



AMERICAN ACADEMY  
OF DENTAL HYGIENE

**AMERICAN ACADEMY OF DENTAL HYGIENE**  
**POLICIES AND PROCEDURES MANUAL**

UPDATED April, 2022

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## **PRESIDENT**

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

### **GENERAL**

- Performs duties and carries out responsibilities as delegated by the Bylaws, Governing Council, and/or policies and procedures.
- Participates as an elected officer of AADH
- Participates as required in meetings of Executive Committee and Governing Council
- Follows all Administrative Policies
- Promotes membership
- Submits reports to the Governing Council in a timely manner

### **SPECIFIC**

- Appoints Chair of Governing Council and committee members and chairs
- Serves as chair of Executive Committee
- Coordinates the meetings of the Governing Council and Executive Committee
- Facilitates communication between Governing Council and membership
- Signs contracts with Administrative Assistant and others on behalf of AADH
- Approves limited business / financial decisions on behalf of AADH
- Serves as ex-officio member of the Annual Meeting Committee and performs duties as indicated under Annual Meeting section of this document
- Informs recipient of Fellowship acceptance and invites to induction ceremony

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Works closely with the officers and Administrative Assistant to keep the Academy running smoothly and efficiently
- Acts as the contact person with the Webmaster on all additions/corrections to the AADH website
- Facilitates the business of the AADH
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer
- Reviews reports from all elected officers for Governing Council calls and the Annual Meeting
- Prepares agenda and documents for all Governing Council calls
- Presides as Chair of Governing Council calls
- Assists Administrative Assistant as needed with accuracy of database
- Distributes information to membership and officers as needed
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

## **SPECIFIC**

### **Procedures performed for Membership:**

- Authors letters of acceptance of Membership and Fellowship
- Facilitates letters of congratulations / regrets mailings as appropriate within 14 days of selection/rejection for the award

## **PRESIDENT-ELECT**

The President-Elect is a position elected by membership and held for a term of two years, before ascending to the position of President. The President-Elect serves as a member of the Executive Committee and the Governing Council. The President-Elect assists the President as directed.

## **GENERAL**

- Performs duties and carries out responsibilities as delegated by the Bylaws, President, Governing Council, and/or policies and procedures
- Participates as an elected officer of AADH
- Participates as required in meetings of Executive Committee and Governing Council
- Follows all Administrative Policies
- Promotes membership
- Submits reports to the President and Governing Council in a timely manner

## **SPECIFIC**

- Serves as a member of the Executive Committee
- Serves as a member of the Governing Council
- Serves as a member of the Finance Committee
- Serves as Chair of the Annual Meeting Committee

## **ADMINISTRATIVE PROCEDURES**

### **GENERAL**

- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

### **SPECIFIC**

- Specific procedures to be performed at beginning of term
  - Shadow and assist the President as directed by President
  - Distribute information as directed by the President or as needed
- Specific procedures to be performed for Governing Council Meetings
  - Provide a written report submitted to the Governing Council quarterly
  - Chair the meeting in absence of President
- Specific procedures to be performed for the Annual Meeting

- Provide a written report submitted to the Governing Council no less than thirty (30) days prior to the Annual Meeting

## **SECRETARY**

The Secretary is an AADH elected position and serves a two-year term as a member of the Governing Council and Executive Committee. The Secretary maintains the meeting records for the Academy and provides historical review when needed.

### **GENERAL**

- Performs duties and carries out responsibilities as delegated by the Bylaws, President, Governing Council, and/or policies and procedures
- Participates as an elected officer of AADH
- Participates as required in meetings of Executive Committee and Governing Council
- Follows all Administrative Policies
- Promotes membership
- Submits reports to the President and Governing Council in a timely manner

### **SPECIFIC**

- Records and assists in maintaining historical Governing Council, Executive Committee and the Annual Meeting minutes
- Distributes, receives and compiles Administrative Assistant Evaluations each year at least 90 days prior to contract renewal and forward to President

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer
- Secures a directory annually from the Administrative Assistant
- Distributes information as directed by the President or as needed

#### **SPECIFIC**

- Takes roll call and certifies a quorum at Governing Council, Executive Committee and Annual Meetings
- Records minutes of all meetings
- Prepares and forwards a copy of meeting minutes within 14 days of meeting to President and minutes review committee for review
- Maintains minutes on file

#### **Procedures performed for the Annual Meeting:**

- Records minutes at the Annual Meeting
- Prepares and forwards a draft copy of meeting minutes within 14 days of meeting to President for review
- Maintains minutes on file

## **TREASURER**

The Treasurer is an AADH elected position and serves a two-year term as a member of the Governing Council and Executive Committee. The Treasurer maintains all of the accounting records for the Academy and provides historical review when needed.

### **GENERAL**

- Performs duties and carries out responsibilities as delegated by the Bylaws, President, Governing Council, and/or policies and procedures
- Participates as an elected officer of AADH
- Participates as required in meetings of Executive Committee and Governing Council
- Follows all Administrative Policies
- Promotes membership
- Submits reports to the President and Governing Council in a timely manner

### **SPECIFIC**

- Maintains all financial information, inputting receipts and paying charges in a timely manner to facilitate actions of AADH in accordance with the fiscal year – August 1<sup>st</sup> – July 31<sup>st</sup>.
- Receives all financial records from the administrative assistant who scans and records information in the AADH computer as the historical document
- Pays expense vouchers with receipts in a timely manner to the appropriate members as deemed appropriate by the President and/or Governing Council
- Shall monitor expenditures by Committees and Officers to ensure they are in the boundaries of the approved budget
- Records all income in a timely manner
- Maintains AADH checkbook in manner deemed appropriate (digital [Quicken software] and/or paper) by the President and/or Governing Council on a monthly basis
- Submits financial reports in a timely manner to the President and Governing Council
- Serves as a member of the Finance Committee
- Submits own expense vouchers in a timely basis
- Create and maintain a pro-rated chart for administrator to use for dues payments for new members until first renewal.

## **IMMEDIATE PAST PRESIDENT**

The Immediate Past President ascends to the position automatically upon completion of the term of the AADH elected position of President. The Immediate Past President serves as a member of the Governing Council. The Immediate Past President serves in a mentoring capacity for the Academy and provides continuity during the transition between Governing Councils along with assisting with providing general oversight.

