

# **Colorado Dental Hygienists' Association**

## **Election Packet 2024**

## Current CODHA Officers

**If you are interested in pursuing any elected or appointed position on the CODHA Board of Directors, we welcome you to contact the dental hygienist currently filling the position to ask questions and learn about their term in the position.**

### Elected Positions:

President – Courtney Justice, [president@codha.org](mailto:president@codha.org)  
President-Elect\* - Dani Ford, [president-elect@codha.org](mailto:president-elect@codha.org)  
Past President – Valerie Cuzella, [pastpresident@codha.org](mailto:pastpresident@codha.org)  
Vice President - Janiece Ervin, [vp@codha.org](mailto:vp@codha.org)  
Secretary - Schelli Stedke, [secretary@codha.org](mailto:secretary@codha.org)  
Treasurer - Tabitha Converse, [treasurer@codha.org](mailto:treasurer@codha.org)  
ADHA Delegates (2)\* - email [nominations@codha.org](mailto:nominations@codha.org)  
ADHA Alternate Delegates (4)\* - email [nominations@codha.org](mailto:nominations@codha.org)  
Council on Membership Services\* - Jennifer Hosburgh, [membership@codha.org](mailto:membership@codha.org)  
Council on Regulation and Practice\* - Lisa Westhoff, [reg\\_practice@codha.org](mailto:reg_practice@codha.org)  
Council on Education Services\* - Liz Flores, [educationservices@codha.org](mailto:educationservices@codha.org)  
Component Directors\* - email [nominations@codha.org](mailto:nominations@codha.org)

### Appointed Positions:

Student Liaison\* - Amber Clark, [student.liaison@codha.org](mailto:student.liaison@codha.org)  
Historian\* - Sarah Summers, [historian@codha.org](mailto:historian@codha.org)  
Parliamentarian\* – Laurie Ghigleri, [parliamentarian@codha.org](mailto:parliamentarian@codha.org)  
Webmaster\* – [info@codha.org](mailto:info@codha.org)  
Facebook Administrator\* - [info@codha.org](mailto:info@codha.org)  
Explorer Editor(s)\* - Email [explorer@codha.org](mailto:explorer@codha.org)  
Financial Oversight Committee\* - email [foc@codha.org](mailto:foc@codha.org)  
Nominating Committee\* - [nominations@codha.org](mailto:nominations@codha.org)

**\*Position will be vacant and needs to be filled in November 2024 election**

**TO NOMINATE A CANDIDATE GO TO [www.codha.org/nominations](http://www.codha.org/nominations) BEFORE SEPTEMBER 1, 2024.**

## PRESIDENT

- 3 year total term served consecutively. 1 year President-Elect, 1 year President, and 1 year Immediate Past President.
- At beginning of term
  - Sets dates for future BOD meetings.
  - Appoints (with board approval) Chair of the ADHA Delegates, Historian, Parliamentarian, and any vacant Director/Assistant Director positions.
  - Make certain that the Board approves the new/current strategic plan at the first BOD meeting.
  - Send List of all the officer to ADHA (portal) who will have Access to the Reports on the member site
  - Letters of introduction:
    - Colorado Dental Board introducing official spokespersons; President and Council on Regulation and Practice Chairperson, Executive Director.
    - Initiate liaison on behalf of CODHA to the newly elected Presidents of CDA.
- Ongoing
  - Presides at all meetings of the Board of Directors and chairs the Executive Committee.
  - Act as a mentor to the President-Elect.
  - Serve as an ex-officio member of all Councils and Standing/Special Committees, except the Nominating Committee.
  - Assist with planning and facilitating Annual Session
  - Attend meetings of the Components as feasible and be available to assist Components.
  - Manage and oversee the CODHA Executive Director in his/her duties.
  - Serve as the official representative of the Association in contacts for the purpose of advancing the objectives and policies of this Association.
  - Draft, secure, and submit for BOD approval the annual contracts for any employees/contractors of the Association.
- Time Specific Duties
  - Present Student Awards at pinning ceremonies or graduation ceremonies, as requested. (usually in May, but may include other graduation events for some cohorts)
- Present the Distinguished Service Award, Ethel Covington Award, Outstanding Contribution Award, and any other appropriate awards at Annual Session
- Plan and host a President's Luncheon during the Annual Session.
- Presides over the General Assembly.
- Submit a report for each BOD meeting and an Annual Report at the close of term for the General Assembly.

