

COUNCIL & COMMITTEE HANDBOOK



Tennessee
DENTAL ASSOCIATION

2020

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Introduction

This handbook is designed to provide information which applies to both Councils and Committees of the Tennessee Dental Association and the members of these bodies. This information includes provisions for Councils and Committees contained in the Tennessee Dental Association Bylaws. The *TDA Bylaws* remain the governing rules for both TDA Councils and Committees.

The Councils and Committees of the Tennessee Dental Association serve an important role in the overall mission of our organization. For that reason, each council and committee member should be familiar with the information in this handbook in order to effectively serve the Association.

General Information Relative to TDA Councils/Committees

A. Membership

1. Number of Members

Except where noted below, the Councils and Committees of the Association shall be composed of nine (9) members, one from each component society. Some councils include ex-officio members and consultants who have non-voting status.

EXCEPTIONS:

The Committee on Governmental Affairs is composed of nine (9) members selected by the President and approved by the Board of Trustees.

The Executive Committee and Budget and Finance Committee are composed of TDA officers plus two (2) Trustees selected by the President.

The Committee on Constitution and Bylaws is composed of three (3) members of the Board of Trustees appointed by the President.

2. Eligibility

All members of Councils or Committees must be active, life or retired members, in good standing, of the Association at the time of their nomination and election and must maintain such membership during their term of office.

(Source – TDA Bylaws, Chapter IX, Section 30.)

To be eligible to serve on the Council on State Agencies and Awards, members must be a previous recipient of the TDA Fellowship Award. No member of the Tennessee Board of Dentistry may serve on the Council, nor shall any current member of the Council be nominated for an appointment to the Tennessee Board of Dentistry.

(Source – TDA Bylaws, Chapter IX, Section 150.)

3. Nominations

The Board of Trustees shall nominate members to serve on the various Councils and Committees of the Association.

(Source – TDA Bylaws, Chapter IX, Section 20.)

4. Election

The House of Delegates shall elect members to serve on the various Councils and Committees of the Association.

(Source – TDA Bylaws, Chapter IX, Section 20.)

5. Term and Tenure

The term of a Council member is three years.

Committee members serve one-year terms, except for the New Dentist Committee, where each member serves one three-year term with the option of serving an additional three-year term, if needed.

TDA members are limited to serving on one Council at a time. Members may serve on a council for two full terms. If joining a Council mid-term, a member is allowed to stay on for two full terms in addition to the time spent fulfilling the unexpired term of the member who has vacated that position.

(Source – TDA Bylaws, Chapter IX, Section 50.)

There is no limit to the number of years a member can serve on a Committee, with the exception of the Committee on the New Dentist. The New Dentist Committee members serve one three-year term with the option of serving an additional three-year term, if needed, and shall have been in practice no longer than eight (8) years when appointed.

6. Vacancies

In the event of a vacancy in the membership of any Council or Committee, the President shall appoint a member of the Association possessing the qualifications established by the Bylaws to fill such a vacancy until a successor is elected by the next House of Delegates. (See page 7, number 5, regarding substitution of a member.)

7. Removal for Cause

a. *The Board of Trustees may remove a Council or Committee member for any of the following:*

- Continued, gross or willful neglect of the duties of the office;
- Failure to comply with the Association’s policies on conflict of interest;
- Failure or refusal to disclose necessary information on matters of Association business;
- Failure to keep confidential any exclusive information protected by secrecy that becomes known to the member by reason of the performance of his or her duties on the Council’s or Committee’s behalf;
- Failure to comply with the Association’s policy on sexual harassment;
- Unauthorized expenditures or misuse of Association funds;
- Unwarranted attacks on the Association, any of its agencies or any person serving the Association in an elected, appointed or employed capacity;
- Unwarranted refusal to cooperate with any Officer, Trustee, Council/Committee member or member of the Executive Office staff;
- Misrepresentation of the Association or any person serving the Association in an elected, appointed or employed capacity to an outside person;
- Failure to regularly attend Council/Committee meetings;
- Being found to have engaged in conduct subject to discipline pursuant to Chapter XII of the American Dental Association Bylaws; or
- Conviction of a felony.

b. *Procedure for Removal*

Before a Council/Committee member is removed for cause, the following procedures shall be followed by the Board:

The President shall notify the accused member in writing of the charges against him/her and the accused shall be invited to respond in writing. If the accused member wishes, he/she may resign the position voluntarily or may request the opportunity of a hearing before the Board of Trustees to present a defense to the charges. If a hearing is requested, the Board shall schedule it during the next meeting of the Board. If the accused member's Council/Committee is scheduled to meet before the hearing date, the Board, at its discretion, may excuse the accused member from that meeting. Formal rules of evidence shall not apply to this hearing but, if requested, the Board shall permit the accused member to be assisted by legal counsel. Following a hearing, the Board shall decide by majority vote whether or not to remove the accused member. If the board decides to remove the accused, that action shall create a vacancy on that Council/Committee which shall be filled through appointment by the President. All records of the proceedings and the cause for removal shall be confidential information.

8. Insurance Coverage

All elected or appointed council and committee members, including their estates, heirs, legal representatives or assigns, are covered by the TDA's Directors and Officers Insurance Policy.

B. Organization

1. Chair

The Chair of each Council is nominated by the Board of Trustees and elected annually by the House of Delegates. The Chair of all Councils must be elected annually from within the membership of the Council. The New Dentist Committee and the Peer Review Committee select their own Chair.

(Source – TDA Bylaws, Chapter IX, Section 40.)

2. Chair Pro Tem

In the absence of a Chair, the Council/Committee may designate one of its members to serve as Chair *pro tem* for the duration of the meeting from which the Chair is absent.

3. Ad Hoc Advisory Committees

On occasion, it may be advisable to establish an Ad Hoc Advisory Committee to assist the Council/Committee in a specific manner. Councils/committees are permitted to establish such an Ad Hoc Committee with approval of the Board of Trustees, provided funding is available. Each Council/Committee may establish one or more subcommittees when they deem it essential to carry out Council/Committee duties. Each Council/Committee shall ensure that its subcommittees will facilitate the conduct of Council/Committee business by developing expertise and making recommendations within their specific areas for consideration by the entire Council/Committee.

In contrast with an Ad Hoc Committee, subcommittees should be ongoing since they help ensure that the Council/Committee duties are addressed thoroughly. The Council/Committee may establish a subcommittee of its own members to which it may delegate

authority and which are directly responsible to the Council/Committee. Subcommittees report only to the Councils/Committees which they fall under or to the Board of Trustees.

4. Consultants

A Council/Committee shall have the privilege of nominating consultants for approval by the Board of Trustees when such consultants possess technical qualifications which are essential to the program of the Council/Committee. Nominations must be accompanied by a written statement of such qualifications. No proposed consultant nominated by a Council/Committee shall be contacted until he/she has been approved by the Board of Trustees. Consultants or advisors to Councils/Committees shall comply with the conflict of interest policy as outlined in this handbook. The terms of the advisor or consultant shall expire annually at the adjournment of the Annual Session of the House of Delegates. (Source – TDA Bylaws, Chapter IX, Section 60.)

