

ADAA NOMINEES  
TO THE  
DENTAL ASSISTING  
NATIONAL BOARD  
DANB DIRECTORS

**NOMINATIONS TO THE DENTAL ASSISTING NATIONAL BOARD  
DANB DIRECTORS (Form 017)**

The American Dental Assistants Association nominees to the Dental Assisting National Board shall meet the general criteria and qualifications as stated in the Manual of Procedures.

If elected, the nominees shall support the policies and communicate the position of the Association to the DANB Board. An elected nominee may not profit at the expense of the Association nor be in conflict with its objectives. Each nominee is encouraged to use independent judgment and act in good faith in the discharge of duty.

The term of a DANB director is as prescribed by the Dental Assisting National Board's Bylaws. The current term is three (3) years not to exceed two (2) terms.

***General Criteria for Nominees:***

1. Shall be a high school graduate or equivalent. List any formal education beyond high school;
2. Shall be currently certified by the Dental Assisting National Board;
3. Shall provide evidence of administrative expertise, Association experience and policy making abilities by submitting resume/vitae of previous work;
4. Shall be able to obtain time away from the work situation and commit one's time to the duties of the directorship;
5. Shall provide the following documentation:
  - a. Personal letter of commitment
  - b. Letter from employer
  - c. Letter of recommendation from a member of the ADAA Board of Trustees
6. Shall be actively employed in the profession of dental assisting;
7. Shall have been employed in the dental assisting profession for at least three (3) years within the past five (5) years;
8. Shall be a current member of the ADAA for at least five (5) years and maintain active membership in the ADAA during their term as DANB Director.

**DENTAL ASSISTING NATIONAL BOARD NOMINEE RESPONSIBILITIES TO ADAA (IF ELECTED)**

1. Act in the best interest of the American Dental Assistants Association, as well as the Dental Assisting National Board.
2. Work cooperatively with DANB staff, other DANB Board members and the ADAA Central Office staff and Board of Trustees.
3. Be thoroughly knowledgeable of DANB Bylaws, exams and examination procedures, Recertification Guidelines, and DANB Candidate, Certificant, and

Board Policies, as well as ADAA Bylaws, Manual of Procedures and Policies, and be able to communicate this knowledge frequently and effectively.

4. Submit a full written report to the ADAA President following every DANB Board meeting, conveying all actions discussed and approval, including all rationale supporting the decision without compromising DANB's Confidentiality Policy.
5. Each elected nominee will be expected to respond in a timely fashion to all correspondence and to transmit the required number of copies to the appropriate people.
6. Each elected nominee shall attend and participate in all meetings of the Dental Assisting National Board to the best of their ability.
7. Each elected nominee shall submit a typed Annual Report to the ADAA House of Delegates.
8. After careful scrutiny by the ADAA Board of Trustees, if a nominee elected to the Dental Assisting National Board is found to be in conflict with the ADAA "Policy on Principles of Ethics and Code of Professional Conduct", the ADAA will petition the DANB Board of Directors for removal of said DANB director for cause consistent with DANB Bylaws.

#### **ADAA'S RESPONSIBILITY TO THE ADAA NOMINEE TO THE DANB BOARD**

1. Provide each appointee with a copy of the following:
  - a. ADAA Bylaws/Manual of Procedures
  - b. ADAA Directory
  - c. ADAA Board of Trustees Minutes
2. ADAA nominated assistant elected to the DANB may be invited to report to an ADAA Board of Trustees Meeting. The meeting will be at the discretion of the Board of Trustees. The Director shall be notified by the President at least sixty (60) days in advance. It will be the responsibility of the President to select the DANB Director who will attend the Board of Trustees Meeting. It is recommended that attendance be rotated to facilitate each Director reporting at least once during a term.
3. Direct all concerns through elected nominees in writing and confirm oral concerns in writing.
4. Provide an agenda to any conference calls.

#### **CONFLICT OF INTEREST**

Any member who is also serving as a voting member on the governing board of any other allied dental health organization; a member of the ADAA Board of Trustees, ADAA Foundation, or ADAA Council; or an ADAA employee, shall not be eligible to serve as an ADAA nominated Director appointed by the Dental Assisting National Board.