



CDA Board of Directors

Application, California Dental Association

Due by July 15, 2024

Instructions

Applications must be submitted to volunteer@cda.org by **July 15, 2024**, and should include:

- **A completed application.** To complete the application, you must save it to your computer. Be sure to save as you go and upon completion to ensure your progress is captured. It is recommended that you retain a copy of this application for your records.
- **Your Curriculum Vitae (CV),** no more than three pages in Word or PDF format, minimum 10 pt. font. CVs may include information regarding leadership and volunteer experience, education, professional experience, membership in professional organizations and any special awards you believe are relevant to the position in which you are applying, as well as a professional headshot should you wish to submit one. Please note that if more than three pages are submitted, only the first three pages will be provided for consideration.

Once your application has been submitted, you will receive an email confirmation. Any changes to the application or CV must be submitted prior to the deadline.

Applicant information

Name: _____

ADA member number: _____

Email address: _____

Dental specialty, if applicable: _____

Phone number: _____

Position summary

The CDA Board of Directors is the managing body of CDA, vested with oversight of strategic plan implementation, fiscal management and implementation of policies established by the House of Delegates.

For more information, including primary duties, required qualifications/skills and time requirements, please refer to the [CDA Board of Directors](#) job description.

In addition to serving on the board, directors will be elected to serve as director-liaisons on the following governing bodies.

- CDA Audit Committee
- CDA Finance Committee
- CDA Foundation Board of Directors
- CDA Holding Company, Inc. Board of Directors
- CDA PAC Board of Advisors
- Committee on Volunteer Placement
- TDIC/TDIC Insurance Solutions Board of Directors

Election process

The Committee on Volunteer Placement is the governing body charged with making leadership placement recommendations.

Candidates will be invited to interview with the committee on July 26, 2024. Following the committee's deliberations process, the recommended slate of candidates will be forwarded to the Board of Component Representatives for consideration and the CDA Board of Directors for election.

Important dates

- July 26, 2024, 1:00-5:00 p.m., virtual interviews (save the date; you will be contacted with a designated time)

Interest and experience

1. Explain why you are interested in serving as a director, and how you would act in the best interest of all CDA members. (750-character limit)

2. Explain your CDA or equivalent leadership experience, and how it will enhance your value as a board member. (750-character limit)

3. Highlight your specific education, training, expertise or skills and explain how they will contribute to the position. Please be sure to indicate any education/expertise related to finances and financial systems. (750-character limit)

4. Critical thinking and decision-making are essential skills for a board member. Describe a time while serving as a member of a governing body in which you used these skills (i.e.: organizational board, component board, private board). What was the outcome? (1000-character limit)

5. Provide an example of an emerging issue and/or trend in the dental profession and its impact on organized dentistry. Why is this issue important to CDA members? (1000-character limit)

6. Please share any additional information you believe may assist the committee in determining your qualifications for this position. (750-character limit)

Declarations

Please read and acknowledge the following:

- ☐ I have reviewed the board of directors' job description and understand the duties, qualifications/skills and time requirements associated with the position.
- ☐ If elected, I understand that I am responsible, collectively with fellow board members, for fiscal management of the organization and implementation of the strategic plan and policies established by the House of Delegates. To that end, I acknowledge that I'm expected to:
 - Attend and actively participate in board meetings and the house of delegates, having read all materials in advance of the meetings.
 - Set strategic direction and annual priorities for the organization and oversee implementation, including modifications to programs and services.
 - Be fiscally responsible; approve the annual budget and financial proposals.
 - Act in the best interest of the association, representing all California dentists.
 - Present actions of the board in a positive manner, even when my position or the position of my component dental society are the minority.
 - Maintain confidentiality of closed session information, only sharing what is provided in board summaries.
 - Abide by the conflict of interest policy, avoiding any conflict of interest or the appearance/potential perception of a conflict of interest; excuse myself from any discussion and vote where I have a conflict of interest.
 - Abide by the CDA Code of Ethics.
 - Work in good faith with the executive director, executive team and staff to achieve organizational goals.