C. Meetings

1. Rules of Order

Meetings will be conducted by the *Standard Code of Parliamentary Procedure* except in the case of conflict with specific rules of the TDA Councils and Committees or the Bylaws of the Association.

2. Regular Meetings

Councils and Committees have the opportunity to meet during the winter and during the TDA Music City Dental Conference in May. It is not required that each Council/Committee meet during the year and, in fact, should only meet if there is business to conduct.

3. Other Meetings

If a situation arises which necessitates that a Council or Committee must meet between these dates, they may do so at the Executive Office or another location convenient to the members. It is also highly suggested that Special Meetings be held Monday through Friday during business hours to take advantage of the availability of TDA staff and other Association resources.

4. Notice of Meeting

A notice of regular or special meetings will be sent from the Executive Office and all responses will be returned there.

5. Appointment of Substitute Council or Committee Member

If a member knows in advance that they will be unable to attend a specific meeting, he/she should contact their Trustee, who has the power to appoint a substitute for that specific meeting. The Trustee must notify the TDA Secretary of the substitute's name in writing, at least 14 days prior to the meeting. The Trustee must also verify that the TDA Executive Office received the name of the appropriate substitute. The Substitute will have the same voting privileges as the elected member for that specific meeting only. (Source – TDA Bylaws, Chapter IX, Section 80)

6. Limitation of Attendance at Council Meetings

In keeping with the *Standard Code of Parliamentary Procedure*, attendance at Council/Committee meetings is limited to Council/Committee members, appropriate members of the Board of Trustees and Executive Office staff. Attendance of others is at the discretion of the Council/Committee. In extraordinary circumstances, a council may call an executive session to consider very sensitive matters. Executive sessions may be held if agreed upon by a majority vote of those present at the meeting at which the executive session would be held and in the presence of either the Executive Director or the General Counsel. The Board Liaison, if present, also shall be permitted to attend. No official action or business may be conducted during an executive session.

7. Agenda

It is the responsibility of the Chair of the Council/Committee to prepare the agenda for the meeting and to communicate this to the membership of the Council/Committee through the Executive Office.

8. Roll Call

An official roll call shall be taken at all regular and special meetings and reported to the Executive Director of the Association.

9. Quorum

A majority of the voting members of any Council/Committee shall constitute a quorum for the conduct of business.

(Source – TDA Bylaws, Chapter IX, Section 90.)

10. Voting

A majority of the Council/Committee members present and voting shall be required for the passage of a motion unless otherwise provided in the *Standard Code of Parliamentary Procedure*.

11. New Business

Items of new business not listed on the agenda may be considered at a regular or special meeting of a Council or Committee, provided that approval is obtained by two-thirds vote of the Council/Committee members present.

12. Minutes

The Council/Committee Chair is responsible for appointing a secretary or for taking minutes at the meeting. The Chair may either have the minutes typed and then distributed by the Executive Office, or submit a clearly written copy to the Executive Office for typing and distribution. (Appendix I)

D. Budget

Each Council and Committee, prior to March 1, shall submit to the Board of Trustees, through the Secretary, a proposed itemized budget for the ensuing fiscal year.

(Source – TDA Bylaws, Chapter IX, Section 120, B.)

General Expenses and Reimbursement for Expenses

General expenses for TDA Council/Committees shall be reimbursed when provision for payment has been made in the budget of the Council/Committee and approved by the Board of

Trustees. Reimbursement for out-of-state travel expenses for members of Council/Committees will be made when completed reimbursement forms are submitted with appropriate receipts and provision for payment was specified within the budget of the Council/Committee or approved subsequently by the Board of Trustees. (Appendix III)

Council and Committee members may receive mileage reimbursement for one trip to a council/committee meeting provided that member's home is greater than 25 miles one-way from the meeting location. Reimbursement is not applicable to a meeting held in conjunction with the TDA annual session.

A Council/Committee shall use its funds only for the specific purpose described in the items of the budget.

E. Reports

Council Meeting Reports

Each Council will submit, through the Secretary, within seven days of each council meeting, a written report of its activities and recommendations to the Board of Trustees or House of Delegates. The Secretary and Executive Director will forward the report to the appropriate body, dependent on the next regular session of the Board of Trustees or the House of Delegates. Recommendations to the House of Delegates should be in the form of a resolution.

Annual Council Reports

Each Council/Committee shall submit, through the Secretary, at least 60 days prior to the regular session of the House of Delegates, a report on its activities and recommendations to the Board of Trustees or the House of Delegates. Recommendations to the House of Delegates should be in the form of a resolution.

(Source – TDA Bylaws, Chapter IX, Section 120, A.)

F. Resolutions

Reports of Councils/Committees should not present resolutions unless the resolutions have been circulated to the members of the Council/Committee and approved by majority vote. The resolutions should include a background statement and clearly spell out what is to be voted on in the resolves. (Appendix II)

G. Contracts and Employment

No Council/Committee is authorized to engage any employee except at the authorization of the Executive Director and the Board of Trustees, and no contracts involving the Tennessee Dental Association in any way whatever may be completed by any member of any Council/Committee without the direct authorization of the Executive Director of the Association or the Board of Trustees.

H. Establishment of Policy

All Councils/Committees are charged with recommending policy. No Council/Committee may initiate or implement a new policy, or a major extension or alteration of an existing policy, without approval of the Board of Trustees or the House of Delegates.

I. Public Statement

No member of a Council or Committee may issue a public statement in the name of that Council/Committee or in the name of the Tennessee Dental Association unless (1) authority has been granted by the Executive Director of the Association and (2) the statement is clearly in accord with the policies of the Association as expressed by the Board of Trustees and/or the House of Delegates.

Use of Letterhead

TDA letterhead **shall not** be used to distribute information or policy without the approval of the TDA Executive Director, the Board of Trustees or the TDA Secretary.

J. Conflict of Interest

It is the policy of the Association that individuals who serve in elective, appointive or employed offices or positions do so in a representative or fiduciary capacity that requires loyalty to the Association. At all times while serving in such office or positions, these individuals shall further the interests of the Association as a whole.

K. Sexual Harassment

The Association strongly disapproves of any action or conduct by volunteers or employees involving other employees or other volunteers that could be viewed as sexual harassment, including unwanted sexual advances, requests for sexual acts for favors, and other verbal and physical conduct of a harassing nature. Conduct of this nature can result in immediate removal for cause. For entire policy, see Appendix IX.

L. Communication

Communications dealing with major activities or policies of a Council/Committee shall be sent to all members of the Council/Committee by the Chair, TDA Secretary or the Executive Director.

M. Relations with Other Organizations & Agencies

No Council or Committee is authorized to appoint or designate official representatives of the Tennessee Dental Association on the request of, or for liaison with, other organizations and agencies. When requests for official representation or liaison are received, nominations may be forwarded by the Council/Committee concerned to the Executive Director of the Association for action in accordance with the rules established by the Board of Trustees.

N. Relations with Reference Committee

It is the duty of each Chair, or his/her duly designated representative, to be available for conferences with the Reference Committee during the Annual Session of the House of Delegates.

O. Relations with Other Councils/Committees

It shall be the duty of the Chair to refer to the Executive Director of the Association all matters coming to the attention of the Council/Committee which properly belong in the jurisdiction of another Council/Committee of the Association. Requests for information or assistance from another Council/Committee shall be made through the Executive Director of the Association.

