



Nomination Form

Due by April 26, 2024

Member Name: _____

Phone: _____ Email: _____

Any MDDS member in good standing may either nominate a peer member in good standing or themselves for the following:

I wish to nominate the above MDDS Member for a **Director position on the Board of Directors (3 Open)**

Qualifications: Directors shall assume office on July 1 and serve a term of two (2) years. No person shall serve more than three (3) consecutive terms unless they become a Society Officer. An MDDS Active, Retired or Life member in good standing for at least three (3) consecutive years who has served on a Society committee shall be eligible to serve as a Director. Elected members of the Board of Directors may not serve concurrently as a CDA Trustee or Officer.

I wish to nominate the above MDDS member for the position of **Secretary (1 Open)**

Qualifications: The Secretary shall assume office on July 1 and will succeed each year to the next standing officer position culminating in President of MDDS. An MDDS Active, Retired or Life member in good standing for three (3) consecutive years, having served on an MDDS committee or taskforce or the MDDS Board of Directors within the last five (5) years shall be eligible to serve as an officer. An MDDS officer may not serve concurrently as an ADA or CDA officer.

I wish to nominate the above MDDS Member for the position of **CDA Trustee (1 Open)**

Qualifications: The Trustee shall assume office on July 1 and serve a three (3) year term. Only a member, in good standing, for five (5) consecutive membership years shall be eligible to serve as CDA Trustee. The CDA Trustee shall have served as an Officer or Board member within the last five (5) years or shall have served as a Delegate to the CDA House of Delegates for three (3) consecutive years immediately prior to the CDA Annual Session. The CDA Trustee cannot serve concurrently as a CDA or ADA elected officer.

Signature _____ Date _____

Please return form to MDDS at:
925 Lincoln Street, Unit B
Denver, CO 80203
Fax: (303) 488-0177
Shelly Fava, Executive Director
director@mddsdentist.com

If you are self-nominating, please also include signed Nominee Commitment Letter, Signed Commitment Calendar, a brief Biography and a Photo.



Nominee Commitment Letter

2024 - 2025

I _____ agree to serve as a member of the Metro Denver Dental Society Board of Directors. I understand that my term of office would begin July 1, 2024 and extend for _____ years, ending _____. (**Director = 2 years, Trustee = 3 years, Officer = 4 years*)

As a nominee for the position of the Board of Directors, I have read and understand the following:

Check all

- The Constitution and Bylaws of the organization;
- The position description for the office for which I am running;
- The Duties of Care, Loyalty and Honesty

If nominated I agree that:

- I will attend all Board meetings, unless excused by the President;
- I will attend the RMDC and serve as an Exhibitor Host;
- I will serve as a Board Liaison to one or more committees;
- I will serve as a Delegate at the CDA House of Delegates;
- I will avoid any conflict of interest or appearance of a conflict;
- I will participate in short and long-range planning activities;
- I will ensure effective fiscal controls and accountability;
- I will approve the annual budget;
- I will ensure the organization meets all legal and corporate requirements;
- I will abide by the Duties of Care, Loyalty and Honesty;
- I will review and sign the Annual Commitment letter reaffirming the above.

I agree that if I am elected, that at any time I am unable to fulfill the commitments of a member of the Board of Directors, I will give appropriate notice of resignation to the President of the Board.

Signature: _____ Date: _____



MDDS 2023 - 2024 Board Commitment Calendar

Updated 2/24

2024 - 2025 Board Meetings – Board meetings are mandatory
Virtual OR Mountain West Dental Institute, 6pm – 8:30pm (approx.)
Thursday, July 25, 2024
Wednesday, October 30, 2024
Wednesday, February 12, 2025
Thursday, April 17, 2025

Rocky Mountain Dental Convention
January 23 – 25, 2025
Colorado Convention Center

MDDS President's Party
Thursday, January 23, 2024

Officers Meeting (Standing Officers & incoming Secretary, if known, only)
Tuesday, April 10, 2025, 6pm – 8:30pm (approx.)

CDA Annual Session
TBD

ADA Annual Meeting
October 17 – 22, 2024, New Orleans, LA

Please also plan to attend as many additional events as you can including, but not limited to, Member networking events, the Shred event, Community Outreach events, Leadership courses and CE courses. Board involvement at MDDS events is expected.

