



**PROCEDURES MANUAL**  
**of the**  
**MASSACHUSETTS DENTAL HYGIENISTS' ASSOCIATION,**  
**INC.**

**REVISED 2024/2025**

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# INTRODUCTION AND GENERAL GUIDELINES

This manual is presented to assist officers, council and committee members in the development and understanding of their respective roles in the activities of the Massachusetts Dental Hygienists' Association, Inc. Nothing contained herein shall conflict with the most current edition of the Bylaws or Principles of Ethics of The Massachusetts Dental Hygienists' Association, Inc.

All officers, council and committee members should familiarize themselves with the MDHA Bylaws. To avoid duplication of effort, each member is requested to review the scope of all councils and committees outlined in this manual.

In accepting an office/ position within The Massachusetts Dental Hygienists' Association, Inc., you are representing your Association, and the entire profession of Dental Hygiene.

Attendance for Chairs is required at all Board of Directors Meetings. If unable to attend, the Council and Committee Chairs must notify the President and submit a written report. A qualified representative may substitute for the Chair. Attendance at the annual General Assembly meeting is strongly recommended.

All official correspondence should be answered promptly in accepted letter format. MDHA letterhead will be furnished by the Administrative Assistant. The President and any Council/Committee members shall be copied on all official correspondence by the Council/Committee Chair. A file copy should be kept.

An Annual Report will be requested of all officers and Council/Committee Chairs by the Administrative Assistant and must be received 30 days prior to Annual Session for inclusion in the Book of Reports. Any resolutions and recommendations should also be submitted at this time. Proposed Policy and Bylaws revisions must be submitted to the General Assembly via the Administrative Assistant in resolution form and reviewed by the Board of Directors prior to the General Assembly Meeting.

Policies adopted at the General Assembly are referred by the President to the appropriate Council or Committee with instructions to develop a mechanism for inclusion in the Strategic Plan.

If you find you cannot continue in your elected or appointed position, immediately send your written resignation to the President to expedite an appointment to assume your unexpired term so all activities can be carried on efficiently and continuously.

Accurate records, monthly reports, copies of written or digital correspondence and any other pertinent information should be kept on file for the entire term of office and passed on to the next officer or chairman at the General Assembly, next Board of Directors Meeting or within 30 days of termination of office

## OUTLINE FOR COUNCIL, COMMITTEE, AND OFFICER ANNUAL REPORTS

All reports should be submitted to the Administrative Assistant thirty days prior to the General Assembly.

### Council/Committee Reports

1. List of members.
2. A brief summary of activities for the year related to the Strategic Plan.
3. Any pending activities or concerns.
4. Resolutions and/or recommendations to be presented to the General Assembly.
5. Recommendations for next year's Council/Committee.
6. Maintain a copy for the permanent file.

### Officer Reports

1. Activities.
2. Comments.
3. Resolutions and/or recommendations to be presented to the General Assembly.
4. Recommendations to next year's officer.
5. Maintain a copy for a permanent file.

# CORRESPONDENCE

Correspondence on official MDHA letterhead should follow this acceptable outline.

1. Date line.
2. Addressee's full name, office and/or title and address.
3. Salutation.
4. Body of the Letter.
5. Closing.
6. Your name, office and/or title.
7. Your address may be put under signature or with the date.
8. Enclosure, if any.
9. If a second page is necessary, do not use letterhead.
10. CC copies to the president, council/committee members or others as indicated.

Policy guidelines regarding correspondence.

1. All Correspondence should be answered promptly.
2. All official correspondence must be professional in content in accordance with the MDHA Mission Statement, Bylaws and Principles of Ethics
3. All official correspondence outside of MDHA should be reviewed by the President prior to mailing for appropriateness of content.
4. Copies to the President, committee member(s) or others as indicated.
5. Maintain a copy for the permanent file.

# PRESENTATION OF RESOLUTIONS OR BYLAWS REVISIONS TO MDHA GENERAL ASSEMBLY

The following procedures must be followed to properly submit a resolution or bylaws revision for consideration by the MDHA General Assembly:

1. MDHA resolutions may be submitted by officers, council or committee chairs, the Board of Directors, delegates, or individual members.
2. Each resolution shall contain only one item of business.
3. A justification should be included with the resolution along with the name, address, e-mail address, and phone number of a contact person.
4. The resolution must be in standard form, written in the positive and properly worded with clear intent.
5. The resolution shall not duplicate existing policy. It is appropriate to direct the Association but not appropriate to speak to administrative issues.
6. All proposed resolutions and bylaws revisions must be received thirty days prior to the MDHA General Assembly to be reviewed by the Board of Directors for appropriateness of content and form. (BOT 11-97 AM-03)
7. Bylaws revisions require a two-thirds vote of the General Assembly. Proposed bylaws amendments received after the deadline will require a three-quarters vote by the General Assembly for consideration.
8. The MDHA Board of Directors will review any submitted proposed resolutions and bylaws revisions at the board meeting prior to the General Assembly, and recommendations for action will be made to the General Assembly.

## DEFINITIONS:

Policy- A definitive statement selected from among alternatives which reflects the association's attitudes and serves to guide and determine present and future decisions.

Directive- An authoritative statement issued by the General Assembly that a specific action be taken. A directive states that something be done, not how it is to be done.

Administrative Procedure- A statement providing for how action is to be taken.

## EXAMPLES:

### Policy Resolution:

Be it resolved, the MDHA supports municipal water fluoridation programs.

Justification: Municipal water fluoridation has been proven safe and effective in reducing the caries rate therefore improving the oral and general health of the public.

### Directive Resolution:

Be it resolved, that the ADHA Membership Committee urges the membership committees of the constituent associations to undertake an active membership drive beginning on October 30, 2022.

Justification: There is a need to increase membership to better represent the majority of dental hygienists in the United States and its territories.

### Inappropriate Administrative Resolution:

Resolved that the Black Tar Hotel in Honolulu, Hawaii be designated as the site of the 2022 Annual Session.

Justification: Sounds like a nice place to visit.

# FISCAL POLICIES AND PROCEDURES

1. Fiscal responsibility lies with the Board of Directors, which has the authority and the responsibility to amend the budget when necessary.
2. The annual operating Budget proposed by the Finance Committee is to be presented to the Board of Directors for adoption at the last BOD meeting prior to the annual General Assembly and is to be based upon the Strategic Plan. A summary of the budgetary process and a summary sheet of all assets shall be included in the Delegate's Manual. The budget shall be available to view by any MDHA delegate upon request to the delegate's trustee.
3. MDHA will give an annual donation in appreciation to the facilities where the Board of Directors meetings are held. The amount is to be determined annually by the Board of Directors.
4. Consideration will be given annually by the Board of Directors for a donation to the ADHA Foundation. (BOT 18-90 AM 11-97)
5. The delegation to ADHA Annual Session shall be reimbursed in full for any District I registration fee, as well as for reasonable coach

commercial airfare, hotel and ADHA delegate registration fees. A per diem reimbursement shall be allotted for meals and miscellaneous expenses to be established annually by the Board of Directors. (HOD- 97)

6. All MDHA officers will be exempt from any continuing education course fees that are assessed for any continuing education programs sponsored by MDHA. (HOD-2-83). Members of the Planning Committee are also exempt from course registration fees.
7. MDHA Members acting as course monitors for MDHA Sponsored Courses will be exempt from that course fee (BOT-2021). Educational courses sponsored by MDHA must be monitored by ADHA members. (BOT-16-91).

8. The amount of compensation for speakers contracted for continuing education courses shall be established by the meeting chairs and reviewed annually by the Board of Directors.

