

## **AMENDED DUTIES OF EACH POSITION**

### **Duties of Trustee:**

The Trustee shall attend the Massachusetts State Dental Society meetings on behalf of the district and communicate bilaterally with the state and district. In the event that the Trustee is not able to attend a Massachusetts State Dental Society Board of Trustees meeting, the next available officer in sequence may attend. In such event, the Trustee shall notify the district and Massachusetts State Dental Society in a timely manner of alternate attendance. Upon request, the Trustee shall submit a report to the district Editor(s) to be published in the district newsletter for the general membership and shall give any other reports as outlined by these bylaws. The Trustee should ensure that the Board follows parliamentary procedure and exhibits fiduciary responsibility.

### **Immediate Past Chair:**

The Immediate Past Chair shall serve ex officio to the Executive Board and nominating committee as prescribed in these bylaws.

### **Duties of Chair:**

The Chair shall ensure execution of the district mission statement, strategic plan and yearly goals. The Chair shall serve ex officio on the Executive Committee, all other district committees, shall appoint the chair of all committees (except as otherwise noted in these bylaws) and otherwise supervise all activities of the District. The Chair shall attend all scheduled district functions and shall preside at all meetings of the district according to Parliamentary procedure. The Chair shall ensure that the Board votes accordingly and demonstrates fiduciary responsibility. The Chair will present all district meeting dates and proposed events calendar at the first board meeting of the term, which shall be no more than 30 days after the House of Delegates convenes. The Chair shall draft an agenda for all meetings and send to the Secretary for disbursement no later than two weeks before the meeting date. The Chair shall communicate regularly with the Board and shall lead in identifying future leadership.

### **Duties of Chair- Elect:**

The Chair-Elect shall work closely with the Chair to determine district goals. The Chair-Elect shall assist the Chair as requested, act in the absence of the Chair, be acquainted with the duties of the Chair and serve ex officio on the Executive and Nominating Committees. The Chair-elect shall maintain a relationship with the three Boston Dental Schools, including the interest of ASDA representatives and faculty members. The Chair-Elect shall attend all district activities and scheduled meetings.

### **Vice Chair/ Program Chair**

The Vice Chair shall serve ex officio on the Executive Committee and as the Program Chair, with responsibility to coordinate the district calendar of events. The Program Chair shall discuss ideas with the Chair and then bring the ideas to the EC for discussion. Vice Chair shall communicate the calendar with all subcommittee chairs and coordinate with The Massachusetts State Dental Society to avoid conflicting event dates. The Vice Chair shall secure venues and speakers for events and shall communicate regularly with the Membership and Sponsorship Chairs to execute events. and verify budgetary needs are met. The Vice Chair shall seek approval from the EC for event budget and will inform EC and Editor(s) of details for timely marketing and advertising. The Vice Chair shall attend all district activities and scheduled meetings.

### **Treasurer:**

The Treasurer shall supervise the collection, disbursement and banking of all monies of the District. The treasurer shall be responsible for all financial reporting and ensure all financial information is given to the Massachusetts State Dental Society in a timely manner. The Treasurer shall make a written report of financial status at each district meeting and provide a written report to the district members at the Annual Meeting. The Treasurer is responsible for working with the Vice Chair and signing all event venue contracts to be submitted to the Massachusetts State Dental Society per society guidelines. The Treasurer shall attend all district activities and scheduled meetings.

### **Assistant Treasurer:**

The Assistant Treasurer shall assist the Treasurer as designated and act in the absence of the Treasurer. The Assistant Treasurer shall organize gifts and other materials as needed for special events and shall organize

refreshments at each meeting. The Assistant Treasurer shall serve ex officio on the Executive Committee and attend all district activities and scheduled meetings.

**Secretary:**

The Secretary shall serve ex officio on the Executive Committee and Nominating Committee. The Secretary shall record the minutes of every meeting, ensure parliamentary procedure, maintain all records for the district in document form and allow for quick access to the institutional history of the district. The Secretary shall keep all documents developed by the district to be disseminated to the Board on a yearly basis. The Secretary shall be responsible for reserving meeting locations as requested by the Chair. The Secretary shall send reminders to members about all meetings and shall send an agenda from the Chair to all meeting attendees no later than two weeks prior to the meeting. The Secretary shall disseminate minutes to attendees no later than one week post meeting. The Secretary shall be responsible for sending an annual report to the Massachusetts State Dental Society and certifying those persons who are chosen as district delegates and alternate delegates to the House of Delegates. The Secretary shall attend all district activities and scheduled meetings.

**Assistant Secretary:**

The Assistant Secretary shall serve ex officio on the Executive Committee, act in the absence of the Secretary and assist the Secretary as requested. The Assistant Secretary shall supervise the membership records of the District and receive applications for membership from the Massachusetts State Dental Society to be placed on the agenda of each district Executive Committee meeting. The Assistant Secretary shall work with the Membership Chair to achieve and monitor membership goals, maintain communication with all members, and welcome new members with a personal email or letter. The Assistant Secretary shall attend all district activities and scheduled meetings.

**Editor:**

The Editor shall serve ex officio to the Executive Committee and shall attend all district activities and scheduled meetings. The Editor shall be responsible for the production and editing of the district newsletter, electronic publications and maintenance of the district website. Publication content shall be approved by the Executive Committee and shall include a master calendar, list of upcoming events, Trustee report and Chair report.

**Assistant Editor:**

The Assistant Editor shall serve ex officio to the Executive Committee and shall attend all district activities and scheduled meetings. The Assistant Editor shall assist the Editor as requested and is responsible for maintaining all district social media sites.