



## **OPERATIONS MANUAL**

This Manual includes procedures for:

Officers

Executive Director

Executive Committee & Governing Council

Standing Committees

This Manual includes:

Approved forms

Approved handouts

Strategic plan

## TABLE OF CONTENTS LINKS

- [PRESIDENT](#)
- [PRESIDENT-ELECT](#)
- [IMMEDIATE PAST PRESIDENT](#)
- [SECRETARY](#)
- [TREASURER](#)
- [EXECUTIVE DIRECTOR](#)
- [EXECUTIVE COMMITTEE](#)
- [GOVERNING COUNCIL](#)
- [STANDING COMMITTEE ON ANNUAL MEETING](#)
- [STANDING COMMITTEE ON AWARDS](#)
- [STANDING COMMITTEE ON BYLAWS](#)
- [STANDING COMMITTEE ON COURSE APPROVAL](#)
- [STANDING COMMITTEE ON FELLOWSHIP](#)
- [STANDING COMMITTEE ON FINANCE](#)
- [STANDING COMMITTEE ON MEMBERSHIP](#)
- [STANDING COMMITTEE ON MINUTES' REVIEW](#)
- [STANDING COMMITTEE ON NOMINATIONS](#)
- [STANDING COMMITTEE ON PUBLIC RELATIONS \(PR\)](#)
- [APPENDIX A - ED PERFORMANCE EVALUATION](#)
- [APPENDIX B – AADH STRATEGIC PLAN](#)
- [APPENDIX C - SHIP AWARD APPLICATION](#)
- [APPENDIX D - SHIP AWARD RUBRIC](#)
- [APPENDIX E – HANDOUT FOR WF MENTOR AWARD](#)
- [APPENDIX F – APPLICATION FOR WF MENTOR AWARD](#)
- [APPENDIX G - BENEFITS OF FELLOWSHIP HANDOUT](#)
- [APPENDIX H – ANNUAL FINANCIAL REVIEW REPORT FORM](#)

## **PRESIDENT**

The President acts as liaison for a **two-year term** between members and Governing Council, represents AADH at meetings, and guides the business of AADH.

The President serves as **Chair of both Governing Council and Executive Committee**.

The President is an **ex-officio member of all standing committees, except Nominations**.

The President is **consultant only on the Finance Committee's financial review**.

The President will:

- Abide by AADH Bylaws and Administrative Policies.
- Appoint Vice-Chair of Governing Council, as well as all committee members and chairs.
- Coordinate meetings of Governing Council and Executive Committee by:
  - circulating meeting and report reminders.
  - reviewing all reports.
  - preparing agendas.
  - circulating agenda with reports.
  - presiding at meeting.
  - receiving minutes from Secretary within 14 days of meeting.
  - issue any directives needed for follow up.
- Collaborate with officers and Executive Director to keep AADH running smoothly and efficiently.
- Sign all contracts on behalf of AADH.
- Receive Executive Director Evaluation Report from Secretary ninety (90) days before contract renewal.
- Approve business / financial decisions on behalf of AADH.
- Advise Webmaster on any changes to the AADH website.
- Advise Executive Director on accuracy of database.
- Distribute information to Governing Council and Executive Committee as needed.

## **SPECIFIC PROCEDURES RELATED TO MEMBERSHIP**

- Facilitate communication between Governing Council and the membership.
- Issue letter(s) of acceptance to membership.
- Issue letter(s) of fellowship acceptance with invitation to induction ceremony.
- Issue letter(s) of congratulations / regrets mailings as appropriate within 14 days of selection/rejection for **any** award.

## **SPECIFIC PROCEDURES RELATED TO NOMINATIONS AND ELECTIONS**

- Receive Slate of Nominations from Nominations Committee forty-five (45) days prior to Annual Meeting.
- Appoint Tellers to review the ballot results.
- Report outcome of elections to the membership and at Annual Meeting.
- Appoint members to serve in any vacant roles remaining with the approval of Governing Council.

## SPECIFIC PROCEDURES RELATED TO ANNUAL MEETING

- Coordinate Annual Meeting by:
  - circulating meeting and report reminders.
  - reviewing all annual reports.
  - preparing agendas.
  - circulating agenda with reports.
  - presiding at meeting.
  - receiving minutes from Secretary within 14 days of meeting.
  - issue any directives needed for follow up.
- Introduce the AADH-sponsored speaker.
- Highlight mission & AADH membership info to those attending Annual Meeting.
- Recognizes officers, new members and fellows at Annual Meeting.

### **PRESIDENT-ELECT**

The President-Elect is elected for a term of **two years**, before ascending to the position of President.

The President-Elect serves as a **member of the Executive Committee, the Governing Council, and the Finance Committee.**

Additionally, the President-Elect serves as **Chair of the Annual Meeting Committee.**

The President-Elect will:

- Abide by AADH Bylaws and Administrative Policies.
- Shadow and assist the President as directed by President.
- Distribute information as directed by President.
- Chair Governing Council or Executive Committee meetings in the absence of President.
- Chair membership meetings in the absence of the President.

### **IMMEDIATE PAST PRESIDENT**

The Immediate Past President ascends to the position automatically upon completion of the term of the AADH President.

The Immediate Past President serves as a **member of the Governing Council and the Executive Committee.**

The Immediate Past President serves as **Chair of the Nominations Committee.**

The Immediate Past President serves as a mentor for AADH and provides continuity during the transition between Governing Councils along with general oversight.

The Immediate Past President will:

- Abide by AADH Bylaws and Administrative Policies

### **SPECIFIC PROCEDURES RELATED TO NOMINATIONS & ELECTIONS**

- Submit Slate of Nominations to President and Secretary forty-five (45) days prior to Annual Meeting.

## **SECRETARY**

The Secretary is an AADH elected position and serves a **two-year term**.

The Secretary is a **member of the Governing Council and Executive Committee**.

The Secretary **maintains the meeting records** for the Academy and provides historical review when needed.

The Secretary will:

- Abide by AADH Bylaws and Administrative Policies.
- Record Governing Council, Executive Committee, and Annual Meeting minutes.
- Prepare and distribute copy of meeting minutes within 14 days of meeting to President and minutes review committee.
- Take roll call and certify a quorum at Governing Council, Executive Committee and Annual Meetings.
- Distribute, receive and compile Executive Director Evaluations each year.
- Forward the report of Executive Director Evaluations to President at least 90 days prior to contract renewal.
- APPENDIX A - [EXECUTIVE DIRECTOR PERFORMANCE EVALUATION](#)
- Secure a directory annually from Executive Director.
- Distribute information as directed by the President or as needed.

