



Ohio
DENTAL HYGIENISTS'
ASSOCIATION

PROCEDURES MANUAL

Approved
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SECTION I

INTRODUCTION

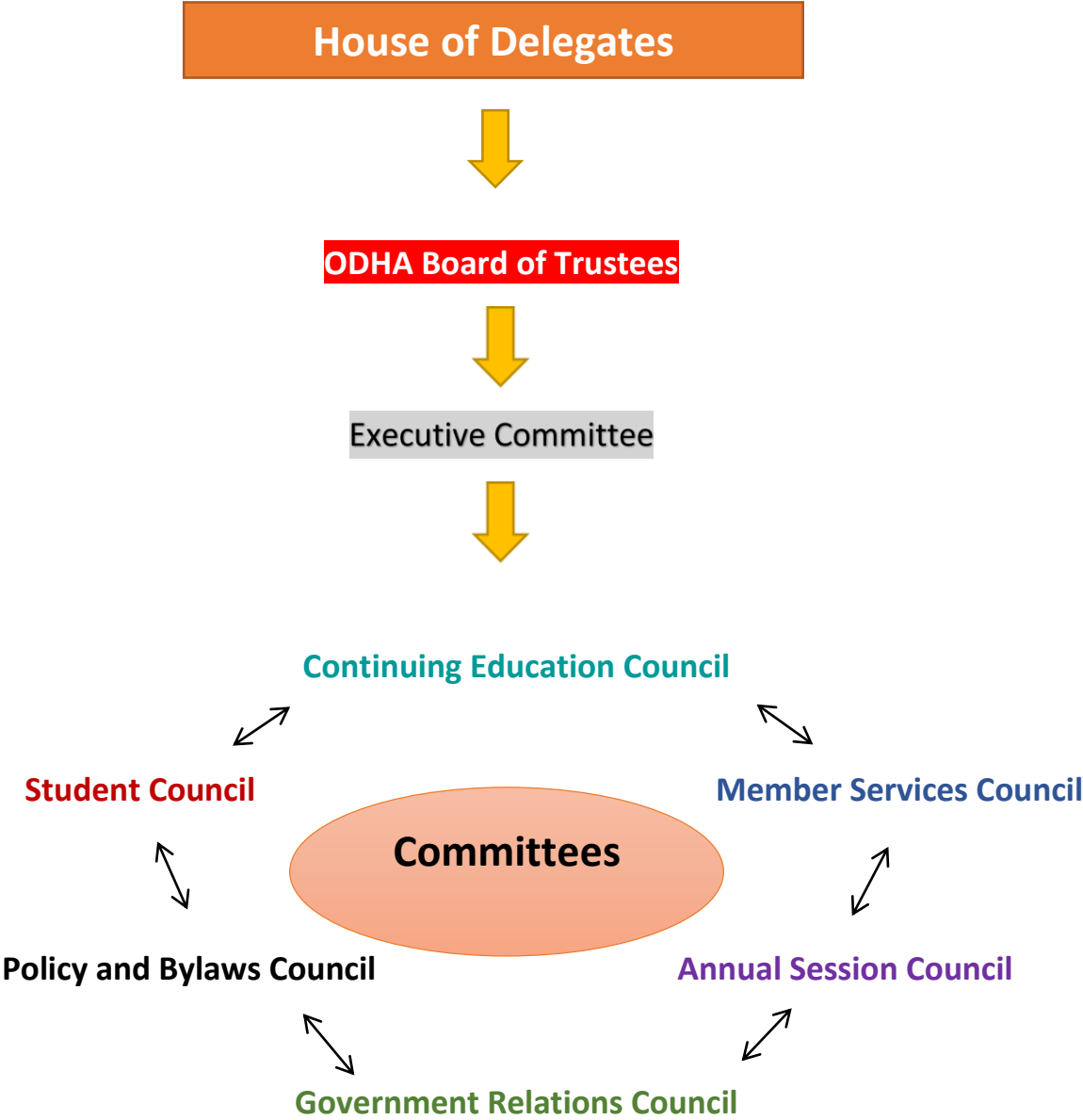
INTRODUCTION

PREAMBLE

The Procedures Manual exists to assist Officers, Trustees, Council chairs, Liaisons, and Committee chairs in the development and understanding of their respective roles in ODHA activities, and to give an overview of the direction of all activities of the Association. The manual is reviewed each year and revised, as needed, by the Procedures Manual Committee Chair with the assistance of the Policy and Bylaws Council Chair. The latest edition, with all revisions, is to be in the files of all Executive Committee Members, Board of Trustees, Council Chairs, Liaisons, Committee Chairs and ODHA Delegates. The Procedures Manual shall be posted on ODHA's Website under the "members only" section. The Procedures Manual shall always remain in accordance with the ODHA bylaws.

1. Serve in accordance with and possess knowledge of ODHA's Bylaws, Procedures Manual, Policies, Mission, Goals and Objectives.
2. Uphold the Code of Ethics as defined by ADHA.

ODHA Organizational Chart



SECTION II

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE

COMPOSITION: The Immediate Past President, President, President- Elect, Vice President, Secretary, Treasurer, and Speaker of the House. The Speaker of the House shall serve as a non-voting member of this Committee.

CHAIR: President

MEETINGS: The Executive Committee shall meet at least five times per year prior to the Board of Trustees (BOT) and on an emergency basis at the discretion of the President.

POWERS: Shall have the power to conduct administrative duties between BOT meetings.

OBJECTIVES:

1. The Executive Committee is a vehicle of the Board of Trustees (BOT) to implement those actions of the board upon request which require more attention than the board is able to devote.
2. The Executive Committee shall serve as a vital avenue of communication between the board and the Administrative Assistant, who will look to this Committee for guidance.
3. The Executive Committee will see that decisions of the BOT are correctly implemented and properly executed. It cannot act apart from the board because, in essence, it is a part of the board.

GUIDES FOR ACTION:

1. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
2. Review all documents prior to all meetings.
3. Recommend policy to the BOT for program implementation.
4. Identify problems of Association management and recommend appropriate action.
5. Review contracts of Association management and recommend appropriate action.
6. Review the effectiveness of all appointed positions in relationship to the fulfillment of their responsibilities to the BOT.
7. Report to the BOT any actions related to any project/action assigned.
8. Serve as ex-officio member of the House of Delegates (HOD), but without vote.
9. Attend Leadership Retreat.
10. Operate within budget.

IMMEDIATE PAST PRESIDENT

ELECTION: Position is filled by the immediately retired President of ODHA in accordance with the bylaws.

TERM: One year.

DUTIES AND RESPONSIBILITIES:

1. Shall include but not be limited to: Serve as a member of the Board of Trustees (BOT).
2. Serve as a member of Executive Committee, Administrative Assistant Review Committee, Finance Committee, Nominating Committee and Legislative Committee.
3. Serve as chair of the Administrative Assistant Review Committee.
4. Facilitate the Administrative Assistant's contract.
5. Serve as the Liaison to the Continuing Education Council.
6. Project budget for Immediate Past President for the next fiscal year.
7. Assist the President-elect with planning and coordinating the Leadership Retreat in the summer.
8. Perform duties and responsibilities as delegated by the President.
9. Will attend the Dental Team Summit meeting, if requested by the President.
10. Collaborate on approval of the "ODHA BOT Highlights" before they are shared with the general membership.
11. Maintain log of meetings attended for reporting.
12. Prepare and submit Pre-BOT Reports and an Annual Report.
13. Use personal email only for all ODHA business.
14. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.
15. Serve as timekeeper during ODHA House of Delegates.
16. Facilitate Reference Committee Hearings during Annual Session.
17. Reviews the Procedure Manual and submits revisions to the Policy and Bylaws Council.

PRESIDENT

ELECTION: The President-Elect automatically succeeds to the office of the President in accordance with the Bylaws.

TERM: One year.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Serve as Chair of the Executive Committee.
2. Serve as Chair of the Board of Trustees (BOT), coordinating all its' activities.
3. Promote communication throughout the BOT.
4. Recommend appointments to BOT as needed.
5. Ensure the proper functioning of committees of the board.
6. Appoint consultants to committees as needed.
7. Ensure that the duties of the BOT are properly executed.
8. Prepare agenda for meetings of the BOT and the Executive Committee with BOT and Council input.
9. Prepare mail/electronic ballots as needed.
10. Confirm calendar for the year (begin this duty towards the end of the term as President- Elect)
11. Serve as ex-officio member of all committees without vote.
12. Mentor the President-Elect.
13. Reviews the Procedure Manual and submits changes to the Policy and Bylaws Council.
14. Assign newly adopted Policies and Bylaws to the correct Council at the post Annual Session BOT.
15. Serve as a member of the Administrative Assistant Review Committee, Finance Committee and Legislative Committee.
16. Review and sign Lobbyist contract and give input on the yearly evaluation.
17. Review and sign Administrative Assistant Contract.
18. May delegate any duties to the President-Elect, Immediate Past President, Vice President, Trustee, or other qualified member of the Association, always retaining ultimate responsibility.
19. Contact all Dental Hygiene Programs to plan an in-person or virtual visit. If unable to coordinate a visit, then may substitute a video presentation.
20. Conduct correspondence on behalf of the Association.
 - a. Send congratulatory letters to the newly installed Presidents of Ohio Dental organizations and OSDB appointments.
 - b. Be responsible for member relations activity.
21. Notify ADHA through the Ohio Charter Compliance of the election of ODHA officers within 10 days after installation.

22. Upload signed Affirmation Statement form to the Ohio Charter Compliance Portal within 30 days after Annual Session.
23. Ensure all pertinent forms and documents are current on the Ohio Charter Compliance Portal.
24. Download and utilize ADHA Member Reports and Pop Roster as the reports become available.
25. Attend ADHA District V Presidents Meeting.
26. Maintain an active user account with the Attorney General's office under ODHA's Charitable Registration.
27. Promote communication throughout the Association.
28. Prepare Presidential messages for the website.
29. Address the opening ceremonies of ODHA Annual Session and secure a keynote speaker.
30. Choose theme for Presidents Dinner at Annual Session.
31. Project President's budget for the next fiscal year.
32. Maintain log of meetings attended for reporting.
33. Prepare and provide testimony (with the help of our lobbyists), on behalf of ODHA, when necessary.
34. Assist President-Elect and Immediate Past President in coordinating Leadership Retreat.
35. Attend and present a report at the Dental Team Summit with President-Elect.
36. Collaborate on approval of the "ODHA BOT Highlights" before they are shared with the general membership.
37. Use personal email only for all ODHA business.
38. Prepare and submit Pre-BOT and an Annual Report.
39. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

PRESIDENT-ELECT

ELECTION: President-Elect is elected by the House of Delegates (HOD) in accordance with the Bylaws.

TERM: One year with the understanding that the following year, the position of President will be assumed, then the following year as Immediate Past President.

DUTIES AND RESPONSIBILITIES:

Shall include but not limited to:

1. Serve as a member of the Board of Trustees (BOT).
2. Serve as a member of the Executive Committee, Administrative Assistant Review Committee, Finance Committee, Nominating Committee and Legislative Committee.
3. Serve as the Liaison to the Government Relations Council.
4. Review the Procedures Manual and submit revisions to the
5. Policy and Bylaws Council.
6. Gain knowledge of the operation of the Association.
7. Perform duties and carry out responsibilities as delegated by the President.
8. Facilitate the Leadership Retreat and present the upcoming year's theme and goals.
9. Establish the Association calendar for the coming year.
10. Project President-Elect's budget for the next fiscal year.
11. Maintain a log of meetings attended for reporting.
12. Submit the updated Council Action Plan to the Treasurer 30 days prior to the Finance Meeting.
13. Compile the proposed Council Action Plan for distribution with the Annual Report.
14. Review the Lobbyist contract and give input on the yearly evaluation.
15. Attend the Dental Team Summit meeting.
16. Attend ADHA District V Presidents Meeting.
17. Select the Installation Officer for House of Delegates.
18. Collaborate on approval of the "ODHA BOT Highlights" before they are shared with the general membership.
19. Prepare and submit Pre-BOT Reports and an Annual Report.
20. Use personal email only for all ODHA business.
21. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

VICE PRESIDENT

ELECTION: The Vice President is elected by the House of Delegates (HOD) in accordance with the Bylaws.

