



## Purpose

The CDA Presents Board of Managers produces CDA Presents educational offerings for the dental community and collaborates with other councils, committees and subject matter experts to develop additional offerings based on member research.

## Primary Duties

- Manage the development and implementation of all CDA Presents meetings.
- Actively participate in the production of the annual CDA Presents meeting.
- Develop CDA Presents meeting content.
- Provide expertise in the development of educational programs.
- Evaluate the effectiveness of all programs to ensure successful implementation of the association's business plan.
- Evaluate the marketplace of meetings, speakers, vendors, sponsors and topics to assist in future planning.
- Work collaboratively with CDA councils and committees as well as outside organizations to ensure that CDA programs reflect current regulations and needs, both present and future, facing the profession.

## Qualifications/Skills

All members:

- CDA member in good standing.
- Prior meeting experience, especially on the component level, is highly recommended.
- Well-informed concerning new trends, innovative ideas and topics of current interest to the dental profession.
- Familiarity with the potential draw of different speakers to properly schedule programs (room size and other considerations).
- Willingness to travel to other dental meetings to scout other meetings and potential speakers.
- Ability to objectively evaluate programs and speakers.
- Ability to work collaboratively and communicate effectively with large groups from differing disciplines in the scheduling of programs.
- Discuss monetary arrangements with speakers.
- Ability to employ diplomacy and tact in dealing with potential difficulties that arise during CDA Presents.

Manager members:

- Must have participated as a host and/or assistant for CDA Presents and served as an associate.
- Meeting planning experience on the component level or with other dental organizations is highly recommended and desirable.

Associate members:

- Must have participated as a host and/or assistant for CDA Presents.

Assistant members:

- Must have participated as a host at CDA Presents.

New dentist members:

- Encouraged to participate as a host and/or assistant at CDA Presents.

## Time Requirements

- Meetings may be held virtually or in-person.
- Four annual board meetings, four or more hours.
- One-hour lunch meetings monthly, as needed.
- One annual CDA Presents meeting (3½ days), including board meetings each morning at the venue.
- Four days annually for scouting trips.
- Additional planning time as needed, up to two years prior to CDA Presents meeting, may encompass in-person and/or virtual events.

## Composition

The board shall be comprised of a group of sixteen to eighteen members.

- Manager members (13): Thirteen manager members, recommended by the Committee on Volunteer Placement and elected by the CDA board.
- Associate members (1-2): One to two associate members, recommended by the board of managers and elected by the CDA board.
- New dentist member (1): One new dentist, recommended by the Committee on Volunteer Placement and elected by the CDA board.
- Executive director (1): CDA executive director.

The chair shall be appointed by the president.

## Term/Tenure

- The manager member term shall be three years. The tenure shall be five terms (lifetime).
- The associate member term shall be one year. The tenure shall be two terms. May not have previously served as a manager member and may not have previously served more than one term as an associate.
- The new dentist member term shall be one year. The tenure shall be two terms. May not have previously served as a manager or associate member and may not have previously served more than one term as a new dentist member.