## **SPECIFIC PROCEDURES RELATED TO NOMINATIONS & ELECTIONS**

- Receive Slate of Nominations from Nomination Committee forty-five (45) days prior to Annual Meeting.
- Nominations Committee will coordinate with Secretary in producing the digital ballot.
- Draft and submit the electronic survey ballot to the membership thirty (30) days prior to Annual Meeting, to include:
  - the candidate's name, position they seek, biodata form, and a write-in box.
  - anonymity to ensure confidentiality.

## **TREASURER**

The Treasurer is an AADH elected position and serves a **two-year term**.

The Treasurer is a **member of the Governing Council, the Executive Committee, and the Finance Committee**.

The Treasurer is **consultant only on the Finance Committee's financial review**.

The Treasurer will:

- Abide by AADH Bylaws and Administrative Policies.
- Abide by fiscal year of August 1 until July 31.
- Maintain all accounting records for AADH and provide historical review as needed.
- Deposit all receipts and pay all charges in a timely manner to facilitate actions of AADH.
- Pay expense vouchers with receipts in a timely manner to the appropriate members.
- Monitor expenditures by committees and officers to ensure they are in the boundaries of the approved budget.

## **EXECUTIVE DIRECTOR**

The Executive Director is a **contracted position and is bound by the terms of the signed contract** of the AADH. Complete terms of contract are kept on file.

The Executive Director will:

- Be responsible for the management of the business of AADH.
- Carry out policy promulgated and approved by the Governing Council or membership present at the Annual Meeting in accordance with AADH Bylaws and Administrative Policies.
- Participate in the Governing Council meetings as a non-voting member
- Act on behalf of AADH as directed by the President or Governing Council

## **ADMINISTRATIVE PROCEDURES**

1. Submits expense vouchers on a timely basis to the Treasurer
2. Maintain Central Office and mailing address for AADH.
  - a. Develop a process by which the ED will report activities to the Governing Council
  - b. Develop an ongoing process for the evaluation of budget, bookkeeping and financial systems, and other fiscal processes as necessary with Treasurer
  - c. Monitor activities of, make recommendations to, and revise processes as appropriate for AADH committees
  - d. Maintain the most current membership information including membership database in Excel spreadsheet and Annual Meeting materials
  - e. Act as resource linkage for communications: Inter-committee communications, Governing Council, committees and officers.
  - f. Receive and process all AADH correspondence in a timely manner
  - g. Respond to any and all requests for information related to Continuing Education course approval and membership by interested parties, referrals to appropriate officers, chairs, etc., as necessary and as directed by President or Executive Committee. Executive Director will check email every 48 hours and take immediate action on all correspondence
  - h. Maintain archival copies of AADH documents (minutes, by-laws, policies and procedures, etc.), corporate contacts and membership data base which will be updated on a bi-monthly basis and provided to President upon request
  - i. Maintain inventory list and records of ownership of AADH property, ownership manuals, warranties, etc. as provided by AADH
  - j. Submit expense vouchers with receipts on designated financial reporting form within thirty (30) days of incurring expenses to Treasurer and copy AADH President for approval and payment. Expenses budgeted for and approved by Governing Council in AADH annual budget will be reimbursed. Those not approved in budget must be pre-approved by GC in advance of being incurred for

- reimbursement to occur
- k. Participate in Annual Session logistics as directed by President
- l. When clarification of a request from the governing council or committee chairs is needed, the ED will consult with the AADH President prior to responding to the request
- 3. All lists to contain: name / credentials or titles / mailing address / email address / phone numbers
  - a. Current, active, and updated membership roster of AADH
  - b. Governing Council member list
  - c. Committee Chairs and Member list
  - d. Fellowship and Award Recipient list
  - e. Master membership roster by year and status
  - f. AADH corporate sponsors
- 4. Maintain AADH calendar of activities
  - a. Arrange for GC conference calls and email instructions, following approval of these instructions by President, to participants scheduled to be on the call
  - b. Assist in coordinating web site updates on [www.aadh.org](http://www.aadh.org) as directed by the President
- 5. Maintain electronic folders and data base with completed Membership, Fellow and Award application forms
  - a. Respond to email inquiries on Membership, Fellow and Awards and copy President and Chair of committees on all responses
  - b. Send new member welcome packet and pin upon membership approval by the GC
  - c. Send President an acceptance letter of Fellowship
  - d. Send email notice to members upon receipt of their renewal forms
  - e. Respond to member inquiries regarding status of membership within one week
  - f. Send email renewal notices on July 1, to be paid by August 1.
  - g. As of September 1, non-renewing members will be notified by Membership Committee and encouraged to pay dues before September 30. As of October 7, members who have not renewed are officially removed from the roster and re-application required.
- 6. Work directly with Committee on Course Approval to ensure criteria and requirements are met by the applicant prior to approval
  - a. Receive file of approval criteria check list for CE providers from Chair of CE Approval committee and store on laptop
- 7. Assist with printing and providing materials of all Annual Meeting correspondence, as directed by President including registration/sign in sheets, agenda, membership acknowledgment certificates, AADH member and officer acknowledgement certificates, Awards certificates
  - a. On-site registration, if in attendance of the meeting
  - b. Along with PR Committee, coordinate coverage for AADH booth at events approved by the Governing Council
  - c.

## **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the **President, Immediate Past President, President-Elect, Secretary, Treasurer, and the Vice Chair of the Governing Council**, who serve **two-year terms**.

The **President serves as chair**.

The Executive Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Conduct any necessary business of the Academy between Governing Council meetings.
- Report any action taken for verification at the next Governing Council meeting.
- Advise President in preparing in preparing Governing Council.

## **GOVERNING COUNCIL**

The Governing Council consists of the **Executive Committee, and (6) six elected members, who serve two (2) year terms**.

The **President is the Chair of the Governing Council and appoints a Vice-Chair** from among the elected Governing Council members.

