

CDA Presents Board of Managers

California Dental Association
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Mission Statement/Purpose

The mission of the *CDA Presents* Board of Managers (CPBOM) is to produce two preeminent scientific programs per year for the dental community and to assist the association in achieving its goals by working with other councils and committees as well as by providing expertise in the development of CDA's educational program.

Primary Duties

The board of managers shall establish a mission statement and manage the development and implementation of all scientific sessions.

Manager and Associate Member Responsibilities

- Take an active part in the production of two *CDA Presents* meetings
- Provide expertise in the development of CDA's educational programs
- Have an understanding of *CDA Presents* and continuing education and the role each play in CDA's strategic plan
- Evaluate the effectiveness of all programs to confirm they meet the objectives and mission
- Evaluate the marketplace of meetings, speakers and topics to assist in planning for future meetings
- Work collaboratively with other CDA councils and committees as well as outside organizations to ensure that CDA programs reflect current regulations and needs facing the profession
- A confidentiality responsibility to the board and CDA

Time Requirements

Participation in the following meetings is expected:

- Board meetings: four one-day meetings
- Anaheim meeting: three and a half days
- San Francisco meeting: three and a half days
- Scouting trip: four days

Qualifications

- CDA member in good standing
- Must have participated as a host and/or assistant for *CDA Presents* (associate member) and served as a training associate (manager member). For new dentist members, experience as a *CDA Presents* host and/or assistant is preferred.
- Willing to travel to other major dental meetings to scout potential speakers and have the ability to objectively evaluate different programs and speakers to present at *CDA Presents*
- Prior meeting experience, especially on the component level, is a definite asset

- Must be willing to sacrifice personal time, when necessary, for attendance at *CDA Presents* and for assistance with the program's physical setup
- Must be able to work closely with CDA staff in finalizing a program and bringing all details to a satisfactory conclusion

Skill Sets

- Ability to communicate effectively in interactions with large numbers of professionals from differing disciplines in the scheduling of programs and to diplomatically discuss monetary arrangements
- Ability to employ diplomacy and tact in dealing with potential difficulties that arise in the normal production of *CDA Presents*
- Ability to anticipate membership interest in the planning of special tours and social events

Knowledge

- Must be well-informed concerning new trends, innovative ideas and topics of current interest to the dental profession
- Must be familiar with the potential draw of different speakers in order to properly consider room size and other considerations when scheduling a program

Composition

The *CDA Presents* Board of Managers (board of managers) shall be composed of a group of 16 to 18 members: 13 manager members, one or two associate members, one new dentist member, the Thirteenth District representative on the ADA Council on Scientific Sessions, who shall be an ex officio voting member (and may concurrently serve as a manager or associate member) and the CDA executive director, who shall be the vice chair and ex officio voting member. Manager, associate and new dentist members shall be selected as described in Chapter VIII, Section 20, using specific criteria and qualifications established by the board of managers.

Term/Tenure

The term of office for manager members shall be three years. The lifetime tenure of a manager member shall be five terms. Full terms do not have to be served consecutively to count towards tenure. A partial term shall be no more than one and a half years. The term of office for associate members shall be one year. The tenure as an associate member shall be two terms. A partial term shall be no more than six months. An associate member may not have previously served as a manager member and may not have

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previously served more than one term as an associate. The term of office for a new dentist member shall be one year. The tenure as a new dentist member shall be two terms. A partial term shall be no more than six months. A new dentist member may not have previously served as a manager member or associate member and may not have previously served more than one term as a new dentist member. There shall be one new dentist member.

Board of Managers Assistants' Primary Duties*

- Support CDA's crowd control policy by identifying overflow problems
- Speaker and host support
- Attend host training on first day of convention to understand host duties and prepare you to support the hosts and follow host protocol
- Monitor/setup workshops; support the needs of the workshop lead
- Scouting report of two pre-assigned programs daily, submitted within one month of the meeting (template will be provided)
- Any other duties assigned by chair

Time Requirements

- Anaheim or San Francisco meeting: three and a half days
- Report to breakfast meeting (scheduled each day)
- Daily duties as assigned by chair
- Evening duties associated with the board
- Does not attend quarterly meetings of the board of managers

* *Your activities preclude other activities outside of CDA Presents*

Qualifications, Skill Sets and Knowledge

- Prior service as a *CDA Presents* host
- Component or other association meeting planning experience a plus
- Ability to objectively evaluate express lectures and speakers for appropriateness to present at future *CDA Presents*
- Ability to communicate effectively is a must because of the need to interact with large numbers of professionals and attendees
- Must be able to employ diplomacy and tact in dealing with potential difficulties that arise in the normal production of *CDA Presents*
- Must be willing to sacrifice personal time for attendance at *CDA Presents* and for assistance with the physical setup of the program
- Must be able to work closely with the board of managers and CDA staff during the meeting