TERM: One year.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Serve as a member of the Board of Trustees (BOT).
2. Serve as a member of the Executive Committee, Finance Committee and Legislative Committee.
3. Serve as liaison to the Annual Session Council.
4. Compile "ODHA BOT Highlights" within two weeks and email to the Immediate Past President, President, and President-Elect for approval before emailing to BOT members for distribution to committee members and component members.
5. Compile "Legislative Highlights" within two weeks and email to the ODHA Lobbyist and the Legislative Committee chair for review of content prior to sending to the BOT members for distribution to component members.
6. Coordinate and moderate Opening Ceremonies for Annual Session.
7. Coordinate all awards for Annual Session as well as accepting applications for the ODHA Outstanding Effort and ODHA Service Award.
8. Ensure all scholarship chairs update the contact information and current application dates by April 1st.
9. Order awards for Annual Session (ODHA Outstanding Effort Award; ODHA Service Award; 1st, 2nd, 3rd Poster Session Awards.)
10. Order Past President's pin.
11. Chair Legislative Luncheon for Annual Session.
12. Perform duties and carry out responsibilities as delegated by the President.
13. Submit the Annual Session agenda to Annual Reports Committee for inclusion in the Annual Reports.
14. Gain knowledge of the operation of the Association.
15. Project Vice President's budget for the next fiscal year.
16. Maintain log of meetings attended for reporting.
17. Prepare and submit Pre-BOT Reports and an Annual Report.
18. Use personal email only for all ODHA business.
19. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

TREASURER

ELECTION: The Treasurer is elected by the House of Delegates (HOD) in accordance with the Bylaws.

TERM: Two years, with tenure limited to two consecutive terms.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Serve as a member of the Board of Trustees (BOT).
2. Serve as a member of the Executive Committee, and Administrative Assistant Review Committee.
3. Serve as the Chair of the Finance Committee.
4. Serve as the Liaison to the Member Service Council.
5. Generate checks for the Association.
6. Provide BOT with HOD adopted budget within 30 days following Annual Session.
7. Design and update the credit card usage, request for payment, and income reporting forms.
8. Provide guidance with deadlines for budget requests.
9. Provide Treasurer's Reports for all BOT and HOD meetings.
10. Perform duties and carry out responsibilities as delegated by the President.
11. Ensure that accurate records of ODHA income and expenses are kept.
12. File IRS 1099 forms for contract employees.
13. Prepare or arrange the preparation of the IRS 990 form (not-for-profit income tax) on behalf of ODHA.
14. Keep current the name and address of ODHA's statutory agent (i.e., spokesperson or attorney) with the Secretary of State's Office (Corporate Division).
15. File the "Statement of Continued Existence" for incorporation every five (5) years.
16. Amend the "Articles of Incorporation" to reflect any changes that may occur in the central Office address.
17. Project the Treasurer's budget for the next fiscal year.
18. Maintain a log of meetings attended for reporting.
19. Ensure the Treasurer and Administrative Assistant are "Bonded".
20. Notify the appropriate Council/Committee to send thank you notes for contributions.
21. Maintain an active user account with the Ohio Attorney General's Office under ODHA's Charitable Registration.

22. Complete an Annual Report with the Ohio Attorney General's Office under the ODHA's Charitable Registration Account by the deadline to ensure the organization is current and in complete compliance with the Ohio Attorney General's Office.
23. Maintain and Preserve the Legislative legal fund as a separate entity.
 - a. Funded by donations and fifty percent of any annual profits of this association.
 - b. Designated solely for legal fees and legislative endeavors approved by the BOT.
24. Prepare proposed annual budget with the assistance of the Finance Committee.
25. Use personal email only for ODHA business.
26. Prepare and submit Pre-BOT Reports and an Annual Report.
27. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

SECRETARY

ELECTION: The Secretary is elected by the House of Delegates (HOD) in accordance with the Bylaws.

TERM: One year.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Serve as a member of the Board of Trustees (BOT).
2. Serve as a member of the Executive Committee and Finance Committee.
3. Serve as the Liaison to the Student Council.
 - a. Accurately record and distribute the minutes of all meetings.
 - b. Distribute Minutes within three (3) weeks after BOT meeting to all board members.
 - c. Submit to the Media Communication Chair for posting on the website in the “member only” section after approved by majority vote of the Board of Trustees.
 - d. Complete First HOD Minutes for approval at the 2nd HOD.
 - e. Complete and disperse Second HOD minutes to the BOT for their approval by majority vote at the January meeting.
4. Record in the Minutes of the Post-Annual Session BOT meeting the number of the year in a multiple year term in which that officer, ADHA delegate, or trustee is serving.
5. Perform duties and carry out responsibilities as delegated by the President.
6. Send Pre-BOT reports with agenda at least one week prior to BOT meetings.
7. Maintain a log of meetings attended for reporting.
8. Ensure that the Minute Search Committee Chair has all the Pre-BOT Reports, BOT and HOD minutes for the year to be kept on file indefinitely.
9. Maintain and update Association Directory.
10. Project Secretary’s budget for the next fiscal year.
11. Prepare and submit Pre-BOT Reports and an Annual Report.
12. Use personal email only for all ODHA business.
13. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year’s Annual Report.

SPEAKER OF THE HOUSE

ELECTION: The Speaker of the House is elected by the House of Delegates in accordance with the Bylaws.

TERM: Two years, with tenure limited to two consecutive terms.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serve as a member of the Executive Committee, Finance Committee, Annual Session Council.
3. Serve as Parliamentarian for BOT and EC meetings.
4. Serve as liaison to Policy and Bylaws Council.
5. Preside as Chair over the HOD.
6. Ensure compliance with the Procedures and Standing Rules of the HOD.
7. Establish procedure for HOD business, in accordance with the current parliamentary authority, as defined by the Bylaws.
8. Determine the number of Delegates for each component using ADHA's real time roster as of April 1st and distribute to the Trustees.
9. Send out ODHA Delegation form to the Trustees to submit names of Delegates and Alternates for certification at least 60 days prior to the ODHA House of Delegates.
10. Compile the ODHA Delegates Manual for distribution and send to the website committee to be posted on the "members only" section of the ODHA website.
11. Prior to Annual Session, appoint Parliamentarian, Sergeant-at-Arms, Pages, Tellers, Reference Committee Chair and members
12. Prepare and provide the HOD with HOD floor passes, page cards and voting cards.
13. Conduct orientation session for Reference Committee Chairs
14. Enforce or cause to be enforced by the Sergeant-at-Arms, the Standing Rules.
15. Send the final Reference Committee reports to the Administrative Assistant, Executive Council and Trustees for distribution.
16. Keep Robert's Rule of Order as the reference for parliamentary procedures and HOD business.
17. Assist with parliamentary and procedural concerns during Annual Session.

18. Collaborate with the Sgt-of-Arms regarding balloting. Activities to include but not be limited to:
 - a. Provide information to the Administrative Assistant for the official ballot.
 - b. Announce time and location for balloting.
 - c. Announce election results to HOD.
 - d. Ballots to be kept for one year then destroyed.
19. Keep all minutes from the HOD in Speaker's file.
20. If a "Special Session" requested by the BOT and called by the President or, at the BOT's discretion, a "Submitted Referendum" is enacted; the Speaker shall assist the President with any necessary communication(s) to the delegates.
21. Maintain a log of meetings attended for reporting.
22. Project Speaker's budget for the next fiscal year.
23. Use personal email only for all ODHA business.
24. Prepare and submit Pre-BOT Reports and an Annual Report.
25. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

SECTION III

BOARD OF TRUSTEES

BOARD OF TRUSTEES (BOT)

- COMPOSITION:** President, President-Elect, Vice President, Secretary, Treasurer, Immediate Past President, and the Trustee(s) from each Component of the Association. The Administrative Assistant, Council Chairpersons, ADHA Delegate Chair, and Speaker of the House shall be ex-officio members of the Board of Trustees, but without a vote.
- MEETINGS:** The Board meets at least five times a year. Presiding officer is the President.
The Secretary shall serve as Secretary of the board and the custodian of its records.
- POWERS:** Refer to ODHA Bylaws Article VIII.

GUIDES FOR ACTION:

1. Read all materials to prepare for Board of Trustee meetings.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms, and Board of Trustee reporting forms.
3. Work with the Administrative Assistant to maintain and supervise Central Office.
4. Review and approve Council and Committee guidelines for inclusion in the Procedures Manual.
5. Approve the appointments of all Council and Committee Chairs, Liaisons, and Trustee members to Councils made by the President.
6. Review Proposed Resolutions, Proposed Recommendations, and Proposed Bylaw changes, in order to make appropriate recommendations to HOD.
7. Submit Signed Conflict of Interest, Leadership Values Agreement, and Rules of Conduct to the President.
8. Review the annual budget as proposed by the Finance Committee, make such amendments as needed and present the proposed budget to the House of Delegates. Testimony given at Reference Committee will be taken into consideration before approval of the budget at the Post Annual Session BOT.
9. Amend budget as needed throughout the fiscal year.
10. Identify long range objectives and operational goals for achieving purposes of the Association as stated in the Bylaws.
11. Develop innovative approaches to meeting the purposes of the Association.
12. To provide direction and guidance to all Councils.
13. Oversee the implementation of the Council Action Plan within budget.
14. Board of Trustee members cannot serve more than one position on the Board except ADHA Delegates Chair.

15. One Trustee shall be appointed to each Council as Trustee Board Advisor.
16. In the event a Council Chair is vacant, the Trustee Board Advisor would serve as the interim Chair.
17. Use personal email only for all ODHA business.

COMPONENT TRUSTEES

ELECTION: Each Component shall have the right to elect two trustees in accordance with the Component and ODHA Bylaws.

TERMS: Two years.

DUTIES AND RESPONSIBILITIES:

1. Serve as a member of the Board of Trustees (BOT).
2. Serve as ex-officio member of the House of Delegates (HOD), but without vote.
3. Maintain a file of all Component and Constituent minutes, correspondence, reports, newsletters, Bylaws, Procedures, Policy Manual and Annual Reports.
4. Attend BOT meetings. If an elected Component Trustee is unable to attend, the Component shall send an Alternate Trustee. The Component Alternate Trustee must follow Duties and Responsibilities listed for the Component Alternate Trustee.
5. Prepare Pre-BOT Report. If the Component has two Trustees, the Trustee in the 2nd year of their term shall prepare and submit all reports to include the activity of both Trustees. The two trustees shall collaborate to form one Pre-BOT Report.
 - a. Notify the President in advance if you are not able to attend.
 - b. Notify the President of the name of the Alternate Trustee attending in your place and forward all materials needed for BOT.
 - c. Provide Alternate Trustee with Conflict of Interest, Leadership Values Agreement and Rules of Conduct form to fill out and submit to the President.
6. Serve on board committees as requested by the President.
7. Serve as a communication link between Component Board, individual Component members and BOT.
8. Send out “ODHA BOT Highlights” and “Legislative Highlights” as reported by the Vice President to Component Board and individual component members.
9. The Trustee shall complete the Delegation form and send to the Speaker of the House at least 60 days prior to Annual Session to be considered for certification.
10. Attend the Leadership Retreat.
11. Assist Component Delegates, Alternates Delegates, and Student Delegates in preparing for Annual Session.
12. Attend Annual Session.
 - a. Review the Annual Report of the Association, budget, PRs, Proposed Recommendations, and PBYS to be considered by the HOD.
 - b. Conduct Component Discussions.
 - c. Attend Reference Committees Hearings and be prepared to testify.
 - d. Chair a Reference Committee when appointed.
13. The outgoing Trustee should attend the post-Annual Session BOT with the newly elected Trustee.
14. Perform duties and carry out responsibilities as delegated by the President.

15. Notify Media Communications Committee Chair of continuing education courses offered by your component.
16. The Trustee should make available to their Component all dates of ADHA; District V; and ODHA activities, and request that the Component not establish activities in conflict with those dates.
17. The Trustee is to report the names of their Component officers, Delegates, and Alternates to the President within 30 days of their election so the officer roster can be forwarded to ADHA.
18. Assure communications between dental hygiene programs and the Component.
19. Use personal email only for all ODHA business.
20. Prepare and submit an Annual Report of component activities.
21. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in next year's Annual Report.

COMPONENT ALTERNATE TRUSTEE

ELECTION: Appointed by the Component

TERM: Interim as needed by the Component

DUTIES AND RESPONSIBILITIES:

1. Attend BOT meetings in place of the Elected Component Trustee.
2. Read all materials distributed to prepare for the Board of Trustees (BOT) meeting.
3. Notify the President that you will be serving as Alternate Trustee.
4. Email to the President prior to the BOT meeting or bring signed copies of the Conflict of Interest, Leadership Values Agreement, and Rules of Conduct.
5. Meet with the Component Trustee following the BOT to review BOT minutes and discussion.
6. Use personal email only for all ODHA business.

SECTION IV

ADHA DELEGATES

ADHA DELEGATES

ELECTION: ADHA Delegates are elected by the House of Delegates (HOD).

TERM: One-year term, with a limit of two consecutive terms and will not be eligible to run for one year.
Three-year term, with a limit of two consecutive terms and will not be eligible to run for three years.