The Governing Council members will:

- Abide by AADH Bylaws and Administrative Policies.
- Represent the interests of the AADH Membership.
- Oversee evaluations and updates of the AADH Strategic Plan
- APPENDIX B – [AADH STRATEGIC PLAN](#)
- Vote in all Governing Council meetings.
- Participate in Executive Director Performance Evaluation.
- Approve all appointments made by the President.
- Maintain a focus on the future by:
  - reporting future opportunities for consideration by AADH.
  - reporting opportunities for collaboration with other professional organizations.

## **SPECIFIC PROCEDURES RELATED TO GOVERNING COUNCIL VICE CHAIR**

- Serves on the Executive Committee.
- Prepares an annual report summarizing the activities of AADH, available to all members 30 days prior to the Annual Meeting.

## **STANDING COMMITTEE ON ANNUAL MEETING**

The Annual Meeting Committee consists of a minimum of three members who serve a **term of two years**.

The **President Elect serves as ex-officio Chair** of Annual Meeting Committee and may appoint sub-committees as needed.

The **President serves as an ex-officio** member of the Annual Meeting Committee

The Annual Meeting Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Will be responsible for logistics, continuing education, and exhibit booth.
- Communicate with Governing Council members, as well as Executive Director, for assistance & to report on Annual Meeting.
- Maintain all Annual Meeting documentation for future chairs.

### **SPECIFIC PROCEDURES RELATED TO LOGISTICS**

- Assess use of a joint-host group:
  - If a joint host is chosen, then negotiate the sharing arrangement.
  - If a joint host is NOT chosen, then arrange for AADH-only meeting, including registration fees and deadlines.
- Prepare advance and on-site arrangements for Annual Meeting.
- Notify Governing Council of any discounted rate and deadline for attendance registration.

### **SPECIFIC PROCEDURES RELATED TO EXHIBIT BOOTH**

- If jointly-hosted:
  - register with host group for a booth by deadline provided.
  - register with exhibitor company if needed for AADH booth.
  - develop AADH exhibit booth's materials.
- If AADH-only meeting:
  - arrange all exhibit opportunities.
  - manage registration of all exhibitors.
  - register with exhibitor company if needed for AADH booth.
  - develop AADH exhibit booth's materials.
- Determine and manage door prize within booth or host constraints:
  - Governing Council approves door prizes.
  - Executive Director may assist in purchase of prizes.

### **SPECIFIC PROCEDURES RELATED TO FEATURED SPEAKER**

- Request names of course presenters from the membership.
- Request Governing Council vote for featured speaker.
- Negotiate honoraria and expenses with approved speaker and submit for Governing Council approval.
- Arrange all speaker needs (time, AV, seating, etc.) with host group or with AADH's chosen venue.
- Provide President with notification for communication (website, emails, social media, etc.).

- President introduces speaker at course and acknowledges AADH sponsorship of session, as well as highlights mission of AADH and offers membership information at course.

#### SPECIFIC PROCEDURES RELATED TO ANNUAL MEMBERSHIP MEETING

- Consult with President on Annual Meeting needs.
- Communicate all meeting needs (time, AV, seating, etc.) to host group or to AADH chosen venue.
- Provide President with notification for communication (website, emails, social media, etc.).
- Coordinate assistance needed at meeting such as but not limited to:
  - Sign in sheets.
  - Logistics.
  - Photography.
  - Recognition of officers, members, fellow with President.
  - Additional items as needed.
- President will:
  - Provide Governing Council with Annual Reports 30 days prior to Annual Meeting.
  - Provide agenda and annual reports one week in advance to Executive Director who sends to membership via email.
  - Provide recognition of all member participation for past year.
  - Provide recognition of all officer participation for past year.
  - Introduce new members and fellows.
  - Present award winners with their awards.
  - Facilitate votes for Life Members, Life Fellows, and Retired Members.
  - Present annual budget.
  - Announce election results.
  - Announce the vote outcome on bylaws amendment(s) conducted digitally prior to the annual meeting and entertain any further amendments.

## **STANDING COMMITTEE ON AWARDS**

The Awards Committee Chair is **appointed by the President for a two-year term**.

Additional Awards Committee members are **appointed as needed by the President**.

The **President serves as an ex-officio** member of the Awards Committee, as needed.

The Awards Committee Chair will:

- Abide by AADH Bylaws and Administrative Policies.
- Foster, promote, recruit, review and recommend applications for awards; Governing Council determines when awards will be given, as well as approving recipients.
- Oversee database of US Dental Hygiene programs conferring bachelor and graduate degrees, including program chair's name and contact info.
  - Executive Director maintains the database file.
- Announce awards.
- Collaborate on promotional efforts with Public Relations Committee and other organizations.
- Confirm receipt of completed applications within 14 days of its receipt.

## **SPECIFIC PROCEDURES RELATED TO AADH SHIP AWARD**

### **APPENDIX C - SHIP AWARD APPLICATION**

### **APPENDIX D - SHIP AWARD RUBRIC FOR EVALUATING**

- Identify as the AADH Ship Award – Leadership, Fellowship, Mentorship, Scholarship.
- May be given annually to a maximum of two graduates from bachelor and graduate dental hygiene programs.
- Applicants will submit:
  - 300-word essay on “The Importance AADH holds for the profession of dental hygiene”.
  - proof of current enrollment in bachelor or graduate dental hygiene program, as well as an anticipated graduation date.
  - dental hygiene current state licensure or registration.
- Awards Committee will:
  - review applications using the SHIP Award Rubric.
  - submit completed rubric to Awards Committee Chair.
  - Awards Committee Chair will nominate the award candidate(s) to the AADH Governing Council based on the submitted rubrics. Granting of the award is through simple majority approval by Governing Council.
- The Awards Chair will consult with the Executive Director to create the Award Certificate.
- The award recipient will receive the AADH certificate plus a two-year complimentary membership and registration to AADH Annual Meeting.

## SPECIFIC PROCEDURES RELATED TO AADH WINNIE FURNARI MENTOR OF THE YEAR AWARD

### APPENDIX E - [HANDOUT FOR WF MENTOR AWARD](#)

### APPENDIX F - [APPLICATION FOR WF MENTOR AWARD](#)

- Identify as the AADH Winnie Furnari Mentor of the Year Award.
- May be given annually to an AADH member.
- Applicants will submit:
  - current resume or curriculum vitae, including length of AADH membership.
  - a one-page recommendation written by the nominator on behalf of the candidate.
- Awards Committee will:
  - verify AADH Membership for a minimum of four years.
  - review applications for mentorship defined by leadership, building trust through collaboration, and accomplishing goals including:
    - Commitment: Guides and advises, provides practical resources.
    - Compassion: Supports and guides mentees in their professional growth.
    - Honesty: Fosters confidentiality, listens, but gives their own opinion.
    - Inspires: Engages mentee in goal setting, offers suggestions for possible courses of action.
  - submit recommendation on nominee to Awards Committee Chair.
- Awards Committee Chair will nominate the award candidate to the AADH Governing Council based on the submitted recommendations. Granting the award is through simple majority approval by Governing Council.
- The Awards Chair will consult with the Executive Director to create the Award.
- The award recipient will receive the AADH award at the AADH Annual Meeting.

