

GHDS BOARD, ELECTED COMMITTEE, DELEGATE & ALTERNATE DELEGATE JOB DESCRIPTIONS

GHDS EXECUTIVE OFFICERS

(President-Elect; Secretary/Treasurer; 1st Vice President, and 2nd Vice President)

Desired characteristics of nominees for any GHDS Executive Officers:

- Is willing and able to commit the time required of the position
- Has experience as a member of the GHDS Board of Directors
- Has served in elected office at the other associations
- Understands and upholds the GHDS Bylaws and policies
- Adheres to high ethical standards
- Is articulate and can sell an idea
- Is a good listener
- Possesses effective communication and interpersonal skills
- Does homework and is well prepared
- Understands the organizational process, and has demonstrated sincere interest in organizational work
- Can support majority decisions and able to compromise when needed
- Can consider the impact of issues on a local, state, regional, and national level
- Can recognize and willingness to abstain from participation on Board/Council action items that present a conflict of interest
- Can prioritize personal time so that organizational commitments can be met consistently
- Has the support of family and practice or employer

GHDS PRESIDENT

Qualifications

- GHDS active member in good standing for at least five years
- Previous experience on the GHDS Board of Directors
- Ability to serve full term of office (2nd Year of 3-Year Term)

Responsibilities

Per Bylaws

- Serve as the presiding officer and direct the business of the Society.
- Serve as an ex officio member and Chair of the Board of Directors and has the privilege of casting a vote in case of a tie.
- Serve as ex officio member and Chair of the Executive Committee.
- Call special meetings of the Society upon direction of a majority of the Directors or written request of fifty active, life or retired members.
- Call emergency meetings in times related to catastrophic issues or events.
- Serve ex-officio, without vote, on all committees except as otherwise provided in the Bylaws.
- Appoints, with approval of the Board of Directors, the elected Directors to serve as Board liaison to selected committees of that Association.
- Appoints, with the approval of the Board of Directors, Standing Committees and Special Committees as deemed necessary.
- Serve as an ex officio member of the Nominating Committee.
- Serve as an ex officio member of the Finance Committee.
- Serve as a Delegate and Chair of the delegation to the Texas Dental Association.
- Designate Alternates to fill Delegate vacancies to the TDA House of Delegates; and in the event that there are too few alternates to fill vacancies can appoint Delegates and Alternates from the membership.
- Serve as official representative of this Society in its contacts with governmental, civic, business, and professional organizations for the purpose of advancing the objectives and policies of this Society.
- Performs such other duties as may be provided in the Bylaws.

Other

- Serve as the primary elected contact person for GHDS with responsibility for formal communications between GHDS and other organizations; communicates with Board members and officers of other organizations to advise and establish dialogue.
- Serve as the primary elected officer link between TDA, ADA and GHDS; communicates with TDA staff members to provide and obtain information and assistance.
- Work with Executive Director in setting an agenda before Board meetings.
- Work closely with all committees.
- Engage in written and verbal communication on behalf of the Society.
- Sign checks and other documents as needed on behalf of the Society.
- Assist Board members in defining responsibilities and timetables for projects.
- Assist Committee Chairs in establishing guidelines and projects and in reviewing results.
- Write a President's Column for each issue of the *GHDS Journal* (4 x/year).
- Present a brief address or welcome remarks at General Meetings, and any member gatherings during the Star of the South.

Term of Office

- Three-year commitment (Year 1 – President-Elect, Year 2 – President, Year 3 – Immediate Past President)

Time Commitment Estimate

The GHDS President can expect to spend approximately 35 days attending GHDS, TDA, and ADA related meetings and activities. An additional 5 or 6 days could be spent in "optional activities". Most GHDS activities are scheduled for weekdays, with the majority in evening hours.

The GHDS President can expect to spend an average of approximately 4 to 8 hours per week reading GHDS material, preparing for GHDS activities and communicating with GHDS members and staff via the telephone/e-mail systems.

PRESIDENT-ELECT

Qualifications

- GHDS active member in good standing for at least five years
- Previous experience on the GHDS Board of Directors
- Ability to serve full term of office (3 years)

Responsibilities

Per Bylaws

- Serve as an ex officio member of the Executive Committee and the Board of Directors.
- Act in the absence of the President.
- Serve as President in the event there is a vacancy in the office of President.
- Assist the President as requested.
- Become acquainted with the duties of the President and assume that office one-year after his/her election or as provided elsewhere in the Bylaws.
- Serve as an ex officio member of the Finance Committee.
- Serve as an ex officio member of the Nominating Committee.
- Serves as the Board Liaison with designated Committees.
- Serve as a Delegate to the Texas Dental Association and be Vice-Chair of the delegates.
- Serve as liaison to the Dental School.