QUALIFICATIONS: ADHA Delegates must have served at least once as an ADHA Alternate Delegate; ADHA Delegate; or have actively participated in the ADHA Annual Session including attended the ADHA HOD, District Discussions, Reference Committees, and Candidates' Forum.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Required to attend the ODHA HOD, ODHA Leadership Retreat, and ODHA Reference Committee Hearings.
2. Required to attend all District V meetings.
3. Required to attend the ADHA HOD, all District V Discussions, ADHA Candidates' Forum, and ADHA Reference Committee Hearings unless excused by the Delegate Chair.
4. Submit Proposed Resolutions, Proposed Recommendations, Proposed Bylaws, and Professional Issues on behalf of ODHA for the ADHA Annual Session.
5. The Delegate with the most seniority within the current 3-year term position shall serve as the Chair.
The Delegate Chair duties include but not limited to:
 - a. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
 - b. Required to attend ODHA BOT meetings.
 - c. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustees reporting forms.
 - d. Submit names and contact information of the ADHA Delegates and ADHA Alternate Delegates to ADHA and the District V Trustee within 30 days after Annual Session.
 - e. Schedule and conduct Constituent Discussion(s) prior to ADHA HOD.
 - f. Prepare and submit Pre-BOT Reports.
 - g. Project ADHA Delegates/Alternate Delegates' budget for the next fiscal year and submit it to the finance committee.
 - h. Submit Council Action Plan for ADHA Delegates/Alternate Delegate
 - i. Serves as a member of the Finance Committee.
 - j. Use personal email only for all ODHA business.

- k. Prepare and submit an Annual Report to include information concerning the actions taken by the ADHA HOD.
- l. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

ADHA ALTERNATE DELEGATE

ELECTION: One ADHA Alternate Delegate(s) is elected by the ODHA House of Delegates (HOD). Additional Alternate Delegates shall be appointed by the President and approved by majority vote of the BOT.

TERM: One year.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Required to attend the ODHA HOD, ODHA Leadership Retreat, and ODHA Reference Committee Hearings.
2. Required to attend all District V meetings.
3. Required to attend the ADHA HOD, District V Discussions, Candidates' Forum, and Reference Committee Hearings unless excused by the Delegate Chair.
4. Elected Alternate Delegate may serve as a voting Delegate in the absence of a Delegate during ADHA HOD.
5. An appointed Alternate Delegate may serve as a Delegate, only when a vacancy within the elected alternate delegation and elected delegation exists.
6. Use personal email only for all ODHA business.

SECTION V

COUNCILS & COMMITTEES

COUNCIL CHAIR GENERAL PROCEDURE GUIDELINES

TERM: Specific to council

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serve as a member of Finance Committee.
3. Attend and report the decisions and actions of the Council at all BOT meetings. (See appendix A for reporting information).
4. Ensure the committees and Liaisons execute the Council Action Plan within budget.
5. Approve all Request for Payment (RFP) forms and Income Reporting (IR) forms then forward to the Treasurer. (See appendix B and C for instructions regarding use of these forms).
6. Ensure that your committees have the proper resources to perform duties. Refer to the website for all necessary resources.
7. Each Council must communicate with the committees at least three weeks prior to each BOT meeting.
8. Prepare one report for the collective committees within the Council for each Pre-BOT and BOT meeting.
9. Report timely information when necessary and beneficial to ODHA members via the Website and Social Media.
10. Ensure good communication with the Elected Officer Liaison and Trustee Board Advisor to the Council.
11. Mentor any member interested in this position.
12. Preside over all Council Meetings and appoint a secretary to record all actions and decisions made at council meetings.
13. Attend Council Workshops and facilitate Council discussions of activities, performance within Council Action Plan and budgetary impact.
14. Set the goals, objectives, and action plans to include budgetary amount for the collective Committees within the Councils utilizing the Procedures Manual as a guideline.
15. Attend Leadership Retreat and facilitate discussion to inspire ideas for future action.
16. Submit goals, action plans and budget to the President-Elect for inclusion in the proposed Council Action Plan.
17. Review the Procedures of each Committee within the Council and recommend changes/updates (annually) to the Procedures Manual Committee Chair.
18. Maintain a log of meetings attended for reporting.
19. Submit any Proposed Resolution, Proposed Recommendation and/or Proposed Bylaw changes to the Policy and Bylaws Council Chair by September 1st.
20. Use personal email only for all ODHA business.

21. Prepare and submit an Annual Report.
22. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

OFFICER LIAISON/TRUSTEE BOARD ADVISOR TO THE COUNCILS

One per each Council

TERM: Length of the term of Elected Office

CRITERIA:

1. Elected Officer, member of Executive Committee.
2. Familiar with the work of the committees within the Council.
3. Knowledgeable of the Board of Trustees (BOT) and House of Delegates (HOD) actions.

Responsibilities:

1. Liaison between the Board of Trustees (BOT) and the Council.
2. Resource person for the Council.
3. Ensure that the Council reviews all referrals; recommendations; and resolutions, and takes action where necessary.
4. Reports any limitations or concerns of the Council to the Executive Committee.
5. Assist the Council in identifying areas of interest/concern similar to those of other Councils/Committees so that they may work together, but without duplication.
6. Use personal email only for all ODHA business.

LIAISON GENERAL PROCEDURES GUIDELINES

OBJECTIVES:

1. Promote advancement of the dental hygiene profession.
2. Identify methods to achieve common goals.
3. Serve as a channel of communication.
4. Serve in a “fact-finding” capacity.

GUIDES FOR ACTION:

1. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
2. Attend meetings to exchange information and participate in activities which enhance liaison relationships.
3. Identify areas of mutual concern.
4. Be familiar with ODHA Policy Manual and Bylaws.
5. Make recommendations on ODHA’s behalf, if appropriate.
6. Attend the Government Relations Council meetings and report on the activities of the Liaison’s work.
7. Submit a written report to the Council Chair for each Board of Trustees meeting.
8. Maintain a log of meetings attended for reporting.
9. Mentor any member interested in this position.
10. Operate within budget.
11. Attend Council meetings and workshops.
12. Attend Leadership Retreat.
13. Assist Council chair in creating a budget.
14. Use personal email only for all ODHA business.
15. Prepare and submit to the Council Chair an Annual Report.
16. Prepare an interim Annual Report from Annual Reports deadline to be included in the next year’s Annual Report and submit to Council Chair.

COMMITTEE GENERAL PROCEDURE GUIDELINES

1. CLASSIFICATION

- a. Standing Committees
 - i. Established by the Board of Trustees (BOT) - continues to exist until the BOT acts to terminate.
 - ii. Chair appointed by the President with approval of the BOT. Members chosen by Chair as needed for their expertise and interest.
 - iii. Vacancies (Chair): President appoints successor with approval of the BOT.
- b. Special Committees
 - i. Established by the BOT or the House of Delegates (HOD) and terminates automatically when the task is completed.
 - ii. Chair and members appointed by the President with BOT approval.
 - iii. Vacancies: President appoints successor with BOT approval.
 - iv. No Procedures page(s) for Special Committees are included in this manual. Job description and guides for action are written at the time of the special committee's creation to address the specific needs of the committee's assignment/purpose.

2. STRUCTURE

- a. Chair: preferably a member having previously served on the Committee and appointed by the President and approved by majority vote of the BOT.
- b. Members: Chair and any other members that the Chair, President and/or BOT deems necessary.
 - i. Criteria:
 - ii. Voting member of ODHA (exceptions can be made for non-RDH members, but they must be appointed with specific approval of the BOT. These non-RDH members are ex-officio members, but without a vote).
- c. Consultants:
 - i. Request: at the request of the committee, the President may appoint one or more consultants.
 - ii. Need: the need for special assistance must be demonstrated.
- d. Subcommittees or Task Groups:
 - i. Appointment: by the Committee Chair, with approval of the President.
 - ii. Meetings: as necessary to accomplish the duties of the committee.
 - iii. Oversight: parent committee is responsible for the subcommittee until its duties are completed.

3. FUNCTIONS/PERFORMANCE

- a. Execute action plans assigned to your committee in the Council Action Plan.
- b. Policy/position statements defining ODHA's philosophy and/or support of a concept are referred to specific committees by the Executive Committee. At times the referral will be made to an entire Council.
- c. Directives of the HOD and/or the BOT requiring completion of a given task are

- referred to specific committees by the Executive Committee.
- d. Committee develops a plan and/or mechanism for implementation of the policy or directive.
 - e. Action reported to the BOT.
 - f. Committees- to avoid duplication, -members should study roles of all Committees, as outlined in the Procedures Manual. The manual also cites instances when the committee/councils are intertwined.

4. COMMITTEE CHAIR RESPONSIBILITIES

- a. Develop a timeline.
- b. Conduct meetings as needed to execute action plans.
- c. Submit a Pre-BOT report to your Council Chair on the reporting form which can be accessed on the “members only” section of the website. (see appendix A for reporting information)
- d. Submit articles to Council Chair for consideration on the Website and social media as needed.
- e. Submit Request for Payment (RFP) form to Council Chair for approval. (see appendix B and C for instructions regarding use of these forms)
- f. Income collected through committee actions/functions must be submitted to Council Chair utilizing the Income Reporting form. The Income Reporting Form can be found on the “members only” section of the website.
- g. Attend Leadership Retreat and participate in the development of a proposed Council Action Plan with budgetary requirements specified, if needed.
- h. Attend Council Workshop and participate in discussion on Council Action Plan, Council Action Plan implementation, and future ideas for consideration.
- i. Submit resolutions with a budget request and all other budgeted items (Council Action Plan) to be submitted to your council chair 2-3 weeks prior to the Finance Committee meeting.
- j. k. Operate within budget.
- k. Use personal email only for all ODHA business.
- l. Prepare an Annual Report and submit to your Council Chair.
- m. Prepare an interim Annual Report and submit it to your Council Chair for inclusion in the next year’s Annual Report.

ADMINISTRATIVE ASSISTANT REVIEW COMMITTEE

CHAIR: Immediate Past President

MEMBERS: President-Elect, President, Immediate Past President, and the Treasurer.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Ensure the Administrative Assistant is performing duties as specified in their contract.
2. Ensure that the Administrative Assistant is operating within budget.
3. In the event of a vacancy, solicit applicants; review applications; interview applicants; and recommend the best candidate to the BOT for approval.
4. Review contract annually and subcontract with an Administrative Assistant. (Committee Chair to sign contract)
5. Terminate the contract if said Administrative Assistant is in violation of the contract.
6. Utilize the Administrative Assistant efficiently and economically.
7. Ensure that the Administrative Assistant is housing all Central Office resources and equipment properly.
8. Consult with the Treasurer to ensure that all Association property is insured and bonded properly.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Review the performance of the Administrative Assistant, semi-annually, to include review of RFP forms and Time Tracking Logs utilizing input from - members of the BOT. The Immediate Past President shall review monthly the RFP forms and time tracking logs and approve the payment of RFP.
4. Administrative Assistant Contract to be finalized prior to Finance Committee meeting.
5. Serve as the communication link between the Board of Trustees (BOT), House of Delegates (HOD), Executive Committee and the Administrative Assistant.
6. Consider all recommended contract and duty revisions.
7. Find an appropriate balance between Officers and Councils conducting their own work and the Administrative Assistant supporting their efforts.
8. Ensure that the Administrative Assistant has all information about the Association, including necessary forms and documents so the Administrative Assistant can perform all duties within Association guidelines and policies.

9. Be aware of Central Office contents and ensure that all Association equipment and belongings are housed appropriately and in working order.
10. Ensure that all expenses incurred by Central Office and the Administrative Assistant are within budget and paid up to date.
11. The Chair will review and approve RFP forms for Central Office expenses within two weeks. Any unexpected or beyond budgeted expenses need to be brought to the attention of the BOT for discussion and approval.
12. Encourage all Officers and Councils to utilize Central Office equipment and supplies before purchasing said items on their own.
13. Use personal email only for all ODHA business.
14. Prepare and submit an Annual Report.
15. Prepare an interim Annual Report from Annual Reports deadline to the Annual Report Chair to be included in the next year' Annual Report.

FINANCIAL REVIEW COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT), preferably a previous member of the committee.

TERM: One year.

MEMBERS: To be chosen at the discretion of the Chair.

STRUCTURE: Subcommittee or task groups may be appointed by the Chair to investigate specific problems or to gain special assistance. The Treasurer and BOT members will cooperate with this committee in providing the documentation needed for review.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. To provide a checks and balances system for the treasury.
2. To ensure that the actions of the councils and committees are in compliance with the financial policies of the Association.
3. To be responsible for reviewing the books, budget, and audit of the Association.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Periodically review the financial position of the Association as it relates to budget and long-range projections and make appropriate recommendations.
4. Review the accounts of ODHA annually using the following criteria:
 - a. Review the previous year's Annual Session and BOT minutes for actions pertaining to the Treasurer and check for compliance.
 - b. Review the Request for Payment forms for signatures and appropriateness of payment.
 - c. Review the Income Reporting Forms for signatures and appropriateness of deposits.
 - d. Compare income and expense to the budget.
 - e. Review ODHA credit card statements and compare to the CCU forms.
5. Make recommendations, if necessary, to the BOT for a more formal, professional audit.
6. Use personal email only for all ODHA business.
7. Prepare and submit an Annual Report.

8. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

FINANCE COMMITTEE

CHAIR: Treasurer

TERM: Treasurer and Trustees serve a two-year term. All other members serve a one-year term.