P. Attendance at Meetings of House of Delegates

Council/Committee Chairs are seated on the floor and have the privilege of speaking to issues before the House.

Q. Privileges in the House of Delegates

The Chair of any Council or Committee who is not a member of the House of Delegates has the right to speak on his/her Council/Committee's report if requested by the Speaker or a delegate during meetings of the House of Delegates. The same pertains to Chairs and members of Councils and Committees during meetings of the Board of Trustees.

R. Vote Without a Meeting

Action by the council or committee may be taken without a face-to-face meeting as permitted by, and in accordance with, the applicable provisions of the Tennessee Nonprofit Corporation Act in force at such time. Such action shall have the same effect as a vote at a duly held meeting of the council or committee.

S. Conference Call Meetings

Meetings by Conference Call should only be conducted when time sensitive issues are before a TDA Council or Committee and an in-person meeting is not feasible.

T. Rules of Order

Meetings will be conducted by the *Standard Code of Parliamentary Procedure* except in the case of conflict with specific rules of the TDA Councils and Committees or the Bylaws of the Association.

Information Specific to TDA Councils/Committees

Standing Committees of the Board of Trustees

Executive Committee

Composition: President, as Chair, President-elect, Secretary, Treasurer and two (2) Trustees appointed by the President.

Term: One year for the trustees.

Meetings: The Committee shall meet at the request of the President.

Duties: The Committee shall conduct interim business of the Board of Trustees as the need arises. All business conducted by the Committee shall be reported to and approved by the Board of Trustees at the next scheduled meeting following the Committee's action. The Committee also serves as the Association's Legislative Oversight Committee for federal legislation with input from the Chair of the Committee on Governmental Affairs.

(Source: TDA Board of Trustees Manual)

Budget and Finance Committee

Composition: Treasurer, as Chair, President, President-elect, Secretary and two (2) Trustees appointed by the President.

Term: One year for the trustees.

Meetings: The Committee shall meet at least annually in concert with meetings of the Board of Trustees.

Duties:

1. Formulate and recommend policies to the Board of Trustees on financial matters including transactions between the Association and management staff, sensitive payments, (e.g., any allowances incidental to their positions) and conflicts of interest;
2. To review internal control procedures for safeguarding Association assets and assuring that financial transactions are authorized and properly recorded;
3. To coordinate activities of the independent auditors;
4. To oversee the Association's financial reporting process by reviewing revenue, expense and balance sheet accounts on a regular basis;
5. To perform and/or supervise special investigative efforts as needed;
6. To prepare a budget annually to be considered by the Board of Trustees;
7. To establish and maintain performance review procedures for the Executive Director and review the Executive Director's performance pursuant to those procedures on an annual basis;
8. To establish the recommended salary, including expenses, and develop guidelines for any additional fringe benefits other than the customary TDA employee benefits, that may be offered to the Executive Director;
9. To review and recommend approval of guidelines developed by the Executive Director for additional fringe benefits, other than the customary TDA employee benefits, that the Executive Director may offer the Assistant Executive Director;

10. To receive a report from the Executive Director on the performance of staff including salary and fringe benefit requests for the ensuing year;
11. Serving as the TDA Investment Committee, review Association investment policies and performance of the investment portfolio and develop recommendations to the Board of Trustees.

(Source – TDA Board of Trustees Policy Manual)

Committee on Governmental Affairs

Composition: Nine (9) members. A member shall not be in the full-time employ of the state or federal government.

Term: One (1) year.

Meetings: As needed.

Duties:

- A. Encourage the improvement of the health of the public and promote the art and science of dentistry in matters of legislation and regulations by appropriate activities.
- B. To involve the entire membership in a “grassroots” legislative effort and maintain a “dentist” legislative liaison program in order to have an effective mechanism for dentists to contact their State Senator and State Representative.
- C. Report legislative and governmental recommendations and activity to the membership on a periodic basis.
- D. Disseminate information which will assist the component societies involving legislation and regulation affecting the dental health of the public.
- E. Serve and assist the Tennessee Dental Association as a liaison with agencies of the state and federal government in accordance with Association policy.

New Dentist Committee

Composition: Eleven (11) members, one from each component society (9), and two student members with full voting rights, one representing Meharry and one representing U.T., with the Committee selecting its Chair to serve a two-year term.

Term:

Component Member: Three (3) years, and may serve one additional 3-year term, if needed.

Student Member: One (1) year, and may serve an additional one year, if still a dental student.

Qualifications:

Component Member: Upon appointment or subsequent election, a member shall have been in practice no longer than eight (8) years when appointed, and shall be active members in good standing.

Student Member: One third or fourth-year ASDA member from U.T. and one third or fourth-year ASDA member from Meharry.

Meetings: As needed.

Duties:

- A. Review the current needs and concerns of new dentists as outlined by the ADA Standing Committee on the New Dentist and study the relevance of this information to new dentists in Tennessee.
- B. Identify current TDA policies, programs and activities that respond to the needs and concerns of new dentists.
- C. Review the opportunities that currently exist for the new dentist to become actively involved at all levels of organized dentistry in Tennessee.

- D. Present information showing the present involvement of young dentists in organized dentistry in Tennessee and make recommendations to encourage and strengthen the involvement of this group of dentists in Tennessee.
- E. Make recommendations to increase the recruitment and retention rates of young dentists in Tennessee.
- F. Make recommendations to respond to existing TDA policies, to respond to any unmet needs or existing concerns of new dentists.
- G. Serve as liaison to the ADA Standing Committee on the New Dentist and to report its activities to the ADA Sixth District representative of that committee.
- H. Serve as liaison between TDA and dental students in accredited dental schools within the State of Tennessee.
- I. Members shall be appointed from the Committee to attend meetings of the Board of Trustees. The Committee representative to the Board of Trustees meeting will act as an observer without voting privileges. The Committee representative to the Board of Trustees meetings shall be rotated to give as many members as possible the opportunity to observe the function of the Board.

Annual Session Committee

Composition: President, President's Annual Sessions Director, President-elect, President-elect's Annual Sessions Director as Executive Committee; Continuing Education Subcommittee Chair; Events, Registration, and Marketing Subcommittee Chair; Exhibitor Relations and Fundraising Subcommittee Chair; and nine (9) members-at-large from the component society districts

Term: The Executive Committee will serve during their two (2) year terms. The subcommittee chairs and members-at-large will serve a three-year term and may serve a maximum of two (2) terms.

Meetings: The Executive Committee of this committee will determine the number of meetings that are appropriate every year. The entire committee is not required to meet together. Often, the Executive Committee will meet with the Subcommittee Chairs and then the Subcommittee Chairs will meet separately with their member-at-large to accomplish their goals and report back to the Executive Committee.

Duties: The duties of the committee shall be:

- A. Develop, organize, and oversee all aspects of the Annual Session
- B. Study, recommend, and initiate continuing education programs for the dental professions
- C. Provide onsite meeting management by assisting the TDA staff and appointing volunteers
- D. Coordinate fundraising strategies and recruit sponsors for the Annual Session

Specific functions are outlined in Appendix I.

