

2018 PDHA HOUSE OF DELEGATES & BOARD OF TRUSTEES ELECTED OFFICERS AND POSITIONS

Listed below are the term/s, qualifications and brief description of responsibilities of the PDHA officers and positions to be elected at this year's Annual Session. Also included are those positions for re-election by the Board of Trustees – Penn Hy-PAC. All candidates are required to submit curriculum vitae except those elected by the Board. All candidates for Treasurer/Corporate Secretary, Parliamentarian, Speaker of the House, and ADHA Delegates will participate in the Candidates' Forum during the First House of Delegates. The candidates for committees of Leadership Development and Members-at-Large of the Executive Committee will be available for questions during the Reference Committee hearings. Elections will be held prior to the Second House of Delegates with results announced at the end of that House.

Curriculum vitae is due in Central Office no later than October 1.

Treasurer/Corporate Secretary:

Term – 3 years, with a limit of 3 consecutive terms or until the successor is elected

Qualifications – Must be a voting member.

Duties - Be the principal financial officer of the Association and have charge of and be responsible for the maintenance of adequate books of the accounts for the Association; have charge and custody of all funds and securities of the Association, deposit all funds and securities of the Association, prepare tax return with the assistance of the accountant, receive annual budget reports from components, be responsible for signing all Association contracts and perform duties of a secretary of a corporation.

Parliamentarian:

Term – 3 years, with a limit of 3 consecutive terms

Qualifications – Must be a voting member. It is preferred to have at least two years' experience as a Board of Trustee member, Committee Chair, PDHA Officer or a similar position in another state association.

Duties – Be conversant in Association Rule, Bylaws and Parliamentary procedures; advise the presiding officer on procedures and transacting the business of the Board of Trustees efficiently and impartially; assist with bylaws, minutes, standing rules and general administration; and serve as an ex-officio member of the Administration Committee.

Speaker of the House:

Term – 2 years, with a limit of 3 consecutive terms

Qualifications – Must be a voting member. It is preferred to have at least two years' experience as a Board of Trustee member, Committee Chair, PDHA Officer or a similar position in another state association.

Duties - Preside over the meeting of the House of Delegate; perform other duties as prescribed in the Scopes or as directed by the President or the Board of Trustees; attend

Board of Trustee meetings; consult with the Parliamentarian and President as necessary for orderly operation of the House of Delegates; confer with the Committee on Administration-Bylaws, Standing Rules of the House of Delegates and Reference Committee orientation for PDHA Annual Session.

Executive Committee: Two Members-at-Large

Term – 1 year, with a limit of 3 consecutive terms

Qualifications – Shall be from components other than those of the President and President-Elect.

Duties – Along with the President and President-Elect, they shall transact routine business between meetings of the Board of Trustees and perform any special duties as assigned by the Board of Trustees and/or the House of Delegates.

ADHA Delegates/Alternate Delegates:

Term – 1 year, with a limit of 3 terms

Qualifications – It is preferred to have served at least two years as an elected or appointed PDHA officer, Trustee or Committee Chair, or a similar position in another state association.

Duties – Attend all PDHA Board of Trustees meetings, the District II meeting and ADHA Annual Session; as defined in the Guidelines for Delegates to ADHA.

(President and President-Elect will serve as delegates)

All funding for the above elected PDHA offices and positions is in accordance with the PDHA Funding Document and budget.

Leadership Development Committee (4 members to be elected in even years by HOD):

Term – 2 year, with a limit of 3 consecutive terms

Qualifications – Shall have 2 years' experience as a Committee Chair, or Trustee, or an elected or appointed position.

Duties – Shall nominate candidates for each elected office for the Association, at least two members for Trustee from each sector and Delegates to represent Unincorporated Components; assist the President in filling positions, if necessary; and mentor members and provide for growth of new leadership of the Association.

Penn Hy-PAC (3 members to serve as directors to be elected in even years by BoT):

***Curriculum vitae not required**

Term – 2 years, with no limitation of reappointment

Qualifications – Shall be contributors to Penn Hy-PAC

Duties – To encourage dental hygienists and others to understand political issues; to organize themselves for more effective political action; and support those legislative candidates whose political principles support the PDHA's purposes, policies and goals.

Any questions please contact Faye Kulp, Chair of Leadership Development Committee by email Kulp_Faye@comcast.net or call 717-507-2637.