## **STANDING COMMITTEE ON BYLAWS**

The Bylaws Committee is **appointed by the President for a two-year term.**

The **President serves as an ex-officio** member of the Bylaws Committee

The Bylaws Committee **Chair is appointed by the President for a two-year term.**

The Bylaws **Chair is a consultant to the Governing Council, Executive Committee, and Membership.**

The Bylaws Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Stay informed of all AADH activities.
- Stay knowledgeable of AADH Bylaws, Administrative Policy, and Operations Manual.
- Ensure most current versions of AADH Bylaws, Administrative Policy, and Operations Manual are available.
- Manage any amendments to Bylaws, including advising on any proposed amendments, as well as processing membership voting on amendments no later than 30 days prior to Annual Meeting.
- Manage any revisions to Administrative Policies.
- Manage any revisions to Operations Manual.

### **STANDING COMMITTEE ON COURSE APPROVAL**

The Course Approval Committee is a standing committee of at least **five members appointed by the President for a two-year term**.

The Course Approval Committee Chair is **appointed by the President for a two-year term**.

The **President serves as an ex-officio** member of the Course Approval Committee.

The Course Approval Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Honor AADH as an accrediting agency that reviews professional groups providing continuing education courses including granting provider status based upon prospective providers demonstrating a high caliber of continuing education programs and reflective of a high quality of professionalism.
- Honor Criteria for Course Approvals as found in the AADH Administrative Policies.
- Honor AADH Standards of Quality Continuing Education as listed in the course approval application.

### **SPECIFIC COURSE APPROVAL COMMITTEE PROCEDURES RELATED TO APPLICATIONS**

- Applicants, including all prospective providers, will complete the AADH Application for Continuing Education and must:
  - Submit to the AADH Central Office.
  - Submit payment (as detailed in AADH Guidelines) .
  - Submit all required supporting documentation, specifically:
    - letter of attestation.
    - sample continuing education materials.
- Executive Director will forward submitted applications to Course Approval Committee.
- Course Approval Committee will review applications and:
  - Request additional documents if needed.
  - Request corrections as needed.
  - Review any supplemental materials requested by the Course Approval Chair.
  - Recommend approval or rejection of the candidate.
- The Course Approval Committee Chair will:
  - request any additional documents needed.
  - Serve as the **ONLY** individual who can communicate acceptance to applicants by sending:
    - approval letter.
    - signed contract.
    - AADH logo.
    - language to be used by approved providers.

- coding formats for approved courses consisting of:
  - AADH
  - followed by three letters derived from the provider's name
  - followed by the provider's sequentially numbered approved course for that year
  - followed by the month/year
  - followed by the # of CEs
  - Example: AADHNJD-001-0309-3.
- Require that approved providers use the AADH logo and specified verbiage on their course certificates of attendance, as well as in any other publicity.
- Courses Course providers at the end of the year will submit a complete list of all programs given during that year.
- Course providers not renewed will relinquish certification of approval, as well as any use of AADH logo.
- Course Approval Chair, in consultation with Executive Director, may conduct an audit of approved providers by requesting copies of course brochures to determine appropriate use of the AADH logo and supporting verbiage is included.
- Course Approval Chair, in consultation with Executive Director, may conduct an audit of non-renewing CE providers, by requesting copies of course brochures to determine if inappropriate use of the AADH logo and supporting verbiage is continuing.

## **STANDING COMMITTEE ON FELLOWSHIP**

The Fellowship Committee is a standing committee of at least **three AADH fellows appointed by the President for a two-year term.**

The Fellowship Committee **Chair is appointed by the President for a two-year term.**

The **President serves as an ex-officio** member of the Fellowship Committee

The Fellowship Committee will:

- abide by AADH Bylaws and Administrative Policies.
- foster, recruit and review applications for candidates of the Fellowship in AADH.

## **SPECIFIC FELLOWSHIP COMMITTEE PROCEDURES RELATED TO APPLICATIONS**

### **APPENDIX G - [Handout for Benefits of Fellowship in this Procedure Manual](#)**

- Executive Director receives application and copies the application to the Fellowship Committee.
- Executive Director contacts applicant to:
  - acknowledge receipt of fellowship application,
  - request any needed information, and
  - notify of the date their application will be considered.
- Consider application, as well as any supplemental information, and if appropriate, recommend for approval in a report to Governing Council which makes the final vote for AADH fellowship.
- Fellowship Chair shall notify the candidate of the disposition of their Fellowship application.
- President sends letter of congratulations as well as invitation to induction ceremony of those approved.
- President presents Certificate of Fellowship to the candidate at the Annual Meeting. In the event the candidate is unable to attend, the certificate will be mailed to the candidate within 14 days following the Annual Meeting.
- Record Fellowship applications, awards and/or rejections for AADH database.

## **STANDING COMMITTEE ON FINANCE**

The Finance Committee, consisting of at least **four members**, is **appointed by the President for a two-year term**.

The **Treasurer, President Elect, and President** serve as **ex-officio** members of the Finance Committee.

The **President appoints the remaining members** needed to make a minimum of four members.

The Finance Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Abide by fiscal year of August 1 until July 31
- Maintain oversight of the budget process.

### **SPECIFIC PROCEDURES RELATED TO BUDGET DEVELOPMENT**

- Treasurer will provide the annual Income and Expense Report.
- Collect data for the proposed budget to be considered by the Governing Council.