Other

- Keep abreast of current Society activities.
- Develop knowledge of the Bylaws, Policies and Strategic Plan of the Society.
- Develop goals and objectives for year as President.
- Attend the TDA Leadership Conference and other TDA and ADA training meetings as is required and/or budgeted
- Prepare for upcoming term by meeting with current President and Executive Director to discuss committee chairs and members; to choose Chairs for their term and present to the Board for approval; to appoint Board Liaisons to each Committee; and to ensure that the makeup of all committees is complete prior to start of Presidency term.
- Sign checks and other documents as needed on behalf of the Society.
- Additional duties as assigned by the President and/or Board of Directors.

Term of Office

- Three-year commitment (Year 1 – President-Elect, Year 2 – President, Year 3 – Immediate Past President)

Time Commitment Estimate

The GHDS President-Elect can expect to spend a minimum of 30 days attending GHDS, TDA, and ADA related meetings and activities. An additional 5 or 6 days could be spent in “optional activities”. Most GHDS activities are scheduled for weekdays, with the majority in evening hours.

The GHDS President-Elect can expect to spend an average of approximately 3 to 5 hours per week reading GHDS material, preparing for GHDS activities and communicating with GHDS members and staff via the telephone/e-mail systems.

IMMEDIATE PAST PRESIDENT

Qualifications

- GHDS active member in good standing for at least five years
- Previous experience on the GHDS Board of Directors
- Ability to serve full term of office (2nd Year of 3-Year Term)

Responsibilities

Per Bylaws

- Serve as a member of the Executive Committee and the Board of Directors.
- Serve as an ex officio member of the Finance Committee.
- Serve as an ex officio member of the Nominating Committee.
- Serves as the Board Liaison with designated Committees.
- Serve as a Delegate to the Texas Dental Association.

Other

- Fosters good will with officers and members of the society.
- Offers advice, based on experience, when asked or needed.
- Performs special assignments or projects as requested by the President.
- Sign checks and other documents as needed on behalf of the Society.
- Additional duties as assigned by the President and/or Board of Directors.

Term of Office

- Three-year commitment (Year 1 – President-Elect, Year 2 – President, Year 3 – Immediate Past President)

Time Commitment Estimate

The GHDS Immediate Past President can expect to spend approximately 25 days attending GHDS related meetings and performing GHDS activities. An additional 5 or 6 days could be spent in “optional activities”. Most GHDS activities are scheduled for weekdays, with the majority in evening hours.

The GHDS Immediate Past President can expect to spend an average of approximately 3 to 5 hours per week reading GHDS material, preparing for GHDS activities and communicating with GHDS members and staff via the telephone/e-mail systems.

SECRETARY/TREASURER

Qualifications

- GHDS Active member in good standing for at least three years
- Preferably has experience as a member of the GHDS Board of Directors
- Interest in fiscal management and accounting procedures
- Ability to compose and present reports and make recommendations.
- Ability to interpret and analyze financial reports.
- Ability to serve full term of office.

Responsibilities

Per Bylaws

- Serve as an ex officio member of the Executive Committee and the Board of Directors.
- Serve as Chair of the Finance Committee and submit to the Board of Directors a budget for each fiscal year, which the Directors shall approve no later than the last Board meeting of the preceding fiscal year.
- Serve as the Board Liaison with designated Committees.
- Coordinate the activities of the Executive Committee and the Board of Directors.
- Keep the minutes, preserve the records, and supervise the correspondence of the Board of Directors.
- Ensure that the Minutes of the Board are housed in the Members Only Section of the Society Website.
- Supervise the membership records of the Society, maintaining a current list of all members in good standing.
- Maintain a list of all licensed dentists practicing within the jurisdiction of this Society who are not members of the Society.
- Refer any charge, filed with a signed written statement and supporting evidence, to the Judicial Committee for investigation and recommendation.
- Review and bring to the Board any requests for waiver of dues payment.
- Serve as the Liaison between the Executive Director and Board of Directors.
- Notify elected members of their election to office and report the results of the election to the Society.
- Assure that monthly payroll taxes and Social Security taxes are deposited according to IRS guidelines.
- Assure that quarterly payroll taxes and Social Security taxes are filed with the IRS.
- Assure that quarterly unemployment taxes are filed with Texas Employment Commission.
- Assure that quarterly income taxes are paid on for profit income.
- Oversee the property of the Society.
- Supervise the collection and banking of all monies of the Society, the disbursement of which shall be by check.
- Make a written report to the members before the first meeting of the upcoming fiscal year, such report to be published in the Journal.
- Ensure any expenditure of the Society that has not been provided for in the budget shall be referred to the Finance Committee for review and recommendation and then be approved by the Board of Directors prior to such expenditure occurring. The Board of Directors may, however, make such emergency appropriations as deemed necessary to carry out the purposes and policies of the Society.
- To serve as a Delegate to the Texas Dental Association.
- Perform such duties as are provided in Chapter II, Bylaws of the Texas Dental Association.
- The Secretary-Treasurer shall be bonded.