## **PRESIDENT-ELECT**

- 3 year total term served consecutively. 1 year President-Elect, 1 year President, and 1 year Immediate Past President.
- Ongoing Duties
  - Assist the President as requested and become familiar with all duties of the office of President.
  - Preside at meetings in the absence of the President.
  - Serve as a member of the Board of Directors, Executive Committee, and Budget Committee, Council on Regulation and Practice, and Professional Objectives Committee.
  - Serves as the Chair of the Procedure Manual Committee.
- Time Specific Duties
  - Organize an annual Association Strategic Planning Workshop (generally held at the February/March BOD meeting).
  - Submit a report for each BOD meeting and an Annual Report at the close of term for the General Assembly.

## **IMMEDIATE PAST PRESIDENT**

- 3 year total term served consecutively. 1 year President-Elect, 1 year President, and 1 year Immediate Past President.
- Should the office of Immediate Past President become vacant, the previous Immediate Past President may fill the vacancy; otherwise the vacancy may be filled by majority vote of the Board.
- Ongoing Duties
  - Serve as a member of the Council on Annual Session, member of Procedural Manual Committee, Council on Regulation and Practice.
  - Act as a mentor to the President
- Time Specific Duties
  - Submit a report at each BOD meeting and an Annual Report at close of term for the General Assembly.
  - Order and present a gift to outgoing President at the annual President's Luncheon
  - Oversee printing of student award certificates and delivering them to the presenter prior to graduation events. Request checks from the Treasurer with student names to be given with award certificates.
    - Student Recognition Award
    - Clinical Excellence Award
    - Elizabeth Reyes-Krasovec Memorial Award.

## **VICE PRESIDENT**

- The Vice-President shall be elected for a term of two (2) years or until their successors are elected, with tenure limited to three (3) consecutive terms

- Ongoing Duties
  - Assist the President as requested
  - Serve as a member of the Board of Directors, the Executive Committee, and as a non-voting member of the General Assembly
  - Serve as Chair of Council on Annual Session. (See Council on Annual Session for duties)
  - Submit a report at each BOD meeting. Reports should be in WORD FORMAT/Financial reports should be in EXCEL FORMAT.
- Time Specific Duties
  - Follow Annual Session timeline as outlined in the Council on Annual Session section
  - Submit a copy of the annual meeting program to the Cloud/Permanent File
  - Submit a final report, including financials, about the outcome of Annual Session to the House of Delegates
- Should the office of Vice-President become vacant, such vacancy shall be filled by a majority vote of the Board
- When needed, submit proposed resolutions/bylaws changes to the CODHA General Assembly (See Section 3: Communications)
- Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

## **SECRETARY**

- The Secretary shall be elected for a term of two (2) year or until their successors are elected, with tenure limited to three (3) consecutive terms
- At Beginning of Term
  - Immediately following the election and installation, submit a list of newly elected officers to:
    - Officer list request form to ADHA using the constituent and component officer form (may be on the portal)
    - District X Trustee
    - Executive Director of the CDA [1] [2]
  - Create BOD Roster with contact information to be placed on The Cloud
  - Create a form for newly elected officers to submit their information to be updated CODHA ED or Administrative Assistant will update the website.
- Ongoing Duties
  - Serve as Secretary for all Board of Trustee meetings and the Executive Committee meetings (See Section 2: General Instructions, format for minutes and Guidelines for minutes)
  - Assist the President with correspondence when requested
  - Serve as a member of the Board of Directors, the Executive Committee, and as a non-voting member of the General Assembly