### **SPECIFIC PROCEDURES RELATED TO FINANCIAL REVIEW PREPARATION**

- Treasurer will organize financial records for the financial review by July 16 and deliver them to Finance Committee by August 1.
- The financial review should be completed by August 30.
- Treasurer shall deliver the following to Finance Committee:
  - a copy of last year's financial review report.
  - ledger of payments & receipts.
  - bank & Investment statements.
  - any other information requested by Finance Committee

### **SPECIFIC PROCEDURES RELATED TO FINANCIAL REVIEW**

#### **APPENDIX H - [Format for Annual Financial Review Report](#)**

- **Treasure and President will act only as consultants** on financial review.
- Start financial review with Annual Financial Review Report from previous year.
- Reference AADH minutes to ensure that financial decisions have been fulfilled.
- Complete the "format for annual Financial Review Report" for the current year.
- Submit to Governing Council as the report of the committee.
- Items to consider:
  - monthly bank reconciliation.
  - unexplained reconciled items.
  - disbursements not supported by documentation or minutes.
  - receipts correctly identified by documentation or minutes.

## **STANDING COMMITTEE ON MEMBERSHIP**

The Membership Committee is a standing committee of at least three members **appointed by the President for a two-year term.**

The Membership Committee **Chair is appointed by the President for a two-year term.**

The **President serves as an ex-officio** member of Membership Committee

The Membership Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Develop or review membership materials.

### **SPECIFIC MEMBERSHIP COMMITTEE PROCEDURES RELATED TO RECRUITMENT**

- Contact potential members to promote AADH purpose and goals.
- Provide potential members with membership materials.
- Executive Director receives application and copies the application to the Membership Committee.
- Membership Committee Chair contacts applicant to:
  - acknowledge receipt of membership application.
  - request any needed information.
  - notify of the date their application will be considered.
- Consider application, as well as any supplemental information, and if appropriate, recommend for approval by the Governing Council which makes the final vote for AADH membership.
- Membership Committee Chair sends an AADH welcome letter to those accepted for membership.
- Executive Director sends an AADH lapel pin and membership certificate to those accepted for membership.

### **SPECIFIC MEMBERSHIP COMMITTEE PROCEDURES RELATED TO RETENTION**

- Membership Committee Chair coordinates activities with the Public Relations Committee.
- Membership Committee Chair provides AADH members with the AADH logo slide for inclusion in professional presentations.
- Assist current members with completing renewal applications.

### **SPECIFICS PROCEDURES RELATED TO DUES**

- Membership Fiscal year is August 1 until July 31.
- Executive Director notifies members on July 1 with payment due on August 1.
- Executive Director informs Membership Committee Chair if dues are not received by September 1.
- Membership Committee Chair contacts each non-renewed member to inform:
  - dues are now past-due.
  - late payment of dues is needed before September 30.
  - after September 30, past-due members will need to submit a reinstatement application.

- Membership Committee Chair contacts each lapsed member by October 7 to inform of:
  - their removal from AADH roster and need for reinstatement of their membership.
  - reinstatement of the membership may occur prior to the next renewal period, which begins July 1, by submitting a renewal application with payment of lapsed dues. Once the next renewal period begins on July 1, a new member application is required.
  - consideration should be given when a member submits dues via disbursement from an industry or institution, as this may lengthen the turnaround time in the payment process. To aid AADH administrative staff, the individual member should submit a statement including the date of the requested dues payment to the institution and the name of the institution providing the funds for dues.

### **STANDING COMMITTEE ON MINUTES' REVIEW**

The Minutes Review Committee is **appointed by the President for a two-year term**.

The **President serves as an ex-officio** member of the Minutes Review Committee.

Minutes Review Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Receive minutes from Secretary within 14 days of Governing Council and Annual Meetings, review, provide any corrections, and report those corrections to Secretary within one week.

## **STANDING COMMITTEE ON NOMINATIONS**

The Nominations Committee is a special committee, consisting of at least **three members, appointed by the President for a two-year term.**

The **Immediate Past President is ex-officio Chair** of the Nominations Committee.

**The President may not serve** on the Nominations Committee.

The Nominations committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Open nominations for elected positions at the first Governing Council Meeting of the fiscal year.
- Contact members to:
  - determine ability to serve AADH as an elected officer, governing council member, or committee member.
  - explain the potential position's responsibilities, commitment, and length of service.
  - advise nominee of their nominator.
  - request candidates to submit biographical information including relevant and/or professional association experience, as well as explanation of strengths brought to the potential AADH position.
- Verify the membership of each candidate.
- Reformat candidate bios to create a uniform presentation of the candidates.
- Develop the slate of nominations.
- Acknowledge receipt of additional nominations until the Annual Meeting.

## **SPECIFIC PROCEDURES RELATED TO THE NOMINATIONS COMMITTEE CHAIR**

- Coordinate the AADH nomination process.
- Present slate of nominations to Spring Governing Council Meeting:
  - report the slate of nominations to President and Secretary forty-five (45) days prior to Annual Meeting.
  - coordinate with Secretary to produce the digital ballot.
  - candidates will be elected by digital ballot. Ballot will include the candidate's name, position they seek, biodata form, and a write-in box.
  - ballots are returned anonymously to ensure confidentiality.
- Secretary will draft and submit the digital ballot to the membership thirty (30) days prior to Annual Meeting.
- Verify the election results of the tellers and report to President. The President will report the outcome of elections to the membership and at Annual meeting.

### **STANDING COMMITTEE ON PUBLIC RELATIONS (PR)**

The Public Relations Committee is a standing committee of at least **three members appointed by the President for a two-year term.**

The Public Relations Committee Chair is **appointed by the President for a two-year term.**

The **President, the Social Media & Brand Manager, the Webmaster, and Facebook Custodian serve as ex-officio members** of the Public Relations Committee

The Public Relations Committee will:

- Abide by AADH Bylaws and Administrative Policies.
- Investigate opportunities to increase awareness of AADH in social media.
- Develop methods to provide the public with information about AADH and its brand.
- Promote AADH Mission and Goals to other professionals.

#### **SPECIFIC PUBLIC RELATIONS COMMITTEE PROCEDURES RELATED TO CHAIR**

- Oversee public relations in work by Social Media/Brand Manager, Webmaster, and Facebook Custodian.
- Coordinate public relations for Awards and Membership Committees, as well as any other AADH Committee requesting public relations assistance.

#### **SPECIFIC PUBLIC RELATIONS COMMITTEE PROCEDURES RELATED TO SOCIAL MEDIA / BRAND MANAGER**

- Oversee that the marketing calendar is on task and consistent content goes out through our social media platforms.
- Maintain copywriting duties: create social media posts' copy and maintain alignment with AADH mission, vision and values.
- Maintain Graphic Design duties: create social media images, use AADH brand colors, and align with the AADH mission, vision, and values.
- Report consistently on AADH content.
- Discover needs of sponsors and create or obtain sponsorship content that can be utilized in social media campaigns.
- Create specific campaigns centered on increasing membership.
- Create social media marketing calendar yearly.