9. The MDHA President shall be given a digital subscription to the ADA Newsletter and the MDS Newsletter. (BOT-12-83 – AM 2021)

10. Money shall be available for an MDHA member needing assistance in sponsoring a continuing education course, upon approval of the Board of Directors. (HOD -5-83) An MDHA member may borrow money from MDHA under unusual circumstances according to the following procedure:

- A written letter of explanation including the amount requested and its proposed usage signed by the component treasurer and chair including a summary sheet of current assets shall be submitted to the Board of Directors through the President.
- The amount of the loan, a time frame for reimbursement and the approval of the loan itself shall be voted upon by the Board of Directors at the next regularly scheduled meeting. In the event of an urgent need, a roll call vote may be taken. If the need is not urgent and the timing is possible, a line item shall be inserted in the budget for both expense and income/reimbursement.

11. The President shall appoint the President-elect or another officer other than the Treasurer to serve as reconciler of accounts.

12. All money for deposit should be sent to the Treasurer with an explanation as to the source of income.

13. MDHA will not condone or be held fiscally responsible for the actions of any officer, council or committee member who abuses the privileges of their workplace or any other organization with which they are affiliated.

14. MDHA will establish a Speakers Bureau and sponsor CE courses throughout the Commonwealth [Conference on the Road].

15. The MDHA President and Finance Committee may decide on the amount of a donation for the deceased when timing does not coincide with a BOD meeting and a quick response is needed. Notification to be sent to the full BOD within 14 days via the President/Administrative Assistant [ BOT March -2008- AM March 2021]

## **GUIDELINES FOR REIMBURSEMENT OF EXPENDITURES:**

- A. MDHA will reimburse budgeted officers and committees to the limits of their budgets for postage, telephone, copying, supplies and travel/parking. Travel to Board of Directors meetings, other official MDHA meetings, short distance committee meetings of 40 miles or less are not reimbursable. Travel as an official representative of MDHA and necessary long commutes to committee meetings will be reimbursed after the first 40 miles at the mileage rate of 40 cents per mile or at the cost of gas for said trip, whichever is less. *(BOT May – 2011)*
- B. Reimbursement forms can be obtained from the Administrative Assistant, Treasurer, or available on the website. These forms should be submitted to the Treasurer regularly/semi-regularly depending on the amount of activity. All expenses must be submitted within 21 days of the end of the fiscal year. Late submissions after the close of the fiscal year may not be reimbursed.
- C. All bills and expenditures should be sent to the Treasurer with expense reports appropriately completed and receipts attached. Bills and expenditures will be paid only when accompanied by an explanation. No bill or expenditure will be paid via a phone call without prior discussions of the Treasurer, President, and Council/ Committee chair, unless unusual circumstances exist.
- D. All bills will be paid in a timely manner by the Treasurer. Officers and Council/Committee members submitting bills on a regular basis will receive a statement of reimbursements including the amount remaining in the budget for planning future expenses.
- E. Council/Committee chairs must pre-approve member expenses, always maintaining an awareness of the budget status for planning future expenditures. All bills must be submitted to the chair for approval and then forwarded to the Treasurer.
- F. MDHA will reimburse travel expenses to expert witnesses that present testimony on behalf of MDHA. An expert witness is defined as one whose presence and/or testimony is deemed necessary due to specific knowledge or

position. The President and appropriate Council Chair will make this determination.

G. In the event of expenses over budget, anticipated expenses must have prior Board of Directors approval. MDHA will not be responsible for expenses exceeding 35% over budget. The Finance Committee holds the authority to approve over budget expenditures in urgent or unusual circumstances; the Board of Directors shall be notified at the next scheduled meeting.

H. Any expenses more than 10% over budget should be reported to the Finance Committee in preparing for the following year's budget.

I. If preauthorization is needed to secure up-front money to finance an officer's duties or fund a committee's event, a statement including previous expenses related to a similar circumstance should be provided to assist the Board of Directors in their decision-making.

J. All non-budgeted capital expenditures must have PRIOR BOD approval.

K. Current credit cards are to be issued in the names of the current president, administrative assistant, and treasurer to prevent use of personal funds. BOT-09

MASSACHUSETTS DENTAL HYGIENISTS' ASSOCIATION

(CIRCLE ONE) CONSTITUENT

EXPENSE REPORTING FORM

*Please attach original receipts for the expenses claimed.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Function/purpose: \_\_\_\_\_

Location: \_\_\_\_\_

Check One: \_\_\_ Officer/Committee/Council Expense \_\_\_ Office Expense

SUPPLIES: \$ \_\_\_\_\_

TELEPHONE: \$ \_\_\_\_\_

POSTAGE: \$ \_\_\_\_\_

PRINTING/COPYING: \$ \_\_\_\_\_

TRANSPORTATION:

Airfare: \$ \_\_\_\_\_

Car Expenses

\_\_\_\_ Miles @ 0.40 Per Mile: \$ \_\_\_\_\_

Tolls: \$ \_\_\_\_\_

Parking: \$ \_\_\_\_\_

Public Transportation: \$ \_\_\_\_\_

TOTAL EXPENSES: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send to: Treasurer, MDHA for Constituent Expenses

**Reimbursement Date:** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Treasurer's Initials:** \_\_\_\_\_

## **Part I. THE INVESTMENT ACCOUNT**

The Massachusetts Dental Hygienists' Association, Inc. sponsors the investment account for the benefit of its membership and the Association's mission and is intended to provide long-term accumulation of savings through a combination of membership dues and contributions and the earning thereon.

## **Part II. THE PURPOSE OF THE INVESTMENT POLICY STATEMENT**

This investment policy statement outlines the underlying philosophies and processes for the selection, monitoring and evaluation of the investment options and investment managers. This Investment Policy Statement will be reviewed at least annually, and, if appropriate, can be amended to reflect changes in the capital markets, Association objectives, or other factors relevant to the Investment Account.

## **Part III. INVESTMENT OBJECTIVES**

The Investment Account's investment options will be selected to:

- Maximize return within reasonable and prudent levels of risk.
- Provide returns comparable to returns for similar investment options, but exceeding inflation. - Provide diversification in various asset classes, industries, and investment styles.
- Control administrative and management costs.

## **Part IV. ROLES AND RESPONSIBILITIES**

Those responsible for the management and administration of the Investment Account's investments include, but are not limited to:

The Investment Committee is responsible for:

- Establishing and maintaining the Investment Policy Statement.
- Selecting investment options.
- Periodically evaluating the Investment Account's investment performance.

## **Part V. SELECTION OF INVESTMENTS AND MANAGERS.**

**The Massachusetts Dental Hygienists' Association will maintain a moderate  
Asset Allocation: 60% Equity 40% Fixed Income**

# Massachusetts Dental Hygienists' Association, Inc. Conflict of Interest Policy

The Massachusetts Dental Hygienists' Association is a 501 (c) 6 not-for-profit organization that is a constituent society of the American Dental Hygienists' Association. The purposes of the Association are to improve the oral health of the public; to advance the art and science of dental hygiene; to promote the highest standards of dental hygiene education and practice; to represent and protect the interest of the dental hygiene profession; to improve the professional competence of the dental hygienists; to foster research in oral health; to provide professional communications; and to conduct other activities as may be permitted by the Commonwealth of Massachusetts to carry out the purposes of this Association. It is imperative that all Association activities be carried out by all officers, council/committee members and representatives without a conflict of interest or even a perceived conflict of interest. Any individual involved in an MDHA activity or decision-making process shall have an obligation to disclose a significant financial interest in or other relationship with, an entity having a commercial interest in the activity or outcome of the decision. A commercial interest may exist not only where the entity's products or services are under consideration by the Association, but also where the entity's products or services are in competition with those under consideration. By disclosure of such interests, MDHA will be in a better position to determine whether the participant may have an interest in conflict with the interests of MDHA. MDHA is primarily concerned with potential conflicts of interest involving those individuals participating in MDHA-related activities. Potential conflicts of interest may also arise if an individual with whom the participant directly shares income (e.g., a spouse) has a financial interest in, or other relationship with, an entity having a commercial interest in the activity or matter under consideration. Financial interests or relationships requiring disclosure include, but are not limited to, the following:

**Employment**-Any full or part-time employment must be disclosed.

**Consultancies**-Consultant arrangements must be disclosed if (i) the consultation is current or proposed; or (ii) the consultation was performed, or payments were made for such consultation, within the prior two years.