- Keep an accurate list of correspondence, saving only the necessary copies
- Submit Board of Directors news to the newsletter The Explorer at appropriate times after consultation with the President
- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the close of term. Reports should be in WORD FORMAT
- Minutes:
  - Distribute/Send approved minutes to all Board Members, CODHA delegates/alternates to ADHA. Be able to produce past minutes to BOD members when requested
  - Within two weeks after each Board meeting, submit to the Minutes Review Committee the draft minutes. Request a return of edits from Minutes Review Committee after one week. The final draft should be distributed to the members of the Board by 30 days post the meeting
  - Prior to distribution to board members before final minutes' approval, each page of the draft should be labeled as such. Once the minutes are approved at an official Board meeting, those draft designations should be removed, and the final minutes signed by the secretary. Final minutes, under the direction of the President, placed in the Cloud for distribution.
  - Submit official minutes to the Cloud/Permanent Files and the list of elected/appointed officers, elected/appointed chairs and members of committees/councils
- In Preparation for BOD meetings:
  - Request reports and agenda items be submitted to you and the President by a certain date (approx. 4 weeks prior to the meeting)
  - Obtain agenda from President 10 days prior to BOD
  - Send reports, draft of minutes, and agenda to all members of the Board approximately one (1) week prior to the meeting
  - Include information needed for those participating electronically, if applicable. Include:
    - Date
    - Time
    - Place (include map or directions, instructions regarding parking, etc.)
- Record Keeping:
  - Permanent Minutes of the Board of Directors must be kept for 3 years on Cloud in hard copy and bound in a book-type form. It is most important that the reports associated with each set of minutes are attached to those minutes. That would include the consent agenda items. Basically, if something is said to be "on file", that item must be attached to those permanent minutes in hard form
  - Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- For General Assembly:

- Under the direction of the President, aid in assembling a list of Motions or Actions of the Board/Executive Committee (for the entire term of office) in preparation of the Annual Report to the General Assembly and to be placed in the permanent file of the BOD.
- Should the office of Secretary become vacant, such vacancy shall be filled by a majority vote of the Board.
- When needed, submit to the CODHA, General Assembly proposed resolutions/bylaws changes.

## **TREASURER**

- The Treasurer of CODHA shall be elected for a term of three (3) years with a tenure limited to (2) two consecutive terms
- Ongoing Duties:
  - Serve as custodian of all monies belonging to the Association
  - Serve as a member of the Board of Directors, Executive Committee and Chair of the Budget Committee, component advisory committee, and as a non-voting member of the General Assembly
  - Pay all bills as received. Receipts must be submitted with a CODHA reimbursement request form. Receipts submitted by the first of the month will be paid by the fifteenth of that month and receipts submitted by the fifteenth of the month will be paid by the first of the following month. Under the direction of the President, place the reimbursement form in The Cloud
  - Keep accurate records of all transactions
  - Submit a financial report at all BOD meetings
  - Make sure that all Speakers for CODHA being paid over \$600 fill out and submit a W-9 form back to you. Also make sure that there is a convenient link to the W-9 form
  - In the budget, establish an appropriate separate line item for each unincorporated component, designating monies collected (dues, CE events) and dispersed (expenses) for the individual components. Function as the Treasurer for each unincorporated component as they do not have individual officers. Distribute money to the component upon need and in accordance with the Chair of the Component Advisory Committee and directives of that committee and the Board. Be available to sign any needed contracts (hotel, venues for meetings, CE functions, etc.) for the component on behalf of CODHA
  - Keep a file of each year's approved budget. Documents needed for legal purposes shall be kept by the Treasurer for state and federal retention laws
  - Send any Treasurer's books and reports that are not in active use the Cloud/permanent files
  - Along with an Executive Committee member, sign all necessary contracts.

