct an annual evaluation of the CDA executive director with a report to the board, including compensation recommendations
- To develop annual goals and conduct an annual evaluation of the CDA editor with a report to the board
- To review the goals, receive the evaluation and approve compensation of the subsidiary and affiliate executives, with a report to the board
- To receive information from the chairs of the subsidiaries and affiliates regarding newly established goals, major initiatives, and annual budget and to report its findings quarterly to the board
- To receive, review and recommend with a report to the board all proposed amendments to the governance documents for the CDA Holding Company, Inc., CDA, its affiliates and subsidiaries to ensure the proposed amendments are necessary and consistent with other related provisions in the governance documents

Time Requirements

- Approximately 8–10 executive committee meetings per year
- At least four regularly scheduled board of trustees meetings per year, plus any special meetings
- Attendance at the House of Delegates meetings
- Attendance at the ADA House of Delegates, delegation meetings and steering committee meetings (approximately six days including travel)
- Attendance at a variety of conferences and events (CDA, ADA and other organizations) depending upon position

- Approximately four component visits annually
- Participation on assigned committees and councils in an ex officio role (see below)
- Participation on assigned task forces as needed
- Total time anticipated: approximately 900 hours per year

Qualifications, Skill Sets and Knowledge

- Extensive prior leadership experience in CDA, subsidiary or affiliate recommended

Composition

The Executive Committee shall be composed of the president (who shall serve as chair), president-elect, immediate past president, vice president, secretary, treasurer, and executive director as voting members. The speaker and editor shall be ex officio participants without the right to vote. In the absence of the president, the chair shall be filled by the president-elect, and in their absence, the vice president shall succeed as chair.

Other Positions Held (Ex Officio)

President (automatically succeeds to immediate past president)

- ADA Delegate/Steering Committee (*Voting*)
- Board of Trustees — Chair (*Voting*)
- CalDPAC (*Non-voting*)
- CDA Foundation Nominating Committee (*Voting*)
- CDA Holding Company Board of Directors — Vice Chair (*Voting*)
- Dental Forum (*Attendee*)
- Executive Committee — Chair (*Voting*)
- Finance Committee (*Voting*)
- Government Affairs Council (*Voting*)
- House of Delegates (*Non-voting*)
- TDIC/TDIC IS Nominating Committee — Chair (*Voting*)

President-Elect (automatically succeeds to president)

- ADA Delegate/Steering Committee (*Voting*)
- Board of Trustees (*Voting*)
- Executive Committee (*Voting*)
- Dental Forum (*Non-voting*)
- Finance Committee (*Voting*)
- Government Affairs Council (*Voting*)
- House of Delegates (*Non-voting*)

Executive Committee (continued)

Vice President (typically runs the following year for president-elect)

- ADA Delegate/Steering Committee (*Voting*)
- Board of Trustees (*Voting*)
- Executive Committee (*Voting*)
- House of Delegates (*Non-voting*)
- TDIC/TDIC IS Board (and committees as assigned) (*Voting*)

Secretary (typically runs the following year for vice president)

- ADA Delegate/Steering Committee (*Voting*)
- Board of Trustees (*Voting*)
- Executive Committee (*Voting*)
- House of Delegates (*Non-voting*)
- TDSC Board of Directors (and committees as assigned) (*Voting*)

Immediate Past President

- ADA Delegate/Steering Committee (*Voting*)
- Board of Trustees (*Voting*)
- Executive Committee (*Voting*)
- Government Affairs Council (*Voting*)
- House of Delegates (*Non-voting*)

Treasurer

- ADA Delegate/Steering Committee (*Voting*)
- Board of Trustees (*Voting*)
- CDA Holding Company Board of Directors — Secretary (*Voting*)
- Executive Committee (*Voting*)
- Finance Committee — Chair (*Voting*)
- House of Delegates (*Non-voting*)
- TDIC/TDIC Insurance Solutions Board — Sec/Treasurer (and committees as assigned) (*Voting*)

Speaker of the House

- ADA Delegate/Steering Committee (*Voting*)
- Board of Trustees (*Non-voting*)
- Executive Committee (*Non-voting*)
- House of Delegates and associated committees (*Non-voting*)