**Ownership Interests**-Any ownerships (including stock options but excluding indirect investments through mutual funds and the like) in a company, the stock of which is not publicly traded, must be disclosed. If the company is publicly traded, ownership interests valued at \$1,000 or more must be disclosed. In addition, any other ownership interests in an entity having a commercial interest in an activity or matter under consideration by MDHA must be disclosed.

**Honoraria**-Honoraria are reasonable payments for specific speeches, seminar presentations, or appearances. Disclosure of honoraria is required in the event the amount paid, or about to be paid, is equal to or greater than \$1,000 per year or \$2,500

over a three-year period. Research funding-Receipt of funds for conducting research must be disclosed. Moreover, research funding which varies according to research outcomes or which is not commensurate with the requisite effort is particularly relevant. Leadership Role in Other Organizations-Any leadership role (e.g., as a board member, committee member, advisor) in another organization must be disclosed. The nature of the required disclosure may vary according to the circumstance. In most instances, disclosure of the conflicting or potentially conflicting interest will itself suffice to protect the Association's interests. In other words, once such a conflict is fully disclosed to the relevant parties, they generally will be able to evaluate the possible influence of the disclosed interest. In relatively limited situations where such disclosure does not appear to deal with actual or potential problems, additional action, including denial of participation in the subject activity or consideration of the matter, may be necessary. It will be the responsibility of the appropriate MDHA leaders to interpret and apply the guidelines to fit the particular circumstances. An MDHA Conflict of Interest Disclosure Form shall be considered a part of the Conflict-of-Interest Policy and must be submitted by any individual desiring to participate in an MDHA activity. Disclosure forms will be kept on file by the MDHA Administrative Assistant for a period of two years, or one year after the conclusion of the activity or decision-making process, whichever is longer, unless otherwise determined by the Board of Directors.

In order to facilitate implementation of the Conflict-of-Interest Policy, the Board of Directors, or their designee(s), shall determine when an individual engaged in, or is about to engage in, an MDHA-related activity or other matter under consideration has an actual, potential, or apparent conflict of interest requiring some response by MDHA. Specifically, subject to the procedures set forth herein, the Board of Directors may require any action it deems appropriate, including, but not limited to, the following: (1) Disclosure of the interests to the other participants in the decision- or policy- making body (e.g., committee, editorial board, affiliated society). (2) Written and, in some cases, oral disclosure of the interest (e.g., to an audience receiving the results of clinical research or at scientific or educational sessions). (3) Recusal from voting on a matter and limitation of the individual's participation only to the provision of factual information of benefit to the group discussion, (4) Complete recusal from a portion of a meeting or from other consideration of the subject matter. (5) Replacement of the individual in the subject position or activity. All participants in MDHA-related activities must comply with the MDHA Conflict of Interest Policy. Committee chairs, editors, etc., may be specifically designated by the Board of Directors to interpret and apply the Policy. Because the Policy is stated in general terms, the appropriate MDHA leaders are expected to utilize their best judgment to interpret and apply the Policy to the particular circumstances presented before them.

# **IMMEDIATE PAST PRESIDENT**

In addition to other responsibilities the Immediate Past President shall:

1. Serve as chair of the Nominating Committee as appointed by the President.
2. Serve as chair of the Performance Review Committee as appointed by the President.
3. Preside over the Annual General Assembly meeting
4. Perform any other duties assigned by the President.

# PRESIDENT

In addition to other responsibilities the President shall:

1. Immediately review all Board of Directors actions, President's recommendations and General Sessions actions from the previous year while establishing the business agenda for the year and make all General Assembly referrals to the appropriate council or committees before the first BOD Meeting.
2. Establish the agenda and preside at all Board of Directors meetings and be ex-officio member of all councils and committees.
3. Call any special meetings of the Board of Directors upon request in accordance with the bylaws.
4. Appoint all Committee Chairs, the Website Editor, Business Manager, and other appointees by the first Board of Directors meeting after the General Assembly and present the list of appointees to the Board at said meeting for approval. Oversee their respective responsibilities and deadlines.
5. Maintain continuity between Councils and /Committees and ensure all are on target to accomplish the goals of the MDHA Strategic Plan.
6. At the request of a Council/Committee chair the President shall also appoint one or more consultants when the need for special assistance can be demonstrated.
7. Serve as the official representative of the Association in its contacts with governmental, civic, business, and professional organizations for the purpose of advancing the MDHA goals and objectives.
8. Attend or appoint a representative to attend public meetings/ hearings of the Board of Registration in Dentistry.
10. As a member of the Performance Review committee and negotiate contracts of MDHA Employees and independent contractors.

11. Arrange for and submit to the MDS for the following January YDC: a). the Speaker for the MDHA Luncheon and b.) Solicit nominations in April and a vote in May for the MDS Dental Hygienist of the Year Award.

12. Keep copies of all official correspondence.

13. Keep accurate records for the entire term of office and forward to the successor within two weeks of termination of office.

14. Arrange for any electronic votes that may be required in the event of no quorum at a meeting or if a vote is needed prior to the next scheduled meeting. The votes are to be counted by the President and the Administrative Assistant and the ballots kept on file and attached to the next set of minutes.

15. Present to the General Assembly a verbal, concise annual report concerning the status of the Association. Include a list of all Board of Directors actions for the year.

16. Submit personal recommendations in the President's Annual Report, and any proposed resolutions and/or proposed bylaws revisions for the benefit/improvement of MDHA and/or those from the Board of Directors to the General Assembly to be included in the Book of Reports.

17. Place on the agenda and discuss ADHA reports and proposed resolutions and bylaws revisions at the Board of Directors meeting prior to the ADHA Annual Session. If necessary due to the amount of business, the President should call a special meeting for this purpose.

# PRESIDENT- ELECT

In addition to other responsibilities the President-Elect shall:

1. At the discretion of the President, assist in the performance of the presidential duties.
2. Be an ex-officio member of all Councils/Committees.
3. Perform the duties of the President in case of absence.
4. Assume the office of the President in the event the office becomes vacant.
5. Succeed to the office of President at the next annual General Assembly meeting.
6. Have an official photograph taken 90 days prior to assuming the office of President.
7. Serve as a member of the Nominating committee as appointed by the President.
8. Serve as a member of the Performance Review committee as appointed by the President.

# VICE PRESIDENT

In addition to other responsibilities the Vice President shall:

1. At the discretion of the President, assist in the performance of the presidential duties.
2. Officiate at all meetings in the absence of the President and the President- Elect.
3. Assist the Education and Research Committee in planning the annual General Assembly meeting.
4. Serve as chair of the Board of Directors and General Assembly Minutes Review committees as appointed by the President.