- The Board of Directors shall review and annually investigate the types of accounts and avenues of investments for CODHA monies
- CODHA may establish fundraising committees to accumulate special funds for designated purposes. Said funds will be held in an account separated from general funds
- All expenditures over 110% of budget line item must be approved by the BOD prior to reimbursement by the Treasurer
- All bills are to be submitted to the Treasurer as the bills are incurred, unless previous arrangements have been made with the Treasurer, otherwise payment of the bills may not be rendered
- You will receive and keep a CODHA credit card. Submit all CODHA credit card receipts. Post a copy of the credit card receipt in your officer file on the Cloud.
- Time Specific Duties:
  - The Treasurer will file the Income Tax form 990 by March 15, 20XX to the IRS. Under board direction may consult with Certified Public Accountant
  - Ensure that the Incorporation Status is updated annually. This is done by using an on-line update with the Colorado State Department of Revenue
  - Update any sales tax licenses prior to expiration.
  - Calculate and remit any sales tax applicable from merchandise sales.
  - Submit the annual premium for the Liability insurance policy to ensure continual coverage
  - Annual Budget
    - Send a request to all Council/Committee Chairs and officers for a budget recommendation, to be completed and returned for consideration and/or inclusion in the budget by the Budget Committee by a designated date
    - Prepare and present annual budgets to the Board of Directors at the summer BOD to ensure the Board of Directors has the info to present the annual budget to the General Assembly at the Annual Session
      - ★ Include last year's proposed/total, current proposed/total to Date, and future proposed budget
  - Submit a report of each BOD meeting and an Annual Report written report for the General Assembly at the close of term. This report should include profit and loss statements and itemized categories reports for major line items. Reports should be submitted for CODHA budget and for the Assessments budget. Reports should be in WORD FORMAT. Financial reports should be in EXCEL FORMAT
  - Upon direction by the BOD, submits the financial records to be audited annually. The CODHA Board of Directors will annually designate an audit of the accounts of the treasury; and at its discretion, from time to time, employ an independent agency to review/audit the treasury records

- Annually make available to the Financial Oversight Committee the association accounts, ledgers, bank statements, a copy of the adopted budget, and any additional financial documents including budget amendments made by the Board
- At End of Term:
  - New bank signature cards should be obtained prior to the end of the term. The Treasurer is the designated signer on the account along with at least one other member of the Executive committee
- CODHA checking and savings accounts must be kept separate from Assessments account
- The CODHA fiscal year shall be November 1st – October 31st
- Should the office of Treasurer become vacant, such vacancy shall be filled by a majority vote of the Board
- Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- Utilize the CODHA QuickBooks programs for money management

#### **PARLIAMENTARIAN OF THE BOD**

- The Parliamentarian shall be appointed by the President to serve a term of one year
- Ongoing Duties:
  - Attend all regular and special meetings of the Board of Directors as an ex-officio member of the Board with the right to make and debate motions, but without the right to vote.
  - Serve as advisor to the President and other members of the Board on Parliamentary matters
  - Have a copy of the current/revised CODHA Bylaws the CODHA Standing Rules, CODHA Policy, the CODHA Procedure Manual, the most current edition of Roberts Rules of Order, Standing Rules of the House, Procedures of the House, Standing Rules of the Board and the current ADHA Bylaws. Have available for all meetings
  - Make notes of motions and other pertinent action taken during Board meetings for quick reference by the President
  - Serve on the CODHA Procedure Manual committee, and an ex-officio member of the General Assembly Minutes Approval Committee and the Component Advisory Committee and the CODHA Rules Committee
  - Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT
  - Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.
- Time Specific Duties:

- If there is not an General Assembly Parliamentarian, then serve as Parliamentarian for the CODHA House of Delegates if asked to do so by the Speaker of the House - being prepared to give a short presentation on Parliamentary Procedure at the beginning of the first General Assembly

## **HISTORIAN**

- The Historian shall be appointed by the President to serve a term of one year.
- Ongoing Duties:
  - Serves as an ex-officio member of the Board of Directors, with the right to debate and make motions, without the right to vote. Serves as a non-voting member of the General Assembly
  - Receives materials from Officers and Chairs to aid in determining historic value to the Association. Those items are then stored in the virtual storage, unless deemed necessary to keep in hard copy
  - Receives photos from others and preserves for historic value uploads to the Google Photo of the codha.org emails
  - Submit pictures to The Explorer when requested
  - Submit a report at each BOD meeting and an Annual Report to the General Assembly at the close of term, reports should be in WORD FORMAT
  - Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
  - Be prepared to accept and store hard copies of certain historical documents, and if possibly, place these items into virtual storage
- Document in virtual storage:
  - CODHA of Honorary and Life Members
  - All member award recipients
  - All student award recipients
  - Dental board members with dates of service

