



2023-2024 AAWD Call for Nominations: Board of Directors

Expectations for Nominations

- Candidates must be willing to commit time, assume responsibility, and participate in meetings and AAWD activities.
- Bring a sense of entrepreneurial spirit and energy to the office.
- Demonstrate appropriate experience for the nomination such as previous AAWD leadership, industry or other non-profit board positions, or substantial charity or community service.
- For President or Vice-President, candidates are expected to have served on the AAWD Board of Directors or served in an equal capacity as an officer of another association or industry board, and have experience managing a profit and loss business, non-profit, or budgeted center.
- Candidates will provide a headshot picture, biographical information, a statement of purpose, and record a short promotional video on Zoom to be used as part of the ballot.
- The Board of Directors' service is a real opportunity for personal and professional growth. It allows the member to develop and shape the future of AAWD and to be the real voice of women dentists.

Specific Requirements

- The typical time commitment for a board member is 8 to 10 hours per month.
- Board members are expected to attend monthly meetings and semi-annual face-to-face board meetings or virtual strategic planning sessions if offered.
- Board members are expected to prepare in advance for meetings and accomplish the agenda items.
- Board members are expected to place the interests and needs of AAWD above all self-interests.

2023-2024 AAWD Board Member Nomination Positions

President	2-Year Term	\$7,500 Travel Stipend
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- Represent AAWD in all matters relating to its affairs with maturity and foresight.
- Be responsible at all times for the conduct and welfare of the Association.
- Represent AAWD at selected local, state, national, and international associations. Send appropriate representative(s) to functions that the President cannot attend.
- Accept invitations to functions and speaking engagements when invited. Send appropriate representative to functions that the President cannot attend.
- Respond to all AAWD correspondence, or delegate to Secretary with guidance.
- Preside over all Board, Membership, and special meetings.
- Prepare meeting agendas, and place appropriate time limits on topics.
- Appoint a qualified person to serve as parliamentarian.
- Appoint committee chairs and members not otherwise provided for in the Bylaws.
- Appoint liaison to Smiles for Success Committee from Board of Directors.
- Prepare directives for all committees, to be distributed at the start of the presidential year.

- Follow up with committee's chairs, to ensure they fulfill their assignments.
- Appoint special task forces as deemed necessary. Ensure that volunteers for special task forces have the ability and time to fulfill their assignment.
- Write President's Message for AAWD communications
- Prepare President's reports for Board and annual membership meetings.
- Send all thank you correspondence necessary after Annual Meeting.
- Communicate on a regular basis with Executive Committee and committee chairs.
- Work with Board Members and Executive Administrators to create situations opportunities that promote the organization.
- Encourage Board Member's interaction with grass roots levels as often as possible.
- Pass presidential gavel on to new president.
- Serve as one of the three members on the Gillette Hayden Memorial Foundation
- Trustee Selection Committee

President-Elect	2-Year Term	\$1,000 Travel Stipend
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- Ascend to the position of President after completion of the second year
- Assist the President in every way possible in the conduct of the President's office.
- Assume the duties of the President in case of absence, resignation, or disability.
- Be responsible for arranging the Interim and Annual Membership Meetings. The committee will include Executive Administrators, as well as other designated members.
- Periodically check with the Secretary/Treasurer and Executive Administrators on available funds for the Annual Membership Meeting.
- Clear all decisions with the President regarding the interim and annual meetings.
- Use the position of President-elect to prepare for the office of President.
- Name Directors and Committee Chairs for Presidential year by October 1 of the second
- year of the term and develop directives for new committees.
- Be responsible for the outgoing President gift. Consult Secretary/Treasurer and
- Executive Administrators to verify budgeted amount.

Secretary/Treasurer	2-Year Term	\$1,000 Travel Stipend
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- Assume duties of the President-elect in case of absence, resignation, or disability.
- GHMF committee advisory chair (see GHMF).
- Update membership letter as needed, which may include benefits, AAWD mission and goals, and historical data. This membership letter shall be mailed with dues statement.
- Select and Chair Bylaws Committee, inform President and Central office of members of committee.
- Review the Articles of the Constitution and Bylaws in order to keep them consistent with the Association's program.
- Procedure Manual should be updated each as needed for approval by the Board of Directors. The Manual should be distributed to the officers and committee chairs yearly.
- Review bylaws annually, select chair and members of the bylaw committee as needed
- Review Policies and Procedures Manual annually, updated as needed.
- Have general charge of the financial affairs of the Association.
- Be certain of accuracy of the accounting procedures and submission of required federal and state internal revenue reports in a timely fashion.

- Work with Board to establish a reasonable and feasible budget and keep Board on budget.
- In case of a line item being over budget or a new expenditure not having a line item, the Secretary/Treasurer shall obtain approval from the Board. In the case of an emergency, Secretary/Treasurer and the President can approve the expenditure, but it must be reported to the Board at the next meeting.
- Present budget for approval at Board meeting.
- Prepare financial reports to present to Executive Committee monthly and for Board meetings.
- Formulate budget for incoming Secretary/Treasurer.

Director of Corporate Relations	2-Year Term	\$3,000 Travel Stipend
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- Select and organize committee(s) as needed for award/scholarship selection as needed.
- Promote fundraising via sponsorships, donations, and grants.
- Develop corporate roundtable guidelines and composition.
- Arrange and attend corporate roundtable meetings (Executive Committee is included on all corporate roundtable meetings).
- Be corporate liaison to the corporations in the dental industry and create long lasting relationships with said corporations.
- Attend 2-3 meetings annually outside of the AAWD Annual meeting.
- Develop marketing strategies.
- Work closely with President-Elect to solicit outside funds for annual meeting and receptions.

Director of Membership and Chapters	2-Year Term	\$500 Travel Stipend
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- Organize quarterly calls for all chapter leaders.
- Provide help with soliciting speakers and funding for local programs, by working with the Director of Corporate Relations.
- Maintain and update chapter start-up materials.
- Devise plans to recruit new members and retain working with the Director of Member Benefits.
- Develop motivational programs to involve existing active members and officers in recruiting new members and in reactivating former members.
- Maintain contact with student representative to promote membership recruitment at each school.
- Support Director of Academic Affairs with student chapter formation