Ad Hoc Committees of the Board of Trustees

Anesthesia, Sedation and Scope of Practice

Composition: Competency-based, fully privileged members shall be appointed by the TDA President with the approval of the Board of Trustees.

Term: One year.

Meetings: Called by the Chair

Duties: To make recommendations regarding anesthesia, sedation and scope of practice issues.

Oral Health Initiatives Committee

Composition: Competency-based members shall be appointed by the TDA President with the approval of the Board of Trustees.

Term: One year.

Meetings: Called by the Chair

Duties: Promote increased access to care with an emphasis on Dental Lifeline Network, faith-based and emergent care clinics, and the MOM (Mission of Mercy)/RAM (Remote Area Medical) programs.

Committee Vacancies: In the event a vacancy occurs for any cause on any committee of the Board of Trustees, the President shall have the power to fill such vacancies by appointment until a successor is elected by the next House of Delegates.

Committees of the House of Delegates

Committee on Credentials and Rules and Order

Composition: Five (5) officially certified delegates. Committee members shall be appointed by the TDA President sixty (60) days prior to the opening of the TDA Annual Session.

Term: One year.

Meetings: Before and during the House of Delegates.

Duties:

- A. Determine and record at the meeting of the House the role of the delegates and report such to the Speaker at the beginning of each meeting.
- B. To conduct a hearing on any contest regarding certification of a delegate or alternate delegate and to report its recommendation to the House of Delegates.
- C. Provide facilities for the election of the elective officers.
- D. To conduct the elections of the elective officers of this association.
- E. To prepare a report in consultation with the Speaker and Secretary of the House of Delegates on matters relating to the order of business and special rules of order.
- F. To consider all matters referred to and to report its recommendations to the House of Delegates.
- G. To conduct hearings on requests for credentials for substitute delegates submitted by component society presidents and to report its recommendations to the House of Delegates for further action.

(Source - TDA Bylaws, Chapter III, Section 170.)

Reference Committee

Composition: Five (5) fully privileged members of the association. The Chair and at least one other member shall be officially certified delegates. Committee members shall be appointed by the TDA President sixty (60) days prior to the opening of the TDA Annual Session.

Term: One year.

Meetings: Before and during the TDA House of Delegates

Duties: To consider reports referred to it, to conduct open hearings and to report its recommendations to the House of Delegates.

(Source - TDA Bylaws, Chapter III, Section 170.)

Committee on Constitution and Bylaws

Composition: Three (3) members of the Board of Trustees, appointed by the President.

Terms: One year.

Meetings: As needed and during the TDA House of Delegates in its Committee capacity.

Duties:

- A. Examine the articles of the *Constitution and Bylaws* with consideration of recommending changes that will advance the administrative efficiency of this Association.
- B. Consider all proposed amendments to the *Constitution and Bylaws* and report its recommendations to the Board of Trustees and to the House of Delegates.
- C. Act as a standing committee on *Constitution and Bylaws* during the annual session of the House of Delegates.

(Source - TDA Bylaws, Chapter III, Section 170.)

TDA Councils

COUNCIL ON DENTAL BENEFIT PROGRAMS

Composition: Nine (9) members, one from each component society. Members of the Council on Dental Benefit Programs shall not serve simultaneously as an officer, employee or *full-time* consultant of any insurance company, medical or dental service corporation or other third party payer.

Term: Three (3) years.

Meetings: As needed.

Duties:

- A. Formulate and recommend policies related to the planning, administration and financing of dental benefit programs.
- B. Study, evaluate, and disseminate information on the planning, administration, and financing of dental benefit programs.
- C. Encourage the inclusion of dental benefits in health benefit plans to promote dental benefit plans in accordance with Association policy.
- D. Maintain liaison with the Committee on Governmental Affairs and Federal Dental Services of the American Dental Association, with military and veteran's establishments within the State of Tennessee, and with other groups concerned with the health of the Armed services or its veterans.
- E. Evaluate potential and existing endorsed service providers of the Association.

COUNCIL ON MEMBERSHIP, COMMUNICATIONS AND RELIEF

Composition: Nine (9) members, one from each component society. Council members shall not serve simultaneously on the ADA or component dental relief fund. Ex-officio members of this Council shall be: TDA President-elect, the three TDA Vice Presidents, the Association Editor and the TDA Treasurer.

Term: Three (3) years

Meetings: As needed.

Duties:

- A. Identify and monitor trends and issues that affect membership, recruitment and retention, and encourage membership involvement throughout organized dentistry including the following duties:
 1. Support membership activities or component societies and enhance cooperation and communication on recruitment and retention efforts.
 2. Establish liaison with the University of Tennessee College of Dentistry and Meharry Medical College School of Dentistry for the purpose of promoting organized dentistry at the student level.
 3. Establish liaison with the Tennessee Board of Dentistry to determine the names of the newly licensed dentists in the State of Tennessee for the purpose of promoting membership in the TDA.
 4. Establish contact with all newly licensed dentists within the State of Tennessee for the purpose of promoting membership in the Tennessee Dental Association, and encourage component society committees to follow up with these potential members.

- B. Review, on an annual basis, the membership services provided by the Tennessee Dental Association and make recommendations to the Board of Trustees regarding membership services when appropriate.
- C. Establish and maintain relief funds for the Association and to recommend to the Board of Trustees rules and regulations for the granting of financial aid from said funds to dentists or their dependents or survivors. The Council shall investigate applications for grants from these funds and shall make recommendations to the Board of Trustees concerning such applications.
- D. Originate and coordinate communications between the Association and its membership as directed or approved by the Board of Trustees.
- E. Originate and coordinate communication between the profession and the public as approved by the Board of Trustees.
- F. Make suggestions for improvement of the Association *Journal* and support the Association Editor as necessary in his/her duties.

COUNCIL ON STATE AGENCIES, AWARDS, ETHICS & JUDICIAL AFFAIRS

Composition: Nine (9) members, one from each component society, each having been a Fellowship Award recipient. No member of the Tennessee Board of Dentistry may serve on the Council, nor shall any current member of the Council be nominated for an appointment to the Tennessee Board of Dentistry. Also, no current member of the Council shall be nominated for the Jack Wells Memorial Dedication to Dentistry Award.

Term: Three (3) years.

Meetings: As needed.

