

VERMONT DENTAL ASSISTANTS ASSOCIATION

MANUAL OF PROCEDURES

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OBJECTIVES

The objectives of the association shall reflect, in all deliberations, procedures, publications and membership actions on the local and state levels by sharing in the responsibility in the delivery of quality dental health care.

It is each member's responsibility to be well informed of and understand the Vermont State Rules and Regulations for dental assistants.

ORGANIZATIONAL STRUCTURE

The Vermont Dental Assistants Association is affiliated with the American Dental Assistants Association. All VDAA bylaws and rules must be followed by this association to the degree of specificity determined by the ADAA bylaws. VDAA bylaws may contain provisions not found in the ADAA bylaws if such provisions are not contrary to the letter and spirit of the ADAA bylaws and policies.

MISSION STATEMENT

The mission statement of the Vermont Dental Assistants Association is to promote the dental assisting profession and to advance the careers of dental assistants in matters of education, fellowship, support and professional activities enhancing the delivery of quality dental health care to the public.

DEFINITION OF THE EXECUTIVE BOARD

COMPOSITION

The Executive Board shall be composed of elected officers: President, President Elect, Secretary and Treasurer. Immediate Past President shall be available for board meetings to advise as needed.

AUTHORITY

The Executive Board shall be the administrative body with full authority to conduct the business of the association between annual meeting sessions.

DUTIES

The Executive Board shall provide a meeting place for board meetings as determined by the President, approve any expenditures which may arise during the yearly term and provide for audit all funds annually.

DUTIES OF PRESIDENT

- Preside at all meetings of the VDAA: Executive Board and Annual Session.
- Serve as chairman of the Executive Board and supervise all board activities.
- Establish all Executive Board meetings during term as president.
- Prepare agendas for Executive Board meetings.
- Approve ALL withdrawals from the VDAA banking account as presented by treasurer.
- Be in possession of second VDAA P.O. Box key.
- Appoint committees as needed.
- Prepare welcome letter and provide a picture for the annual session brochure of the Vermont State Dental Team Meeting.
- Deliver greetings and preside over VDAA business meeting at annual session.
- Prepare agenda for annual session.
- Respond to all correspondence and keep active file with secretary.
- Serve as first choice for ADAA House of Delegates and submit a report to the VDAA general assembly at annual session.
- Represent the VDAA at the Board of Dental Examiners meeting when dental assistant rules and regulations are on the agenda.
- Transfer all files to the incoming President at the end of term.
- Term is one year.

DUTIES OF PRESIDENT ELECT

- Attend all Executive Board meetings and assist President as needed.
- Succeed to the office of president in the event of vacancy.
- Present greetings to the Vermont State Dental Society at Annual Session.
- Succeed to the office of President at Annual Session.
- Term is one year.

DUTIES OF IMMEDIATE PAST PRESIDENT

- Attend all Executive Board meetings and assist President as needed.
- Update Manual of Procedures and By Laws as necessary after membership approval.
- Maintain/update VDAA website.
- Term is one year.

DUTIES OF SECRETARY

- Record and maintain minutes at all Executive Board meetings and Annual Session meeting.
- Read previous year's Annual Session meeting minutes at current Annual Session.
- Verify credentials of all delegates and alternates to the ADAA annual session and return to central office before deadline.
- Conduct all correspondence as need by the association.
- Possess first key for the VDAA P.O. Box, checking at least monthly, delivering annual billing statement to treasurer for payment.
- Send greeting cards of sympathy, get well and thank you when needed.
- Term is one year.

DUTIES OF TREASURER

- Be custodian of all monies, securities and accounts belonging to the VDAA.
- Maintain checking account of the VDAA which includes endorsing and depositing of checks and reconciliation of account.
- Submit report of all transactions and reconciled account at each Executive Board meeting.
- Submit report of all transactions and reconciled account at Annual Session to be voted on and approved by membership.
- Term is one year.

DELEGATES TO ANNUAL ADAA CONFERENCE

Representation:

--- This association shall send delegate(s) to the Annual Conference of the ADAA. The VDAA shall send delegate(s) in accordance with ADAA rules and regulations.

Order of Selection of Delegates:

--- The chosen delegate shall be in the following order: President, President Elect, Secretary, Treasurer. If any one of these Executive Board members is unable to attend, the Immediate Past President will step in.

Travel Expenses:

--- If the annual conference is within 250 miles from Burlington, Vermont, the delegate(s) will be asked to drive in a rental car provided by the VDAA to include gas and all parking. Any conference further than 250 miles from Burlington, Vermont, the delegate(s) shall travel by air at the expense of the VDAA. The VDAA Executive Board shall determine the appropriate number of days to include travel to the national meeting. Lodging shall be reimbursed to the delegate(s) upon return. The delegate(s) shall be reimbursed for ALL evening meals. The delegate(s) shall keep receipts of dinner expenses to be reimbursed upon return by the VDAA. A stipend of \$300.00 shall be issued to delegate(s) for miscellaneous expenses such as cab fare and gratuities for cab driver and hotel staff, breakfast and lunch, whether they drive or travel by air. The delegate(s) may be allowed to take continuing education at the expense of the VDAA as long as it does not interfere with the ADAA Governance.

EXPENSES FOR EXECUTIVE BOARD

--- Any Executive Board member travelling to board meetings greater than fifty miles, shall be reimbursed for gas in accordance to the travel expense of the federal government.

--- The Executive Board shall be allowed food for dinner during the board meetings. The executive board shall finalize the agenda for annual session approximately three weeks prior to annual session during a dinner meeting at the expense of the VDAA.

DEPOSIT OF FUNDS

--- All funds are to be deposited into VDAA checking/savings account. The treasurer shall keep all budget records and report at every board meeting. Bank statements shall be presented at each board meeting.

TRANSFER OF FILES

--- Retiring officers are required to transfer files following the Vermont Dental Team Annual Session within 30 days.

BONNIE SHANNON SCHOLARSHIP

The Bonnie Shannon Scholarship was established by VDAA upon the passing of beloved teacher of dental assisting at the Center for Technology, Essex. Bonnie was instrumental in establishing the dental assisting program to prepare students and instill in them the importance of striving for personal excellence as they provide dental care. The scholarship shall be awarded each year in the amount of \$250.00 to a dental assisting student who best exemplifies the spirit needed to challenge a task and reach a goal. The VDAA shall donate \$100.00 each year to maintain a positive balance in the scholarship fund.

EFDA SCHOLARSHIP

The EFDA Scholarship, in the total amount of \$1,000.00, shall be awarded to a VDAA member accepted into the current EFDA Program. Applicants shall complete the VDAA EFDA Scholarship Application and return by March 1. Any interested member shall contact a current board member for an application. The scholarship shall be divided if more than one member applies and qualifies. The scholarship recipient(s) shall be notified by April 1.

HARDSHIP FUND

Each annual session, the members shall allocate and vote on an amount for the hardship fund. The members shall allocate a specific amount for the upcoming year for members and a specific amount for non-members. The non-member does not need to be a dental assistant. The request shall be made to the Executive Board in writing for review. The decision to grant the request shall be made by the executive board.