MEMBERS: Executive Committee, all Council Chairs, ADHA Delegate Chair and two Trustees, with staggered appointments. The Trustee members are appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Ensure that ODHA is fiscally sound.
2. Assist the Treasurer in establishing a budget which is in line with the Council Action Plan.
3. Assist the Treasurer in ensuring that all Councils and Officers are operating within budget.
4. Ensure that all ODHA funds are secure and yielding a fair market interest rate.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Meet at least once a year to review Council/Officer/Project activities and determine whether or not they are operating within the Council Action Plan/Budget.
4. Assist the Treasurer in establishing the proposed budget for inclusion in the Annual Report.
5. Ensure that the Treasurer and Administrative Assistant are properly bonded.
6. Assist the Treasurer, upon request, with researching investment opportunities.
7. The Trustee serving in the second year shall serve as Chair of Reference Committee C during the House of Delegates. The first-year trustee will serve as assistant chair of reference committee C in a mentorship capacity.
8. Use personal email only for all ODHA business.
9. Prepare and submit an Annual Report.
10. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

NOMINATING COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: The three most recent Past-Presidents still in good standing and two elected Voting Members

MEETINGS: To be determined by the Chair

OBJECTIVES:

1. Strive to have two candidates for each vacancy.
2. Encourage involvement on the state level for old and new members.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chairs.
2. Follow the Bylaws and the HOD Standing Rules for other directions.
3. The Nominating Committee members shall not discuss nominations or candidates with anyone outside of the Committee until the Candidate's Brochure is released for publication to the general membership.
4. The current ODHA President and President-Elect will not, under any circumstances, be involved in the business of the Nominating Committee.
5. Use personal email only for all ODHA business.
6. Prepare and submit an Annual Report.
7. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next years' Annual Report.

ANNUAL SESSION COUNCIL

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair, Vice President, Speaker of the House, Trustee Board Advisor and six or more members.

EC LIAISON: Vice President

SUPPORT STAFF: Administrative Assistant

STRUCTURE: The Annual Session Chair will appoint one member from six or more different Components. Each year two council members will be appointed to a three year term which limits the expiring terms to no more than three per year. Members are Corporate Sponsorship, House of Delegates, Legislative Luncheon, Poster Session, New Officers' Luncheon, President's Reception, Registration, and Ticket Auction.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Develop and implement the format, events and all details pertinent to an effective and efficient Annual Session.

GUIDES FOR ACTION:

1. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serve as a member of Finance Committee.
3. Refer to Council Chair General Procedure Guidelines for additional required duties.
4. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms, and Board of Trustee reporting forms.
5. Attend ODHA House of Delegates, ODHA Board of Trustee meetings, Finance Committee Meetings, Council Workshops, Leadership Retreat and any other official ODHA meeting.
6. Evaluate Annual Session budget.
7. Evaluate previous year's Annual Session.
8. Evaluate whether or not the timeline is appropriate.
9. Review and sign the contract with hotel/facility for Annual Session to follow in one year.
10. Reserve hotel rooms for Executive Committee, Administrative Assistant and Chair.
11. Coordinate events with Committee Chairs.

12. Annual Session Chair to be the contact person with the hotel/facility.
13. Arrange two on-site visits at hotel/facility.
14. Administrative Assistant works closely with the Chair while performing the duties spelled out in the Administrative Assistant's Contract.
15. Prepare and submit Annual Session information and registration materials to include donations to all scholarships for posting on the Website.
16. Work closely with the Speaker of the House to ensure that the Annual Session planned will meet the needs of the House of Delegates meeting, Election, and Installation of Officers.
17. Communicate with Student Council Chair to ensure student events involve and enrich the experience.
18. Invite outside guests to enhance communication with other organizations and entities.
19. Frequently communicate with Committee chairs to assure productivity and timeline adherence.
20. Use personal email only for all ODHA business.
21. Consolidate all Pre-BOT Reports from this Council's committees into one Council Pre-BOT Report and submit to the Secretary.
22. Consolidate all Annual Reports from this Council's committees into one Council Annual Report and submit to the Annual Reports Chair.
23. Prepare an interim Annual Report from Annual Reports deadline to the Annual Report Chair to be included in the next year's Annual Report.

CORPORATE SPONSORSHIP COMMITTEE

CHAIR: Vice President

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

SUPPORT STAFF: Administrative Assistant

MEETINGS: To be determined by the chair.

OBJECTIVES:

1. Solicit potential third parties to be involved in Annual Session.
2. Generate income to help offset Annual Session Expenses.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Annual Session Council.
4. Submit timely information, as requested, to the Annual Session Chair to be included in the Pre-BOT report.
5. Solicit corporate sponsors, components, student chapters and non-dental exhibitors to be involved in ODHA Annual Session.
6. Organize exhibit hall at Annual Session including signage.
7. Collect door prizes and give to the New Officers' Luncheon Chair.
8. Collect product samples and consult with Annual Session Chair on distribution.
9. Send Thank you notes to corporate sponsors.
10. Operate within budget.
11. Submit all Requests for Payment/Income Reporting Forms to Annual Session Chair within two weeks, to be submitted to the ODHA Treasurer.
12. Prepare and submit to the Finance Committee, through the Annual Session Chair, a proposed budget for the next fiscal year.
13. Use personal email only for all ODHA business.
14. Prepare and submit Pre-BOT Reports and an Annual Report, through the Annual Session Council Chair.
15. Prepare and submit, through the Annual Session Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

HOUSE OF DELEGATES COMMITTEE

CHAIR: Speaker of the House

MEMBERS: Chair, Sergeant-at-Arms, and Parliamentarian.

SUPPORT STAFF: Administrative Assistant

TERM: Two years.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Facilitate ODHA House of Delegates

GUIDES FOR ACTION:

1. See Speaker of the House (Page 18-19)

LEGISLATIVE LUNCHEON COMMITTEE

CHAIR: Legislative Committee Chair

TERM: One year

MEMBERS: Chair, representatives of the Legislative Committee, and O-HY-PAC.

SUPPORT STAFF: Administrative Assistant

MEETINGS: To be determined by the chair

OBJECTIVES:

1. Plan and facilitate Legislative Luncheon

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Annual Session Council.
4. Submit timely information, as requested, to the Annual Session Chair to be included in the Pre-BOT report.
5. Consult with Lobbyist to determine speaker for event.
6. Coordinate with the Annual Session Chair regarding AV equipment, if needed.
7. Distribute any O-HY-PAC and Legislative materials, if necessary.
8. Coordinate with O-HY-PAC for their “short” presentation at the luncheon.
9. Coordinate with the Annual Session Chair regarding any additional materials to be distributed at the event.
10. Coordinate with the Annual Session Chair as to the number of reserved tables needed, being sure to include tables for Reference Committees.
11. Collect tickets upon entrance to the event.
12. Submit all Requests for Payment/Income Reporting Forms to Annual Session Chair within two weeks, to be submitted to the ODHA Treasurer.
13. Use personal email only for all ODHA business.
14. Prepare and submit an Annual Report, through the Annual Session Council Chair.
15. Prepare and submit, through the Annual Session Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

NEW OFFICERS' LUNCHEON COMMITTEE

CHAIR: Member of component of President to be installed. Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and members of the component.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Plan and facilitate New Officers' Luncheon.
2. Consult with President-Elect to determine décor, program, and menu.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Annual Session Council.
4. Submit timely information, as requested, to the Annual Session Chair to be included in the Pre-BOT report.
5. Component is responsible financially for decorating the room, printing programs and any additional table favors as determined by the committee.
6. Consult with the President-Elect and report to the Annual Session Chair the number of people sitting at the head table.
7. Consult with the President-Elect to select menu.
8. Collect door prizes from the Corporate Sponsorship Chair.
9. Collect additional donations from third parties, if desired.
10. Collect tickets upon entrance to the event.
11. Submit all Requests for Payment/Income Reporting Forms to Annual Session Chair within two weeks, to be submitted to the ODHA Treasurer.
12. Use personal email only for all ODHA business.
13. Prepare and submit an Annual Report, through the Annual Session Council Chair.
14. Prepare and submit, through the Annual Session Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

POSTER SESSION COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: Chair, Student Coordinator, Poster Session Coordinator.

TERM: One year.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Provide a forum for dental hygiene students and members to present individual dental hygiene research in the form of a poster session.
2. Initiate interaction between dental hygiene students in Ohio and ODHA members.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional required duties of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Annual Session Council.
4. Submit timely information, as requested, to the Annual Session Chair to be included in the Pre-BOT report.
5. Follow timeline for coordination of event.
6. Develop and present criteria and guidelines for Poster Session presentations.
7. Develop and present criteria and guidelines for Poster Session judges.
8. Solicit for Poster Session judges.
9. Communicate with and distribute to the Directors of the Dental Hygiene Programs in Ohio information pertaining to Poster Session activities, in conjunction with the Student Council.
10. Compile Poster Session presentations.
11. Communicate with student participants on direction of the event.
12. Coordinate Poster Session Judges with Poster Session Presenters.
13. Oversee room set up and give Poster Session participant direction during set up time.
14. Facilitate Poster Session Judges Calibration.
15. Coordinate activities with Annual Session Council Chair.
16. Create Poster Session participation certificates to be distributed to students with evaluation forms.
17. Tally presentation scores to determine award recipients.
18. Present awards.

19. Send Congratulatory letter to Dental Hygiene Program Directors following Annual Session.
20. Prepare and submit to the Finance Committee, through the Annual Session Chair, a proposed budget for the next fiscal year.
21. Use personal email only for all ODHA business.
22. Prepare and submit an Annual Report to the Annual Session Council Chair.
23. Prepare and submit, through the Annual Session Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

PRESIDENT'S RECEPTION COMMITTEE

CHAIR: Member of component of outgoing President. Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and members of the component.

MEETINGS: To be determined by the chair.

OBJECTIVES:

1. Plan and facilitate President's Reception for outgoing President.
2. Consult with the President to determine theme, entertainment, program and menu.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Annual Session Council.
4. Submit timely information, as requested, to the Annual Session Council Chair to be included in the Pre-BOT report.
5. Consult with the President on theme of the event.
6. Consult with the President to select menu.
7. Component is responsible financially for providing entertainment, decorating the room and any additional table favors as determined by the committee.
8. Coordinate with Annual Session Chair regarding AV equipment, if needed.
9. Presentation of program as directed by the President to be conducted during dessert.
10. Consult with the President as to the number of tables to be reserved.
11. Collect tickets upon entrance to the event.
12. Submit all Requests for Payment/Income Reporting Forms to Annual Session Council Chair within 2 two weeks, to be submitted to the ODHA Treasurer.
13. Use personal email only for all ODHA business.
14. Prepare and submit an Annual Report, through the Annual Session Council Chair.
15. Prepare and submit, through the Annual Session Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

REGISTRATION COMMITTEE

CHAIR: Member of Component appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair, Component, and Vice President.

SUPPORT STAFF: Administrative Assistant

MEETINGS: To be determined by the chair.

OBJECTIVES:

1. Distribute registration materials to participants of Annual Session.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Annual Session Council.
4. Submit timely information, as requested, to the Annual Session Council Chair to be included in the Pre-BOT report.
5. Distribute registration materials to Annual Session participants at the time specified in the schedule.
6. Process any on-site registrations.
7. Aid the Administrative Assistant with data entry to update participant list.
8. Submit participant list to Annual Session Council Chair by end of the event.
9. Use personal email only for all ODHA business.
10. Prepare and submit an Annual Report, through the Annual Session Council Chair.
11. Prepare and submit, through the Annual Session Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

TICKET AUCTION COMMITTEE

CHAIR: Member of component appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and members of the component.

SUPPORT STAFF: Administrative Assistant

MEETINGS: To be determined by the chair.

OBJECTIVES:

1. Plan and facilitate Ticket Auction.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Annual Session Council.
4. Submit timely information, as requested, to the Annual Session Council Chair to be included in the Pre-BOT report.
5. Collect items from components for ticket auction.
6. Set up items for auction prior to the start of the event.
7. Announce winners of each auction item.
8. Tally amount of funds collected at the auction.
9. 50% of all proceeds must be donated to a registered charitable organization chosen by the President, with approval of the BOT.
10. Submit all Requests for Payment/Income Reporting Forms to Annual Session Council Chair within 2 two weeks, to be submitted to the ODHA Treasurer.
11. Use personal email only for all ODHA business.
12. Prepare and submit an Annual Report, through the Annual Session Council Chair.
13. Prepare and submit, through the Annual Session Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

CONTINUING EDUCATION COUNCIL

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair, Trustee Board Advisor, and six members.

EC Liaison: Immediate Past President

SUPPORT STAFF: Administrative Assistant

STRUCTURE: The Continuing Education Council Chair will appoint one member from six Components. Members are CE Course Approval Chair, Classroom Course Chair, Corporate Sponsorship Chair, Online Course Chair, CE Sponsorship Chair and Total Development Weekend Chair.

OBJECTIVES:

1. Develop and implement the format, events and all details pertinent to effective and efficient Continuing Education Courses.
2. To raise funds for ODHA.