#### **SPECIFIC PUBLIC RELATIONS COMMITTEE PROCEDURES RELATED TO WEBMASTER**

- Ensure that the web services, hardware and software are operating correctly.
- Design, generate and revise webpages.
- Report at least monthly or more frequently as needed, site traffic, comments, requests, inquiries and any communication via the website to the president.
- Monitor and enforce AADH's Social Media Policy.
- Update the website as directed by AADH President through Governing Council and Public Relations Committee Chair.
- Reply to inquiries on website and send all inquiries to Executive Director and President.

- Maintain a growing email list for AADH.
- Monitor AADH domain on Host Server and maintain Secure Socket Layer (SSL) encryption for the website.
- Remind Governing Council and AADH officers when it is time to renew website domain.
- Create and/or maintain domain specific emails for officers.
- Find cost-effective online tools to keep the AADH current and maximize their reach to prospective members.

#### SPECIFIC PUBLIC RELATIONS COMMITTEE PROCEDURES RELATED TO FACEBOOK CUSTODIAN

- Report to Social Media /Brand Management Chair and monitor Facebook posts and comments.
- Upload content as directed.
- Monitor and enforce AADH's Social Media Policy.

## **APPENDIX A - ED PERFORMANCE EVALUATION**

### PERFORMANCE EVALUATION – EXECUTIVE DIRECTOR

The evaluation will be conducted digitally and submitted to Secretary, who will forward results to Governing Council for review. A sample of the required information for this evaluation follows.

|                        |  |
|------------------------|--|
| Executive Director     |  |
| For the Period         |  |
| Date of Completion     |  |
| Signature of Evaluator |  |

Please evaluate the Executive Director's overall performance for this period using this scale:

\* **E - Exceeds Performance Criteria (7-8)**

\* **M - Meets Performance Criteria (5-6)**

\* **I - Improvement Necessary to Meet Performance Criteria (3-4)**

\* **NM- Does Not Meet Performance Criteria (1-2)**

\* **N/A- The evaluator has no personal experience or knowledge of this activity (N/A)**

| I.MAINTAIN CENTRAL OFFICE FOR AADH<br>The Executive Director:      | E | M | I | NM | NA |
|--------------------------------------------------------------------|---|---|---|----|----|
| A. Maintains archival copies of AADH Documents and inventory lists |   |   |   |    |    |
| B. Maintains Member Database                                       |   |   |   |    |    |
| C. Assists in logistics of annual meeting                          |   |   |   |    |    |
| D. Maintains AADH Calendar of Activities                           |   |   |   |    |    |
| E. Responds to information requests and checks email every 48 hrs. |   |   |   |    |    |
| F. Submits expense vouchers within 30 days of incurring expenses   |   |   |   |    |    |
| G. Provides support services for AADH GC and Committee Chairs      |   |   |   |    |    |
| List Specific Examples                                             |   |   |   |    |    |
|                                                                    |   |   |   |    |    |

| II.MEMBERSHIP<br>The Executive Director:                                                          | E | M | I | NM | NA |
|---------------------------------------------------------------------------------------------------|---|---|---|----|----|
| A. Responds to members within one week of inquiry.                                                |   |   |   |    |    |
| Maintains electronic folders with completed applications, new and renewals, and support documents |   |   |   |    |    |
| List Specific Examples                                                                            |   |   |   |    |    |
|                                                                                                   |   |   |   |    |    |

| III.CONTINUING EDUCATION<br>CERTIFICAION<br>The Executive Director:                                               | E | M | I | NM | NA |
|-------------------------------------------------------------------------------------------------------------------|---|---|---|----|----|
| A. Works directly with Committee on Course Approval to ensure criteria and requirements are met prior to approval |   |   |   |    |    |
| B. Maintains a file of CE providers approved by AADH                                                              |   |   |   |    |    |
| List Specific Examples                                                                                            |   |   |   |    |    |
|                                                                                                                   |   |   |   |    |    |

| IV.ANNUAL SESSION<br>The Executive Director:                                                  | E | M | I | NM | NA |
|-----------------------------------------------------------------------------------------------|---|---|---|----|----|
| A. Assists with printing and providing materials of Annual Session correspondence as directed |   |   |   |    |    |
| B. Coordinates A.S. activities regarding PR and registrations                                 |   |   |   |    |    |
| C. Submits reports including annual report                                                    |   |   |   |    |    |
| List Specific Examples                                                                        |   |   |   |    |    |
|                                                                                               |   |   |   |    |    |

| V.PERSONAL PERFORMANCE ISSUES<br>The Executive Director:   | E | M | I | NM | NA |
|------------------------------------------------------------|---|---|---|----|----|
| A. Represents the association appropriately in meetings    |   |   |   |    |    |
| B. Is open and willing to take on additional duties        |   |   |   |    |    |
| C. Accomplishes tasks / makes decisions in a timely manner |   |   |   |    |    |
| D. Projects and meetings are well managed                  |   |   |   |    |    |
| E. Assists GC in organizing their agenda and projects      |   |   |   |    |    |
| List Specific Examples                                     |   |   |   |    |    |
|                                                            |   |   |   |    |    |

| IV.OVERALL EVALUAITON<br>The Executive Director's:                                                                     | E | M | I | NM | NA |
|------------------------------------------------------------------------------------------------------------------------|---|---|---|----|----|
| A Overall Performance                                                                                                  |   |   |   |    |    |
| Provide here any general comments for areas not specifically addressed in content and performance issues listed above. |   |   |   |    |    |
|                                                                                                                        |   |   |   |    |    |

## **APPENDIX B – AADH STRATEGIC PLAN**

### **MISSION: PROFESSIONAL GROWTH THROUGH LEADERSHIP, MENTORSHIP, AND FELLOWSHIP**

#### **GOAL 1 (CE) FOSTER CONTINUING PURSUIT OF EDUCATION AND RESEARCH IN THE ART & SCIENCE OF DENTAL HYGIENE**

- a. Formally Review the professional continuing education experience prior to presentation, in order to maintain a standard. (AADH Standards of Quality Continuing education)
- b. Provide professional continuing education

##### **INITIATIVES & ONGOING PROGRAMS:**

- Attend various meetings as reviewer or sponsor or presenter
- Standing Course Approval Committee to review applications for course approvals.
- Create a Member Speakers Bureau and publish online.
- Create and offer an online course available to Dental Professionals.