## **CHAIR OF THE CODHA DELEGATION TO ADHA HOUSE OF DELEGATES**

- Appointed for one term by the President from the elected delegation to ADHA
- At Beginning of Term:
  - Immediately upon appointment, the Chair shall gather for submission following information to send to ADHA staff:
    - Names of Delegates and Alternate Delegates
    - Addresses
    - Contact Phone numbers
    - ADHA Membership numbers
    - # of times as ADHA Delegate and/or Alternate Delegate
    - # of times served in CODHA and/or ADHA Reference Committee (designate if Chair of committee)

- Ongoing Duties:
  - Shall attend CODHA BOD meetings as an ex-officio member of the Board without the right to vote, but with the right to make motions and to debate
  - Submit a report at each BOD meeting and an Annual Report at the General Assembly end of term. Reports should be in WORD FORMAT
- Prior to, or During, ADHA House of Delegates
  - Be responsible for submitting Proposed Resolutions and/or Proposed Bylaws amendments on behalf of CODHA to ADHA. These are to be sent to the ADHA Executive Director by 5:00 P.M. Central time the last Friday in March prior to the ADHA House of Delegates. These may be sent to the office of the Executive Director by fax, mail, or email. A form is provided online under the ADHA web site ([www.adha.org](http://www.adha.org)), "Delegate Resources." ADHA will send verification of a receipt but makers are encouraged to contact the central office to confirm receipt. A copy should be sent to the President of CODHA and the District X Trustee
  - Shall disseminate pertinent information received from ADHA or other sources to the delegation
  - Shall be responsible for credentialing of the delegation during ADHA House of Delegates
  - Shall make assignments for Colorado representation at hearings, forums, or workshops that the Chair deems necessary
  - Shall maintain a file of testimony to be added to the Delegates file that contains pertinent information and materials acquired at the meeting. Information should be retained for five years. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
  - Serve as the ADHA Student Liaison coordinator in the event the student delegate is from this state. Guide this student through the ADHA House of Delegates and Student General Assembly process
  - Duties for the attendance of ADHA House of Delegates (if HOD is in-person):
    - Coordinating registration for the delegation
    - Coordinating travel and hotel arrangements for the Delegation
  - Shall maintain a file of expenditures of the delegation to review with the Treasurer in determining future budgets for the ADHA Delegation
- Following ADHA House of Delegates:

- Report to the membership of this Association as soon as practical after the Annual Meeting by means of The Explorer, email blast. This report is to contain a report of the business transacted at the ADHA Annual Meeting, Actions of the General Assembly as well as a general report of the ideas expressed behind the scenes. Since few of our members get a chance to attend a National meeting, this report is the main contact other than the District X Trustee's report. The newly elected and installed officers should be noted. Included Reports should be in WORD FORMAT
- Submit a written report to CODHA House of Delegates regarding ADHA Annual Session actions so that CODHA policy and bylaws revisions are consistent with ADHA. Reports should be in WORD FORMAT

## **ADHA DELEGATES and ALTERNATE DELEGATES**

### **CODHA: Delegation to ADHA House of Delegates**

- Delegate/Alternate Delegate Eligibility
  - The number of delegates shall be determined annually by ADHA.
  - Delegates will be elected for a two-year term on a rotational basis to ensure continuity.
  - Delegates must have previously served as an alternate delegate. A delegate may serve two consecutive two-year terms.
  - Alternate delegates shall serve for a term of one year.
  - Delegates and Alternate Delegates shall be voting members of the Association in good standing.
  - Delegates and Alternate Delegates shall have served at least one year as an officer of this Association or as an Association Council member, and shall have served as an Alternate Delegate prior to election as a Delegate
- Delegate Duties:
  - Shall attend the District X (Ten) Delegates' Workshop and/or meetings
  - Shall attend all meetings of the House of Delegates (General Assembly) and general sessions of the ADHA
  - Has the power to represent CODHA in the House of Delegates of ADHA with the privileges of debate and vote
  - The Alternate Delegate shall serve as Delegate in the event that circumstances affect the Delegate's ability to serve
  - Shall be available to disseminate information and answer questions from the CODHA membership regarding ADHA House of Delegates actions/election results. Submit to The Explorer, email blast, a report as soon after ADHA Annual Session as possible
  - Submit proposed resolutions from CODHA to ADHA through the chair of the delegation
  - Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines. Reference: Procedure Manual, Section 2, page 3