## **GENERAL**

- Performs duties and carries out responsibilities as delegated by the Bylaws, President, Governing Council, and/or policies and procedures
- Participates as an elected officer of AADH
- Participates as required in meetings of Executive Committee and Governing Council
- Follows all Administrative Policies
- Promotes membership
- Submits reports to the President and Governing Council in a timely manner

## **SPECIFIC**

- Serves as Chair of the Nominations Committee
- Serves as a mentor to the incoming President of the AADH
- Chairs the Candidate's Forum when held at the AADH Annual Meeting
- Facilitates the nomination and election process held during the AADH Annual Meeting
- Prepares and submits a report to the President and Newsletter Editor within 14 days following the election
- Serves as a leadership resource to the AADH

## **ADMINISTRATIVE PROCEDURES**

### **GENERAL**

- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

## **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the President, Immediate Past President, President-Elect, Secretary, Treasurer, and the Chair of the Governing Council.

### **GENERAL**

- Conducts the business of the Academy between Governing Council meetings and prepares the agenda for the Governing Council business
- Performs the duties prescribed by the parliamentary authority adopted by the Academy and procedures adopted by the Governing Council
- Conducts business by telephone conference, email, and mail when necessary

### **SPECIFIC**

- The Chair of the Executive Committee shall be the President
- Reviews and updates Policies and Procedures Manual annually
- Ensures that a proposed budget is completed for presentation at annual meeting
- Reports any action taken by telephone conference or by mail and submits for verification at the next Governing Council meeting
- Facilitate the review process of the Administrative Assistant – see APPENDIX B



## **GOVERNING COUNCIL**

The Governing Council consists of the Executive Committee, and (6) six elected members. The Governing Council is an AADH elected position for a two (2) years-term.

### **GENERAL**

- Represents the interests of the AADH Membership
- Participates as required on all AADH conference calls and at meetings
- Serves as a voting member of the Governing Council
- Chair of Governing Council is appointed by the President
- The Governing Council Chair shall serve on the Executive Committee

### **SPECIFIC**

- The Governing Council Chair, with input from the entire Governing Council, prepares an annual report summarizing the activities of the Academy, available to all members 30 days prior to the Annual Meeting
- If a vacancy occurs on the Governing Council between meetings of the Academy, the vacancy shall be filled by the Governing Council, with the exception of the President-Elect
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

## **ANNUAL MEETING COMMITTEE**

The President-elect shall serve as the Chair of the committee. The Committee is responsible for logistics, course speaker and items to be included for the Annual Meeting, Booth exhibit arrangements with host group and Continuing Education Course, if offered. The members are appointed by the President, who serves ex-officio.

### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures.
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner
- Submits expenses within budgeted guidelines in a timely manner

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Represents AADH to host group and negotiates meeting, course and booth space
- Prepares advance and on-site arrangements for Annual Meeting
- Communicates with GC all needs for assistance and participation at Annual Meeting and Course presentation

- Keeps the GC apprised of activities and agreements made on behalf of AADH
- Works closely with the officers and Administrative Assistant to communicate any needs by committee
- Distributes information to officers as needed
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

## **SPECIFIC**

### **Booth**

- Registers with host group for booth space, completes all exhibitor registration materials per deadlines provided and retains copies for future committee Chairs
- Notifies GC members of any discounted rate and deadline for application to attend
- Registers with exhibitor company for booth materials
- Provides materials for door prize, booth information, etc. to host group per deadlines provided
- Advises Admin Asst to purchase gift cards approved by GC for door prizes

### **Speaker**

- Requests of Membership and / or GC a list of names for consideration as course presenter
  - Communicates with approved speaker to negotiate honoraria and expenses that are presented to GC for approval
  - Communicates all speaker needs such as AV, etc. to host group per guidelines
    - Should speaker prefer to communicate on their own to host group, the Chair of this committee is to be copied on all emails and provided copy of any written/faxed materials from Speaker to host group
- President introduces Speaker at course and acknowledges AADH sponsorship of session, as well as highlights mission of AADH and offers membership information at course

### **Meeting**

- Arranges time and length of room availability with host group
- Provides President with notification for website
- Organizes and manages annual meeting business
- Arranges AV with host group per deadline
- Coordinates with officers/members for 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
- Duties of President
  - President provides agenda and annual reports one week in advance to Administrative Assistant who sends to membership via email
  - Provides recognition of all member participation for past year

- Provides recognition of all officer participation for past year
  - Introduces new members and fellows and provides recognition

## **FINANCIAL REVIEW** **COMMITTEE**

The Financial Review committee shall consist of three members and shall not include the President or the Treasurer. This committee shall consult with the Finance Committee and Treasurer.

### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

### **SPECIFIC**

- Obtains and reviews financial records
- Obtains official minutes of the Academy, to ensure that all financial matters voted on during the fiscal year have been carried out
- Shall obtain previous and current year budget
- In consultation with the Treasurer, have access to financial records including bank statements, invoices, reconciliation reports, deposit details, etc. when needed
- Shall review Financial Policies to make sure all were followed.

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

#### **SPECIFIC**

- **Preparation for AADH Annual Financial Review**  
Financial records should be put in order for the financial review process 15 days before the end of the fiscal year (July 31<sup>st</sup>). The outgoing Treasurer cannot pay bills after the books are closed for financial review. During the financial review it is recommended that expenditures within an adopted budget be limited to those of an emergency nature. The financial review should be completed within 30 days after the end of the fiscal year
  - The treasurer shall deliver the following to the auditors:
  - A copy of the last audit report
  - Checkbook and cancelled checks
  - Bank statements and deposit receipts
  - Treasurer's book or ledger

- The annual financial report
  - Itemized statements and receipts of bills paid
  - Check requests
  - Copies of Governing Council, Executive Committee, and organization minutes that would include an adopted budget, as well as any amendments that were approved during the year
  - Current Bylaws and Policy and Procedures
  - Any other information requested by the Financial Review Committee
- **Financial Review Procedure**
    - Start the financial review with the records posted after the last financial review. Check to see if the amount shown on the bank statement corresponds to the starting balance recorded in the checkbook and ledger
    - Items to look for:
      - Monthly bank reconciliation
      - Unexplained reconciling items
      - Unusual endorsement of checks
      - A match of check endorsements to payees
      - Disbursement not supported by invoices or other documentation
      - Deposit ticket dates timely with dates received by bank
      - Timelines of deposits based on known dates of events
      - All invoices paid by check and not cash
    - Make certain that money collected for a specific purpose (special projects, scholarship funds, dues, etc.) has been dispersed
    - Check Treasurer's reports and annual report for accuracy

- The Financial Review Committee should prepare a report.
- A sample statement might read, “The Financial Review Committee has examined the records of the Treasurer of AADH for the period of (time covered) and found them to be correct. (See Appendix C)

## **AWARDS COMMITTEE**

The AADH Awards Committee serves to foster, recruit, review and recommend applications for awards. The Governing Council determines when awards will be given.