GUIDES FOR ACTION:

1. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serve as a member of Finance Committee.
3. Refer to Council Chair General Procedure Guidelines for additional required duties.
4. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms, and Board of Trustee reporting forms.
5. Attend ODHA House of Delegates, ODHA Board of Trustee meetings, Finance Committee Meetings, Council Workshops, Leadership Retreat and any other official ODHA meeting.
6. Evaluate Continuing Education Council and Committee budgets.
7. Evaluate whether or not the timeline is appropriate.
8. Coordinate events with Committee Chairs.
9. Continuing Education Chair (or designee) will be the contact person with any hotel/facility as needed.
10. Arrange two on-site visits at the hotel/facility as needed.
11. Administrative Assistant works closely with the Chair while performing the duties spelled out in the Administrative Assistant's Contract.
12. Prepare and submit Continuing Education information and registration materials to include donations to all scholarships for posting on the Website.
13. When appropriate, invite outside guests to enhance the communication with other organizations and entities.

14. Frequently communicate with Committee chairs to assure productivity and timeline adherence.
15. Use personal email only for all ODHA business.
16. Consolidate all Pre-BOT Reports from this Council's committees into one Council Pre-BOT Report and submit to the Secretary.
17. Consolidate all Annual Reports from this Council's committees into one Council Annual Report and submit to the Annual Reports Chair.
18. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

CONTINUING EDUCATION COURSE APPROVAL COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Ensure that all ODHA approved courses meet the criteria guidelines established by the OSDB for Permanent Sponsors of Continuing Education. (See rule or law 4715).
2. Establish CE Course guideline standards that comply with the OSDB rules and statutes. This includes but is not limited to the CE course application form.
3. Assist Components, upon their request, approving their own courses. This includes but is not limited to compliance with OSDB law and rules, proper documentation, proper CE certificate format, what to save regarding the CE course and for how many years.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Continuing Education Council.
4. Submit timely information, as requested, to the Continuing Education Council Chair to be included in the Pre-BOT report.
5. Review and continually update the guidelines for continuing education for utilization by the Association and Components.
6. Be a resource for Components seeking speaker and topic ideas.
7. Provide the Administrative Assistant and the Continuing Education Council Chair with approved course information.
8. Review and consider continuing education courses submitted by ODHA and Components for approval.
9. Provide CE course approval applications for ODHA and Components.
10. Be aware of all laws and rules that pertain to CE and CE course sponsorship. Make adjustments where necessary when the law and rules change.
11. Consult the OSDB when necessary regarding questionable course content, topic and/or speaker qualification.
12. Use personal email only for all ODHA business.

13. Prepare and submit an Annual Report, through the Continuing Education Council Chair.
14. Prepare and submit, through the Continuing Education Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

CONTINUING EDUCATION APPROVED CE SPEAKER COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. To facilitate CE Speakers' Courses being accepted by the OSDB.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Continuing Education Council.
4. Submit timely information, as requested, to the Continuing Education Council Chair to be included in the Pre-BOT report.
5. Research and create the sponsor application process and form.
6. Prepare and disseminate packets to present to potential CE Speakers.
7. Explore marketing options for gaining entities to sponsor.
8. Coordinate with the Administrative Assistant to place an ad on the website.
9. Determine the fees for this sponsorship.
10. Keep a list of all the sponsored CE Speakers.
11. Submit all Requests for Payment/Income Reporting Forms to Continuing Education Council Chair within two weeks, to be submitted to the ODHA Treasurer.
12. Prepare and submit to the Finance Committee, through the Continuing Education Council Chair, a proposed budget for the next fiscal year.
13. Use personal email only for all ODHA business.
14. Prepare and submit an Annual Report, through the Continuing Education Council Chair.
15. Prepare and submit, through the Continuing Education Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

CLASSROOM COURSES COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. To Develop and implement in-person continuing education courses for ODHA.
2. To raise funds for ODHA.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Continuing Education Council.
4. Submit timely information, as requested, to the Continuing Education Council Chair to be included in the Pre-BOT report.
5. Research Topics that require in-person attendance.
6. Plan and make arrangements for each course to occur.
7. Chair to be the contact person with the hotel/facility.
8. Review and sign the contract with hotel/facility.
9. Ensure that the committee has secured speakers, sponsors, and exhibitors for the classroom event.
10. Ensure committee is working closely with the Corporate Sponsorship Committee to obtain corporate/individual business sponsors, contributions, and exhibitors.
11. Ensure all CE course materials are obtained for dissemination to attendees.
12. Coordinate accommodations and ensure contracts are implemented for all speakers.
13. Coordinate volunteers to introduce speakers, assist with the course, and any other duties needed during the course time.
14. Submit all Requests for Payment/Income Reporting Forms to Continuing Education Council Chair within two weeks, to be submitted to the ODHA Treasurer.
15. Prepare and submit to the Finance Committee, through the Continuing Education Council Chair, a proposed budget for the next fiscal year.
16. Use personal email only for all ODHA business.
17. Prepare and submit an Annual Report, through the Continuing Education Council Chair.

18. Prepare and submit, through the Continuing Education Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

CORPORATE SPONSORSHIP/EXHIBITS COMMITTEE

CHAIR: Vice President

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Generate income via communication/media resources and other avenues.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Continuing Education Council.
4. Submit timely information, as requested, to the Continuing Education Council Chair to be included in the Pre-BOT report.
5. Solicit potential third parties to be involved in ODHA Continuing Education Courses in order to generate income.
6. Coordinate efforts with the Media Communications Committee to secure outside funding/advertising to help defray the cost of ODHA Continuing Education Courses.
7. Submit all Requests for Payment/Income Reporting Forms to Continuing Education Council Chair within two weeks, to be submitted to the ODHA Treasurer.
8. Prepare and submit to the Finance Committee, through the Continuing Education Chair, a proposed budget for the next fiscal year.
9. Use personal email only for all ODHA business.
10. Prepare and submit an Annual Report, through the Continuing Education Council Chair.
11. Prepare and submit, through the Continuing Education Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

ONLINE COURSE COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. To Develop and implement online/virtual continuing education courses for ODHA.
2. To raise funds for ODHA.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Continuing Education Council.
4. Submit timely information, as requested, to the Continuing Education Council Chair to be included in the Pre-BOT report.
5. Research different course platforms to find the most effective and cost efficient one for ODHA.
6. Develop on-demand courses for ODHA to offer.
7. Coordinate live webinars to streamline the events.
8. Acquire courses for ODHA to offer.
9. Ensure all CE Course/Speaker information is obtained and shared with the Administrative Assistant for course advertising.
10. Host the platform for the courses to be offered by ODHA.
11. The Chair works closely with the Administrative Assistant while performing the duties spelled out in the Administrative Assistant's Contract.
12. Prepare and submit Online CE Course information and registration materials to include donations to all scholarships for posting on the Website.
13. Submit all Requests for Payment/Income Reporting Forms to Continuing Education Chair within two weeks, to be submitted to the ODHA Treasurer.
14. Prepare and submit to the Finance Committee, through the Continuing Education Chair, a proposed budget for the next fiscal year.
15. Use personal email only for all ODHA business.
16. Prepare and submit an Annual Report, through the Continuing Education Council Chair.

17. Prepare and submit, through the Continuing Education Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

OHIO RDH SYMPOSIUM COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and members from the Components.

SUPPORT STAFF: Administrative Assistant

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. To develop and implement the Ohio RDH Symposium.
2. To raise funds for ODHA

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Serve as a member of the Continuing Education Council.
4. Submit timely information, as requested, to the Continuing Education Council Chair to be included in the Pre-BOT report.
5. Evaluate previous year's Ohio RDH Symposium.
6. Determine location and date for annual Ohio RDH Symposium.
7. Evaluate whether or not the timeline is appropriate.
8. Plan and make arrangements for each event/course.
9. Chair (or designee) to be the contact person with the hotel/facility if it is an in-person event.
10. Review and sign the contract with hotel/facility for the following year if it is going to be an in-person event.
11. Ensure that the committee has secured speakers, sponsors, and exhibitors for Total Development Weekend.
12. Ensure committee is working closely with the Corporate Sponsorship Committee.
13. Ensure all CE course materials are obtained for dissemination to attendees.
14. Coordinate accommodations and ensure contracts are implemented for all speakers.
15. The Chair works closely with the Administrative Assistant while performing the duties spelled out in the Administrative Assistant's Contract.

16. Ensure development and dissemination of Ohio RDH Symposium Brochure to include donations to all scholarship and advertisements for posting on the Website.
17. Invite outside guests to enhance communication with other organizations and entities.
18. Prepare and submit to the Finance Committee, through the Continuing Education Council Chair, a proposed budget for the next fiscal year.
19. Use personal email only for all ODHA business.
20. Prepare and submit an Annual Report, through the Continuing Education Council Chair.
21. Prepare and submit, through the Continuing Education Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's annual Report.

GOVERNMENT RELATIONS COUNCIL

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).
Chair preferably a previous member of the Council.

TERM: One-year term.

MEMBERS: Chair, Trustee Board Advisor, ADHA Institute of Oral Health Liaison, Advocacy Day Committee Chair, Commission on Dental Competency Assessments Liaison, Head Start Liaison, Health Policy Institute Liaison, Legislative Committee Chair, Ohio Council of Dental Hygiene Directors Liaison, Ohio State Dental Board Liaison, Ohio State Dental Board Laws and Rules Liaison, Oral Health Ohio Liaison, and any additional member(s) whose areas of expertise are of help to the functioning of this Council and have been approved by the Council.

EC LIAISON: President- Elect

SUPPORT STAFF: Administrative Assistant

MEETINGS: Determined by the Council Chair.

OBJECTIVES:

1. Support ODHA Legislative initiatives
2. Support the representation of dental hygiene in all related legislative activities.
3. Promote awareness at all levels of government of ODHA policy on specific issues of health care delivery.
4. Encourage the utilization of the dental hygienist in all appropriate settings.
5. Support equal opportunities for all dental hygienists in education, employment, and career advancement.

GUIDES FOR ACTION:

1. Serves as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serves as a member of the Finance Committee.
3. Refer to the Council Chair General Procedure Guidelines for additional required duties.
4. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
5. Attend ODHA House of Delegates, ODHA Board of Trustee Meetings, Finance Committee Meetings, Council Workshops, Leadership Retreat, Advocacy Day and any other official ODHA meeting.

6. Plan and facilitate Government Relations Council Meetings.
7. Review, update and revise annually documents developed by the Council.
8. Coordinate legislative activities and functions.
9. Enlist the assistance of appointed committees or task force groups to investigate specific issues or initiatives pertinent to the activities of the Council.
10. Study legislative needs in relation to purposes, services, programs, and activities of the association and propose appropriate action.
11. 11.
12. Ensure that appropriate information updates regarding legislation is distributed to the members.
13. Initiate legislative contacts with congressmen/women.
14. Ensure that ODHA is the “Voice of Dental Hygiene” in Ohio and that our mission, goals, and objectives are promoted.
15. Determine the recipient of the Margie A. Pearce Aspiring Professional Award.
16. Coordinate activities of the ADHA’s and ODHA’s Legislative Network.
17. Use personal email only for all ODHA business.
18. Consolidate all Pre-BOT Reports from this Council’s committees into one Council Pre-BOT Report and submit to the Secretary.
19. Consolidate all Annual Reports from this Council’s committees into one Council Annual Report and submit to the Annual Reports Chair.
20. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year’s Annual Report.

ADHA INSTITUTE OF ORAL HEALTH (IOH) LIAISON

TERM: One year, appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEETINGS: To be determined by ADHA Institute.

OBJECTIVES:

1. To improve communication and relations between ADHA Institute and ODHA.

GUIDES FOR ACTION:

1. Refer to the Liaison General Procedures Guidelines for additional duties required of all Liaisons.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend meetings to be determined.
4. Raise funds throughout the year to benefit IOH.
5. Submit timely information, as requested, to the Government Relations Chair to be included in the Pre-BOT report.
6. Be an informed Liaison of the ODHA and ADHA Institute.
7. Use personal email only for all ODHA business.
8. Prepare and submit an Annual Report through the Government Relations Council Chair.
9. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

ADVOCACY DAY COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and any additional members selected.

SUPPORT STAFF: Administrative Assistant

STRUCTURE: Subcommittee or task groups may be appointed by the Chair.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. To coordinate and plan the Advocacy Day.
2. To encourage ODHA members to communicate directly with state legislators regarding current oral health issues.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chair.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Submit timely information, as requested, to the Government Relations Council Chair, to be included in the Pre-BOT report.
4. Serve as a member of the Government Relations Council.
5. Coordinate letter writing campaigns to legislators, plus any documents dispensed day of event.
6. Communicate with lobbyist.
7. The Chair works with the Administrative Assistant while performing duties spelled out in Administrative Assistant's contract.
8. Coordinate funding with Corporate Sponsorship Committee.
9. Coordinate with the dental hygiene programs when selecting the date for the event in order to facilitate more student involvement.
10. Use personal email only for all ODHA business.
11. Prepare and submit an Annual Report through the Government Relations Council Chair.
12. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

WESTERN REGIONAL EXAM BOARD- COUNCIL OF INTERSTATE TESTING AGENCIES (CDCA-WREB-CITA) or CWC LIAISON

TERM: One year, appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEETINGS: To be determined.