Other

- Review copies of financial reports, and other financial data pertaining to the affairs of the Society.
- Report regularly to the Board and submit financial statements as to the solvency of the Society.
- Work with Board and Executive Director on selection of an outside accounting firm to conduct an audit or audit review.
- Sign checks and other documents as needed on behalf of the Society.
- Additional duties as assigned by the President and/or Board of Directors.
- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Term of Office

- One year

Time Commitment Estimate

The GHDS Secretary/Treasurer can expect to spend approximately 18 days attending GHDS related meetings and performing GHDS activities. An additional 5 or 6 days could be spent in "optional activities". Most GHDS activities are scheduled for weekdays, with the majority in evening hours. The GHDS Secretary/Treasurer can expect to spend an average of 2 to 4 hours per week reading GHDS material, preparing for GHDS activities and communicating with GHDS members via the telephone/e-mail systems.

FIRST & SECOND VICE PRESIDENT

Qualifications

- GHDS Active member in good standing for at least three years
- Ability to serve full term of office.

Responsibilities – First Vice President

Per Bylaws

- Serve as an ex officio member of the Executive Committee and the Board of Directors.
- Act in the absence of the President and the President-Elect.
- Assist the President as requested.
- Serve as the Board Liaison with designated Committees.
- Serve as Chair of the Programs and Sponsorship Committee.
- Serve as a Delegate to the Texas Dental Association.

Other

- Additional duties as assigned by the President and/or Board of Directors.
- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Responsibilities – Second Vice President

Per Bylaws

- Serve as ex officio member of the Executive Committee and the Board of Directors.
- Assist the President and First Vice-President in the performance of their duties.
- To serve as liaison of the Membership Committee.
- Serve as the Board Liaison with designated Committees.
- To serve as a Delegate to the Texas Dental Association.

Other

- Additional duties as assigned by the President and/or Board of Directors.
- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Term of Office

- One Year

Time Commitment Estimate

The GHDS 1st and 2nd Vice Presidents can expect to spend approximately 15 days attending GHDS related meetings and performing GHDS activities. An additional 5 or 6 days could be spent in “optional activities”. Most GHDS activities are scheduled for weekdays, with the majority in evening hours.

The GHDS President can expect to spend an average of approximately 2 to 4 hours per week reading GHDS material, preparing for GHDS activities and communicating with GHDS members and staff via the telephone/e-mail systems.

DIRECTOR

Qualifications

- GHDS Active member in good standing for at least three years
- Ability to serve full term of office.

Responsibilities

Per Bylaws

- Serve as members of the Board of Directors.
- Assist the President as directed.
- Serve as liaison to committees of this Association as appointed by the President and approved by the Board of Directors.
- Serve as a Delegate to the Texas Dental Association.

Other

- Additional duties as assigned by the President and/or Board of Directors.
- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Term of Office

- Two Years

Time Commitment Estimate

GHDS Directors can expect to spend approximately 15 days attending GHDS related meetings and performing GHDS activities. An additional 5 or 6 days could be spent in "optional activities". Most GHDS activities are scheduled for weekdays, with the majority in evening hours.

GHDS Directors can expect to spend an average of approximately 2 to 4 hours per week reading GHDS material, preparing for GHDS activities and communicating with GHDS members and staff via the telephone/e-mail systems.

EDITOR

Qualifications

- GHDS Active member in good standing for at least five years
- Interest in publication management
- Ability to review and recommend content revisions
- Ability to serve full term of office

Responsibilities

Per Bylaws

- Serve as an ex officio, non-voting, member of the Board of Directors without vote.
- Serve as the Editor-in-Chief of the Journal.
- Supervise the editing and production of the Society's publication (Journal).
- Exercise full editorial control over the publication (Journal), subject only to policies established by the Board of Directors and the GHDS Bylaws.
- Serve as a Delegate to the Texas Dental Association.

Other

- Lead the Editorial Board
- Supervise the GHDS Newsletter "The Bite" and other publications as developed.
- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Term of Office

- One Year

Time Commitment Estimate

The GHDS Editor can expect to spend approximately 15-18 days annually attending GHDS related meetings and performing GHDS activities. An additional 5 or 6 days could be spent in "optional activities". Most GHDS activities are scheduled for weekdays, with the majority in evening hours.