Duties:

- A. Nominate and recommend to the Board of Trustees qualified persons to serve as members of the Tennessee Board of Dentistry and any other board or agency that is appointed by the governor or the Tennessee Commissioner of Health. (Appendix V)
- B. Notify each component society that it may nominate qualified persons each year for the Tennessee Dental Association Fellowship Award, Jack Wells Memorial Dedication to Dentistry Award and Volunteer Service Awards. These nominations must be submitted to the Council for consideration no later than December 15th of the preceding year.
- C. Recommend to the Board of Trustees a maximum of twelve (12) candidates to receive the Tennessee Dental Association Fellowship Award each year. To be eligible for consideration, the Council shall consider the following: (Appendix VI & VII)
 - 1. A member's contribution to dentistry and society.
 - 2. The three largest districts, based on the most recent delegate count, can present a maximum of two applications to the Council, and all other districts shall be allowed one application only.
 - 3. Each component society may have at least one Fellowship Award recipient when nominating a candidate who qualifies for the Award. This is the highest award presented annually by the Tennessee Dental Association to one of its members. The local committee should, therefore, nominate individuals who truly qualify. If no one is qualified, then no name should be submitted.
 - 4. To be eligible for consideration, the dentist must have been a member in good standing of the Tennessee Dental Association and the American Dental Association for at least ten (10) consecutive years, and have demonstrated a devotion to the highest concepts of

- professional service, by regular attendance and participation in the business affairs and continuing education programs of both his/her local society and the state association.
5. In case the Council decided that during the year no dentist has attained the standards set forth, it shall report same to the Board of Trustees.
- D. Recommend to the Board of Trustees, when appropriate, up to three (3) qualified nominees for the Jack Wells Memorial Dedication to Dentistry Award. (Appendix VII & VIII)

I. Criteria for Candidate Nomination

- A. **Professional Expertise:** Candidate should have exhibited exemplary professional expertise during their career in dentistry.
- B. **Contribution to Organized Dentistry:** Candidate should have made outstanding contributions to organized dentistry in such areas as:
 1. Regular attendance at district, state and national meetings;
 2. Appointment to local, state or national councils or committees;
 3. Election to local, state or national offices.
- C. **Contribution to Dental Education:** Candidate should have involvement in dental education in such areas as:
 1. Serving on a dental faculty;
 2. Contributing to dental publications;
 3. Contributing to dental research;
 4. Participating in continuing education programs;
 5. Participating in financial support of dental education.
- D. **Humanitarian and Civic Service:** Candidate should elevate the esteem of the dental profession through his/her service to his/her fellowman and the community.

II. Nomination of Candidates and Selection of Award Recipient

- A. **Selection of nominees** shall be by the following method:
 1. Each District Awards Committee may present one candidate each year to the TDA Council on State Agencies, Awards, Ethics & Judicial Affairs.
 2. A candidate may be presented from a district no more than **three (3)** consecutive years.
 3. Each District Awards Committee is responsible for gathering information on its specific candidate for consideration by the TDA Council on State Agencies, Awards, Ethics & Judicial Affairs according to a format outlined by said Council. This information must be provided each year a candidate is submitted to the Chair of the TDA Council on State Agencies, Awards, Ethics & Judicial Affairs no later than December 15 of the year prior to the presentation of the award.
 4. The TDA Council on State Agencies, Awards, Ethics & Judicial Affairs shall then select up to three (3) nominees from the district candidates for submission to the TDA Trustees for selection of a recipient.
- B. **Selection of the Award Recipient** shall be by the following method:
 1. Only the Trustees shall vote for the award recipient.
 2. The Trustees shall review the information on the nominees from the TDA Council on State Agencies, Awards, Ethics & Judicial Affairs.
 3. The Trustees shall not allow campaigns for any particular nominee to occur during the review and election process.
 4. The Trustees shall vote for candidates by closed ballot until a single nominee has received a majority vote; however, if no candidate obtains a

majority vote after up to three (3) ballots, then no award shall be presented that year.

5. The Trustees may also elect not to present the award in a given year, and it is not incumbent on the Trustees to present the award each year.
 6. The TDA Secretary will tabulate the votes and the award shall be presented at the TDA Annual Session.
- E. The TDA membership will be gauged periodically for their volunteer service hours for use in providing information regarding oral health assistance to the underserved.
 - F. Recommend to the Board of Trustees nominees for any other awards that the Council may deem appropriate, subject to approval by the Board of Trustees.
 - G. Provide advisory opinions regarding the interpretation of the *ADA Principles of Ethics and Code of Professional Conduct*.
 - H. Investigate all matters pertaining to violations of the *ADA Principles of Ethics* and to intraprofessional concerns that may be referred by any component society.
 - I. Exercise the Association's powers to discipline members. Decisions of the council shall be subject to appeal to the Board of Trustees according to the provisions of the TDA Bylaws, Chapter I, Section 40. I.

TDA Committees

PEER REVIEW COMMITTEE

Composition: Nine (9) members composed of the local component society Peer Review Chair from each district.

Terms: Determined by component society.

Meetings: As needed.

Duties:

Review matters concerning, but not limited to, appropriateness of care, quality of treatment and, acting in an advisory capacity, fees. The Committee acts on appropriate requests from a patient or dentist. It also functions as the appellate body for appeals of component society decisions.

Responsibilities:

It is the responsibility of the Committee to explore, to the extent necessary, all matters referred to it and to do so within a period of time that makes its efforts effective. It holds hearings where necessary. The Committee has an equal responsibility to patients and dentists.

APPENDIX I

ANNUAL SESSIONS COMMITTEE

I. A. MEMBERSHIP

The Annual Sessions Committee is composed of sixteen (16) members, two (2) allied staff representatives, and two (2) ex officio members. The current TDA President's Annual Sessions Director will serve as Chairman of the committee. The TDA President-elect's Annual Sessions Director will serve as the Vice-Chairman. These members along with the TDA President and President-elect will serve as the Annual Sessions Leadership Committee.

There will also be three subcommittees. They are as follows:

1. Continuing Education Subcommittee
2. Events, Registration, and Marketing Subcommittee
3. Exhibitor Relations and Fundraising Subcommittee

Each of these three subcommittees will have a designated subcommittee chairperson and three member-at-large. The Continuing Education Subcommittee will also have a Registered Dental Hygienist representative and a Registered Dental Assistant representative.

The remaining two ex officio members will be the TDA Executive Director and a TDA staff member assigned to the Annual Session.

I. B. MEMBERSHIP SELECTION PROCESS

The TDA President and President-elect continue to be selected by the House of Delegates. The TDA President-elect will choose his/her Annual Session Director and will serve a two-year term with that upcoming TDA President.

The three (3) subcommittee chairpersons will be selected by the TDA President and approved by the Board of Trustees

The nine (9) members-at-large and the two (2) allied staff representatives will be chosen from names submitted by the Trustees, selected by the President and approved by the Board of Trustees.

It should be noted that the President will work in consultation with the President-elect and the Annual Session Leadership Committee regarding the appointments since these positions will be incorporated into several years' planning. The function of the Board of Trustees will be to review and approve the selections of the President yet allow business to be conducted in a timely manner between Board meetings.

It is strongly recommended that the President and the Board of Trustees consider representation of all nine (9) component societies in this committee. Because component representation can occur at any level of leadership on this committee, it was decided that no set quota be made at any level of service of the committee. This recommendation also

allows for strategic placement of members with strong interests in certain subcommittees to serve in those capacities directly without limitation of other members.

I. C. MEMBERSHIP TERMS

The TDA President, President-elect, and their Annual Sessions Directors will each serve two-year terms during their President-elect to President stint. The Chairperson will serve a one-year term during that person's year as the President's Annual Session Director. The Chairperson will have already served on the committee for one year. It should be noted that the Annual Sessions Directors need not be from the same component society as their President-elect/President.