OBJECTIVES:

1. To improve communication and relations between CWC and ODHA.

GUIDES FOR ACTION:

1. Refer to the Liaison General Procedures Guidelines for additional duties required of all Liaisons.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend CWC meetings, if the liaison is a CWC examiner.
 - a. Submit timely information to the Legislative Committee Chair and as requested, to the Government Relations Council Chair, to be included in the Pre-BOT report.
4. Be an informed Liaison of the ODHA and CWC, who administers the ADEX exam.
5. Serve as a member of the Government Relations Council.
6. Use personal email only for all ODHA business.
7. Prepare and submit an Annual Report through the Government Relations Council Chair.
8. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

HEAD START LIASION

TERM: One year, appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEETINGS: To be determined by Head Start.

OBJECTIVES:

1. To improve communication and relations between Head Start and ODHA.

GUIDES FOR ACTION:

1. Refer to the Liaison General Procedures Guidelines for additional duties required of all Liaisons.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend Head Start meetings to be determined.
4. Submit timely information to the Legislative Committee Chair and as requested, to the Government Relations Council Chair to be included in the Pre-BOT report.
5. Be an informed Liaison of the ODHA and Head Start.
6. Use personal email only for all ODHA business.
7. Prepare and submit an Annual Report through the Government Relations Council Chair.
8. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

LEGISLATIVE COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

Chair preferably a previous member of the Government Relations Council and Legislative Committee.

TERM: Two years.

MEMBERS: Chair, GR Council Chair, ODHA President, Immediate Past President, President -Elect, Vice President, and at least six additional members. New members must be selected and approved by the committee. This Committee needs to maintain a confirmed roster of at least twelve members to assure a quorum.

QUALIFICATIONS:

1. Registered, licensed, and practicing dental hygienist in the State of Ohio and member of ODHA.
2. Five years of full time or part time employment in private practice, public health, or dental hygiene education. At least two of the five years must be immediately preceding membership on the committee.
3. Knowledge of the policies of ODHA and experience in the functioning of ODHA.
4. Agreement to uphold confidentiality and declare any conflicts of interest that may exist.

EX-OFFICIO MEMBERS: Recently/newly licensed RDH in Ohio, BOT Member Liaison, and Lobbyist. Their input, participation, and knowledge are important to the Legislative Committee. Non-Voting Status.

QUALIFICATIONS:

1. Two years as a Student Chapter of ADHA member prior to recently/newly licensed as a dental hygienist.
2. Have transitioned to active ODHA membership from Student Chapter membership.
3. Intent to become a voting member of the legislative committee (exception: lobbyist).
4. Knowledge of ODHA policies.
5. Commitment to legislative issues that affect the profession.
6. Agreement to uphold confidentiality and declare any conflicts of interest that may exist.

STRUCTURE: Subcommittee or task groups may be appointed by the Chair.

MEETINGS: To be determined by the Legislative Committee Chair.

OBJECTIVES:

1. To identify legislative initiatives.
2. To ensure the representation of dental hygiene at all related legislative activities.
3. To ensure awareness of ODHA policy on specific issues of health care delivery at all levels of government.
4. To establish the utilization of the dental hygienist in all appropriate settings.
5. To establish equal opportunities for all dental hygienists in education, employment, and career advancement.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms, and Board of Trustee reporting forms.
3. The Chair serves as a member of the Government Relations Council
4. Sign Conflict of Interest/Confidentiality and Rules of Conduct forms specific to the Legislative Committee.
5. Submit timely information, as requested, to the Government Relations Council Chair to be included in the Pre-BOT report.
6. Communicate closely with lobbyist to ensure ODHA is the "Voice of Dental Hygiene" in Ohio.
7. Coordinate legislative activities and functions.
8. Facilitate the development of appropriate legislative activity at the constituent level.
9. Study any revisions of licensure regulation for the practice of dental hygiene.
10. Develop policy statements for consideration of the HOD for legislative needs.
11. Evaluate special legislative or legal emergencies relating to government relations.
12. Provide testimony before legislative bodies in support of health care legislation.
13. Facilitate selection of candidates to replace RDH members of the Ohio State Dental Board.
14. The President, President-Elect, and Legislative Committee Chair conduct an annual evaluation of ODHA's lobbyists negotiating contract renewal as indicated.

15. Assist ADHA by evaluating legislation proposed by the federal government and recommending a course of action, developing dental hygiene interface with state agencies, Congress and politically allied groups, and reviewing federal government regulations as they affect the practice of dental hygiene in Ohio.
16. Use personal email only for all ODHA business.
17. Prepare and submit an Annual Report through the Government Relations Council Chair.
18. Prepare and submit, through Government Relations Council Chair, an interim Annual Report from Annual Reports to be included in the next year's Annual Report.

OHIO COUNCIL OF DENTAL HYGIENE DIRECTORS' LIAISON

TERM: One year, appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEETINGS: To be determined by the Council Chair.

OBJECTIVES:

1. To improve communication between the Dental Hygiene Program Directors and ODHA.

GUIDES FOR ACTION:

1. Refer to the Liaison General Procedures Guidelines for additional duties required of all Liaisons.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend meetings of the Ohio Council of Directors.
4. Submit timely information, as requested, to the Government Relations Chair to be included in the Pre-BOT report.
5. Be an informed Liaison of the ODHA and Ohio Council of Dental Hygiene Directors.
6. Use personal email only for all ODHA business.
7. Prepare and submit an Annual Report through the Government Relations Council Chair.
8. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

OHIO STATE DENTAL BOARD (OSDB) LIAISON

TERM: Two years, appointed by the President and approved by majority vote of the Board of Trustees (BOT).

QUALIFICATIONS:

1. Registered, licensed, and practicing dental hygienist in the State of Ohio and a member of ODHA.
2. Five years of full time or part time employment in private practice, public health, or dental hygiene education. At least two of the five years must be immediately preceding the appointment as the liaison.
3. Knowledge of the policies of ODHA and experience in the functioning of ODHA.

GUIDES FOR ACTION:

1. Refer to the Liaison General Procedures Guidelines for additional duties required of all Liaisons.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend Ohio State Dental Board monthly meetings.
4. Submit information from the OSDB meetings- General and any committee meetings, in a timely manner, after each OSDB meetings to the ODHA Lobbyist and Legislative Committee Chair.
5. Submit timely information, as requested, to the Government Relations Chair to be included in the Pre-BOT report.
6. Be an informed liaison of ODHA and the OSDB.
7. Express ODHA policy regarding certain issues, if necessary, to the OSDB.
8. Serve as a resource person for the ODHA BOT and be mindful of potential areas for advancement of the dental hygiene profession and make such recommendations to the Government Relations Council.
9. Serve as a member of the Government Relations Council.
10. Use personal email only for all ODHA business.
11. Prepare and submit an Annual Report through the Government Relations Council Chair.
12. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

OHIO STATE DENTAL BOARD (OSDB) LAWS AND RULES LIAISON

TERM: One year, appointed by the President and approved by majority vote of the Board of Trustees (BOT).

QUALIFICATIONS:

1. Ohio licensed dental hygienist or a the ODHA Lobbyist(s) representative of ODHA as recommended by the Legislative Committee and approved by the BOT.
2. For the RDH, five years of full time or part time employment in private practice, public health, or dental hygiene education or a representative of ODHA as recommended by the Legislative Committee and approved by the BOT.
3. Knowledge of the policies of ODHA and experience in the functioning of ODHA.

OBJECTIVES:

1. To represent ODHA and the interests of dental hygiene practice.
2. To maintain current information on Laws and Rules information on behalf of ODHA.
3. To inform ODHA of changes in Laws and Rules that affect the practice and interests of dental hygiene practice.

GUIDES FOR ACTION:

1. Refer to the Liaison General Procedures Guidelines for additional duties required of all Liaisons.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend OSDB Laws and Rules committee meetings.
4. Serve as a member of the Government Relations Council.
5. Submit timely information, as requested, to the Government Relations Chair to be included in the Pre-BOT report.
6. Be an informed liaison of ODHA and the OSDB Laws and Rules.
7. Express ODHA policy regarding specific issues, if necessary.
8. Mentor any ODHA member interested in this position, with the direction of the President.
9. Use personal email only for all ODHA business.
10. Prepare and submit an Annual Report through the Government Relations Council Chair.
11. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

ORAL HEALTH OHIO (OHO) LIAISON

MEMBER: Invited by the OHO organization, appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: Two-year term, per OHO.

MEETINGS: To be determined by OHO.

OBJECTIVES:

1. To represent ODHA and dental hygiene practice in the coalition.
2. To promote dental hygiene services in the statewide quest to improve access to care.
3. To maintain communication with Oral Health Ohio stakeholders to address statewide oral health issues.

GUIDES FOR ACTION:

1. Refer to the Liaison General Procedures Guidelines for additional duties required of all Liaisons.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms. Submit timely information, as requested, to the Government Relations Chair to be included in the Pre-BOT report. Keep ODHA, GR Council and Legislative Committee informed of OHO initiatives.
3. Express ODHA policy regarding specific issues, if necessary.
4. Communicate with Lobbyist.
5. Attend meetings as determined by OHO.
6. Serve as a member of the Government Relations Council meetings.
7. Use personal email only for all ODHA business.
8. Prepare and submit an Annual Report through the Government Relations Council Chair.
9. Prepare and submit, through the Government Relations Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

MEMBER SERVICES COUNCIL

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair, Trustee Board Advisor, Clifford Jones Memorial Outreach Chair, Database Manager, Gail Benninger Member Scholarship Chair, Historian, Media Communications Chair and Membership Chair

EC LIAISON: Treasurer

SUPPORT STAFF: Administrative Assistant

STRUCTURE: Assigned tasks are completed by the members.

OBJECTIVES:

1. To provide ODHA information and support to members.
2. To provide information to potential members and to encourage membership.
3. Explore further benefits of membership in the association.
4. Promote ODHA as the leader in Ohio for professional dental hygiene issues.
5. Strive to make electronic publications self-supporting through advertising revenue.

GUIDES FOR ACTION:

1. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serves as a member of Finance Committee.
3. Refer to Council Chair General Procedure Guidelines for additional duties.
4. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee (BOT) reporting forms.
5. Attend ODHA House of Delegates, ODHA Board of Trustee meetings, Finance Committee Meetings, Council Workshops, Leadership Retreat and any other official ODHA meeting.
6. Support members through Council activities.
7. Promote ODHA through public relations.
8. Use personal email only for all ODHA business.
9. Consolidate all Pre-BOT Reports from this Council's committees into one Council Pre-BOT Report and submit to the Secretary.
10. Consolidate all Annual Reports from this Council's committees into one Council Annual Report and submit to the Annual Reports Chair.
11. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

DATABASE MANAGER

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).
Chair should have a general knowledge of database and spreadsheet formatting.

TERM: One year

OBJECTIVES: Maintain the complete database of all Registered Dental Hygienists holding Ohio licensure and residing in the state of Ohio, as well as the current membership of this association.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms, and Board of Trustee Reporting forms.
3. Request the Alpha Roster from the President and share with the ODHA Administrative Assistant and Membership Chair.
4. Obtain updated database of all Registered Dental Hygienists including their email by contacting Pirt@Ohio.gov biannually.
5. Provide Components with their database requirements when requested.
6. Be prepared to provide the entire database information for the Continuing Education Council.
7. Use personal email only for all ODHA business.
8. Prepare and submit Pre-BOT Reports and an Annual Report, through the Member Services Chair.
9. Prepare and submit, through the Member Services Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

CLIFFORD JONES MEMORIAL OUTREACH AWARD

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustee (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by Chair.

OBJECTIVES:

1. To promote dental hygienists to provide free dental hygiene education and services to the underserved.
2. To award an ODHA member with a monetary scholarship.
3. To solicitate donations for this self-supporting award

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Promote applications by providing criteria guidelines and submission deadline to all BOT members and submit to ODHA Website for publication.
4. Review scholarship entries and choose appropriate recipient.
5. Send thank you notes to contributors.
6. Present recipient check for \$250 at the Ohio Dental Hygienist Association Annual Session.
7. Use personal email only for all ODHA business.
8. Prepare and submit Pre-BOT Reports and an Annual Report, through the Member Services Council Chair.
9. Prepare and submit, through the Member Services Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

GAIL BENNINGER MEMBER SCHOLARSHIP

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustee (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by Chair.

OBJECTIVES:

1. To recognize an ODHA Voting member(s) who have chosen to continue their academic education.
 - a. The Voting member must be enrolled in a health-related field pursuing a Bachelor's, Master's, or Doctorate degree.
2. To award an ODHA member with a monetary scholarship.
3. To solicitate donations for this self-supporting award.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Promote applications by providing criteria guidelines and submission deadline to all BOT members and submit to the ODHA Website for publication.
4. Review scholarship entries and choose appropriate recipient.
5. Send thank you notes to contributors.
6. Present recipient check for \$500 at the Ohio Dental Hygienist Association Annual Session.
7. Use personal email only for all ODHA business.
8. Prepare and submit Pre-BOT Reports and an Annual Report, through the Member Services Council Chair.
9. Prepare and submit, through the Member Services Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

HISTORIAN

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by Chair.