### **GENERAL**

- Participates as a special committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner.
- Submits expense vouchers on a timely basis to the Administrative Assistant and Treasurer

### **ADMINISTRATIVE PROCEDURES**

#### **SPECIFICS**

- Creates and maintains a data base file of US Dental Hygiene programs graduating both B.S., M.S. degrees in Dental Hygiene advanced professions
  - Database maintained by the AADH Administrative Assistant
  - Database shall include program Chair name and contact information
- Facilitates announcement of awards to appear in the AADH Newsletter
- Collaborates on promotional efforts with the Public Relations Committee
- Explores other public relations opportunities to promote the award application and selection process
- Confirmations for receipt of completed applications will be sent to the applicant within 14 days of its receipt
- Chairperson collaborates with the Administrative Assistant to create certificates
- A Rubric for scoring essays is on file – See APPENDIX A
- A Review Committee will be appointed by the President when awards will be bestowed

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**GENERAL ACTION PLAN and PROTOCOLS for the AADH SHIP AWARD**

- The AADH Ship Award – Leadership, Fellowship, Mentorship, Scholarship
- The award may be given annually to a maximum of two graduates from an accredited B.S. or M.S. dental hygiene or advanced profession degree program
- Applicants will submit a 300-word essay on “The Importance AADH holds for the profession of dental hygiene” – See APPENDIX A
- The applicant who successfully displays the four qualities of AADH in his/her application, proof of current enrollment in an advanced degree program, anticipated graduation date, and dental hygiene current licensure and/or current state dental hygiene registration would be considered for nomination
- The award candidate(s) would be nominated to the AADH Governing Council following the application review process completed by the Awards Committee
- Approval of the candidate and granting of the award is through simple majority approval by Governing Council
- The recipient will receive a certificate from the Academy, created in house, plus a two-year complimentary membership and registration to AADH Annual Meeting.

**BYLAWS COMMITTEE**

The Bylaws Committee Chair shall be appointed by the President. The Bylaws Chair will determine meetings.

**GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

### **SPECIFIC**

- Fulfills the needs of the Academy in all phases of bylaws

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Be well informed of all AADH activities & knowledgeable of AADH bylaws
- Acts as a consultant to the Governing Council, Executive Committee, and Membership at large.
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

#### **SPECIFIC**

- Reviews bylaws & reports to Governing Council all proposed amendments
- Reviews bylaws amendment submissions prior to issuing to the general membership for final vote

## **COURSE APPROVAL COMMITTEE**

The American Academy of Dental Hygiene is an accrediting agency that reviews professional groups providing continuing education courses. Provider status is granted based upon prospective providers demonstrating a caliber of continuing education programs which is in adherence with AADH policy as outlined in the AADH Standards of Quality Continuing Education and reflective of a high quality of professionalism. The Course Approval Committee shall consist of at least 5 members, including a chair appointed by the President.

#### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner
- Submits expenses within budgeted guidelines in a timely manner

#### **SPECIFIC**

- Review professional dental groups who sponsor continuing education courses, as well as individual continuing education instructors.
- Ensure that the review committee, appointed by the Course Approval Committee Chair, reviews the application for each group applying for AADH Approved Provider status.
- That AADH require that approved Providers use the AADH logo and specified verbiage on their Certificates of Attendance and any other publicity.



- If a Provider is not paid up to date, the right to utilize our logo and certification is terminated.

## **ADMINISTRATIVE PROCEDURES**

### **GENERAL**

- The committee is responsible for reviewing prospective providers and granting AADH approval
- Two documents: Guidelines for AADH Approval of Providers/Sponsors and Courses; and Standards of Quality Continuing Education are on the AADH Website, [www.AADH.org](http://www.AADH.org), and all AADH Providers must adhere to these regulations.
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

### **SPECIFIC**

- The AADH Application for Continuing Education Provider/Sponsors (also found on the AADH website) must be filled out in its entirety by all prospective providers and submitted to the AADH Administrative Office accompanied by payment (as detailed in AADH Guidelines) and all required supporting documentation, specifically: letter of attestation (agreeing that all CE programs given will follow the AADH Standards), and sample continuing education materials (as outlined by application as well as renewal or introductory letter). CE Provider application fee is \$50.
- The committee chair will follow up for complete documents
- No one other than the Chair of the Course Approval Committee is able to provide certification on behalf of AADH regardless of past/present title or appointment. Adherence to this will obviously allow AADH to become a recognized CE entity due to the organization and accountability of our association documents and records.
- The committee chair appoints two committee members to review each prospective provider's materials according to specific criteria and these appointed reviewers return their approval, rejection or comments/questions to the committee chair.
- The committee chair follows up with the prospective provider for clarification or missing information
- If the provider is approved, the committee chair sends out approval letter, signed contract and mandatory logo and language to be used by the approved provider. In addition, each provider is given a code that must be used to identify each course. The code consists of AADH followed by three letters (derived from the provider's name), followed by the course # of that year, and followed by the month/year, followed by the # of CEs. For example, New Jersey Dental Hygienists' Association would be AADHNJD-001-0309-3 meaning the first course given that year in March 2009 for 3 CEUs.
- At the end of the year, each provider will be required to submit a complete list of all programs given during that year.
- An audit system will consist of two random providers requested for copies of course brochures. In addition, two random non-renewing providers will be

investigated, if possible, to determine if the AADH logo or supporting verbiage reflecting AADH approval is included.