The subcommittee chairs will serve a three-year term with a maximum of two (2) terms. The President will select all three subcommittee chairs. The terms will be staggered until a rotation can be established as follows so that only one subcommittee chair term will end per year:

- Exhibitor Relations and Fundraising- initial 1-year term
- Events, Registration, and Marketing- initial 2-year term
- Continuing Education- initial 3-year term

After the initial terms have been served, the remaining terms for the subcommittee chairs will be three years. Any initial partial term will not count toward their two-term maximum if they choose to continue to serve both full terms. Initial terms will start immediately after appointment and be approved by the Board at the next Board meeting.

The members-at-large will serve a three-year term with a maximum of two (2) terms. The Trustees of the Board of Trustees will submit nominations to the President, and these appointments will be reviewed and approved by the Board of Trustees. The positions will be numbered #1-9 to provide a distinguishing designation. The Annual Sessions Leadership Committee will select all nine members-at-large for the first year, and their terms will begin immediately after appointment and be approved by the Board of Trustees at the next Board meeting.

<u>CE SC</u>	<u>Events & Registration SC</u>	<u>Exhibitor Relations SC</u>
Member-at-Large #1	Member-at-Large #4	Member-at-Large #7
Member-at-Large #2	Member-at-Large #5	Member-at-Large #8
Member-at-Large #3	Member-at-Large #6	Member-at-Large #9

The initial terms will then be staggered as follows so that only one member-at-large per subcommittee will be selected per year.

- Members-at-Large #1, 4, 7- initial 1-year term
- Members-at-Large #2, 5, 8- initial 2-year term
- Members-at-Large #3, 6, 9- initial 3-year term

Any initial partial term will not count toward their two-term maximum if they choose to continue to serve both full terms.

The allied staff representatives will serve a three-year term with a maximum of two (2) terms. The Trustees of the Board of Trustees will submit nominations to the President, and these appointments will be reviewed and approved by the Board of Trustees at the next Board meeting. One must be a Registered Dental Hygienist and one must be a Registered Dental Assistant in the state of Tennessee. They will begin their functions on the committee immediately after appointment.

Should a member of the Annual Sessions Committee chose to not finish his or her full term, the President will select an eligible replacement, and the appointment will be effective immediately. The member's term limits will not be affected by finishing another member's term.

It is recommended that by establishing a longer-tenured committee, that it is beneficial to have experienced personnel in leadership. It is recommended that interested members-at-large continue on as subcommittee chairs. It is also beneficial for members of the Annual Sessions Leadership Committee to have served on the committee in capacities in the subcommittees.

I. D. JOB DESCRIPTIONS

- Chairperson: President's Annual Sessions Director

- Set up and coordinate communication of the committee
- Conduct regular and timely communication with the committee
- Assign specific duties for the subcommittee chairs
- Establish points in time to check subcommittee progress
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Aid the TDA staff in finding last-minute volunteers for critical assignments
- Greet all exhibitors and speakers on behalf of the Association
- Manage the real-time meeting by constant circulation within the meeting venue
- Be available for last-minute assignments, freeing the President to fulfill his/her role and avoid distraction
- Oversee adherence to the timeline for tasks to be performed.

- Vice-Chairperson: President-elect's Annual Sessions Director

- Assist in coordination of communication of the committee
- Coordinate communication of the committee regarding future meetings
- Conduct regular and timely communication with the committee
- Assign specific duties for the subcommittee chairs
- Establish points in time to check subcommittee progress
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Aid the TDA staff in finding last-minute volunteers for critical assignments
- Greet all exhibitors and speakers on behalf of the Association
- Manage the real-time meeting by constant circulation within the meeting venue

- Be available for last-minute assignments, freeing the President-elect to fulfill his/her role and avoid distraction

- TDA President

- Creating/designing specific tasks that need to be accomplished by the committee
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Be present at TDA Annual Session
- Theme for meeting
- Vision for keynote speaker and President's Party

- TDA President-elect

- Creating/designing specific tasks that need to be accomplished by the committee
- Check subcommittee progress
- Coordinate with TDA executive director and staff
- Be present at TDA Annual Session
- Support the President
- Look ahead to their year for venue, theme, etc.

- Continuing Education Subcommittee Chairperson

- Manage all tasks and duties delegated to the Continuing Education Subcommittee
- Plan and conduct meetings, calls, and correspondence within this subcommittee
- Conduct regular and timely communication with the Annual Sessions Leadership Committee
- Be present and available at the necessary meetings and the TDA Annual Session
- Adhere to the timeline and deadlines for tasks to be completed.
- (See FUNCTIONS of COMMITTEE)

- Events, Registration, and Marketing Subcommittee Chairperson

- Manage all tasks and duties delegated to the Events, Registration, and Marketing Subcommittee
- Plan and conduct meetings, calls, and correspondence within this subcommittee
- Conduct regular and timely communication with the Annual Sessions Leadership Committee
- Be present and available at the necessary meetings and the TDA Annual Session
- (See FUNCTIONS of COMMITTEE)

- Exhibitor Relations and Fundraising Subcommittee Chairperson

- Manage all tasks and duties delegated to the Exhibitor Relations and Fundraising Subcommittee
- Plan and conduct meetings, calls, and correspondence within this subcommittee
- Conduct regular and timely communication with the Annual Sessions Leadership Committee
- Be present and available at the necessary meetings and the TDA Annual Session
- Plan an event for our sponsors to kick off the fundraising year

- (See FUNCTIONS of COMMITTEE)

- Members-At-Large & Allied Staff Representatives

- Be a present and active member in planned meetings, calls, and correspondence related to the assigned subcommittee
- Be present and available at the necessary meetings and the TDA Annual Session

II. A. FUNCTIONS OF THE COMMITTEE

The Annual Sessions Committee will work together with thorough communication and improved continuity to provide the necessary planning and execution for our Tennessee Dental Association Annual Session. This Committee will work directly with the Executive Director and a TDA staff member assigned to the Annual Session, though most of the executive office staff will be available to provide assistance in accomplishing tasks for the Annual Session. This Committee in teamwork with the executive office may also consider outsourcing portions of the meeting planning and execution and will work closely with the designated third party.

The Annual Sessions Committee is a large committee that has several specialized branches. This committee was designed with the idea that the whole committee will likely never meet together, but the central leadership team will have continual correspondence with each subcommittee. Each Subcommittee Chair will be in charge of organizing and finalizing all of their delegated responsibilities. It is the Subcommittee Chairs that will report back to the Annual Sessions Leadership team. The leadership team will decide how they will best correspond with the rest of the committee. They may chose to be present at each subcommittee's meetings, or they may chose to correspond only with the Subcommittee Chairs. The leadership team may speak with all of the Subcommittee Chairs at a given meeting or call, or they may only invite the members pertinent to a given discussion. The ultimate responsibility falls on the Annual Sessions Leadership Committee and the Executive Director to be sure that all delegated tasks and duties are accomplished.

The Annual Session Leadership Committee will convene as often as needed to be sure that all designated duties are completed for the production of the TDA Annual Session. It is very important that the Leadership Committee work very closely together to provide for seamless transition of projects and materials, as these are the only members that serve only two years. The Vice President's Annual Sessions Director will serve only one year prior to becoming the Chair of the entire committee.