OBJECTIVES:

1. Collect and preserve any historic items pertaining to ODHA.
2. Serve as a resource for historical information regarding ODHA.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional required duties of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Collect memorabilia and photographs pertaining to ODHA and members of the
4. association. Collection can be displayed at any ODHA event at no cost to the Historian.
5. Use personal email only for all ODHA business.
6. Prepare and submit Pre-BOT Reports and an Annual Report, through the Member Services Council Chair.
7. Prepare and submit, through the Member Services Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

MEDIA COMMUNICATIONS COMMITTEE

CHAIR: Administrative Assistant

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary. Computer skills are essential for a minimum of one member.

MEETINGS: To be determined by the chair.

OBJECTIVES:

1. Ensure that ODHA website postings are current and accurate.
2. Identify media opportunities that can promote the profession of Dental Hygiene.
3. Identify media opportunities that can promote ODHA.
4. Generate income via communication/media resources.
5. Serve as a resource for media training.
6. Coordinate efforts to secure outside funding/advertising to help defray the cost of the website.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Post current information which affects the practice of Dental Hygiene within Ohio, to www.odha.net.
4. Collaborate with ODHA leadership and Historian to facilitate the posting of current ODHA reports, photos, and “members only” documents.
5. Post continuing education and events to the calendar of www.odha.net as directed by ODHA leadership and component leadership.
6. Monitor and post on ODHA’s social media sites.
7. Post ADHA and ODHA award deadlines on www.odha.net.
8. Confirm that www.odha.net links work properly.
9. Solicit www.odha.net feedback and submissions regularly from ODHA Committee/Council chairs and BOT members.
10. Develop, distribute, and maintain professional media releases.
11. Distribute professional press releases, from ODHA and ADHA, to Components for utilization at the local media level.
12. Ensure that media, released by ODHA, represents ODHA in a professional manner.
13. Ensure that media, released by ODHA, represents the practice of dental hygiene in a professional manner.

14. Collaborate with ODHA Councils and Committees to develop "sponsor packages" that will provide revenue to the ODHA website.
15. Upon request, provide an ODHA "Press Kit" to include Mission Statement, Dental Hygiene Fact Sheet, and a current ODHA Officer/Trustee contact list.
16. Use personal email only for all ODHA business.
17. Prepare and submit Pre-BOT Reports and an Annual Report, through the Member Services Council Chair.
18. Prepare and submit, through the Member Services Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

MEMBERSHIP COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: The Chair and at least three other members which focus on recruitment, retention, and student transition. A member of the Student Council shall serve as a liaison to this committee.

OBJECTIVES:

1. Create a need and desire for all dental hygienists in Ohio to identify membership in this tripartite organization with the image of professionalism.
2. To increase the membership of the Ohio Dental Hygienists' Association.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Provide the climate and opportunity for involvement of members to increase and maintain membership in ODHA.
4. Communicate a stronger professional identity among the membership.
5. Encourage long-term members to mentor newer members on the importance of colleague interaction and additional member benefits.
6. Identify and ignite the responsibilities of components, constituents, districts, and national to their members. The responsibility will include but not be limited to communication, members' interests, mentoring, and personal contact.
7. Utilize a statewide computer database of all licensed RDHs in Ohio, provided by the ODHA Database Manager to enable this committee to provide any Component the necessary information to initiate a membership recruitment or retention activity.
8. Work to promote any campaign created by the American Dental Hygienists' Association (ADHA).
9. Provide the membership with avenues for identifying membership privileges and rights.
10. Distribute communication on an as needed basis to all BOT members.

11. Represent ODHA with a display at all recruitment opportunities. Included, but not limited to:
 - A. ODA Annual Session
 - B. ODHA in-person CE events
 - C. ADHA in-person events in Ohio
12. Use personal email only for all ODHA business.
13. Prepare and submit Pre-BOT Reports and an Annual Report, through the Member Services Council Chair.
14. Prepare and submit, through the Member Services Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

POLICY AND BYLAWS COUNCIL

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

TERM: One year.

MEMBERS: Chair, Trustee Board Advisor, Annual Reports Chair, Bylaws Chair, Minute Search Chair, Policy Review Committee Chair, Procedures Manual Chair.

EC LIAISON: Speaker of the House.

SUPPORT STAFF: Administrative Assistant

STRUCTURE: Assigned Tasks are completed by the members.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Ensure that the Association is in Compliance with the Policies, Bylaws, and Procedures Manual.
2. Perform assigned duties to enhance efficient functioning of the House of Delegates.

GUIDES FOR ACTION:

1. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serves as a member of Finance Committee.
3. Refer to Council Chair General Procedure Guidelines for additional required duties.
4. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
5. Attend ODHA House of Delegates, ODHA Board of Trustee meetings, Finance Committee Meetings, Council Workshops, Leadership Retreat and any other official ODHA meeting.
6. Review Delegates Manual prior to distribution to the Board of Trustees and posted on the “members only” section of the website.
7. Disperse electronically HOD decisions related to all PRs and PBYs via email to all BOT members and post on the “members only” section of the website within 30 days following Annual Session.
8. Provide BOT with Proposed Recommendations, Proposed Resolutions and Proposed Bylaws amendments prior to the September BOT for recommendations.

9. Send Bylaws, Policy Manual and Procedures Manual updates to the website.
10. Use personal email only for all ODHA business.
11. Consolidate all Pre-BOT Reports from this Council's committees into one Council Pre-BOT Report and submit to the Secretary.
12. Consolidate all Annual Reports from this Council's committees into one Council Annual Report and submit to the Annual Reports Chair.
13. Prepare an interim Annual Report from Annual Report deadline to the Annual Reports Chair to be included in next year's Annual Report.

ANNUAL REPORTS COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the (BOT) preferably a previous member of the Committee.

MEMBERS: Appointed annually by the Chair.

MEETINGS: To be determined by the Chair.

OBJECTIVE:

1. Compile the Annual Reports for Annual Session.
2. Inform ODHA HOD members of the activities of the ODHA BOT.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend the Policy and Bylaws Council meetings and reports on the progress of the committee work.
4. Notify all BOT members of the proper format and deadlines for Annual Reports.
5. Compile and submit Annual Reports to the website in the “members only” section 15 days prior to Annual Session.
6. Use personal email only for all ODHA business.
7. Prepare and submit Pre-BOT Reports and an Annual Report, through the Policy and Bylaws Council Chair.
8. Prepare and submit, through the Policy and Bylaws Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

BYLAWS COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: Appointed annually by the chair.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Review the Constituent and Component Bylaws to ensure they are consistent with ADHA Bylaws.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend Policy and Bylaws Council Meetings and report the progress of the committee's work.
4. Recommend Bylaws changes as necessary.
5. Revise the Bylaws to reflect the final disposition of the HOD.
6. Send the revised Bylaws from HOD, within 60 days following ODHA Annual Session to the Policy and Bylaws Council Chair for posting on the "members only" section of the website.
7. Act in an advisory capacity to all Components of the Association.
8. Review new Component Bylaws as requested and notify of any possible conflicts with ADHA or ODHA Bylaws.
9. Use personal email only for all ODHA business.
10. Prepare and submit Pre-BOT Reports and an Annual Report, through the Policy and Bylaws Council Chair.
11. Prepare and submit, through the Policy and Bylaws Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

MINUTE SEARCH COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: Appointed annually by the Chair.

MEETINGS: To be determined by the Chair.

OBJECTIVE:

1. To research the minutes of the BOT and HOD regarding motions and policies.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend the Policy and Bylaws Council meetings and report on the progress of the committee's work.
4. Investigate minute search requests made by members of ODHA and maintain a separate file of these searches for possible future references.
5. Receive the approved BOT and HOD minutes from the Secretary throughout the year.
6. Keep an electronic file of BOT and HOD minutes.
7. Maintain the Association Minute Books.
8. Use personal email only for all ODHA business.
9. Prepare and submit Pre-BOT Reports and an Annual Report, through the Policy and Bylaws Council Chair.
10. Prepare and submit, through the Policy and Bylaws Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

POLICY REVIEW COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: Appointed annually by the Chair.

OBJECTIVES:

1. Annual review of the ODHA Policy Manual with the intention of updating the policies to coincide with the current trends in the Dental Hygiene profession.
2. To submit PRs to the HOD to reflect the necessary changes to the Policy Manual, as needed.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms, Income Reporting forms and BOT reporting forms.
3. Attend Policy and Bylaws Council Meetings and report on the progress of the committee's work.
4. Recommend Policy changes as necessary.
5. Revise the Policy Manual to reflect the final disposition of the HOD.
6. Send the revised Policy Manual from HOD within 60 days following the ODHA Annual Session, to the Policy and Bylaws Council Chair for posting on the "members only section" of the website.
7. Act in an advisory capacity to all Components of the Association as requested.
8. Use personal email only for all ODHA business.
9. Prepare and submit Pre-BOT Reports and an Annual Report, through the Policy and Bylaws Council Chair.
10. Prepare and submit, through the Policy and Bylaws Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

PROCEDURES MANUAL COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: Appointed annually by the Chair. Computer skills are essential for a minimum of one member.

MEETINGS: To be determined by the Chair.

OBJECTIVE:

1. To review and update the Procedures Manual annually.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Attend the Policy and Bylaws Council meetings and report on the progress of the committee's work.
4. Receives Procedures Manual changes from the BOT members.
5. Review Procedures Manual and update as necessary.
6. Present updates to Board of Trustees for approval at least once annually.
7. Use personal email only for all ODHA business.
8. Prepare and submit Pre-BOT Reports and an Annual Report, through the Policy and Bylaws Council Chair.
9. Prepare and submit, through the Policy and Bylaws Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

STUDENT COUNCIL

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: Chair, Trustee Board Advisor, Christopher L. Simmons Scholarship Committee Chair, Louise Barrett Memorial Scholarship Committee Chair, Ohio Council of Dental Hygiene Directors' Student Scholarship Committee Chair, Student Coordination Committee Chair and Student Mentoring Committee Chair

EC LIAISON: Secretary

SUPPORT STAFF: Administrative Assistant

TERM: One year

STRUCTURE: Assigned tasks are completed by the members.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. To coordinate student activities with ODHA activities.
2. Mentor student members.
3. Provide information about ODHA to Ohio's Dental Hygiene Programs/Student Member Organizations.
4. Support Ohio dental hygiene students' professional development.

GUIDES FOR ACTION:

1. Serve as ex-officio member of the Board of Trustees (BOT), but without a vote.
2. Serves as a member of Finance Committee.
3. Refer to the Council Chair General Procedure Guidelines for additional required duties.
4. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
5. Attend ODHA House of Delegates, ODHA Board of Trustee meetings, Finance Committee Meetings, Council Workshops, Leadership Retreat and any other official ODHA meeting.
6. Organize Christopher Simmons and Louise Barrett scholarship awards and ensure future funding of student scholarship funds.
7. Provide information to students through manuals, emails, and website postings.
8. Help prepare Ohio's student members and dental hygiene students for ODHA's Annual Session.
9. Coordinate student activities at ODHA's Annual Session.
10. Serve as liaison to Membership Committee.

11. Ensure that all communications to the dental hygiene programs, including Membership Committee; Annual Session Council; and any other sources, come from one individual.
12. Use personal email only for all ODHA business.
13. Consolidate all Pre-BOT Reports from this Council's committees into one Council Pre-BOT Report and submit to the Secretary.
14. Consolidate all Annual Reports from this Council's committees into one Council Annual Report and submit to the Annual Reports Chair.
15. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report

CHRISTOPHER L. SIMMONS MEMORIAL SCHOLARSHIP AWARD

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustee (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by Chair.

OBJECTIVES:

1. To award an Ohio Student Chapter member with a monetary scholarship.
2. To solicitate donations for this self-supporting award.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Promote applications by providing criteria guidelines and submission deadline to all dental hygiene programs and submit to the website for publication.
4. Review scholarship entries and choose appropriate recipient.
5. Send thank you notes to contributors.
6. Present recipient check at the Ohio Dental Hygienist Association Annual Session.
7. Use personal email only for all ODHA business.
8. Prepare and submit Pre-BOT Reports and an Annual Report, through the Student Council Chair.
9. Prepare and submit, through the Student Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

LOUISE BARRETT MEMORIAL SCHOLARSHIP AWARD

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustee (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by Chair.