# SECRETARY

In addition to other responsibilities the Secretary shall:

1. Take the roll call and certify a quorum is present at each meeting of the Board of Directors and the General Assembly.
2. Certify the delegate count for the General Assembly.
3. Keep accurate minutes of the proceeding of all meetings. Send and ensure that a copy of all corrected and adopted minutes is on file with the Administrative Assistant.
4. Send draft copies of BOD minutes to the Minutes Review committee members within one week of any Board of Directors meeting. Forward final revised copy of the minutes to the Administrative Assistant no later than one week prior to the next scheduled Board of Trustees meeting for attachment to the agenda for adoption.
5. Send draft copies of General Assembly minutes to the Minutes Review committee members within one week of any General Assembly meeting. Finalized reviewed minutes should be forwarded to the President and Administrative Assistant no later than 30 days post any meeting of the General Assembly.
6. When preparing minutes for the General Assembly include resolutions and bylaws; name of the maker of the motion, and then type the final text in capital letters. See Robert's Rules for correct naming of Resolutions such as "BOT 1 2020 Ad- Am", This example reads BOD Resolution 1 of 2020 which was Adopted As Amended
7. Identify any adopted resolutions, bylaws revisions or announcement items that require referral from the General Assembly to the Board of Directors for action and forward to the President for inclusion on the agenda for the first Board of Directors meeting.

8. Send copies of any adopted resolutions and bylaws revisions to the President and the editor after the minutes review committee of the General Assembly has completed its task. It shall be no later than 30 days after the closing of any meeting of the General Assembly.

# TREASURER

In addition to other responsibilities the Treasurer shall:

1. Be bonded.
2. Be custodian of all monies of the Association, valuable papers, seals, and other properties entrusted to her/his care.
3. Maintain close relationships with the BOD-chosen Investment Company and its representatives.
4. Be familiar with the MDHA Fiscal Policies and Procedures and the Strategic Plan.
5. Make all deposits in various association accounts.
6. Make all payments by check, or digitally with a paper or digital record on file.
7. Keep accurate books of all money received and expended.
8. Pay all bills and reimbursements promptly.
9. Balance the books at the end of each month and present a written financial report to each member of the Board of Directors at all regular meetings.
10. Provide the accounting firm with all information necessary for filing IRS taxes.
11. File any necessary tax forms annually and quarterly as required for all Ways and Means sales and raffles.
12. File necessary 1099 tax form as required by IRS.
13. File the official government forms regarding remuneration paid to the lobbyist as required by the Commonwealth of Massachusetts.
14. File an Annual Report of Incorporation with the Secretary of State's office by November 1<sup>st</sup> each year.
15. Prepare for the General Assembly a full and detailed report of the financial conditions of the association.
16. As needed, prior to the General Assembly contact any financial institutions where MDHA has accounts for any necessary signature cards. When there is a change in

officer(s), these cards must be filed with the financial institution to ensure eligibility to draw and deposit funds.

17. Close all books on the last day of the fiscal year.

18. Serve as a member of the Performance Review committee, as appointed by the President.

19. Order the Past Presidents pin for outgoing President prior to the General Assembly meeting.

## **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant shall have an employment contract for one year. Termination shall require three months' notice by either party; except for just cause such as the inability to fulfill the responsibilities of the position. In such a case, termination/resignation can be immediate upon 2/3rds vote of the Board of Directors. Salary shall be determined by the Board of Directors. Any salary increases or adjustments must be negotiated with the Performance Review committee and approved by the Board of Directors prior to inclusion in the budget. The Administrative Assistant shall report directly to the President. In addition to other responsibilities which may or may not be stated in the contract the Administrative Assistant shall:

1. Attend all MDHA sponsored educational meetings as registration chair. Keep an updated record of registration procedures in the event of absence. These files to be retained with other MDHA permanent records.
2. Attend a minimum of 80% of the Board of Directors meetings. Attendance is preferred at all meetings.
3. Be prepared to perform duties of the Secretary, including taking and compiling minutes in the absence of the Secretary.
4. Maintain regular contact with the President via phone calls, e-mail, and reports.
5. Handle all correspondence arriving at the office mailing addresses. Forward all mail in a timely fashion to the addressee [obvious personal correspondence is not to be opened] or the appropriate officer, council, or committee chair.
6. Notify the President in advance by formal letter or e-mail of any planned vacation time and in a timely fashion of any inability to fulfill job responsibilities due to illness or other disability.
7. Maintain an office where MDHA equipment and files are stored. Maintain all digital current and historical records and ensure they are accessible via the latest technology.
8. Update and maintain a permanent log of the location of all properties and equipment owned by MDHA.

9. Ensure all membership records are current and accurate. Send any updates, changes etc. to the Assistant Treasurer, and ADHA. Maintain communication with the Council on Member Services Chair.
10. Obtain the current list annually of licensed dental hygienists in Massachusetts from the Division of Professional Licensure. Cross reference this list to maintain and update mailing lists for both member and non-member hygienists.
11. Maintain a log of all work-related hours, noting time spent on individual activities. Record a monthly estimated log of incoming and outgoing phone calls and referrals. Maintain copies of all correspondence. Make the log available for the Performance Review committee.
12. Return all calls and answer all correspondence promptly. Refer any business necessary to the appropriate officer, chair, or agency.
13. Maintain a liaison with council and committee chairs.
14. Serve as a resource person for the public.
15. Mail/email/ send meeting notices, agendas, minutes, reimbursement forms and any other materials necessary for the Board of Directors to act effectively and efficiently.
16. Along with the President, count any electronic votes to ensure accurate count and attach ballots to the final adopted minutes on file of the next or appropriate meeting.
17. Request from members of the Board of Directors, Councils, Committees, as well as the general membership any proposed resolutions and bylaws revisions a minimum of 60 days prior to the General Assembly. Include with the request the appropriate forms as well as the guidelines for submission found elsewhere in this manual. Submissions from the membership should be requested via the MDHA Bulletin and/or the MDHA website.
18. Forward any submitted proposed resolutions and bylaws revisions to the BOD for review and recommendations and once reviewed, to the President for review prior to the emailing of the Book of Reports. The BOD's recommendation for action on each should be included in the General Assembly Book of Reports.
19. All Past Presidents who have retained ADHA membership shall receive an invitation to participate in the General Assembly, acknowledging they have no vote but are welcome to speak.

20. Prepare and distribute the Book of Reports to the members to be received no later than fourteen days prior to the General Assembly. Included in the Book of Reports will be copies of all corrected and adopted BOD minutes for the previous year.

22. Provide the Treasurer with any paperwork necessary for payment of bonding with all appropriate officers.

23. Maintain a supply of stationery and a digital copy of the official MDHA letterhead to provide to officers and council and committee chairs upon request.

24. Maintain digital and paper copies of the Current MDHA Bylaws, Policy Manual, and Procedures Manual and distribute as needed. Maintain copies of Previous Bylaws, Policy and Procedures Manuals for Historical Purposes.

25. Review all applications for MDHA life membership.

26. Perform any other appropriate duties or tasks as requested by the President, Officers, or Council/Committee Chairs.

27. Send a digital copy of the most current Procedures Manual to all officers, trustees, council, and committee chairs prior to the first scheduled Board of Directors Meeting each year.

28. Prepare courses and webinars in CE Zoom and maintain the registrations, refunds, answer questions regarding each course.

29. Advertise job employment opportunities and course offerings through Constant Contact

30 Set up Zoom meetings requested by committee and BOT meetings.

### **Procedures for Preparing Delegates Manual:**

- Include a table of contents with numbered pages.
- Include a separate page for proposed resolutions. Number them in the order in which they are received and allow approximately six blank lines of text between each PR to allow delegates working space. Follow the same procedure for proposed bylaws revisions.

