



Committee on Volunteer Placement

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 Committee on Volunteer Placement is responsible for recommending the best candidate for available leadership positions and evaluating leadership application processes for potential improvements.

For more information, including primary duties, required qualifications/skills and time requirements, please refer to the [Committee on Volunteer Placement](#) job description.

Before applying, please confirm the following:

- I am a former member of the CDA, TDIC/IS, TDSC or Foundation boards, former member of the board of component representatives, or former member of a CDA council, committee, taskforce or board of managers.
- I understand that if selected to serve on CVP, I will not be eligible to apply for any positions on CDA’s councils, committees, or affiliate or subsidiary boards of directors during my tenure, except as an incumbent applying for an additional term for which the member is otherwise eligible.

Election process

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

Following the committee’s deliberations process, the recommended slate of candidates will be forwarded to the CDA Board of Directors for election.

Interest and experience

1. Explain why you are interested in serving on the committee. (750-character limit)

2. Explain your CDA or equivalent leadership experience. (750-character limit)

3. Describe a time in which you evaluated a candidate’s qualifications and skills. What steps did you follow to ensure the top candidate was selected for the position? (750-character limit)

4. When there are two qualified candidates who are equal in skill set and experience, what do you consider when selecting the best candidate for the position? (750-character limit)

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