It is strongly recommended, though not required, that members in leadership positions on the committee have previously served on the committee in another capacity. For example, it is suggested that a person serving as a member-at-large for a subcommittee would eventually become that subcommittee's chair. Their previous position would have provided them with a solid background from which he or she could be an effective leader immediately. In addition, a subcommittee chair would then either serve on a different subcommittee or would eventually serve in the Annual Sessions Leadership team, though the terms may not be continuous.

II.B. FUNCTIONS OF THE CONTINUING EDUCATION SUBCOMMITTEE

A major duty of this subcommittee is to select and secure speakers for each Annual Session. Most of the time, this is completed well before the meeting, even years in advance. The goal is to provide the continuing education courses that are applicable and interesting to our membership. With consideration of budget guidelines provided, members are to research, contact and negotiate terms with the speakers. This information will then be provided to the TDA staff to issue a speaker contract and use information as appropriate for promotion and registration materials.

Honorarium or sponsorship for all speakers will be determined and finalized. Members of the TDA that are asked to speak should not receive an honorarium of more than \$500. Lodging may be provided by the TDA for one or two nights, depending on the speakers travel schedule, at one of the host hotels. The TDA will reimburse the speaker mileage at the IRS rate, if their home is over 100 miles from the venue, or for economy airfare and local transportation to and from the hotel.

For each of these speakers, a host, who can introduce the speaker and remain during the course, must be designated. This means that the subcommittee will have to reach out and find volunteer leadership and often perform these duties themselves in the event of a person not being able to complete his or her assigned task.

This subcommittee will need to provide course information to have signs executed by the TDA staff or an outsourced party.

II.C. FUNCTIONS OF THE EVENTS, REGISTRATION, AND MARKETING SUBCOMMITTEE

This subcommittee is focused on the internal and external marketing strategies to encourage our membership to attend the Annual Session. They will also provide support for the on-site registration, and help with the planning and production of social events.

Marketing

Spreading the information about the Annual Session well in advance is crucial for the success of the meeting. It is suggested that marketing strategies be employed to help accomplish optimal member attendance. The meeting dates for the next Annual Session should be confirmed and made available through signage at the previous Annual Session. Pamphlets or detailed booklets should be ready at least six months prior to the meeting with a program being distributed just before the earliest registration. It is up to this committee to determine the best marketing strategies for each meeting. For this task, they will work closely with the executive office staff and will consider outsourcing options.

Registration

For registration, this subcommittee will be familiar with all registration goals, processes, and actual registrants. The executive office staff will perform the pre-registration duties, though this subcommittee will follow the progress and help solicit

attendance. A member of this subcommittee should be available during registration times to welcome members as they sign-in and be available to encourage ticket sales to events.

Once registration is complete, the subcommittee chairman shall be given a complete breakdown of the total registration of all groups for the House of Delegates. This subcommittee should also be given a breakdown of total registration to be given to the Exhibitor Relations Subcommittee Chairman for distribution to each exhibitor.

Policies Regarding Registration

It shall be the policy of this Association to require all persons to wear the Association's official badge of registration in order to be admitted to any function held during the Annual Session. This notice is to be printed in the Official Program.

A registration fee may be charged to each American Dental Association member who attends the Annual Session of the Tennessee Dental Association.

Non-member dentists may attend the Tennessee Dental Association Annual Session. The registration fee shall be an amount equal to or greater than current Tennessee Dental Association regular member dues.

That no refund be made for these functions (President's Party or TDA Opening Session) unless received by the TDA by the date specified in the Preregistration brochure, approximately two (2) weeks prior to the scheduled event.

Events

Social events at the TDA Annual Session will also be planned and organized by this committee. The number of social events will be planned, and this subcommittee will secure the entertainment. This committee will confer with the Annual Sessions Leadership Committee regarding the entertainment for the social events, especially the President's Party. Event details will need to be thoroughly planned, budgeted and assigned. Plans should be considered to outsource certain event details, purchases, or use volunteer leadership.

This subcommittee and the Executive Director will arrange for the menus and determine the costs to attend. Preregistration for these events will be conducted through the TDA Executive Office.

The executive office staff will provide special reserved seating for recipients of the 50-Year Award, Fellowship Award, ACE Award and the Dr. Jack Wells Dedication to Dentistry Award, as applicable. The Subcommittee Chair should confer with the President of the Association regarding whom he or she wishes to be seated at the head table. The executive office staff will notify those to be seated at the head table and at reserved tables.

The executive office staff will supply place cards for the invited guests seated at the head table and at reserved tables. The TDA staff will also be responsible for placing cards at the proper location prior to the start of the dinner.

Special invitees of the President (maximum of 4), the Jack Wells Award recipient and spouse/guest and 50-Year Award recipients and their spouse/guest will receive complimentary tickets to designated events.

II.D. FUNCTIONS OF THE EXHIBITOR RELATIONS AND FUNDRAISING SUBCOMMITTEE

This subcommittee is assigned the tasks of establishing close-knit relationships with our exhibitors and sponsoring partners. This subcommittee is responsible for establishing and maintaining contacts with each of our sponsorship partners throughout the year and providing necessary support during the Annual Session.

In order to provide the highest level of continuing education during the Annual Session, sponsorships are welcomed and encouraged from all organizations and businesses affiliated with dental care, individual dentists, group practices and study clubs. It is the charge of this group to establish these contacts to support each and every Annual Session. Once a commitment is received, the TDA Executive Office should be notified with the following information: name, address, phone, email address, the dollar amount of the sponsorship, and the specific event to be sponsored (if applicable).

This subcommittee will review the exhibit prospectus and contract form annually. The executive office staff will prepare and mail the exhibit prospectus and the contracts. They will also collect commitments dollars from the sponsors.

For sponsors planning to have an exhibit, a set sponsorship level and number of exhibitor positions available for the year will be determined by this subcommittee and the executive director.

The Executive Director, the Exhibitor Subcommittee, and the Convention Decorator Service Representative will determine where exhibits are to be displayed and what hours exhibits will be open.

The Exhibitor Subcommittee should be on hand during the set- up of exhibits. When exhibits are open, the subcommittee members should be available to assist exhibitors and answer questions. The subcommittee's guidance and assistance is necessary in the exhibition area to make sure that exhibitors' needs are met.

The executive office staff will obtain the services of uniformed security officers to protect the exhibits and manage any individuals who are not associated with the TDA Annual Session.

It is the responsibility of the Exhibitor Subcommittee to have committee members present on the exhibition floor whenever exhibits are open. From time to time it is necessary to request that an exhibitor refrain from activity which bothers TDA members or other exhibitors. It is the subcommittee's duty to make such requests. If an exhibitor does not comply with the subcommittee's request, the exhibitor should be asked to leave the meeting.

The subcommittee should also help monitor aisle space. It may not be used for exhibit purposes, for display of signs, for solicitation of business, or for distribution of cards, circulars or samples. Ample exhibit space should be leased to accommodate your products and sales representatives, etc. This provision will be strictly enforced.

Subcommittee members should encourage dentists, spouses, assistants, hygienists, front office personnel and others to visit the exhibits and make purchases.

Shortly before the close of exhibits at end of the final day, Committee members should distribute the TDA's Exhibitor *Meeting Evaluation Form* to all exhibitors. These should be collected at the close of exhibits.

