

ADA Trustee, Thirteenth District



This document summarizes the key duties and expected volunteer commitments for the ADA Board of Trustees (board or BOT) elective role. Its purpose is to assist a new trustee in planning and preparing for the anticipated time commitments and demands of the role, and to assist the Board and its agents in the review of stipends for individuals in the role. The responsibilities and duties summarized in this document come from the following official ADA governance documents:

1. ADA Constitution and Bylaws dated January 1, 2013 (ADA Bylaws)
2. Organization and Rules of the Board of Trustees as amended March 2013 (Board Rules)

The estimated time commitments for fulfilling the listed responsibilities were developed with input from recent incumbent(s) based on their recollection of historical time and/or planned time demands.

If a discrepancy in the stated information should arise, the terms of the official documents will supersede any information in this position description.

Authority, Role and Term

The board consists of a trustee from each of the seventeen trustee districts plus the elective officers (ADA Bylaws, Chapter V, Section 10). A trustee is not an officer of the board or house of delegates (house or HOD).

Each trustee is a non-voting ex officio member of the house (ADA Bylaws, Chapter V, Section 10.B).

A trustee serves for one (1) term of four (4) years (ADA Bylaws, Chapter V, Section 20). It is an elective process for geographic locations with multiple constituent districts.

Qualifications and Duties

A trustee must be an active, life or retired member of the ADA in good standing and of one of the constituent societies (e.g., local chapters) of the district which the trustee is elected to represent. Incumbent(s) also strongly recommend that a trustee have these competencies or abilities:

- Requires a high level of involvement due to the fluid environment and future changes in dentistry such as health care, changes in education, funding, membership, new practice models, diversity of membership, student debt and changes in both the delivery and payment system.
- Trustees will often be expected to travel, sometimes extensively, on ADA business and conduct/participate in high stakes conversations for purposes of advocating ADA policy, encouraging consensus on ADA positions or educating others on ADA issues.
- Must be able to devote meaningful periods of time (e.g., weekends, evenings) away from daily business practices to engage in ADA-related activities on a recurrent planned and ad hoc basis.

Competencies

Job competencies are skills or qualities that a board member should have to succeed in their role. Examples of competencies include:

- Relationship-building skills
- Leadership skills
- Organizational agility
- Excellent communications/collaborative/interpersonal skills
- Public speaking skills
- Influence leadership skills
- Planning and organizing skills
- Problem-solving skills

The chart on the next page is a general summary of the collective duties of a trustee, organized by major category of responsibility, as presented in Chapters V of the ADA Bylaws and the Board Rules, and through conversations with recent incumbent(s).

The time demands on a trustee will vary widely based on his/her assignment to certain standing committees of the board, assignment as a board liaison to certain councils of the house, and the demands of communicating with district members. Trustees with multiple state districts tend to have relatively high time demands.

Due to the breadth of potential variation, the average being reported herein is purely for comparative purposes to other roles and not an exact representation of any individual trustee's time demands. In 2017, the trustee role required an average of approximately 214 total days annually based on an 8-hour day (1715 hours per year) to fulfill its role obligations plus additional time for travel. The range of hours/year was estimated to be allocated as follows:

Avg. Hours/Yr.	Duties by Responsibility Category
575 - 725	<p>Serve as a voting member of the board to perform its primary policy implementation and management oversight duties as provided in Chapters V of the ADA Bylaws. (The board typically meets up to 6-7 times per year for approximately 3 days each).</p>
75 - 150	<p>Serve to protect the ADA from risk and malfeasance and perform primary fiduciary duties as a member of any of nine standing committees of the board. In general, each trustee is assigned to 2-4 committees as a voting member. Such committees typically meet +/- 4 times per year and meetings are a duration of 1-2 hours to half day sessions.</p> <ul style="list-style-type: none"> As assigned by the president or a committee chair, a trustee may also serve on ad hoc workgroups and subcommittees. <p>Note: all of the above usually require extensive preparatory actions such as review of published reports and analysis of statistical information.</p>
200 - 350	<p>Serve to support the policies of the house as appointed by the president to serve on 1 or more councils or commissions as the liaison from the board. Includes but is not limited to:</p> <ul style="list-style-type: none"> Review the programs and activities of the council, staying informed of all programs and activities by appropriate staff on a regular basis. Become familiar with council budgets and be prepared to address such budgets during annual BOT ADA budget development. Provide BOT reports as necessary. <p>Note: all of the above usually require extensive preparatory actions such as review of published reports and analysis of statistical information. The average hours per year may change based on the work of the council or commission.</p>
45 - 200	<p>Attend all meetings of the HOD, and as assigned by the president attend all hearings held by reference committees of HOD during annual session. (Annual session is approximately five working days in length).</p> <ul style="list-style-type: none"> In relation to support of the HOD, a trustee must hold at least one annual meeting with delegates and alternates from trustee's district to present information on issues which will be considered by the HOD.
300 - 950	<p>Interact with and attend district meetings for the purpose of communicating about board activities and sharing information about member interests with the board.</p> <ul style="list-style-type: none"> Attend the annual meeting of constituents' societies within their district and attend constituent society legislative body meetings. Attend other related meetings of tripartite entities to communicate ADA practices and positions and exchange information to bring back to discussion at the ADA: <ul style="list-style-type: none"> district caucus meetings component society meetings state board of directors meetings.
Perform other duties as provided by the ADA Bylaws or the request of the president.	