



## 2022-2023 AAWD Board Member Nomination Positions

<b>President-Elect</b>	<b>2-Year Term</b>	<b>\$1,000 Travel Stipend</b>
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- Ascend to the position of President after completion of the second year
- Assist the President in every way possible in the conduct of the President’s office.
- Assume the duties of the President in case of absence, resignation, or disability.
- Be responsible for arranging the Interim and Annual Membership Meetings. The committee will include Executive Administrators, as well as other designated members.
- Periodically check with the Secretary/Treasurer and Executive Administrators on available funds for the Annual Membership Meeting.
- Clear all decisions with the President regarding the interim and annual meetings.
- Use the position of President-elect to prepare for the office of President.
- Name Directors and Committee Chairs for Presidential year by October 1 of the second year of the term and develop directives for new committees.
- Be responsible for the outgoing President gift. Consult Secretary/Treasurer and Executive Administrators to verify budgeted amount.

<b>Secretary/Treasurer</b>	<b>2-Year Term</b>	<b>\$1,000 Travel Stipend</b>
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- Assume duties of the President-elect in case of absence, resignation, or disability.
- GHMF committee advisory chair (see GHMF).
- Update membership letter as needed, which may include benefits, AAWD mission and goals, and historical data. This membership letter shall be mailed with dues statement.
- Select and Chair Bylaws Committee, inform President and Central office of members of committee.
- Review the Articles of the Constitution and Bylaws in order to keep them consistent with the Association’s program.
- Procedure Manual should be updated each as needed for approval by the Board of Directors. The Manual should be distributed to the officers and committee chairs yearly.
- Review bylaws annually, select chair and members of the bylaw committee as needed
- Review Policies and Procedures Manual annually, updated as needed.
- Have general charge of the financial affairs of the Association.
- Be certain of accuracy of the accounting procedures and submission of required federal and state internal revenue reports in a timely fashion.
- Work with Board to establish a reasonable and feasible budget and keep Board on budget.
- In case of a line item being over budget or a new expenditure not having a line item, the Secretary/Treasurer shall obtain approval from the Board. In the case of an emergency,
- Secretary/Treasurer and the President can approve the expenditure, but it must be reported to the Board at the next meeting.
- Present budget for approval at Board meeting.
- Prepare financial reports to present to Executive Committee monthly and for Board meetings.
- Formulate budget for incoming Secretary/Treasurer.

<b>Director of Member Benefits</b>	<b>2-Year Term</b>	<b>\$500 Travel Stipend</b>
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- Select and organize committee(s) as needed for award/scholarship selection as needed.
- Work with the Director of Academic Affairs to coordinate the Eleanor J. Bushee and corporate sponsored student awards
- Work with the Director of Federal Services to coordinate the Jeannie Hansen Bayless Award
- Final approval on nomination application and marketing process.
  - Lucy Hobbs Taylor:
    - Award is given annually by the AAWD Board of Directors to a member in good standing for significant service to dentistry and achievement in civic, cultural, humanitarian, academic and/or professional realms. The nominee’s actions must reflect positively on the profession and nominations for the award may be by the AAWD membership. This Award is the highest honor which the AAWD can bestow on one of its members. The Director will make a recommendation to the President, Board of Directors.
    - Write article for publication to solicit Lucy Hobbs Taylor nominations then submit nominations to Board of Directors.
  - Eleanor J. Bushee Senior Dental Student Award:
    - Award to the outstanding senior woman dental student who is a national member. The recipient is selected by the Dean or the Dean’s designees. In January, each school receives notice of the Award with an information sheet to be completed. The sheet should list the recipient chosen from that school. The form is returned to AAWD and a certificate if prepared and mailed the school. The school makes the presentation to the student.
  - Corporate Sponsored Student Awards (if funding available):
    - Each year, every dental school is asked to nominate students for this award. The Committee then selects up to 10 nominations and presents each recipient with a certificate letter and \$500 check.
  - Federal Services/Jeannie Hansen Bayless Award:
    - In the event, the Federal Services Representative determine a representative for this award, the Director of Member Benefits will receive their recommendation. The Director of Member Benefits upon receipt of this recipient will report same to President, Board of Directors.
    - Recipient is determined by Federal Services representatives and presented during the Annual Meeting. Review application forms and update yearly.
- Develop and market affinity programs for membership, working with the Director of Corporate Relations.
- Solicit for member, state, regional and student web links to link to AAWD web site.

<b>Director of Membership and Chapters</b>	<b>2-Year Term</b>	<b>\$500 Travel Stipend</b>
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- Promote the organization of local chapters of AAWD.
- Organize quarterly calls for all chapter leaders.
- Provide help with soliciting speakers and funding for local programs, by working with the Director of Corporate Relations.
- Maintain and update chapter start-up materials.
- Devise plans to recruit new members and retain working with the Director of Member Benefits.
- Develop motivational programs to involve existing active members and officers in recruiting new members and in reactivating former members.
- Maintain contact with student representative to promote membership recruitment at each school.
- Support Director of Academic Affairs with student chapter formation

<b>Director of Academic Affairs</b>	<b>2-Year Term</b>	<b>\$500 Travel Stipend</b>
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- Full time dental faculty position
- The primary role of this directorship is to serve as a conduit (communication) between academic members (faculty, residents, post-graduate fellows and students) and AAWD.
- Promote scholarships and awards for faculty and students ensuring postings and communications are maintained at ADEA and the AADR while working with the Director of Member Benefits.
- Work in conjunction with the Director of Member Benefits to prepare award and scholarship announcements to be submitted to dental school deans and the WLO's.
- Form a selection committee, which includes Director of Member Benefits to select recipients of the Corporate sponsored student awards
- Promote student chapter formation with the assistance of the Director of Membership & Chapters.
- Maintain a list of Women Liaison Officers in each dental school and post pertinent information regarding AAWD faculty membership as well as student and faculty scholarships and awards.
- Serve as liaison to ADEA and Women's Liaison Officers in each dental school.
- Promote student/faculty research in the areas of women's health or leadership for women.