##### **PROGRESS INDICATORS:**

- Growth of speakers' bureau
- Establishment of online course
- Growth in approved courses

#### **GOAL 2 (Members) PROVIDE FORMAL RECOGNITION OF EXCELLENCE IN THE PRACTICE OF DENTAL HYGIENE**

- a. Bestow Fellowship status to those members meeting criteria
- b. Promote member accomplishments
- c. Provide mentoring opportunities

##### **INITIATIVES & ONGOING PROGRAMS**

- Connect with and endorse fellow members in professional venues such as LinkedIn
- Utilize in house publications and social media to announce member achievements and accomplishments.
- Public Relations Committee
- Awards Committee
- Fellowship Committee
- Membership Committee

##### **PROGRESS INDICATORS:**

- Increase in members and fellows
- Increased accomplishments
- Increase in awards

#### **GOAL 3 (Service) RECOGNIZE DISTINGUISHED COMMUNITY SERVICE IN THE EFFORT TO FOSTER IMPROVED ORAL HEALTH OF THE PUBLIC**

- a. Promote and recognize members involvement in community service
- b. Seek opportunities for member involvement in community service

##### **INITIATIVES & ONGOING PROGRAMS**

- Academy Community Project

PROGRESS INDICATORS:

- Establishment of Community Committee
- Establishment of Community endeavors

**GOAL 4 (Infrastructure) MAINTAIN THE SUSTAINABILITY OF THE ACADEMY**

- a. Provide transparent operating budgets for stability
- b. Recruit and maintain membership
- c. Explore diversified funding
- d. Review and update organizational policies
- e. Create communications tools to support goals and reach a broader audience
- f. Attend meetings as exhibitor or honored guest

INITIATIVES & ONGOING PROGRAMS

- Finance & Financial Review Committee
- Nominations committee
- Promotion of the Academy, its mission and goals - PR Committee
- Future Focus and Annual Meeting Committee
- Bylaws and Minutes Review Committee
- Recruit and retain members – Membership Committee
- Explore diversified funding, review and update organizational policies- Future Focus Committee
- Promote interpersonal relationships and mentorship
- Communications via Web Site, Social Media presence and Academy News Publication

PROGRESS INDICATORS:

- Increased membership
- Increased revenues
- Increased communications
- Full leadership
- Legal compliance

## **APPENDIX C - SHIP AWARD APPLICATION**

### **APPLICATION FOR SHIP AWARD**

The Application will be conducted digitally and submitted to AADH Executive Director [admin@aadh.org](mailto:admin@aadh.org) who will forward to AWARDS Committee for review. A sample of the required information for this application follows.

| PLEASE PROVIDE:                                                                                                                                     | YOUR ANSWER |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| DATE                                                                                                                                                |             |
| NAME                                                                                                                                                |             |
| ADDRESS                                                                                                                                             |             |
| TOWN,STATE, ZIP                                                                                                                                     |             |
| TELEPHONE                                                                                                                                           |             |
| EMAIL                                                                                                                                               |             |
| NAME OF INSTITUTION                                                                                                                                 |             |
| GRADUATION DATE<br>(Applicants should have a Spring or Summer anticipated date)                                                                     |             |
| SIGNATURE OF APPLICANT                                                                                                                              |             |
| PROOF OF ENROLLMENT<br>(Signature of department chair)                                                                                              |             |
| IS CURRENT DENTAL<br>HYGIENST LICENSE<br>ATTACHED?                                                                                                  |             |
| IS CURRENT CURRICUALUM<br>VITATE ATTACHED?                                                                                                          |             |
| IS 300-WORD ESSAY ON<br>“THE IMPORTANCE THE<br>AMERICAN ACADEMY OF<br>DENTAL HYGIENE HOLDS<br>FOR THE PROFESSION OF<br>DENTAL HYGIENE”<br>ATTACHED? |             |

## APPENDIX D - SHIP AWARD RUBRIC

### AADH SHIP AWARD RUBRIC

The evaluation will be conducted digitally and submitted to AADH Executive Director [admin@aadh.org](mailto:admin@aadh.org) who will forward to AWARDS Committee for review. A sample of the required information for this application follows.

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| <b>Rubric to Evaluate Application Submission - Candidate Qualifications and Essay</b>                                   |
| 5 = <u>Very strong</u> and complete; exceeds expectations; evidence of <u>high skill set</u>                            |
| 4 = <u>Strong</u> and complete; meets expectations; evidence of <u>strong skill level</u>                               |
| 3 = <u>Adequate</u> and complete; meets guidelines; evidence of <u>adequate skill level</u>                             |
| 2 = <u>Minimal/limited completeness</u> ; limited evidence of skill; does <u>not adequately meet skill</u> expectations |
| 1 = <u>Inadequate or missing</u> ; incomplete application; skills <u>not identified or evidenced</u>                    |

| EVALUATION CRITERIA FOR C/V                                | EXCELLENT 5 | GOOD 4 | ADEQUATE 3 | FAIR 2 | POOR 1 |
|------------------------------------------------------------|-------------|--------|------------|--------|--------|
| PROFESSIONAL ACTIVITIES<br>Professional Membership         |             |        |            |        |        |
| PROFESSIONAL ACTIVITIES<br>Leadership & Service            |             |        |            |        |        |
| PROFESSIONAL ACTIVITIES<br>Volunteer Positions             |             |        |            |        |        |
| AWARDS & HONORS<br>Awards or Honors Conferred              |             |        |            |        |        |
| AWARDS & HONORS<br>Academic Achievements                   |             |        |            |        |        |
| AWARDS & HONORS<br>Service Acknowledgement                 |             |        |            |        |        |
| ACCOMPLISHMENTS<br>Noteworthy accomplishments              |             |        |            |        |        |
| ACCOMPLISHMENTS<br>Contributions to enhance the profession |             |        |            |        |        |
| <b>C/V COLUMN TOTALS</b>                                   |             |        |            |        |        |

| EVALUATION CRITERIA FOR 300 WORD ESSAY | EXCELLENT 10 | GOOD 8 | ADEQUATE 6 | FAIR 4 | POOR 2 |
|----------------------------------------|--------------|--------|------------|--------|--------|
| Essay Development                      |              |        |            |        |        |
| Importance of AADH to RDHs             |              |        |            |        |        |
| Incorporation of AADH concepts         |              |        |            |        |        |
| Relevance to the DH Profession         |              |        |            |        |        |
| Grammar & spelling                     |              |        |            |        |        |
| Sentence Structure & Closure           |              |        |            |        |        |
| <b>ESSAY COLUMN TOTALS</b>             |              |        |            |        |        |

|                    |  |
|--------------------|--|
| <b>C/V TOTAL</b>   |  |
| <b>ESSAY TOTAL</b> |  |
|                    |  |
| <b>GRAND TOTAL</b> |  |