The Subcommittee Chairman should also be sure that each exhibitor receives statistics of the total registration and attendance.

The Subcommittee is responsible for thanking the sponsors and exhibitors and encouraging ongoing relationships.

I.I.E. FUNCTIONS OF THE EXECUTIVE OFFICE STAFF

The Executive Director will play a major role in coordinating the activities of the Annual Sessions Committee and producing the TDA Annual Session. He or she will provide optimal support for the Annual Sessions Committee and also direct and coordinate the executive office staff.

Financial arrangements with facilities

The Executive Director will work with the Annual Session Leadership Committee on the venue and hotel contract and handle financial arrangements with hotels, convention centers and other facilities utilized for Association-sponsored events during the Annual Session.

The executive office staff will work under the direct supervision of the Executive Director during the planning and the execution of the TDA Annual Session. The Executive Director will assign the staff members' jobs and responsibilities.

The executive office staff is responsible for the preregistration of all attendees. They collect and designate funds from preregistration for those planning to attend Annual Session events.

During the Annual Session, the executive office staff will provide assistance to the House of Delegates, Board of Trustees and Reference Committees. The executive office staff also will collect and disseminate supplemental reports from Council and Committee Chairs.

The executive office staff does not perform any of the work for the allied groups, such as FACD-FICD, Pierre Fauchard, Past Presidents, etc. The chairmen of these events send out their own meeting notices, sell their own tickets and collect money for these events.

II. F. ANNUAL SESSION PLANNING TIMELINE

Certain tasks must be accomplished by a projected date to ensure proper execution of the Annual Session meeting. The timeline projected below is meant to help guide the subcommittees and serve as a checklist for the Annual Sessions Leadership Committee.

18 Months Prior

- Select conference site
- Select conference date

17 Months Prior

- Negotiate terms and sign contract with venue

13 Months Prior

- Set conference theme
- Create list of potential keynote speakers and send invitations.
- Create a Save-the-Date postcard to distribute at current convention
- Prepare budget based on signed venue contract and fees for registration, etc.

12 Months Prior

- Distribute Save-the-Date postcards at current convention
- Determine speaker lineup and sessions/events

11 Months Prior

- Ship Save-the-Date postcards to components for distribution at their meetings
- Make contact with venue conference service manager (CSM) assigned to conference.
- Request venue layout and meeting room specs
- Set registration fees and determine honorarium for keynote speakers/entertainment.
- Send speakers contracts and keynote or entertainment, if applicable
- Sponsor event (breakfast or reception)

10 Months Prior

- President's Party "Theme"
- Begin event layout
- Exhibitor Prospectus – design and print
- Contract electronic registration company

9 Months Prior

- Begin promoting the conference theme, location, and registration rates.
- Mail Exhibitor Prospectus with letter from Exhibitor Relations and Fundraising Chair
- Work on information and design for Preregistration Brochure
- Committee for logistics (room set-up, catering)
- Begin to secure volunteers for speaker hosts/ room monitors

- Request Welcome Letter from Annual Sessions Director or President for Pre-Registration Brochure

8 Months Prior

- Alliance Lunch – Contact Alliance President

7 Months Prior

- Preregistration Brochure – to printer
- Find out what organizations want to meet – Pierre Fauchard, ICD, ACD, etc.
- Invite ADA President or VIPs (watch for email from ADA with request form)

6 Months Prior

- Mail Preregistration Brochure to all members (or first week of January)
- Post Preregistration information online
- Open registration and housing reservations to attendees
- Continue promoting conference through email and website.
- Make arrangements for events and non-CE activities.
- Begin tracking registration and sleeping room reservations.
- Create conference website site or update existing one with details on date and location.

5 Months Prior

- Continue promoting conference with updates to website and through social media. Add video clips from leaders or former attendees. Post testimonials from past attendees.
- VIP Hotel Suite Assignments
- Begin e-mail blast marketing

4 Months Prior

- Create a registration spreadsheet, making note of total registrations sold each week.
- Create a housing spreadsheet, making note of total rooms sold each week.
- President Comp Tickets to President's Party
- Send brochure to sponsors
- Contact affiliate organizations with menu options – hotel to contact them

3 Months Prior

- Request AV from the audio-visual provider. (Usually venue's AV is simplest and cheapest.) Microphones, projectors, screens, etc.
- Send update to speakers regarding housing, room setup, and AV provided.
- Prepare final program and print date.
- Prepare and print awards event program.
- Design name badges.
- Select Credentials and Reference Committees (President from delegation lists provided)
- Assign Hosts to speakers

2 Months Prior

- Purchase supplies
- Prepare scripts and special seating diagrams for HOD and awards event.
- Make final decisions on AV needs in session rooms and general events.
- Send menus to venue CSM and discuss special requests.
- Prepare evaluation forms for conference.
- Send reminders to speakers of date, time and room assignment and host info.
- Check number of sleeping rooms sold and compare to registration numbers. Make sure group has sold the number of sleeping rooms required by the contract.
- Presidents Address – copy to distribute at end of speech

1 Month Prior

- Check sleeping rooms sold with the venue CSM.
- Check catering menus.
- Send final email promotion for conference registration.
- President-Elect appointments, liaison's and Executive Committee members
- Reserve van for supplies

3 Weeks Prior

- Create signs / print.
For Registration.
Outside CE room.
Outside event rooms.
Sponsors
- Go through event with CSM.
- Prepare post-event survey to be emailed to conference attendees after the conference.

1 Week Prior

- Confirm AV equipment for all sessions with venue.
- Check event banquet event orders (BEO) with convention specifications document: set up, food, beverage, AV.
- Stuff registration bags.
- Ship materials to venue (if out of Nashville area).

3 Days Prior

- Share final catering guarantees with venue
- Prepare onsite “binder” of all contracts, BEOs, AV requests, special needs from attendees, and contact information.

1 Day Prior

- Conduct a preconference meeting with venue staff. Get contact information for all key venue and supplier staff members. Discuss emergency procedures with the venue. Check catering menus and room sets again.
- Walk the meeting space with conference volunteers, noting locations of restrooms and emergency exits.

- Walk the area around the venue taking note of restaurants and attractions that might of interest to attendees.
- Set directional signs and prepare registration area.
- Retrieve keys for conference staff office.
- Exhibitor Set-up
- Final walk-thru

During Conference

- Meet with venue CSM daily to discuss progress of the conference and review catering bills.
- Occupy TDA office/remedy issues/problems

After the Conference

- Send letters of appreciation to speakers and volunteers.
- Email post-event survey to conference attendees (Survey Monkey).
- Review invoices from venue.
- Write a post-event report. Include registration and housing spreadsheets, BEOs, final invoices and notes about successes and challenges.
- Send Thank yous to exhibitors

Organizational Structure of the TDA as of July 2020

The organizational chart below diagrams the current structure of the TDA Councils and Committees. The Association Bylaws establish all TDA Councils. Some Standing Committees of the House of Delegates and the Board of Trustees are also established by the Bylaws. Other Standing Committees contained in the diagram originate from and serve at the pleasure of the TDA Councils, the Board of Trustees or the TDA President. Ad Hoc Committees or Task Forces may also be formed from time to time, serving only long enough to fulfill a specific purpose.