- The pages with the proposed resolutions and proposed bylaws revisions should be placed at the beginning of the manual after the table of contents and the introduction.
- Include a current copy of the MDHA Policy Manual.
- Include a copy of responsibilities of delegates found elsewhere in this manual.
- Include a copy of standard motions from the current edition of Robert's Rules of Order.

INCLUDE A VOTING CARD WITH THE MANUALS SENT TO DELEGATES ONLY

# WEBSITE EDITOR

In addition to other responsibilities the Website Editor shall:

1. Post online Meta-slider graphics for each webinar hosted by MDHA.
2. Post any informational updates regarding ADHA, ADHA Foundation, Yankee Dental Congress, as well as any other pertinent information.
3. Keep MDHA website content current by collaborating with the President, Administrative Assistant, Business Manager, and/or website manager/host.
4. Maintain / update the website Contact List of elected and appointed officers, council chairs, and mentor liaisons. (BOT-91-AM 2021)
5. Maintain/update the Calendar of events, scholarships, and membership promotions.
6. Review and edit all submitted material. Nothing should be posted without the approval of the President.
7. Consult with the Administrative Assistant and Business Manager regarding advertisements and job postings.
8. Annually work with the Administrative Assistant in uploading any video or written biographies of the newly elected or appointed constituent and council, and committee chairs to the MDHA website.

# BUSINESS MANAGER

In addition to other responsibilities the Business Manager shall:

- 1.) Approach appropriate businesses regarding purchasing advertising space for all association publications and on the website.
- 2.) Recruit Sponsors and Exhibitors for The Conference on the Road events, addressing all emails and communication as needed.
- 3.) Provide updates as needed to the BOD regarding all advertising.
- 4.) Create and maintain an advertising code to include ad sizes and costs in conjunction with the BOD.
- 5.) Serve as a member of the Education and Research Committee.
- 6.) Maintain communication with the Website Editor and Administrative Assistant regarding website advertising.
- 7.) Handle all billing and collections from advertisers, forwarding any collected monies to the Treasurer for deposit.
- 8.) Provide the Website Editor and/or Education and Research Chair with all necessary copy for advertisements/logo placements.
- 9.) Send a copy of the publication/link to the website, if requested by the advertiser with each publication.

# BOARD OF DIRECTORS

CHAIRPERSON: The President

MEMBERS: The Board of Directors shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President and Council Chairs

TERM: One year until successors can be elected.

OBJECTIVE: Manage the Association and ensure the implementation of the Strategic Plan.

RESPONSIBILITIES:

1. Approve all presidential appointments.
2. Conduct the general business of the Association, subject to instructions by the General Assembly.
3. In the event of a lack of a quorum or if under any circumstances a vote is required to facilitate the business of the Board prior to the next regularly scheduled meeting, an electronic vote may be utilized. The returned votes must be sent to and counted by the President and the Administrative Assistant and the ballots will be attached to the adopted minutes of the next board meeting on file and available for review.
4. Fill all vacancies, excluding president, president-elect and vice president which shall be filled in accordance with the Bylaws.
5. Enact interim policy when necessary and present said policy at the next General Assembly meeting for ratification.
6. Be responsible for all property, owned or held by the Association.
7. Establish the fiscal year and appoint an outside accounting firm to annually review the accounts.

8. Adopt and present to the General Assembly a Strategic Plan modeled after the ADHA Strategic Plan to be utilized by all councils and committees and adopt an itemized budget prepared by the Finance committee, based upon the Strategic Plan necessary for forward progression in and the proper conduct of association activities for the following year.

9. Submit, via the President, an annual report to the General Assembly detailing the activities of the Board of Directors, including a list of all BOD actions adopted during the year.

10. Review reports of officers, councils and committees and make any necessary recommendations to the General Assembly concerning these reports.

11. Select annually a Constituent Hygienist of the year. The Chair of the Nominating committee shall solicit nominations.

12. Additional responsibilities may be prescribed by mandates of the General Assembly or permitted by the laws of the Commonwealth of Massachusetts.

# CONSTITUENT HYGIENIST OF THE YEAR

## SELECTION CRITERIA

- Must have practiced dental hygiene for a minimum of ten years.
- Must have been a member of MDHA for a minimum of ten years.
- Must have a minimum of five years of officer or council/committee member activity on the component level.
- Must have a minimum of five years of officer or council/committee member activity constituent level.
- Must have contributed significantly to the dental hygiene profession in private practice, dental hygiene education, or public health.
- Must serve as a positive role model for newer members.
- MDHA employees are ineligible.

## PLUS FACTORS

- ADHA officer or committee experience.
- Officer or committee experience in other organizations.
- Community involvement.

## PROCEDURES

The nominator shall submit a short paper listing the following headings:

Major professional accomplishments, personal data, professional goals, and personal goals.

Additional letters of support may accompany the nomination.

# GENERAL ASSEMBLY

## Authority and Responsibility

The Annual General Assembly, hereafter referred to as “Assembly”, shall be the principal body within the Association responsible for establishing policy and providing direction for matters relating to the practice of dental hygiene. In addition to such other duties set forth in these Bylaws, the Assembly

- (i) Shall amend, alter, or repeal the Bylaws in accordance with Article XIII of these Bylaws
- (ii) Shall vote on all matters properly brought before the Assembly
- (iii) Shall elect officers of the Association

## Composition

### A. Voting Members.

1. Any hygienist may attend and any member hygienist may vote in the Assembly.
2. One student member from each Massachusetts dental hygiene SAHDA chapter shall have the right to vote during all sessions of the Assembly. The student voting shall be a member of ADHA and shall be elected from their respective program.

### B. Non-Voting Members.

The Association officers, shall be ex-officio members, without vote, at the Assembly.

## Presiding Officer

The Immediate Past President of the Association shall preside at the General Assembly. The IPP President may appoint someone to preside.

## Certification of Membership

All members wishing to attend the Assembly must be registered prior to the scheduled Assembly. Members who do not meet certification requirements will be notified and told that they may attend the Assembly, but cannot vote.

## Notice of Assembly

Notice of the Assembly or a special session of the Assembly shall state the time, date, place and purpose of the session and shall be published either in print or on the Association's Website at least thirty (30), and no more than sixty (60) days prior to the date of the session, unless otherwise required by the procedures established by the Board of Trustees.

## Quorum

Shall consist of the majority of the certified voting members registered as attending.

## Manner of Acting

The act of the majority of members present at a duly called session, at which a quorum is present, shall be the act of the Assembly, unless the act of a greater number is required by these Bylaws.

## Voting Rights

All members in good standing shall have the right to vote by participation at the Assembly

## Order of Business

The order of business of the Meeting of the General Assembly held during the Annual Session shall include:

- a. Call to order
- b. Roll call
- c. Approval of the minutes of the last meeting
- d. Reports of the Officers
- e. Reports of the Board of Trustees
- f. Unfinished Business
- g. New Business
- h. Election of the Officers, ADHA Delegates and Alternate Delegates
- i. Adjournment.

# RESPONSIBILITIES OF MDHA DIRECTORS

The responsibilities of directors are to:

1. Serve and uphold the Bylaws and Principles of Ethics.
2. Be familiar with the Policy and the Procedures manuals.
3. Attend all meetings of the Board of Directors and General Assembly
4. Serve as a communication link between individual members and the Board of Directors.
5. Carry on other such responsibilities as may be delegated by the President.