As a current member of the MDDS Board of Directors or a nominee to the Board, I commit to the above.

Signature _____

Date _____



Board Position Descriptions and Duties

All members of the MDDS Board of Directors have the following responsibilities:

- ❖ Duty of Care: Board members must act in good faith with the care that an ordinarily prudent person would exercise under similar circumstances. (Board members need to be fully informed, attend all meetings and be prepared to act effectively).
- ❖ Duty of Loyalty: Board members must put the interests of the organization first, above personal or professional interests (Conflict of interest issues, confidentiality, non-support of majority, etc.).
- ❖ Duty of Honesty: Board members must act in accordance with the organization's stated vision, mission and applicable laws (Constitution, Bylaws, federal requirements, etc.).

DUTIES OF THE MDDS BOARD OF DIRECTORS

The Board of Directors shall:

1. Provide supervision and maintenance of the Society's office property and all Society funds, investments and expenditures.
2. Resolve requests for expenditures not included in the budget in excess of an amount established by the Board.
3. Authorize an annual audit of all Society accounts by a certified public accountant.
4. Authorize bonding by a licensed surety company, for whatever amount deemed necessary for all elective or appointive officers and designated team entrusted with Society funds.
5. Provide for the publication and distribution of official Society publication(s).
6. Review and approve all appointments by the President and/or Standing Officers to Committees and other bodies.
7. Appoint CDA Delegates and Alternate Delegates.
8. Approve, annually, a budget for the ensuing fiscal year's Society activities.
9. Upon the recommendation of the President, appoint Board Liaisons to each committee.
10. Upon recommendation of the Standing Officers, appoint an Editor for a one-year term with the option of reappointment every year.

11. Upon appointment by the President, approve the Secretary of the MWDI.
12. Direct the Standing Officers in the hiring, directing and evaluating of the MDDS Executive Director.
13. Ensure that the Society is provided with the necessary team, technologies, systems and procedures to support its programs and services.
14. Exercise final decision-making authority over all written policies and procedures of the Society.
15. Promote the mission and purpose of the Society by educating and informing members and the public regarding the organization's activities and needs.
16. Serve as an exhibitor host at the RMDC.
17. Serve as a Delegate to the CDA House of Delegates, unless excused by the President.

POWERS OF THE MDDS BOARD OF DIRECTORS

The Board shall have the power to:

1. Establish rules and regulations, in accordance with the Constitution and Bylaws.
2. Consider appeals in matters of a disciplinary nature subject to the requirements of the Society's policies.
3. Authorize fee increases for the Rocky Mountain Dental Convention (RMDC) and have the authority to cancel the RMDC in cases of extreme circumstances.
4. Appoint liaisons to other inter-professional Boards.
5. Approve and remove appointed chairs and committee members and reduce or expand the size of committees.

POSITION DESCRIPTION - SECRETARY

1. Ensures the recording and accuracy of the minutes of the Board of Directors, the Standing Officers and membership meetings.
2. Serves as a voting member of the Board of Directors.
3. Ensures the Bylaws are maintained accurately.

4. Maintains and oversees all official correspondence of the Society.
5. Serves as the Director Liaison to the Bylaws Committee.
6. Ensures all required Delegate and Alternate Delegate positions are filled in accordance with the CDA Bylaws.
7. Ensures the nomination process is implemented according to the Bylaws and these Policies.
8. Ensures notification of members of the Society in writing electronically or by mail, that the Society is considering nominations for elective offices and Bylaw changes. Such notice shall be sent no later than March 20th, in accordance with these Policies.
9. Provides a written list of Delegates and Alternate Delegates to the CDA Secretary no later than sixty (60) days prior to the first day of the CDA Annual Session.
10. Performs duties as may be provided in the Bylaws, these Policies, or as may be assigned by the Board.
11. In the absence of a Secretary of MWDI, is required to attend Beauvallon HOA meetings and provide reports of their activities to the MDDS Board.

POSITION DESCRIPTION – CDA Trustee

1. Accurately represents the position and direction of the Society to the CDA.
2. Accurately reports the actions and activities of the CDA's Board of Trustees to the MDDS Board of Directors at regularly scheduled Board meetings.
3. Attends all meetings of the MDDS Board of Directors and the CDA Board of Trustees.
4. Serves as Exhibitor Host at the RMDC.