- Shall consult with the CODHA Board of Directors on the matters to be considered by the ADHA House of Delegates and the proposed slate of officers
- Read and review all delegate materials prior to District X trustee appointed Meeting
- If a vacancy occurs in the delegate position during the called ADHA meeting(s), the Chair of the Delegation shall appoint an Alternate Delegate to fill the vacated position
- When a delegate or alternate delegate has any or all of their travel, hotel, or registration expenses for District X or ADHA Annual Session paid through ADHA, the host state of District X and/or other sources, that individual shall not receive duplicate reimbursement for the same expenses from CODHA. (This does not include per diem. [House of Delegates 2000])
- Each Delegate and funded Alternate Delegate shall be funded 50% of the hotel room rate during ADHA Annual Conference for the days at which the Delegates and Alternate Delegates are required to be present

### **COMPONENT DIRECTORS**

- Serve as a member of the Component Advisory Committee
- Submit a report at each BOD meeting and an Annual Report to the General Assembly at the close of term, reports should be in WORD FORMAT
- Attend all CODHA BOD meetings as a full voting member. If unable to attend, the elected or appointed Alternate Director should attend.
- Communicate with component members and act as a liaison between CODHA and constituents.
- Host at least one social/CE event per year. Funding of which will be designated by dues line item in the budget and any perceived profits from the events.

### **CHAIR OF COUNCIL ON EDUCATIONAL SERVICES**

- Act as Chair of a committee that has at least 3 members
- Manage Continuing Education programs of this Association, other than the Scientific Session at Annual Session.
- May, at the direction of the Board of Trustees, originate and be responsible for CE opportunities around the state of Colorado. The Council will aid any component who wishes to sponsor a C E program within their boundaries.
- The Council will be a resource:
  - for course approval for CODHA;
  - for a library of approved support measures and forms for CE courses;
  - a compilation of approved speaker names and courses;
  - in general serve as a resource for continuing education information for the state

- Provide Quality Assurance of continuing education provided under the scope of CODHA
- Contact each Dental Hygiene Program Pueblo Community College (PCC), Community College of Denver (CCD), Colorado Northwestern Community College (CNCC), Concorde Career College, Colorado Dental Association, and the Metropolitan Denver Dental Society, to acquire details of their proposed Continuing Education.
- Keep components aware of the schedule of courses planned by the Council for that term.
- Maintain a calendar of scheduled CE events (component and constituent) for reference and for web postings.
- Serve as a member of the Council on Annual Session
- Submit a report at each BOT meeting and an Annual Report to the House of Delegates. Include an Annual Report on Quality Assurance. Reports should be in WORD FORMAT
- Shall meet at least twice (2) per year. Minutes shall be kept of all meetings.
- Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- Participate in the development of the annual CODHA Strategic Plan.

#### **COUNCIL ON REGULATION AND PRACTICE**

- Responsible for Professional Development and Business Models of dental hygiene practice, CODHA Policy and to improve the public's total health by reducing obstacles to dental hygiene care.
- Act as Chair of a Council at least three (3) members; the President-Elect and Immediate Past President shall traditionally be appointed members on this council.
- Shall meet at least twice (2 times) a year, minutes shall be kept.
- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT
- Be aware of each statement in the CODHA document on Association Policy
- Keep CODHA Policy current according to the goals of the CODHA Strategic Plan and in accordance with ADHA Policy (being mindful of the statute of the state of Colorado)
- Evaluate CODHA policy annually and present new policy, proposed changes to existing policy, or elimination of outdated policy to the HOD for approval
- Coordinate with the Secretary who is responsible for keeping the current and most up-to-date copies of CODHA policy
- Be available to confer with those within the Association who desire to present a Policy change or a new policy to the HOD, upon consultation with the CODHA President.
- Serve as a resource for Direct Access Dental Hygiene practices

