



Board Secretary Job Description

The mission of the American Dental Therapy Association (ADTA) is to ensure that all Americans have access to high-quality oral health care. Founded in 2006, the ADTA is the national professional society for dental therapists. Each year, the ADTA supports dental therapists in providing vital oral health care to hundreds of thousands of Americans. We educate the public about the value of dental therapists, create educational and career advancement opportunities for dental therapists, and support educational institutions in developing superior dental therapy programs.

EXPECTATIONS OF THE BOARD SECRETARY

As the secretary of the ADTA Board, you will be expected to

- Be a conduit for communication between the Board, Executive Director, and Members by giving proper notice of any meetings and timely distribution of materials such as meeting agendas and minutes
- Ensure the safety and accuracy of all Board records
- Record minutes of board meetings using the Roberta's Rules of Order template
- Ensure minutes are distributed to board members shortly after each board meeting
- Familiarize yourself with organizational documents such as the Articles of Incorporation, By-laws, IRS letters, etc.

EXPECTATIONS OF THE BOARD AS A WHOLE

As the highest leadership body of the organization and to satisfy its fiduciary and legal responsibilities, each ADTA board member is required to practice

- **Duty of Care** – ensuring legal responsibility to participate actively in making decisions on behalf of the organization and to exercise their best judgment while doing so.
- **Duty of Loyalty** – putting the interests of the organization before their personal and professional interests when acting on behalf of the organization in a decision-making capacity.
- **Duty of Obedience** – bearing the legal responsibility of ensuring that the organization complies with the applicable federal, state, and local laws and adheres to its mission. The organization's needs come first.

Additional responsibilities include:

- Determining the mission and purposes of the organization
- Selecting and evaluating the performance of the CEO/Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring ADTA's programs and services
- Enhancing the ADTA's public image
- Assessing its own performance as the governing body of the ADTA

EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS

Each individual board member is expected to:

- Follow the organization's bylaws, policies, and board resolutions
- Know the organization's mission, policies, programs, and needs
- Read and understand the organization's financial statements
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the ADTA to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the ADTA's mission
- Maintain active membership in the ADTA annually
- Contribute to identifying personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- Sign an annual conflict of interest disclosure and update it during the year, if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of the ADTA

TERM LIMIT - 3 Years