- Fees for CE Providers beginning January 2023:  
Individual Member - \$175, State Association - \$275,  
Colleges/University/Components/Societies/Study Clubs - \$300,  
Non-member - \$350, Corporate \$650 (2 years)

## **FELLOWSHIP COMMITTEE**

The AADH Fellowship Committee serves to foster, recruit and review applications for candidates of the Fellowship status in AADH.

### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

### **SPECIFIC**

- Promotes and encourages application completion and delivery to the AADH

### **ADMINISTRATIVE PROCEDURES**

#### **SPECIFIC**

- Application received and processed by the Administrative Assistant
- Administrative Assistant contacts applicant if the application is incomplete
- Application copy emailed to Chair of the Fellowship Committee
- Application circulated to the Fellowship committee members for review and disposition
- Recommendation for approval/rejection presented in report to the Governing Council
- Applicant's name placed before the Governing Council for final disposition.
- The 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
- The Certificate of Fellowship is presented 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
- Records Fellowship applications, awards and/or rejections for AADH database
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer
- List of categories of specialties for Fellowship in AADH:

Clinical Practice**	Leadership
Corporate	Pathology
Education	Pharmacology
Forensic Dentistry	Public Health

\*\* Concentration in: Aesthetic/Restorative, Implantology, Lasers, Orofacial Myology/TMD, Oral Medicine, Oral/Systemic Disease, Orthodontics, Pediatrics, Periodontics

### **Benefits of Fellowship**

## **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.

## **FINANCE COMMITTEE**

The Finance Committee shall consist of a minimum of three members plus the Treasurer; two members appointed by the President, the President- Elect, and the Treasurer.

### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

### **SPECIFIC**

- The role of the Finance Committee is to serve as the oversight committee to review the budget process.

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Consults with the Treasurer to develop a yearly Income and Expense Report.
- Collects data for the budget which is reviewed by the Governing Council
- Assists and facilitate the audits, once a year, to ensure completion is done in a timely manner
- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

## **MEMBERSHIP COMMITTEE**

The Membership Committee charge is recruitment and retention of members, review and disposition of membership application submissions for GC final approval, development and review of membership materials, Governing Council participation as a standing committee, and other functions as deemed appropriate by the President and Governing Council of the AADH.

### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

## **ADMINISTRATIVE PROCEDURES**

### **GENERAL**

- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

### **SPECIFICS - NEW MEMBER APPLICATION PROTOCOL**

- Applications received and processed by the Administrative Assistant
- Application copy emailed to Chair of the Membership Committee
- Chair contacts applicant to notify that application was received and/or if the application is incomplete and date of consideration
- Application circulated to the membership committee members for review and disposition
- Recommendation for approval presented in report to the Governing Council
- Applicant's name placed before the Governing Council for final disposition
- An AADH welcome letter is sent by the Membership Chair to applicants
- An AADH lapel pin and membership certificate is sent to new member by the Administrative Assistant
- **DUES PAYMENT:** Membership Cycle is August 1<sup>st</sup> – July 31<sup>st</sup>. Members notified on July 1<sup>st</sup> with payment due on August 1<sup>st</sup>. If dues are not received by September 1<sup>st</sup>, Administrative Assistant notifies Membership Committee Chair, who then sends notification encouraging payment of dues by September 30<sup>th</sup> to avoid lapsed membership. On October 7<sup>th</sup>, members who have not renewed are officially removed from the roster and re-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. In order to aid the 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.
- Some members may be pro-rated from their start date until first renewal and then enter the fiscal year membership.
- Membership dues of \$125 are collected for 1 year beginning Aug 2023.
- ADHA member application fee is \$25 for non-ADHA members - \$35.

### **SPECIFICS - RECRUITMENT:**

- Coordinates activities in conjunction with the Public Relations Committee.
- Provides AADH members with the AADH logo slide for inclusion in professional presentations
- Contacts potential members through various forms including in person, by mail or e-mail promoting the purpose and goals of the AADH
- Provides potential members with membership materials
- Promotes and assists the application process
- Assists current members with completing renewal applications
- **RESPONSIBILITIES:** Membership committee will inform new applicants of receipt of their application and the date their application will be acted upon. This will make it easier for the committee to present the application to the GC. Membership committee will contact each non-renewing member to inform them their dues are due and encourage payment before Sept. 30<sup>th</sup>. The notification will

include the stipulation that they will have to submit another application, if dues are not received by this date.

## **MINUTES REVIEW COMMITTEE**

Members of the Minutes Review Committee are appointed by the President.

### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits expenses within budgeted guidelines in a timely manner

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Attend, listen, and take notes at all meetings
- Review all minutes to check for accuracy in spelling, grammar, and content
- Provide feedback to the secretary in a timely manner

## **NOMINATIONS COMMITTEE**

The Nominations Committee is appointed by the President of the AADH and performs duties as needed to ascertain candidates for the slate of elected and appointed positions available within the Academy.

### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Submits expense vouchers in a timely basis to the Administrative Assistant and Treasurer

#### **SPECIFICS**

- The Immediate Past President serves as Chair of Nominations Committee
- Contacts members to discover and determine interest in and/or ability to serve AADH as an elected officer, governing council member or committee member
- Prepares the slate of nominations for publication to the membership of the AADH
- Prepares the official slate of officers 120 days (minimum) prior to the AADH Annual Meeting
  - Submits slate and report to the President and Secretary
- Notifies the President who then notifies AADH membership of the proposed slate 90 days (minimum) prior to the Annual Meeting
- Acknowledges receipt of additional nominations up to 60 days prior to the Annual Meeting
- Send Officer and Governing Council nominees' ballot to the full AADH membership 30 days prior to the annual meeting.
  - Ballots are returned anonymously to ensure confidentiality
- Chair of the Nominations Committee opens nominations and accepts additions to the slate for election at the annual meeting
- Chair of the Nominations Committee confirms the election results of the Tellers
- Submits an Annual Report at the conclusion of the election process to the Governing Council
- Submits a report with election results to the newsletter editor for publication
  - Report submission shall be within 2 weeks following the election

## **NOMINATION PROCESS**

The Chair of the Nominations Committee's charge includes the coordination of the AADH nomination process:

