



American Board of Cosmetic Dentistry® Board Guidelines & Commitments

Charge:

All AACD Board members should be familiar with the AACD Bylaws that can be found on the website or requested from the Executive Office.

Guidelines

In Person Meetings:

- Be on time for the meeting
- Bring your laptop or tablet with the board packet downloaded on it (Bring packet)
- Engage in the conversation and the topic of discussion
- Turn off all other distractions (phone, email, internet)
- Speak up, all questions are important
- Be respectful of others and limit the conversation to one
- Read your board packet **prior** to the meeting so you are prepared

Virtual Meetings:

- Be on time for the meeting
- Have your board packet available throughout the call
- Focus on the item being discussed
- Engage in the conversation and the topic of discussion
- Turn off all other distractions (phone, email, internet, TV)
- Be at a location that is quiet or be able to mute your microphone when not speaking
- Be respectful of others and limit the conversation to one
- Read your board packet **prior** to the meeting so you are prepared

Zoom Meetings:

There is usually an ABCD zoom call once a month except for the months that they meet in person. Reports are due at every meeting in the areas that individuals have been assigned to. Send reports ([in template provided](#)) by given due date. Not all agenda items may be placed on the agenda and **all agenda items are to be submitted to the chair for approval prior to the due date.**

Zoom meetings will be on an average of one hour and can vary from one meeting to the next. Please have your video on.

Communication:

The ABCD board member receives a considerable number of e-mail communication from executive office professional team to keep them informed, by other ABCD board members discussing issues and from members or other stakeholders about issues, ideas or concerns. This list is to be used for ABCD items only and not personal use. If you are unsure of the use, please contact the ABCD chair.

Prior to responding to any group e-mails that are not part of an ABCD group discussion, consult with the Chairman of the ABCD. **The ABCD speaks with one voice.**



Content Review:

The ABCD board is sent agendas, financial reports, audits, planning information, committee reports and information about AACD or associations in general, with which they are expected to be familiar.

Member Connection:

ABCD board members are the liaisons with the membership. As such, they should be interacting with members and generally serving as the eyes and ears of the Academy with dental professionals and the industry. Confidential board information is not to be shared but stays in the board room.

Support:

The AACD Credentialing Department and the Executive Director are available to assist and advise ABCD board members.

Flights and Expenses for Board Meetings:

Travel by members of the Boards for scheduled meetings are to be facilitated by the AACD travel group, Destinations Travel Center (DTC). Please contact the AACD Credentialing Department for details. If expense reports are submitted, please direct them to the AACD Credentialing Department who will review and submit the request to the accounting department. All receipts are to show detailed items for reimbursement.

A Board's Three Legal Duties:

Duty of Care: Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments.

Duty of Loyalty: When acting on behalf of the organization, board members must put the interests of the nonprofit before any personal or professional concerns and avoid potential conflicts of interest.

Duty of Obedience: Board members must ensure that the organization complies with all applicable federal, state, and local laws and regulations, and that it remains committed to its established mission.

Commitments:

In Person/Virtual Meetings

Annual Meeting:

- Final meeting of current ABCD board is usually a day or so prior to the conference
- Leadership Dinner follows first board meeting or leadership training
- Annual Business Meeting
- Second meeting with new ABCD board members is held after the election, typically on Saturday and is a requirement for all ABCD members to attend as we are voting on the chair and assigning areas of responsibility.
- A short joint session (usually breakfast) for the meeting to get to know the new boards



- Celebration of Excellence on the final night of the conference – ABCD is the credentialing board and should be supporting the newly credentialed members

June Board Meeting:

- There is a two- or three-day board meeting in June to address but not limited to board orientation, strategic planning and any additional items of business.

October:

- There is a two day board meeting in the fall to pass the budget and address any joint items.

November Board Meeting:

- There will be a board meeting during the clinical case exam weekend. Examiners and Board members that are examiners can play a dual role at this meeting. ABCD members that are not currently an examiner or not in the rotation will participate via zoom meeting.

January/February:

- There is a two-day board meeting in January/February. This is a chance for the boards to meet jointly on any needed elements.