# COUNCIL STRUCTURE

The MDHA House of Delegates has established the following council structure:

1. Council on Communication and Public Relations (CPR)
2. Council on Education and Research (CER)
3. Council on Public Health (CPH)
4. Council on Regulation and Practice (CRP)
5. Council on Member Services (CMS)

## **SUBCOMMITTEES**

1. As a need to accomplish the duties of a Council is identified, the Council Chair with the approval of the President may appoint a subcommittee.
2. The parent council is responsible for the subcommittee. The Council Chair is responsible for the continuance of the subcommittee until its duties are completed.

## **COMMITTEES**

The General Assembly or the Board of Directors may establish standing or special committees. Special committees function only for a special purpose and are dissolved as soon as their purpose is achieved.

## **COUNCIL/COMMITTEE ORGANIZATION**

### Chairs

Council chairs are elected by the General Assembly and Committee chairs are appointed by the President with the approval of the Board of Directors. Appointments are made to utilize the expertise of members. Serving on a Council or Committee is a yearlong commitment. In the event of a vacancy, the President appoints a successor with the approval of the Board.

The responsibilities of the Chair are to:

1. Be familiar with the Strategic Plan and Budget.
2. Be familiar with the ongoing work of the Council/Committee through reviewing minutes and reports of previous years, conferring with the previous chairs, and the President.
3. Serve as liaison between the Board and the Council/Committee
4. Serve as a resource person for the Council/Committee.
5. Ensure that the Council reviews all referrals and takes action where necessary.
6. Assist the President in assessing Council activity.

7. Assist the Council in identifying areas of interest/concern similar to those of other councils so that they may work together, but without duplication of effort.
8. Review the currently adopted MDHA Strategic Plan with full regard to operational objectives.
9. Provide comparative review of the Council's recommendations with current procedures and policies.
10. Prepare the agenda and facilitate all meetings.

### Members

1. Each council shall strive to consist of not less than four (4) members including the Chair.
2. Members shall be voting members of MDHA. Exception: Non-members may be appointed with specific approval of the board if there is need for specific expertise or cooperative effort with another association or agency.
3. Every effort should be made to appoint members in a manner that provides the Council with new members and experienced members who will foster the mentoring and continuity.
4. The President and President-Elect shall serve as ex-officio members of all councils and committees.

### Function/Performance

1. The Council will review the objectives of the currently adopted MDHA Strategic Plan which relate to its scope of responsibility on an annual basis and submit any proposed revisions to the Board of Directors for evaluation and approval.
2. Policy/position statements defining philosophy and/or support of a concept are referred to specific councils by the President as considerations for action.
3. Directives of the General Assembly and/or the Board of Directors, requiring completion of a given task, are referred to specific councils by the President.
4. The council/committee shall develop a plan and/or mechanism for the implementation of the policy or directive.
5. Council actions shall be reported to the Board and/or General Assembly for approval.

### Council/Committee Budgeting and Program Development

Councils/Committees may request the implementation of an action/program that has a financial impact on the current or upcoming budget. Any budgetary requests to

the board should have an actual or estimated budget impact figure with itemized cost projections. These requests should be submitted to the Finance committee before the committee's deadline for the following budget year. If there is a need beyond the current budget, the request must be submitted to the President for BOD approval to amend the budget.

### Preparation of Annual and Supplemental Reports

The annual report is a concise, NOT DETAILED review of the year's work, as it relates to the current MDHA Strategic Plan. It is the chair's responsibility to prepare the report and to ensure that it is submitted to the Administrative Assistant by the published deadline date. The purpose of the annual report is to provide the board and the house with the opportunity to examine activity and evaluate council effectiveness and to provide future council/committee members with an overview of past council/committee activities.

## MINUTES REVIEW OF THE BOARD OF TRUSTEES

CHAIR: The Vice President

MEMBERSHIP: Two members to be appointed by the President

TERM: One year beginning with the first BOD meeting of each year

OBJECTIVE: To ensure accuracy in the minutes of the meetings.

RESPONSIBILITIES:

1. Shall review the minutes of the meetings and send any discrepancies, omissions, and corrections to the Secretary within 2 weeks of the meeting. Final corrections to the minutes are to be presented to the Board of Directors at the next meeting.

## MINUTES REVIEW OF GENERAL ASSEMBLY

- CHAIR: Newly elected Vice President
- MEMBERS: Two members of the General Assembly and the MDHA secretary responsible for taking the minutes.
- TERM: Appointment to be made by the President at the opening of the meeting. Members shall serve until their successors are appointed at the next General Assembly
- OBJECTIVE: To ensure accuracy in the minutes of the annual and any special meetings of the General Assembly.
- RESPONSIBILITIES:
1. The Secretary will record the proceedings.
  2. Immediately upon adjournment, meet to review the accurate wording of all resolutions with the President.
  3. The Secretary will mail draft copies of minutes within 14 days to the committee members.
  4. Members will send notice of any discrepancies or omissions to the Secretary within 7 days.
  5. The Secretary will make any necessary revisions and mail a second draft to the members for approval.
  6. Final approved copies of resolutions will be mailed to all members of the General Assembly within 45 days of the meeting.
  7. Final minutes will be printed in the delegates manual for the next General Assembly.

## NOMINATING

CHAIR: The Immediate Past President

MEMBERS: The President-Elect and President

TERM: One year

OBJECTIVE: To coordinate nominations received from the membership and provide the General Assembly with a slate of candidates for all constituent offices, President-Elect, Vice President, Secretary and Treasurer.

### RESPONSIBILITIES:

1. Solicit nominations from the general membership by:
  - a. forwarding a letter to members requesting them to encourage members to submit names for nominations in writing at least 45 days prior to the General Assembly.
  - b. Request nominations from the Board of Directors, Councils and Committees.
  - c. Publishing a nomination blank on the MDHA website.
2. Send a letter to each nominee requesting acceptance of the nomination and enclosing a copy of the appropriate page of this document relating to the office/ nomination.
3. Submit a preliminary report of accepted nominations to the Board of Directors at the meeting prior to the General Assembly
4. Submit a final report to the General Assembly by inclusion in the delegate's manual or by e-mail if the deadline has passed including the slate of officers.
5. Obtain a platform statement from each candidate and arrange for them to be included in the Book of Reports.

6. Present the slate of candidates to the General Assembly. Have prepared a ballot for voting, leaving space for any additional candidates nominated from the floor at the General Assembly.

7. Oversee nominations for the Constituent Hygienist of the year

## PERFORMANCE REVIEW COMMITTEE

- CHAIR: The Immediate Past President
- MEMBERS: President Elect, Treasurer  
and one trustee appointed by the President. \*
- TERM: One year
- OBJECTIVE: To review the performance of all employees and/or contractors of the Association to the Board of Trustees.

### RESPONSIBILITIES:

1. Ensure that each person paid by MDHA to perform a service will have a written contract that specifies length of service, monetary reimbursement, and payment schedule.
2. Solicit information from committee chairs, officers, trustees and others prior to the scheduled review.
3. Meet with the employees or contractors and use pertinent parts of a standard form as the basis for evaluation.
4. Copies of the completed form will be given to the employees/contractors and originals will be kept with the MDHA employment contract files.
5. Performance reports are to be completed prior to the budget review meeting so that salary issues can be brought before the Finance committee and then to the Board of Directors for approval in order to complete contract negotiations.
6. Will meet with those reviewed to give feedback and results of the review.

\*The officers will be as stated regardless of the point in their term of office.

## Performance Review Questionnaire – Administrative Assistant

1. What are the contributions of the Administrative Assistant to MDHA?
2. What actions of this employee have moved the organization forward?
3. How has \_\_\_\_\_ improved the overall organization?
4. Has \_\_\_\_\_ hindered the organization?
5. What 3 words come to mind when \_\_\_\_\_ name is mentioned?
6. Does anything need to be addressed for improvement?
7. Is there any way that \_\_\_\_\_ can improve? Be specific.
8. Where do you see this employee within this organization in the next 3 years?