- Provide information on issues related to regulation, legislation and dental hygiene practice
- Conduct a current issues survey to all licensed dental hygienists in Colorado, planning to begin the research process at least three (3) years prior to the Sunrise/Sunset review of the dental practice law
- Promote CODHA interests before the Legislature and CO Dental Board
- Responsible for testimony at all pertinent Colorado Dental Board hearings as directed by the President
- One-on-One program; To monitor and confirm that all legislators have a personal contact by a CODHA member and those dental hygiene friendly legislators have adequate support and information from CODHA
  - Identify component One-on-One Liaisons
  - Consult with Lobbyists to determine which legislators to contact
  - Provide Guidelines for consistent communication between members of the One-on-One program (Scripts/information for phone calls and letter writing)
- Monitor legislation
  - Understand the process through which changes in legislation take place and take appropriate action to promote legislation that is in the best interests of the public's oral health and of the profession of dental hygiene.
  - Chair will be the primary contact for Lobbyists
  - Study the trends pertaining to dental hygiene on the Federal, State and Local levels
  - Report the State's political activity that could affect the dental hygiene community to the ADHA and keep the membership of this Association informed of the ADHA legislative efforts
- Quality Assurance
- Monitor Assessments
  - Assist the Treasurer in maintaining the assessment account
  - The professional development assessment of \$50 during membership renewal continues until such time as the Board directs the assessment cancellation

#### **COUNCIL ON MEMBERSHIP SERVICES**

- Maintains membership records and
- Communicates with members, potential members, the constituent and components on all aspects of membership.
- Increasing the membership of the American Dental Hygienists' Association to represent the majority of licensed dental hygienists.
- Act as Chair of a Council that shall consist of at least three (3) members.
- Shall meet at least twice (2 times) per year. Minutes shall be kept of all meetings.
- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT

- Develop and administer membership programs for increasing and maintaining membership (coordinate with Components)
- Obtain and review from ADHA the current CODHA Membership list (coordinate with ED)
- Implement activities encouraging licensed dental hygienists who are not members to become interested in membership
- Contact all newly licensed dental hygienists and recent graduates to encourage them to become/ continue as members of the Association
- Contact non-renewing members to encourage renewal
- Develop programs and benefits to encourage retention
- Draft and distribute weekly email
- Attend all CODHA BOD meetings as a full voting member.

### **NOMINATING COMMITTEE**

- Nominate candidates for CODHA offices, Council Chair Positions, and ADHA Delegates and Alternates to be filled at the General Assembly 60 days prior to the House of Delegates.
- Act as Chair of a Council at least three (3) members elected by plurality vote during the General Assembly. The Chair shall be elected by the members of the committee. No member may serve more than one (1) consecutive term on the committee. A vacancy in the membership of the committee shall be filled by the Executive Committee.
- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT
- Solicit names to be submitted for Trustee/Alternate Trustee at least 120 days prior to General Assembly
- Send each nominee the duties and responsibilities from Section V of the Procedure Manual
- Prepare biographical sketches on the nominees and have the information at least 60 days prior to the General Assembly, Component Trustee/Alternate Trustee elections must be held. A slate of candidates must be presented on the CODHA website two (2) weeks prior to voting. Electronic voting should be open for five (5) days
- Send each nominee the General Assembly rules and procedures for Candidate Forum and seconding speeches
- Present Secretary and President the candidate names to be placed in the delegate's manual
- Assist Secretary in ballot preparation for election of officers and give to Teller when appointed
- Present a slate of candidates for offices at the General Assembly, which serves as the annual report
- A member of the Nominating and Elections Committee can also be a candidate for office

## **EXECUTIVE COMMITTEE**

- Shall be chaired by the President.
- Shall meet at least annually
- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT
- Determine if any proposed resolutions or bylaws should be put forth for consideration to the General Assembly.

## **FINANCIAL OVERSIGHT COMMITTEE**

- Review the accounts of the Association at least annually, and:
  - Add up columns to verify math for balancing
  - Compare deposits with checks written in checking, and in all accounts
  - Be sure other accounts in <credit> and <debit> compare with designated line items
  - Add up line item expenses for verification of math and check to see that expenses are within approved budget
  - Add up revenue section for verification of math
  - Confirm Treasurer's quarterly income statement with the ledger
  - Restricted Funds = Deferred Dues
  - Unrestricted Funds = Assets = Restricted Funds
- Annually audit accounts of this Association at such other time as directed by the Board
- Report to the BOD, when indicated, and submit a final report to the BOT at the close of the term
- At the discretion of the Board, from time to time, an independent agency may be employed to audit the treasury records of CODHA and file the Association's IRS Form 990
- Income Tax Form 990 must be filed by the 15<sup>th</sup> day of the 5<sup>th</sup> month following the end of the fiscal year. It may be filed by an independent agency.