The GHDS Editor can expect to spend approximately 2 to 4 hours per week reading/writing GHDS material, preparing for GHDS activities, and communicating with GHDS members and staff via telephone/e-mail.

DELEGATE & ALTERNATE DELEGATE

Qualifications

- GHDS Active member in good standing for at least five years
- Ability to serve full term of office.

Preferred Criteria

- Past or present service on the GHDS Board of Directors or Committee
- Familiarity with local, state, and national dental practice issues
- Familiarity with the structure and function of TDA and GHDS

Responsibilities

Per Bylaws

- Delegates shall be the official representatives of this component Society in the House of Delegates of the Texas Dental Association.
- It is the Duty of a Delegate to attend all meetings of the House of Delegates, and to inform the President of this Society immediately should he/she be unable to do so.
- It is the duty of an Alternate Delegate to attend all meetings of the House of Delegates. He/she as provided in the TDA Bylaws, Chapter IV, Section 20, shall have the privilege of the floor, but not the right to vote except in the absence of his/her delegate.
- Additional duties and responsibilities of delegates and alternate delegates shall be as provided in these Bylaws.
- The President shall serve as Chair of the Delegation and the President Elect shall serve as Vice-Chair.

Other

- It is the Duty of a Delegate or an Alternate Delegate to attend all Caucus Meetings conducted by GHDS or the Southeast District.
- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Term of Office

- The term of office shall be one year following election. (Example: If you are elected in 2022 you would serve at the May 2024 House of Delegates).
- **Note:** GHDS does not provide any financial assistance for your participation in TDA House of Delegates activities.

Time Commitment Estimate

GHDS Delegates and Alternate Delegates can expect to spend approximately 6 days attending GHDS and TDA meetings and activities.

GHDS Delegates and Alternate Delegates can expect to spend approximately 4-8 hours reading House related materials, preparing for GHDS and TDA activities and communicating with GHDS and TDA members and staff via the telephone/e-mail systems.

PEER REVIEW COMMITTEE MEMBER

Qualifications

- GHDS Active member in good standing for at least five years
- Practicing Dentist for at least 5 years
- In compliance with State Board of Dentistry
- No outstanding or unresolved Peer Review issue.
- Ability to complete all required TDA training.
- Ability to serve full term of office.

Responsibilities

Per Bylaws

- Review reasonable differences of opinion between patients and dentists.
- Provide assurance of quality of care rendered in prepayment programs.
- Determine relevancy of treatment procedures when requested to in a given instance.
- Maintain liaison with the Peer Review Council of and adhere to the policy of the Texas Dental Association in these matters.
- Use as its guideline the manual of procedures for component Peer Review Committees of the Texas Dental Association.
- Attend a training session by the TDA before they assume their duties, and the Chair shall certify annually to the TDA that all Peer Review Committee members have been trained by the TDA. Each Chair must have attended a TDA training session within the last four years and all society committee members must have attended a TDA training session within the last eight years.

Other

- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Term of Office

- 3 Year term

Time Commitment Estimate

Peer Review Committee Members can expect to spend 3 hours in the TDA Training Course, plus at any scheduled Committee Meetings. If assigned a Peer Review Complaint case the time commitment required will be determined by that case.

JUDICIAL COMMITTEE MEMBER

Qualifications

- GHDS Active member in good standing for at least five years
- Practicing Dentist for at least 5 years
- In compliance with State Board of Dentistry
- No outstanding or unresolved Peer Review issue.
- Ability to complete all required TDA training.
- Ability to serve full term of office.

Responsibilities

Per Bylaws

- If during the application and licensure verification process by TDA with the appropriate licensing agencies, it is found that a prospective member has negative disciplinary action, then the society Judicial Committee shall review and determine if the applicant is eligible for membership in the tripartite.
- Receive in writing disputes, protests or charges regarding conduct arising in relation to any member of this Society and referred to the Judicial Committee for hearing and decision in accordance with Chapter X, Sections 10 and 20, Bylaws, Texas Dental Association.
- Establish rules of procedure for arbitration or adjudication of complaints in accordance with the policies established by the Texas Dental Association.
- Report the activities of this committee to the Board of Directors.
- Attend a training session by the TDA before they assume their duties, and the Chair shall certify annually to the TDA that all Judicial Committee members have been trained by the TDA. Each Chair must have attended a TDA training session within the last four years and all society committee members must have attended a TDA training session within the last eight years.

Other

- Before the end of term submit name(s) of prospective Candidates for next term to Nominating Committee.

Term of Office

- 3 Year term

Time Commitment Estimate

- Judicial Committee Members can expect to spend 3 hours in the TDA Training Course, plus any scheduled Committee Meetings. Additional time commitment required will be determined by issues or cases that arise.