



## Purpose

The CDA Presents Board of Managers produces two preeminent CDA Presents annually and assists the association in achieving its goals by providing expertise in the development of educational programs.

## Primary Duties

- Manage the development and implementation of all CDA Presents meetings.
- Take an active part in the production of two CDA Presents annually.
- Provide expertise in the development of educational programs.
- Evaluate the effectiveness of all programs to ensure successful implementation of the business plan.
- Evaluate the marketplace of meetings, speakers and topics to assist in planning for future meetings.
- Work collaboratively with CDA councils and committees as well as outside organizations to ensure that CDA programs reflect current regulations and needs facing the profession.

## Qualifications/Skills

All members:

- CDA member in good standing.
- Prior meeting experience, especially on the component level, would be an asset.
- Well-informed concerning new trends, innovative ideas and topics of current interest to the dental profession.
- Familiarity with the potential draw of different speakers in order to properly schedule programs (room size and other considerations).
- Willingness to travel to other dental meetings to scout potential speakers.
- Ability to objectively evaluate programs and speakers.
- Ability to communicate effectively with large groups from differing disciplines in the scheduling of programs and diplomatically discuss monetary arrangements.
- Ability to employ diplomacy and tact in dealing with potential difficulties that arise during CDA Presents.

Manager members:

- Must have participated as a host and/or assistant for CDA Presents and served as a training associate.

Associate members:

- Must have participated as a host and/or assistant for CDA Presents.

New dentist members:

- Experience as a CDA Presents host and/or assistant preferred.

## Time Requirements

- Board meetings: Four annually
- CDA Presents: Two annually (3½ days each)
- Scouting trip: Four days annually

## Composition

The board shall be comprised of a group of sixteen to eighteen members.

- Manager members (13): Thirteen manager members, recommended by the Committee on Volunteer Placement and elected by the CDA board.
- Associate members (1-2): One to two associate members, recommended by the board of managers and elected by the CDA board.
- New dentist member (1): One new dentist, recommended by the Committee on Volunteer Placement and elected by the CDA board.
- Executive director (1): CDA executive director.

The chair shall be appointed by the president.

## Term/Tenure

- The manager member term shall be three years. The tenure shall be five terms (lifetime).
- The associate member term shall be one year. The tenure shall be two terms. May not have previously served as a manager member and may not have previously served more than one term as an associate.
- The new dentist member term shall be one year. The tenure shall be two terms. May not have previously served as a manager or associate member and may not have previously served more than one term as a new dentist member.