Please rate \_\_\_\_\_ on the following using a scale of 1 – 10, with 1 being the lowest score, 10 being the highest score.

### **Communication Skills**

\_\_\_\_\_ Does s/he communicate effectively with individuals across the association?

\_\_\_\_\_ Does s/he effectively channel communication to all those who need to be informed?

### **Integrity**

\_\_\_\_\_ Does s/he seek to achieve results which are in the best interest of MDHA?

### **Teamwork and Collaboration**

\_\_\_\_\_ Takes the initiative to make things better, seeks out/accepts new or additional responsibilities readily.

### **Self Confidence and Assertiveness**

\_\_\_\_\_ Displays confidence in interacting with people at all levels of responsibility, and in all parts of the association.

### **Job Competence**

\_\_\_\_\_ Does s/he carry out assigned job responsibilities?

\_\_\_\_\_ Does s/he meet goals and objectives?

\_\_\_\_\_ Does s/he possess the requisite skills and technical ability needed to accomplish job responsibilities.

\_\_\_\_\_ Does s/he seek to continue developing new skills to adapt to a changing environment.

## PROCEDURES

CHAIR & MEMBERS	Appointed by the President
TERM:	One year or until a successor is appointed.
OBJECTIVE:	To maintain a current set of procedures in document form to ensure smooth operations of MDHA.
RESPONSIBILITIES:	<ol style="list-style-type: none"><li>1. Make any changes, additions, and deletions necessary due to resolutions or motions adopted/carried by the Board of Directors or the General Assembly.</li><li>2. Annually request each officer and committee chair review the pages of the document related to their duties and submit changes deemed appropriate.</li><li>3. Annual review the document to check for necessary Changes due to duplication of effort, directional changes or any other changes that are deemed appropriate.</li><li>4. Any changes in objectives or responsibilities not previously approved requires approval by the Board of Directors for inclusion.</li><li>5. Enter all changes and arrange for distribution of the amended or new pages</li></ol>

## WAYS AND MEANS

- Chair: Appointed by the President
- Members: Not less than 2 members recommended by the Chair and approved by the Board of Directors .
- Term: One year or until successors have been appointed.
- Objective: To assist the Board of Directors in fulfilling the goals and objectives of the Strategic Plan by increasing revenue outside of dues monies.
- Responsibilities: In addition to other responsibilities the Committee shall:
1. Assist the Scholarship committee by creating fundraising campaigns for Scholarship donations.
  2. Assist the Business Manager upon request in soliciting contributions from businesses.
  3. Assist the Conference on the Road Committee by managing any raffles or auctions.
  4. Be familiar with the Budget and the Strategic Plan
  5. Brainstorm ideas for items to sell or auction at meetings or online.
  6. Transfer any funds raised to the Treasurer for deposit.
  7. Keep records of all financial transactions.
  8. Submit an annual report to the General Assembly.

# COUNCIL ON EDUCATION AND RESEARCH

- CHAIR: Elected by the General Assembly
- Members: Not less than 4 members recommended by the Chair and appointed by the President with approval of the Board of Directors
- Term: One year or until successors have been appointed
- Objective: To assist the Board of Directors in fulfilling the goals and objectives of the Strategic Plan
- Responsibilities: In addition to other responsibilities the Council shall
1. Provide continuing education to hygienists by planning and arranging The Conference and any other Continuing Education programs deemed appropriate by the Council or the Board of Directors
  2. Put in motion the Actions Plans from the Strategic Plan.
  3. Each Spring work with the Strategic Plan to set forth goals, objectives, and action plans for the subsequent year[s].
  4. Increase revenue for MDHA
  5. Attract the largest number of attendees possible to The Conference on the Road events and other MDHA programs.
  6. Establish and maintain a course presenter registry for continuing education.
  7. Maintain a file to include all pertinent information regarding MDHA sponsored courses.
  8. Provide verification letters to participants of continuing education programs and maintain a copy of the verification to fulfill the requirements of Section 5.04 of the rules and regulations of the Board of Registration in Dentistry. (H-6-82).
  9. Provide a format for Exhibitors at The Conference on the Road events and other meetings as needed.
  10. Keep CE courses run through the state on budget by analyzing CE Course requests by a member.
  11. Assist in the the Student Summit Planning

# COUNCIL ON MEMBER SERVICES

- Chair: Elected by the General Assembly
- Members: Not less than 4 members recommended by the Chair and appointed by the President with approval of the Board of Directors. Student Representatives from each School should be considered for this Council.
- Term: One year or until successors have been appointed
- Objective: To assist the Board of Directors in fulfilling the goals and objectives of the Strategic Plan
- Responsibilities: In addition to other responsibilities the Council shall:

1. Strive to maintain and increase membership by communicating the importance and creating the desire for individuals to belong to their professional association.
2. Put in motion the appropriate Actions Plans from the Strategic Plan.
3. Each Spring work with the Strategic Plan to set forth goals, objectives, and action plans for the subsequent year[s].
4. Send welcome letters including association information to new members.
5. Send congratulation letters to licensees and conversion information to all graduates each year including component contact information.
6. Contact lapsed members from the ADHA drop list.
7. Maintain contact with ADHA and utilize materials and campaign information they provide.
8. Encourage ADHA student membership and provide dental hygiene schools with information
9. Contact ADHA member services and request rosters of Student members. Also request copies of all correspondence sent to student members and advisors.
10. Assist components in visits to each Dental Hygiene program to speak to students about membership activities, benefits, and issues.
11. Develop contact with Student advisors from each dental hygiene school during the academic year and notify them of MDHA activities. Invite participation in health fairs and legislative activities, etc. Provide a networking opportunity for the Student advisors re: member services.
12. Keep the membership abreast of the insurance coverage available.
13. Keep available current copies of all ADHA and MDHA insurance forms and sufficient policy information pamphlets. Continue to investigate other options for the membership.

# SCHOLARSHIP COMMITTEE

- CHAIR: Appointed by the President.
- MEMBERSHIPS: Appointed by the President upon recommendation of the chair of the Council on Member Services.
- TERM: One year or until a successor committee has been appointed.
- OBJECTIVES: To notify all eligible and interested candidates of the existence and availability of the MDHA academic and membership scholarships. To select recipients from the eligible candidates. To present the scholarships annually.

## RESPONSIBILITIES:

1. To publicize the availability of the MDHA scholarships by placing notices in The Bulletin and on the website.
2. Notify the directors of the dental hygiene schools in District I by mail.
3. Review criteria for the scholarships and update annually.
4. Set annual deadline dates.
5. Set a monetary amount for the scholarship annually and submit it to the Finance Committee for approval by the BOD.
6. Meet as a committee to select the recipient from the eligible candidates
7. Notify the recipients by phone and mail.
8. Notify the Council on Public Relations of the recipients' names and the date of the presentation and ensure announcement on the Website.
9. Write a report to be published on the website about the recipients and the presentation.
10. Serve on the Student Summit Committee.
11. Communicate information to the SAHDA advisors.

