



Primary Duties

The speaker of the house has two primary functions: officiating the house of delegates and serving as an officer of the association.

Speaker Duties

- Preside at meetings of the house of delegates and perform such duties as custom and parliamentary procedures require.
- Prepare the agenda for the house of delegates.
- Approve the minutes of the house of delegates, in conjunction with the secretary.
- Serve as a participant (non-voting) of the board of directors.
- Serve as a delegate to the ADA house and member of the delegation steering committee.
- To develop the strategic plan and oversee its implementation based on the goals adopted by the house.
- To conduct an annual review of the compensation of officers.
- To oversee CDA leadership development programs.
- To ratify presidential appointments.
- Establish task forces, as needed.
- To receive information from the subsidiaries and affiliates regarding newly established goals, major initiatives, and annual budget.
- To have final consideration of council, committee and organizational board recommendations on programmatic oversight and business issues.
- To forward to the house, for final consideration, recommendations received by councils, committees and organizational boards on policy issues.

Board of Directors Duties

- To serve as the fiduciary of this association.
- To appoint, remove, conduct an annual review based on established priorities, and set the compensation of the executive director.
- To appoint, remove, conduct an annual review and set the honorarium of the editor.
- To identify and recruit leaders for CDA leadership positions.
- To nominate candidates for each officer position to be elected by the house.
- To select candidates for the boards of directors of the subsidiary companies for election by the shareholder.
- To nominate the directors of the CDA Holding Company, Inc. for election by the shareholder.
- To elect candidates for the board of directors, board of component representatives, boards of directors of affiliate companies, councils, committees, and delegates and alternate delegates to the ADA house.
- To nominate candidates for general membership pursuant to Chapter II, Section 40A for election by the house.
- To nominate one or more candidates for the thirteenth district trustee.
- To determine the date and place for convening each annual session of the house.
- To obtain insurance covering the acts and omissions of the board, the officers and the employees of the association, in such amount and for such coverage as the board determines.
- To oversee the fiscal affairs and adopt the annual budget of the association. The annual budget shall be sent to the board at least 14 days in advance of the meeting at which it will be considered.
- To engage an outside certified public accountant to audit the finances of the association at least annually.
- To review all proposed amendments to the governance documents for CDAHCI, CDA, its affiliates and subsidiaries.
- To ensure the proposed amendments are necessary and consistent with other related provisions in the governance documents.
- To submit an annual report to the house, including presentations of the annual budget and implementation of strategic plan.

Qualifications/Skills

- Dentist member in good standing.
- Prior leadership experience in CDA, subsidiary or affiliate recommended.
- Proven meeting facilitation skills.
- Strong verbal communication skills.

Speaker Time Requirements

- CDA Board of Directors: Four two-day meetings annually, plus monthly conference calls
- CDA House of Delegates, including special houses
- CDA House of Delegates Preparation Meetings: Four to six calls annually
- ADA House of Delegates:
 - House/Delegation Meetings: Five to six days annually (including travel), plus two to three delegation calls in advance of the house
 - Steering Committee Meetings: Two to three calls in advance of the house, plus additional meetings onsite
- Parliamentary Courses/Trainings: As needed

Speaker-Elect Time Requirements (year prior to taking office)

- CDA House of Delegates, including special houses
- CDA House of Delegates Preparation Meetings: Four to six calls annually
- Parliamentary Courses/Trainings: Two to three as identified by CDA

Term/Tenure

The term shall be three years, with the eligibility to serve two terms. The nominee for speaker-elect shall be elected by the house the year prior to the expiration of the incumbent speaker's term, allowing the incoming speaker to shadow the current speaker for a year before taking office.