

# **American Academy of Cosmetic Dentistry Board of Directors Guidelines & Commitments**

## **Guidelines**

### **In Person Meetings:**

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

There is usually a BOD 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 the given due date to the AACD Home Office 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 BOD member receives a considerable number of e-mail messages from the Executive Office personnel to keep them informed. Other calls can be received from BOD members discussing issues and from members or other stakeholders about issues, ideas or concerns.

### **Content Review:**

The BOD 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:**

BOD 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 Home Office and the Executive Director are available to assist and advise BOD members.

**Commitments:**

In Person Meetings

Annual Meeting:

Final meeting of the current BOD is usually a day or so prior to the conference  
Leadership Dinner follows the first board meeting

Annual Business Meeting

Second meeting with new BOD members is usually on Saturday

The Gala is usually on 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 BOD and Joint Boards meeting in June to address but not limited to board orientation, strategic planning 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.

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.