- Adheres to the Bylaws for nominations, elections, expiration of terms and deadlines
- Requests nominations and supporting justifications from the Governing Council at the first GC Meeting call of the calendar year
- Posts announcements in the first newsletter of the calendar year to the general membership.
- Contacts the nominee(s), explains the position'(s)
  - Responsibilities, expectations and commitment during length of service
  - Advises nominee of their nominator
- Candidates, if accepted, submit:
  - Biographical information
  - Previous relevant and/or professional association experience
  - Explain the strengths they will bring to the Academy for the position
- Nominations Committee Chair presents nominations to the GC at March conference call
- Develops the slate and assures all candidates meet active membership requirements
- Communicates with the Administrative Assistant by end of February
- Reformats candidate bios to create uniformity in presentation of the candidates by appropriate deadline
- Works with Administrative Assistant to prepare ballots with voting instructions and members(s) replying by deadline.
- Prepares final report for AADH Annual Meeting by appropriate deadline.



## **ELECTRONIC BALLOTING PROCESS**

- Candidates will be elected by electronic survey. Ballot will include the candidate's name, position they seek, biodata form, and a write-in box.
  - Ballots are returned anonymously to ensure confidentiality
- Bylaw amendments and other AADH business will be presented through a separate electronic survey to the general membership with an opportunity to support, reject, amend, or comment via a comment box. Amendments received will be presented at the Annual Meeting for final enactment.

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

The PR Committee is an AADH committee, consisting of at least three (3) members, appointed by the President. It maintains PR Committee meeting records for AADH. It is charged with investigating opportunities to increase awareness of AADH in social media and promote its Mission and Goals to other professionals. Members are appointed for two years. The PR Chair is responsible for overseeing PR for AADH the committee, includes but not limited to: Social Media/Brand Manager, Webmaster and Facebook Custodian.

### **General**

- Develops methods to provide the public with information about AADH, its brand and promotes membership, sponsorship, advertising and course approvals. Public Relations Chair is responsible for overseeing public relations for AADH

### **a. Social Media/Brand Manager**

1. Oversees that the marketing calendar is on task and consistent content goes out through our social media platforms.
2. Copywriting duties: Creates Social Media Post Copy and maintains alignment with AADH mission, vision and values
3. Graphic Designing: Creates Social Media Images, uses AADH brand colors, and keeps images in alignment with the AADH mission, vision, and values
4. Consistently repost our content
5. Discovers needs of sponsors and creates or obtains sponsorship content that can be utilized in social media campaign
6. Creates specific campaigns centered on increasing membership
7. Creates Social Media marketing calendar for (1) calendar year.

### **b. Webmaster**

1. Ensure that the web services, hardware and software are operating correctly.
2. Design, generate and revise webpages.
3. Report at least monthly or more frequently as needed, site traffic, comments, requests, inquiries and any communication via the website to the president.
4. Monitor and enforce AADH's Social Media Policy.
5. Update the website as directed by AADH President through Governing Council and Public Relations Committee Chair
6. Reply to inquiries on website and send all inquiries to administrative assistant and President
7. Maintain a growing email list for AADH

8. Monitors AADH domain on Host Server and maintains SSL encryption for the website
9. Reminds Governing Council and AADH officers when it is time to renew website domains
10. Creates and/or maintains domain specific emails for officers
11. Finds cost-effective online tools to keep the AADH current and maximize their reach to prospective members
12. Advertising Rates for 3 months posting on Website: Members Text Only - \$100 with image -\$150  
Non-member Text Only - \$150 with image- \$200  
Corporate Text Only -\$200 with image - \$250

**C. Facebook Custodian**

1. Reports to Social Media /Brand Management Chair and monitors Facebook posts and comments.
2. Uploads content as directed.
3. Monitor and enforce AADH's Social Media Policy.
  - Participates as a committee of the AADH
  - Follows all Administrative Policies
  - Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
  - Participates as required in meetings of the Governing Council
  - Submits reports to the President and Governing Council in a timely manner

**SPECIFIC**

- Develops methods to provide the public with information about AADH and promotes AADH membership.

## The American Academy of Dental Hygiene Social Media Policy

### CONTENT

The purpose of the American Academy of Dental Hygiene (AADH) Social Media presence is to communicate events, news and items of interest to our followers and community. These products, such as Facebook, LinkedIn, Twitter, etc., provide a quick means of disseminating information. Certain social media networks may function as discussion boards about particular topics but they are most effective when discussions are streamlined and relevant.

Postings will be moderated by administrators. Moderators will post advertising.

Postings must be restricted to information pertinent to the AADH. The usage of defamatory, harassing or offensive language or misrepresentation is prohibited. This will be removed by an administrator if it is identified.

### ADVERTISING

Fees for advertising must be received before approval for posting proprietary, or corporate campaigns for personal or corporate gain. They should not be used for commercial purposes, advertising, personal business or spam. Announcements about member accomplishments and events are appropriate assuming they do not constitute advertising. No sponsored links to sites for monetary gain should be listed unless advertising fees are paid. Followers may be directed to members events but not linked.

### RESPECTING INTELLECTUAL PROPERTY

The usage of the AADH logo is reserved for official business. We reserve the right to remove any messages that violate this policy.

### LANGUAGE & ETIQUETTE OUTSIDE OF AADH

Members are reminded that you always represent AADH and our profession.

You are reminded to be thoughtful, respectful, mindful of diversities and responsibilities to each other and the public.

- **BE AUTHENTIC** Represent yourself accurately and be transparent about your role at AADH or any event. Correct inaccurate information that is posted when appropriate.
- **BE SMART** Social media is a representation of “real life.” Behavior in social media is no different than in e-mail, public speech, classroom lecture, conversation with friends, or a poster on a wall. Anything considered inappropriate offline is likely also inappropriate online. When in doubt about whether to share or not, think before you click post. It is better to be safe than sorry.
- **BE THOUGHTFUL** Be mindful of what is considered appropriate behavior in different countries and cultures around the world and of how your words, actions, and images may be perceived. Know your audience and think before you post.
- **BE RESPECTFUL** Social media provides a place to foster community and conversation. Adding value is good when on topic and in moderation. Positive and negative content are legitimate parts of any conversation. It’s OK to accept the good and bad, but not the ugly. Do not use harmful or disrespectful language or imagery.