OBJECTIVES:

1. To award an Ohio Student Chapter member with a monetary scholarship.
2. To solicitate donations for this self-supporting award.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Promote applications by providing criteria guidelines and submission deadline to all dental hygiene programs and submit to the website for publication.
4. Review scholarship entries and choose appropriate recipient(s).
5. Send thank you notes to contributors.
6. Determine amount of the scholarship(s) award for the year.
7. Present recipient(s) check at the Ohio Dental Hygienist Association Annual Session.
8. Use personal email only for all ODHA business.
9. Prepare and submit Pre-BOT Reports and an Annual Report, through the Student Council Chair.
10. Prepare and submit, through the Student Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

OHIO COUNCIL OF DENTAL HYGIENE DIRECTORS' STUDENT SCHOLARSHIP

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustee (BOT).

TERM: One year.

MEMBERS: Chair and any other member(s) deemed necessary.

MEETINGS: To be determined by Chair.

OBJECTIVES:

1. To award an Ohio Student Chapter member with a monetary scholarship.

GUIDES FOR ACTION:

1. Promote applications by providing criteria guidelines and submission deadline to all dental hygiene programs and submit to the website for publication.
2. Review scholarship entries and choose appropriate recipient.
3. Scholarship will be sponsored and funded by the Ohio Council of Dental Hygiene Directors.
4. Present recipient award at the Ohio Dental Hygienist Association Annual Session.
5. Use personal email only for all ODHA business.
6. Prepare and submit Pre-BOT Reports and an Annual Report, through the Student Council Chair.
7. Prepare and submit, through the Student Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

STUDENT MENTORING COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT).

MEMBERS: Chair and any additional member(s) deemed necessary. Dental Hygiene Educators and Student Member Advisors are encouraged to participate.

TERM: One year.

MEETINGS: To be determined by the Chair.

OBJECTIVES:

1. Support students' professional development by increasing their interest in participating in organized dental hygiene.
2. Increase student awareness of current professional and legal issues.
3. Encourage components to develop a strong program of student involvement.
4. Encourage dental hygiene faculty to be members of ADHA.
5. Provide information to ODHA members.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedure Guidelines for additional duties required of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Collaborate with Student Coordination Committee and Poster Session Committee in providing contact information to students from ODHA.
4. Collaborate with the Membership Committee to supply information packets to the dental hygiene programs for distribution to the prospective dental hygiene graduates.
 - a. Trustees should solicit active members to present information about ODHA to the students.
 - b. Provide presentation information to ODHA members.
 - c. A presentation should occur at each Dental Hygiene Program annually.
5. Use personal email only for all ODHA business.
6. Prepare and submit Pre-BOT Reports and an Annual Report, through the Student Council Chair.
7. Prepare and submit, through the Student Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

STUDENT COORDINATION COMMITTEE

CHAIR: Appointed by the President and approved by majority vote of the Board of Trustees (BOT.)

MEMBERS: Chair and any other ODHA member(s) deemed necessary. Student Member Advisors are encouraged to participate.

TERM: One year.

MEETINGS: Determined by the Chair.

OBJECTIVES:

1. Supports students' professional development.
2. Plans, implements, and evaluates all student delegate and alternate delegate activities at ODHA Annual Session.
3. Increase student member awareness, interest, and participation in ADHA.
4. Increase transition rates from student members to professional members.

GUIDES FOR ACTION:

1. Refer to the Committee General Procedures Guidelines for additional required duties of all Committees and Committee Chairs.
2. Refer to the appendix for information regarding how to fill out Request for Payment forms for reimbursement, Income Reporting forms and Board of Trustee reporting forms.
3. Work cooperatively with the Annual Session Council and the Speaker of the House coordinating all student activities at Annual Session.
4. Contact all Ohio dental hygiene programs, in advance of Annual Session, to present Annual Session information and request information regarding student delegates and alternate delegates. Coordinate distribution of information with Annual Session Council and Poster Session Committee Chair.
5. Contact all student delegates and alternate delegates and present student specific information regarding Annual Session.
6. Solicit assistance from the Trustees to mentor the student delegates and alternate delegates.
7. Plan, implement and evaluate Student Orientation and Student House of Delegates during Annual Session.
8. Use personal email only for all ODHA business.
9. Prepare and submit Pre-BOT Reports and an Annual Report, through the Student Council Chair.
10. Prepare and submit, through the Student Council Chair, an interim Annual Report from Annual Reports deadline to be included in the next year's Annual Report.

SECTION VI

ODHA DELEGATES

ODHA DELEGATES

ELECTION: By each component at the time of their normal elections. Names must be submitted to the Speaker of the House according to the guidelines in ODHA Bylaws.

TERM: Determined at each component level according to the Component Bylaws.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to:

1. Serve in accordance with the Bylaws of ODHA and the Component they represent.
2. Uphold the Code of Ethics as defined by ADHA.
3. Be familiar with the ODHA Bylaws, Policy Manual, Mission Statement, Goals and Objectives.
4. Read the ODHA Delegates Manual prior to the HOD.
5. Become familiar with Robert's Rule of Order.
6. Required to attend the ODHA Annual Session, Component Discussions, Candidates' Forum, Reference Committee Hearings and HOD meetings unless excused by the senior delegate.
7. Serve as a voting member of the ODHA HOD, representing the Component of which they are a member. This also includes the election of ODHA officers.
8. Assist the Trustee in mentoring student dental hygiene members on subjects pertaining to Annual Session.
9. Help support ODHA endeavors during Annual Session.
10. Attend the Leadership Retreat and delegate component meeting to prepare for Annual Session.
11. Serve on a Reference Committee if selected.
12. Mentor any members interested in this position.
13. Adopt the HOD Procedures and Standing Rules.
14. Report back to Component on the actions of the HOD.
15. Use personal email only for all ODHA business.

SECTION VII

SUPPORT STAFF

ADMINISTRATIVE ASSISTANT

APPOINTMENT: Subcontracted by the Ohio Dental Hygienists' Association upon President/Administrative Assistant Review Committee recommendation and approved by majority vote of Board of Trustees (BOT).

TERM: As designated within contractual agreement.

DUTIES AND RESPONSIBILITIES:

Shall include but not be limited to (see specific contract and detailed duty list for greater information):

1. Serve as support staff to the BOT, HOD and all Councils.
2. Attend ODHA House of Delegates, ODHA Board of Trustee meetings, Council Workshops, Leadership Retreat and any other official ODHA meeting.
3. Serve in accordance with and possess knowledge of ODHA's Bylaws, Procedures Manual, Policy Manual, Mission, Goals and Objectives.
4. Uphold the Code of Ethics as defined by ADHA.
5. Perform administrative duties for the officers and the BOT of Association. (e.g.: word processing, distribution, and electronic mailing)
6. Maintain Central Office's address (PO Box), telephone number and email address.
7. Respond to day-to-day inquiries and correspondence.
8. Maintain work log and send copy of same with Request for Payment form (RFP) to Immediate Past President the first of every month.
9. Provide background information from the Administrative Assistant perspective, as needed.
10. Be responsible for all property owned by ODHA and housed in the Central Office and Central Office Storage Facility. Oversee the maintenance and inventory.
11. Make recommendations for equipment purchase(s) to assist in the performance of the Administrative Assistant's duties and for improved business image.
12. Assist in planning, coordinating, conducting, and participant registration of all meetings and events.
13. Assist Member Services Council with the website, social media posts, and advertisements.
14. Serve as ODHA's central communication representative.
15. Maintain ODHA business as usual during the transition period of ODHA officers by having a sound working knowledge of the association.
16. Maintain resource/contact list.
17. Use only the ODHA official Administrative Assistant email for ODHA business.
18. Prepare and submit Pre-BOT Reports and an Annual Report.
19. Prepare an interim Annual Report from Annual Reports deadline to the Annual Reports Chair to be included in the next year's Annual Report.

SECTION VIII

APPENDIX

Appendix A

How to report to the Board of Trustees (BOT)

1. Find the form for reporting (BOT Reporting Form) on the “members only” section of the official website of the Ohio Dental Hygienists’ Association; www.odha.net and download to your computer for your use.
2. If you are an Officer, Trustee or Council Chair you will send your report via email to the Secretary by the published deadline.
3. If you are a Committee Chair you will send your report to your Council Chair PRIOR to the published deadline so the Council Chair can assemble the report of the committees of the Council and submit to the Secretary by the published deadline.
4. Council chairs should communicate with Committee Chairs regarding reporting deadline and Council Action Plan progress before each reporting deadline.
5. The form should look like this:

Ohio Dental Hygienists’ Association
BOT (Board of Trustees) Meeting Reporting Form

Office/Component/Council:

Name:

Meetings Attended:

Report:

Suggestions/Comments:

Goals:

Budget to date for Councils/Committee Chairs:

- a. “Office/Component/Council” is your position as an officer of the association, or the Council or Committee or the Component which you represent. For example: *President, Trustee or Annual Session Council Chair*.
- b. “Name” is where your name goes.
- c. “Meetings Attended” list meetings that you or members of your Council or Committee have attended in the capacity for which you are reporting since the last time you reported. If you were present at the previous ODHA BOT meeting you do not need to include that in your report as it will be included in the official minutes. But if you attended a committee meeting since the last ODHA BOT meeting, you should list the name of the meeting and the date. For example: *Annual Session Council meeting-Saturday, June 2, 2023*. Meetings and CE courses that do not pertain to your position should not be listed.

- d. "Report" is where you list the action plans or projects that your office, Component, Committee or Council have executed. For example: *Planned the Leadership Retreat.*
- e. "Suggestions/Comments" is where you put this information. For example: *Send updated Component Bylaws to the Policy and Bylaws Council Chair.*
- f. "Goals" is where you put the goals of your Office/Component/Council. For example: *"Communicate with dental hygiene programs concerning Annual Session."*
- g. "Budget to date for Council/Committee Chair" is where you put the amount you have spent from your budget to date. For example: *I have spent \$50 of my \$100 budget to date.*

Appendix B How to fill out Request for Payment Form

1. Find the form for requesting payment (Request for Payment Form) on the “members only” section of the official website of the Ohio Dental Hygienists’ Association; www.odha.net and download to your computer for your use.
2. If you are an Officer or Council Chair you will send your form via email to the Treasurer with receipts, if applicable.
3. If you are a Committee Chair you will send your form and receipts to your Council Chair for approval and recording. The Council Chair will then forward the approved form and receipts to the Treasurer. Do not send unapproved forms directly to the Treasurer.
4. It is important to be timely with financial forms. A good practice is to send forms within two weeks of incurring the expense. However, the forms must be received by the Treasurer no later than 30 days following the date printed on the receipt in order to receive reimbursement for expenses. Furthermore, expenses beyond what is in the current budget will not be reimbursed without a majority vote of the BOT prior to the expense being incurred.

Sample Form Appendix B

Fill in all details on top of form

Date _____
 Payment requested by _____
 Make Check Payable to _____
 Send Check to: Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone Number _____

Post Income to Council Please make a selection If Other _____
 Program **Select category to post expense**
 Description of income _____
 Description _____ Amount _____

Post Income to Council Member Services If Other _____
 Program Website **Use strategic plan to determine program**
 Description of income _____

I, _____, authorize the payment of above expense.
 Date _____ **Officer or Council Chair is to fill out this section and then forward to treasurer**

For treasurer use only

Appendix C

How to fill out an Income Reporting Form

1. Find the form for income reporting (Income Reporting Form) on the “member’s only” section of the official website of the Ohio Dental Hygienists’ Association; www.odha.net and download to your computer for your use.
2. If you are an Officer or Council Chair you send your form via email or postal mail to the Treasurer with income, if applicable.
3. If you are a Committee Chair you will send your form and checks to your Council Chair for approval and recording. The Council Chair will then forward the approved form and checks to the Treasurer. Do not send unapproved forms directly to the Treasurer. If checks are directly mailed to the Treasurer, Council Chair should have form to Treasurer before checks arrive to assure checks are posted to the correct Council and program.
4. It is important to be timely with financial forms. A good practice is to send forms within two weeks of sending income.

Sample Form Appendix C

Fill in all details on top of form

Date

Income reported by

Income from

Use strategic plan to determine program

Post Income to Council Please make a selection If Other

Program

Description of income

Description

Amount

Post Income to Council Member Services If Other

Program Website

Description of income

I, , authorize the payment of above expense.

Date

For treasurer use only

Reimbursement Guidelines

Executive Committee Officers:

ODHA will provide registration, event meals, and hotel accommodations during Annual Session. No per diem for meals will be given during the Annual Session.

Officers and Council Chairs:

ODHA will reimburse for the expenses incurred on behalf of the association (with proper receipts and as indicated by the Council Action Plan/Budget):

Committee Chairs and Committee Members

Reimbursement of expenses as indicated by the Council Action Plan. Reimbursement of Committee chairs shall fall within the guidelines for Officers and Council chairs.

ADHA Delegates and Elected Alternates

ADHA Delegates and elected Alternates will be reimbursed as indicated by the Council Action Plan.

Deadlines

Approved Request for Payment Forms must be sent to the Treasurer within 30 days of the event or expense being incurred. Requests sent after 30 days may not be eligible for reimbursement. Credit card reporting forms must be submitted within 15 days of charge.

Exceptions

Expenses outside of expected or budgeted costs will need approval by the BOT.