## **APPENDIX E – HANDOUT FOR WF MENTOR AWARD**

### **Winnie Furnari Mentor of the Year Award**

#### **The Vision Statement of the American Academy of Dental Hygiene, Inc. Advancing Individual Professional Growth Through Leadership, Mentorship and Fellowship**

Winnie Furnari was a trailblazer who was passionate about outside the box thinking. She served as a member of the New York Fire Department Services and worked at the Medical Examiner's Office during 9/11. She was committed to forensic education in working with a disaster management team. She also demonstrated leadership in her roles as the Past President of the New York Dental Hygienists' Association, New Jersey Dental Hygienists' Association, and the American Academy of Dental Hygiene, Inc. She was appointed to Clinical Professor at New York University College of Dentistry where she taught Forensic Dentistry/Catastrophe Preparedness in the Baccalaureate Program. She believed we are capable of doing amazing tasks if given a chance.

In Honor of Winnie Furnari, MS, RDH, FAADH, FAAFS, FADE, the American Academy of Dental Hygiene, Inc. in 2024 established The Mentor of the Year Award. This newly established award is open to candidates that are nominated by one or more colleagues.

The AADH, Inc. as a national organization would be selecting one person per year who has been / or continues to be a significant influence defined by leadership and mentorship on others in the profession.

Candidates for the Winnie Furnari Mentor of the Year Award exhibit the following accomplishments.

Leadership: Builds trust through collaboration, accomplishes goals, is focused and creates structure.

Commitment: Guides and advises, provides practical resources.

Compassion: Supports and guides mentees in their professional growth.

Honesty: Fosters confidentiality, listens, but gives their own opinion.

Inspires: Engages mentee in goal setting, offers suggestions for possible courses of action.

#### **Qualifications:**

- Participated in the dental hygiene profession in practice, scholarship, community service, and/or leadership.
- Member of American Academy of Dental Hygiene for a minimum of four years.
- Current resume or curriculum vitae.
- A one-page recommendation written by the nominator on behalf of the candidate.

## **APPENDIX F – APPLICATION FOR WF MENTOR AWARD**

### **Winnie Furnari Mentor of the Year Award**

The Application will be conducted digitally and submitted to the American Academy of Dental Hygiene, Inc. Executive Administrator [admin@aadh.org](mailto:admin@aadh.org) It will then be forwarded to the AWARDS Committee for Review. A sample of the required information for this application is listed below.

| PLEASE PROVIDE:                                                       | YOUR ANSWER |
|-----------------------------------------------------------------------|-------------|
| DATE                                                                  |             |
| NAME                                                                  |             |
| ADDRESS                                                               |             |
| TOWN,STATE, ZIP                                                       |             |
| TELEPHONE                                                             |             |
| EMAIL                                                                 |             |
| SIGNATURE OF APPLICANT                                                |             |
| SIGNATURE OF NOMINATING GROUP OR INDIVIDUAL                           |             |
| AADH YEARS OF MEMBERSHIP                                              |             |
| IS CURRENT RESUME OR CURRICUALUM VITATE ATTACHED?                     |             |
| IS A ONE-PAGE NOMINATING RECOMMENDATION FROM AN AADH MEMBER ATTACHED? |             |

## **APPENDIX G - BENEFITS OF FELLOWSHIP HANDOUT**

### **American Academy of Dental Hygiene (AADH) Fellowship Credential (FAADH)**

#### **AADH Fellows:**

- 1) Are recognized for their achievements in an area of concentration/specialty.
- 2) Are members of a select group of Life Long Learners, demonstrating a commitment to excellence for advanced education.
- 3) Possess a status that demonstrates to the Health, Public Health and Education community the award attained by the Academy member.
- 4) Are authorized to use FAADH in all communications as a professional credential, adding credibility as a speaker, educator or other specialty.
- 5) Actively participate in the specialty field via practice, published research or poster/clinic presentations at National and International meetings.
- 6) Present Continuing Education Courses that meet the AADH Standards for Course Approval.
- 7) Are active in serving or having served in elected leadership positions in Dental Hygiene and professional Associations; higher education settings; State and/or Regional Licensing Agencies.
- 8) May present courses on behalf of Approved Providers with the recognition that these presenters are Fellows

## **APPENDIX H – ANNUAL FINANCIAL REVIEW REPORT FORM**

### **Format For Annual Financial Review Report**

**List the members of the committee, as well as the consultants.**

#### **Checkbook**

|                                                     |  |
|-----------------------------------------------------|--|
| Beginning account balance for financial review year |  |
| - Expenses                                          |  |
| + Revenues                                          |  |
| Ending account balance for financial review year    |  |
| Beginning account balance for current year          |  |

Does account balance figure for financial review year & the current year match?

If no, what is the discrepancy explanation?

#### **Savings**

|                                                     |  |
|-----------------------------------------------------|--|
| Beginning savings balance for financial review year |  |
| - Expenses                                          |  |
| + Revenues                                          |  |
| Ending savings balance for financial review year    |  |
| Beginning savings balance for current year          |  |

Do savings balance figures for financial review year & the current year match?

If no, what is the discrepancy explanation?

#### **Budget**

Were all expenditures within the administrative policy guidelines for budget & Treasurer's authority?

If no, what is the discrepancy explanation?

#### **Fiduciary Responsibilities**

Were all tax and state reports filed?

If no, what is the discrepancy explanation?

#### **Reserves**

Were reserves total within recommended guidelines?

If no, what is the discrepancy explanation?

#### **Operational Procedures**

Were all procedures followed?

If no, what is the discrepancy explanation?