

American Board of Cosmetic Dentistry®

Board Guidelines & Commitments

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

Conference Call:

- Be on time for the call
- 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 phone 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

Conference calls:

There is usually an ABCD conference 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 and agenda items in by given due date and avoid any last minute additions to the agenda, which may get tabled until the next call.

Calls will average one - two hours but can vary from one call to the next.

E-mail:

The ABCD board member receives a considerable number of e-mail messages from Executive Office personnel to keep them informed, by other ABCD board members discussing issues and from members or other stakeholders about issues, ideas or concerns.

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. How much or how well they do varies from member to member.

Support:

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

Commitments:

In Person 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

Annual Business Meeting

Second meeting with new ABCD board members is after the elections

A short joint session (usually half hour) on the Saturday of the meeting to get to know the new boards

President's Dinner Dance Friday Night

(Once on the Board; tuition is comp, hotel nights per board meeting attended and travel to board meetings is reimbursed. This would be for future meetings, not the one at which the member is elected.)

June Board Meeting:

There is a one to three day board meeting in June to address but not limited to board orientation, strategic planning (if needed) and any additional items of business.

October:

There is a two-three 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 play a duo role at this meeting.

Midwinter:

There is a two-three day board meeting in Chicago, late in February. This is a chance for the boards to meet jointly on any needed elements.