## **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

### **FUTURE FOCUS COMMITTEE**

The Future Focus Committee is appointed by the president and approved by the Governing Council. It is charged with gathering and acting on those items the Academy should focus on to maintain forward directions. There should be a minimum of three members.

#### **GENERAL**

- Participates as a committee of the AADH
- Follows all Administrative Policies

- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

#### **SPECIFIC**

- The committee is charged to generate future opportunities for consideration by the GC and membership
- Bring forward ideas suggested by leaders of the Academy when identified
- Collaborate with other professional organizations

### **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant is a contracted position and is bound by the terms of the signed contract of the AADH. Complete terms of contract kept on file.

#### **GENERAL**

- Follows all Administrative Policies
- Performs duties and carries out responsibilities as delegated by the President, Governing Council and/or policies and procedures
- Participates as required in meetings of the Governing Council
- Submits reports to the President and Governing Council in a timely manner

#### **SPECIFIC**

- Responsible for the management of the business of AADH
- Carries out policy promulgated and approved by the Governing Council or membership present at the Annual Meeting in accordance with AADH Bylaws
- Participates in the Governing Council meetings as a non-voting member
- Acts on behalf of AADH as directed by the President or Governing Council

### **ADMINISTRATIVE PROCEDURES**

#### **GENERAL**

- Submits expense vouchers in a timely basis to the Treasurer

#### **SPECIFIC**

1. Maintain Central Office and mailing address for AADH.
  - a. Develop a process by which the AA 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. Administrative Assistant 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 AA will consult with the AADH President prior to responding to the request
2. 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
3. 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



4. 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<sup>st</sup>, to be paid by August 1<sup>st</sup>.
  - g. As of September 1<sup>st</sup>, non-renewing members will be notified by Membership Committee and encouraged to pay dues before September 30<sup>th</sup>. As of October 7<sup>th</sup>, members who have not renewed are officially removed from the roster and re-application required.
  
5. 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
  
6. 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. Submit Annual Report to AADH President by assigned deadline

## **LAPTOP COMPUTER**

- The AADH laptop computer shall remain in the custody of the Administrative Assistant
- Use is restricted to Academy related business by approved individuals
- Emails are checked and responded in a timely manner. A response within 48 hours between normal business days of Monday-Friday and excluding regularly accepted federal holidays is considered timely
- Emails are referred to the appropriate individual(s) for action and copied to the President
- A computer folder with subject labeled files is maintained for AADH documentation purposes by the Administrative Assistant
- Routine maintenance and upgrades to the AADH computer is the responsibility of the AADH and a function of the Administrative Assistant
- Documents and files maintained on the AADH computer are the property of the Academy
- The computer shall be returned to the current President of the AADH within 3 business days of contract termination of the Administrative Assistant
- The laptop will have a functioning virus protection program
- Files are to be backed up on external hard drive and/or flash drives and/or cloud storage.

APPENDIX A

**AADH • Program Letter for SHIP Award**

Dear Program Chair,

This letter announces an exciting award from the American Academy of Dental Hygiene (AADH).

We are offering the AADH Ship Award. It is named for the qualities represented by the Academy: Leadership, Fellowship, Mentorship and Scholarship.

Since 1985, the AADH has been a respected organization responsible for accrediting continuing education courses for dental hygienists. Its members are exemplary dental hygienists from around the world.

The American Academy of Dental Hygiene exists with a mission of “Professional Growth through Leadership, Mentorship and Fellowship.” We share the desire to achieve excellence for the communities we serve. We do so through quality education and lifelong learning as in Scholarship, a common thread shared by all members of the AADH. To further exhibit the dedication to its mission, the Academy is offering the Ship Award to a dental hygiene student in an advanced degree or dental therapist program.

The applicants will participate in a competition that includes submission of a

- Curriculum Vitae that identifies: professional activities, leadership, service, volunteerism, awards and honors, academic and service recognition, and noteworthy personal or professional accomplishments
- A written essay on the importance AADH holds for the profession.

The Ship Award recipient will receive a Certificate of Recognition from the Academy, a two-year complimentary AADH membership, and paid registration to the annual meeting, if a fee is assessed, the year the award is granted. The criteria for this membership include current licensure and/or current state dental hygiene registration.

Included are instructions for applicants to follow. All applications must be received by May 1<sup>st</sup>.

We are asking for your support and to encourage participation from your students.

Yours truly,

(Name)  
President  
American Academy of Dental Hygiene

**AADH • Application for SHIP Award**

**ALL APPLICATIONS MUST BE RECEIVED BY MAY 1<sup>st</sup>.**

**APPLICATIONS MAY BE FAXED TO:**

**EMAILED TO:**

**OR**

**MAILED TO:**

**You will receive confirmation of your application.**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: (c) \_\_\_\_\_ (h) \_\_\_\_\_ indicate preferred telephone

Email: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

(Applicants should have a Spring or Summer anticipated date)

Signature of Applicant: \_\_\_\_\_

Enrollment verification: Please have department chair sign or include current proof of enrollment, anticipated graduation date and dental hygiene current licensure and/or current state dental hygiene registration.

\_\_\_\_\_

Submit this form along with your Curriculum Vita and an original 300-word essay on: "The Importance the American Academy of Dental Hygiene holds for the Profession of Dental Hygiene." The essay should demonstrate how your participation in the profession encompasses the four qualities that represent and contribute to the mission of the Academy of Dental Hygiene.

**American Academy of Dental Hygiene Ship Award**  
**Rubric for Scoring Application**

Use the Rubric to evaluate each category in the Evaluation Criteria. Enter the corresponding number. Perfect score is 100 points. No score below (75) should be considered for award.