## **BUDGET COMMITTEE**

- Review the accounts of the treasury and make recommendations to the types of accounts that CODHA shall have money deposited
- Prepares the proposed annual budget for presentation to the board and General Assembly
- Must consist of no less than three (3) members including the CODHA Treasurer, who is the Chair of this committee
- Shall meet at least annually
- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT

## **COMPONENT ADVISORY COMMITTEE**

- Shall consist of Five (5) members who shall include the Immediate Past President, Treasurer, Speaker of the House, and two (2) Trustees. The Trustees shall be appointed by the President with Board approval, to serve a one year term, up to three (3) consecutive terms.
- The CODHA Parliamentarian shall serve as an ex-officio member without vote.
- Shall meet at least annually
- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT
  - Is responsible for forming, editing, and distributing guidelines to which Components must adhere when planning and conducting an event.
  - The Component Advisory Committee ensures that a Component:
  - Has completed the Event Planning Checklist
  - Has completed the Financial Planning Checklist
  - Has consulted with the Council on Educational Services that a Continuing Education speaker is approved as a CODHA-recognized speaker
  - Has consulted with the Council on Regulation and Practice on any actions or statements involving political issues or direct access care
  - Has consulted with Council on Membership Services on any actions or statements intended for members solely of that Component or for students and faculty of a dental hygiene school. However, statements promulgated by CODHA Board of Trustees or the Executive Administrator may be distributed to members without further consultation
  - Has consulted with the Council on Public Affairs on any actions or statements intended for public consumption
  - Accurately represents ADHA and CODHA in all interactions with stakeholders
  - Does not enter agreements, but submits proposed agreements to the CODHA Executive Administrator for appropriate members of the Board of Trustees to approve and sign

## **RULES COMMITTEE**

- Reviewing the CODHA Bylaws, CODHA Standing Rules, CODHA Standing Rules of the House of Delegates
- Submitting amendments of these documents to the General Assembly if necessary.
- The BOD may assign the Committee the duty of reviewing the Standing Rules of the BOD and the Procedures of the General Assembly.
- Recommend amendments to these documents when necessary.
- Shall consist of the President, the Parliamentarian, the Secretary and two (2) members appointed by the President with Board approval.
- Shall meet at least annually

- Submit a report to all BOD meetings and an Annual Report to the General Assembly at the end of the term. Reports should be in WORD FORMAT

## **STUDENT LIAISON**

- Serve as a member of the Council on Membership
- Establish relationships with the Program Directors and SCADHA Advisors at each of the Colorado dental hygiene programs
  - Attempt to also build relationships with dental hygiene programs in border states.
- Reach out to dental hygiene programs to find out when graduation/pinning ceremonies are. Find a member of the CODHA Board of Directors to attend each graduation/pinning ceremony.
- Create gifts for students to be given at graduations, pinning ceremonies, during finals week, during board exams, and/or at other times throughout the year.
- Schedule a time to present about ADHA membership to each of the Colorado dental hygiene programs. CODHA President, CODHA Student Liaison, and/or other members of the Board of Directors should visit and/or present at least one time per year at each of the Colorado dental hygiene programs.
- Continue communications with student members and dental hygiene program faculty about upcoming events, Annual Session student sessions, and other membership initiatives.
- Annual Student Awards
  - Contact dental hygiene programs with information and criteria for annual student awards.
  - Collect award winner names
  - Request that checks are printed/mailed by CODHA Treasurer
  - Print award certificates and mount in certificate holders.
- Elizabeth Reyes Memorial Scholarship
  - Determine an essay question for students to answer and a due date for essays
  - Distribute essay criteria to graduating students and dental hygiene program faculty
  - Collect essays by deadline. Deidentify essays by removing cover letters and numbering essay submissions.
  - Send essays to a committee for evaluation and ranking.
  - Collect rankings and determine winner.
  - Print certificate and mount in certificate holder.