# COUNCIL ON PUBLIC HEALTH

- Chair: Elected by the General Assembly
- Members: Not less than 4 members recommended by the Chair and appointed by the President with approval of the Board of Directors.
- Term: One year or until successors have been appointed
- Objective: To assist the Board of Directors in fulfilling the goals and objectives of the Strategic Plan
- Responsibilities: In addition to other responsibilities the Council shall:
1. Put in motion the appropriate Actions Plans from the Strategic Plan.
  2. Each spring work with the Strategic Plan to set forth goals, objectives, and action plans for the subsequent year[s].
  3. Provide information to members on public health issues such as fluoridation and keep the membership aware of public health and PHDH bills in the legislature.
  4. Expand consumer awareness and promote public acceptance of fluoridation and PHDH practices.
  5. Expand consumer awareness of oral health issues during Dental Health Month and throughout the year.
  6. Promote the expansion of oral health care to underserved populations.
  7. Provide/Maintain information posted on the Public Health section of the MDHA website.

# PUBLIC HEALTH DENTAL HYGIENIST COMMITTEE

- Chair: Council on Public Health Chair
- Members: Not less than 2 members recommended by the Chair
- Term: One year or until successors have been appointed
- Objective: To provide PHDH information to members
- Responsibilities: In addition to other responsibilities the Committee shall:
- .1. Develop/Facilitate PHDH course presentation.
    - a. Subcommittee will be formed when necessary, to review course instructor applications voting on a qualified candidate to present PHDH course.
    - b. Ensure the PHDH course is presented 2-3 times per year.
    - c. The PHDH course will be reviewed, and recommendations will be made regarding content and course instructor's performance and continuation in the instructor role.
  2. Develop/Facilitate additional courses pertaining to PHDHs and Public Health
  3. Expand consumer awareness of PHDH services.
  4. Disseminate information to members about practicing as a Public Health Dental Hygienist
  5. Provide/Maintain PHDH information posted on the Public Health section of MDHA website.

# COUNCIL ON COMMUNICATION AND PUBLIC RELATIONS

- Chair: Elected by the General Assembly
- Members: Not less than 4 members recommended by the Chair and appointed by the President with approval of the Board of Trustees.
- Term: One year or until successors have been appointed
- Objective: To assist the Board of Trustees in fulfilling the goals and objectives of the Strategic Plan
- Responsibilities: In addition to other responsibilities the Council shall:
1. Put in motion the appropriate Actions Plans from the Strategic Plan.
  2. Each spring work with the Strategic Plan to set forth goals, objectives, and action plans for the next year[s].
  3. Promote media coverage of MDHA positions on health issues.
  4. Document and disseminate information on the activities and special events sponsored by MDHA including Dental Hygiene Month.
  5. Disseminate educational and informational programs available from ADHA/MDHA to schools, publications, healthcare organizations, etc.
  6. Maintain an accurate listing of media contacts.
  7. Establish and maintain contact with health agencies.
  8. Maintain digital platforms making regular posts; staying within the ADHA/MDHA image.
  9. Assist Administrative Assistant with constant contact blasts

# COUNCIL ON REGULATION AND PRACTICE

- Chair: Elected by the General Assembly
- Members: Not less than 4 members recommended by the Chair and appointed by the President with approval of the Board of Directors.
- Term: One year or until successors have been appointed
- Objective: To assist the Board of Directors in fulfilling the goals and objectives of the Strategic Plan
- Responsibilities: In addition to other responsibilities the Council shall:
1. Put in motion the appropriate Actions Plans from the Strategic Plan.
  2. Each spring work with the Strategic Plan to set forth goals, objectives and action plans for the subsequent year[s]
  3. Promote any necessary revisions of licensure legislation for the practice of dental hygiene or other legislation that supports the mission and goals of MDHA.
  4. Participate in any search undertaken to identify a legislative agent and participate in any contract negotiations for legislative agents.
  5. Maintain a liaison with the legislative agent.
  6. Contact legislators and inform them of MDHA's positions on legislative matters.
  7. Disseminate information regarding legislation to the membership.
  8. Attend legislative hearings and testify on MDHA's policy and positions.
  9. Maintain contact with the ADHA Governmental Affairs Division.
  10. Determine along with the president the necessity for expert witnesses. Defined as one whose presence and testimony is required due to specific knowledge or position.

# FINANCE COMMITTEE

CHAIR:	The Treasurer
MEMBERS:	President, President-Elect, Vice President, Immediate Past President, and Treasurer
TERM:	One year or until a successor committee has been appointed.
OBJECTIVE:	Maintain and improve the fiscal stability of the Association.

## RESPONSIBILITIES:

- a. Study the MDHA budget, Strategic Plan and the Fiscal Policies and Procedures in this document.
- b. Prepare, review, and revise a proposed budget for adoption to the Board of Trustees based upon the Strategic Plan.
- c. Present a proposed budget to the Board of Directors at the last meeting prior to the General Assembly. (H-5-85 Am. 1-01 Am)
- d. Provide a report on the budgetary process and a summary sheet of assets for inclusion in the Delegate's Manual.
- e. Review and update the guidelines for reimbursement of expenditures.
- f. Submit any necessary resolutions or recommendations to the General Assembly.
- g. Has the authority to approve or disapprove over budget expenditures in urgent or unusual circumstances. The Board of Directors will be notified at the next scheduled meeting. (BOT 11-97).

# MASSACHUSETTS DENTAL SOCIETY LIAISONS

MDS by contract or request has asked MDHA to be represented on their Yankee Dental Committee and their Access, Prevention and Interprofessional Relations Committee and other Allied Committees.

- MEMBERS:** Appointed by the President.
- TERM:** One year, or until a successor committee has been appointed.
- OBJECTIVES:** To represent the interested of MDHA and assist MDS in the goals of the committee.
- RESPONSIBILITIES:**
- 1.Attend all meetings of the committee and perform duties as assigned.
  - 2.Report to the MDHA BOD on all committee activities.
  3. Be familiar with reports of the previous year.
  - .4. To chair the Yankee Dental Committee
  5. To make YDC arrangements

# STRATEGIC PLANNING COMMITTEE

CHAIR: Immediate Past President.

MEMBERS: Council Chairs and Officers as appointed by the President upon the recommendation of the chair.

TERM: One year or until a successor committee has been appointed.

OBJECTIVES: To identify long range goals and operational objectives for achieving the purpose of MDHA.

RESPONSIBILITIES:

1. Each Spring, review the mission and goals statements to assure currency and appropriateness and make any recommendations for change to the Board of Directors for approval.
2. Assess current activities to determine effectiveness in accomplishing the purposes of the Association.
3. Assess adequacy to determine effectiveness in accomplishing the purposes of the Association.
4. Present to the Board of Directors in June a proposed strategic plan for subsequent 3 years.
5. Make recommendations for revisions to the mission and goals statements of MDHA.
6. Hold a workshop at The Conference and/or the General Assembly for member input for the future plan(s).

## STRATEGIC PLANNING PROCESS DEFINITIONS

**\*STRATEGIC PLANNING:** Setting the direction and priorities of the MDHA on goals and allocation of resources.

**\*MISSION:** “What” does MDHA want to do?

**\*VISION:** “Where” does MDHA want to be?

**\*PEST:** Political, Economic, Social, Technological trends, issues and situations that impact MDHA now, and future implications.

**\*SWOT:** Strengths, Weaknesses, Opportunities, Threats that will impact MDHA’s success.

**\*INFRASTRUCTURE:** Internal, organization, operations that support and execute the mission, goals, objectives, strategies and action plans.

**\*GOALS:** Organizational targets, “how” can MDHA meet its mission.

**\*OBJECTIVES:** “What” measurable steps can MDHA take to meet each goal.

**\*STRATEGIES:** Selected ideas/plans to implement each objective.

**\*ACTION PLANS:** Assignment of people, time, money to each strategy.

**\*MONITOR/ EVALUATION:** “How” we will know MDHA is working towards our vision.