**Rubric to Evaluate Application Submission - Candidate Qualifications and Essay**

5 = Very strong and complete; exceeds expectations; evidence of high skill set

4 = Strong and complete; meets expectations; evidence of strong skill level

3 = Adequate and complete; meets guidelines; evidence of adequate skill level

2 = Minimal/limited completeness; limited evidence of skill; does not adequately meet skill expectations

1 = Inadequate or missing; incomplete application; skills not identified or evidenced

Evaluation Criteria	Excellent 5	Good 4	Adequate 3	Fair 2	Poor 1
<b><u>Professional Activities (15)</u></b>					
Consider: Professional Membership(s)					
Leadership and Service					
Volunteer Positions					
<b><u>Awards &amp; Honors (15)</u></b>					
Consider: Awards or Honors					
Academic Achievements					
Service Acknowledgments					
<b><u>Accomplishments (10)</u></b>					
Consider: Noteworthy Accomplishment ;					
Contributions to advance profession					
<b><u>Essay - 300 words</u></b> multiply scores by 2 = <b><u>(60)</u></b>					
Consider: Essay Development      ___ x2 =					
Importance of the AADH to RDHs    ___x2 =					
Incorporation of AADH concepts     ___x2 =					
Relevance to the DH Profession     ___x2 =					
Grammar, Spelling                   ___x2 =					
Sentence, Structure, Closure       ___x2 =					
<b><u>Add column scores = Total Score</u></b>	<b>+</b>	<b>+</b>	<b>+</b>	<b>+</b>	

**Committee Member Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**APPLICANT NAME** \_\_\_\_\_

APPENDIX B

**PERFORMANCE EVALUATION FORM  
Administrative Assistant**

The Administrative Assistant of AADH is evaluated upon those contracted responsibilities specified in the Employment Agreement.

Administrative Assistant: \_\_\_\_\_ For Period: \_\_\_\_\_

Please evaluate the administrative assistant's overall performance for the period using the following 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**

The Administrative Assistant:	E	M	I	NM	N/A
A. Maintains archival copies of AADH Documents and inventory lists	Δ	Δ	Δ	Δ	Δ
B. Maintains Member Database	Δ	Δ	Δ	Δ	Δ
C. Assists in logistics of annual meeting	Δ	Δ	Δ	Δ	Δ
D. Maintains AADH Calendar of Activities	Δ	Δ	Δ	Δ	Δ
E. Responds to information requests and checks email every 48 hrs.	Δ	Δ	Δ	Δ	Δ
F. Submits expense vouchers within 30 days of incurring expenses	Δ	Δ	Δ	Δ	Δ
G. Provide support services for AADH GC and Committee Chairs	Δ	Δ	Δ	Δ	Δ

Specific examples:

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**II. Membership**

The Administrative Assistant:	E	M	I	NM	N/A
A. Responds to member inquiries within one week of inquiry.	Δ	Δ	Δ	Δ	Δ
B. Maintains electronic folders with completed applications new and renewals and support documents	Δ	Δ	Δ	Δ	Δ

Specific examples:

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**III. Continuing Education Certification**

The Administrative Assistant:	E	M	I	NM	N/A
A. Works directly with Committee on Course Approval to ensure criteria and requirements are met prior to approval	Δ	Δ	Δ	Δ	Δ
B. Maintains a file of CE providers approved by AADH	Δ	Δ	Δ	Δ	Δ

Specific examples:

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**IV. Annual Session**

The Administrative Assistant:	E	M	I	NM	N/A
A. Assists with printing and providing materials of Annual Session correspondence as directed	Δ	Δ	Δ	Δ	Δ
B. Coordinates A.S. activities regarding PR and registrations	Δ	Δ	Δ	Δ	Δ
C. Submits reports including annual report	Δ	Δ	Δ	Δ	Δ

Specific examples:

---

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**V. PERSONAL PERFORMANCE ISSUES**

The Administrative Assistant:	E	M	I	NM	N/A
A. Represents the association appropriately in meetings	Δ	Δ	Δ	Δ	Δ
B. Is open and willing to take on additional duties	Δ	Δ	Δ	Δ	Δ
C. Accomplishes tasks / makes decisions in a timely manner	Δ	Δ	Δ	Δ	Δ
D. Projects and meetings are well managed	Δ	Δ	Δ	Δ	Δ
E. Assists GC in organizing their agenda and projects	Δ	Δ	Δ	Δ	Δ

Specific examples:

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**VI. OVERALL EVALUATION**

A. Overall performance

Provide here any general comments for areas not specifically addressed in content and performance issues listed above.

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---

Signature of person completing form: \_\_\_\_\_ Date: \_\_\_\_\_

(org  
2009)

## **APPENDIX C**

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

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

#### **Checkbook**

Beginning checkbook balance for financial review year	
- Expenses	
+ Revenues	
Ending Checkbook balance for financial review year	
Beginning checkbook balance for current year	

Do checkbook balance figures 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?



## APPENDIX D

# Privacy Policy

## 1. INTRODUCTION

This privacy notice provides you with details of how we collect and process your personal data through your use of our site **aadh.org**.

By providing us with your data, you warrant to us that you are over 18 years of age.

**American Academy of Dental Hygiene (AADH)** is the data controller and we are responsible for your personal data (referred to as “we”, “us” or “our” in this privacy notice).

### **Contact Details:**

Full name of legal entity: **American Academy of Dental Hygiene, Inc.**

Email address: **admin@aadh.com**

Postal address: 311 14<sup>th</sup> St. #2 Union City, N.J. 07087

### Details of our Representative: **President Carolynn Zeitz (e)** **president@aadh.org**

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at [admin@aadh.com](mailto:admin@aadh.com)

**2. WHAT DATA DO WE COLLECT ABOUT YOU, FOR WHAT PURPOSE AND ON WHAT GROUND WE PROCESS IT** Personal data means any information capable of identifying an individual. It does not include anonymized data.

We may process the following categories of personal data about you:

- **Communication Data** that includes any communication that you send to us whether that be through the contact form on our website, through email, text, social media messaging, social media posting or any other communication that you send us. We process this data for the purposes of communicating with you, for record keeping and for the establishment, pursuance or defense of legal claims. Our lawful ground for this processing is our legitimate interests which in this case are to reply to communications sent to us, to keep records and to establish, pursue or defend legal claims.
- **Customer Data** that includes data relating to any purchases of goods and/or services such as your name, title, billing address, delivery address, email address, phone number, contact details, purchase details and your card details. We process this data to supply the goods

and/or services you have purchased and to keep records of such transactions. Our lawful ground for this processing is the performance of a contract between you and us and/or taking steps at your request to enter into such a contract.

- **User Data** that includes data about how you use our website and any online services together with any data that you post for publication on our website or through other online services. We process this data to operate our website and ensure relevant content is provided to you, to ensure the security of our website, to maintain back-ups of our website and/or databases and to enable publication and administration of our website, other online services and business. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business.
- **Technical Data** that includes data about your use of our website and online services such as your IP address, your login data, details about your browser, length of visit to pages on our website, page views and navigation paths, details about the number of times you use our website, time zone settings and other technology on the devices you use to access our website. The source of this data is from our analytics tracking system. We process this data to analyze your use of our website and other online services, to administer and protect our business and website, to deliver relevant website content and advertisements to you and to understand the effectiveness of our advertising. Our lawful ground for this processing is our legitimate interests which in this case are to enable us to properly administer our website and our business and to grow our business and to decide our marketing strategy.
- **Marketing Data** that includes data about your preferences in receiving marketing from us and our third parties and your communication preferences. We process this data to enable you to partake in our promotions such as competitions, prize draws and free giveaways, to deliver relevant website content and advertisements to you and measure or understand the effectiveness of this advertising. Our lawful ground for this processing is our legitimate interests which in this case are to study how customers use our products/services, to develop them, to grow our business and to decide our marketing strategy.
- We may use Customer Data, User Data, Technical Data and Marketing Data to deliver relevant website content and advertisements to you (including Facebook adverts or other display advertisements) and to measure or understand the effectiveness of the advertising we serve you. Our lawful ground for this processing is legitimate interests which is to grow our business. We may also use such data to send other marketing communications to you. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our business).

## **Sensitive Data**

We do not collect any Sensitive Data about you. Sensitive data refers to data that includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data. We do not collect any information about criminal convictions and offences.

Where we are required to collect personal data by law, or under the terms of the contract between

us and you do not provide us with that data when requested, we may not be able to perform the contract (for example, to deliver goods or services to you). If you don't provide us with the requested data, we may have to cancel a product or service you have ordered but if we do, we will notify you at the time.

We will only use your personal data for a purpose it was collected for or a reasonably compatible purpose if necessary. For more information on this please email us at [admin@aadh.org](mailto:admin@aadh.org). In case we need to use your details for an unrelated new purpose we will let you know and explain the legal grounds for processing.

We may process your personal data without your knowledge or consent where this is required or permitted by law.

We carry out automated decision making or any type of automated profiling, relating to our goods and/or services that are offered to you on our website. We process automation to inform our customers of important dates such as membership expiration dates. As well as to update our database. Our lawful ground for this processing is either consent or legitimate interests (namely to grow our business).

### **3. HOW WE COLLECT YOUR PERSONAL DATA**

We may collect data about you by you providing the data directly to us (for example by filling in forms on our site or by sending us emails). We may automatically collect certain data from you as you use our website by using cookies and similar technologies. Please see our cookie policy for more details about this [click here](#).

We may receive data from third parties such as analytics providers such as Google, advertising networks such as Facebook, such as search information providers such as Google, providers of technical, payment and delivery services, such as data brokers or aggregators.

We may also receive data from publicly available sources.

### **4. MARKETING COMMUNICATIONS**

Our lawful ground of processing your personal data to send you marketing communications is either your consent or our legitimate interests (namely to grow our business).

Under the Privacy and Electronic Communications Regulations, we may send you marketing communications from us if (i) you made a purchase or asked for information from us about our goods or services or (ii) you agreed to receive marketing communications and, in each case, you have not opted out of receiving such communications since. Under these regulations, if you are a limited company, we may send you marketing emails without your consent. However, you can still opt out of receiving marketing emails from us at any time.

Before we share your personal data with any third party for their own marketing purposes, we will get your express consent.

You can ask us or third parties to stop sending you marketing messages at any time by following

the opt-out links on any marketing message sent to you or by emailing us at [admin@aadh.org](mailto:admin@aadh.org) at any time.

If you opt out of receiving marketing communications this opt-out does not apply to personal data provided because of other transactions, such as purchases, warranty registrations etc.

## **5. DISCLOSURES OF YOUR PERSONAL DATA**

We may have to share your personal data with the parties set out below:

- Other companies in our group who provide services to us.
- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors, and insurers.
- Government bodies that require us to report processing activities.
- Companies who sponsor and/or partner with us on our events.
- Third parties to whom we sell, transfer, or merge parts of our business or our assets.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

## **6. INTERNATIONAL TRANSFERS**

We share your personal data within our group of companies.

We are subject to the provisions of the General Data Protection Regulations that protect your personal data. Where we transfer your data to third parties, we will ensure that certain safeguards are in place to ensure a similar degree of security for your personal data. As such:

- We may transfer your personal data to countries that provide an adequate level of protection for personal data.
- If we use European Union -based providers that are part of the US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place; or
- Where we use certain service providers who are established outside of the USA, we may use specific contracts or codes of conduct or certification mechanisms approved by the United States Commission which give personal data the same protection it has in Europe.

If none of the above safeguards is available, we may request your explicit consent to the specific transfer. You will have the right to withdraw this consent at any time.

## **7. DATA SECURITY**

We have put in place security measures to prevent your personal data from being accidentally

lost, used, altered, disclosed, or accessed without authorization. We also allow access to your personal data only to those employees and partners who have a business need to know such data. They will only process your personal data on our instructions, and they must keep it confidential.

We have procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

## **8. DATA RETENTION**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

When deciding what the correct time is to keep the data for we look at its amount, nature and sensitivity, potential risk of harm from unauthorized use or disclosure, the processing purposes, if these can be achieved by other means and legal requirements.

For tax purposes the law requires us to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they stop being customers.

In some circumstances we may anonymize your personal data for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

## **9. YOUR LEGAL RIGHTS**

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and where the lawful ground of processing is consent to withdraw consent.

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/> If you wish to exercise any of the rights set out above, please email us at **admin@aadh.org**.

You will not have to pay a fee to access your personal data or to exercise any of the other rights. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive or refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data or to exercise any of your other rights. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made several requests. In this case, we will notify you.

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data

protection issues ([www.ico.org.uk](http://www.ico.org.uk)). We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

## **10. THIRD-PARTY LINKS**

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## **11. COOKIES**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly. For more information about the cookies we use, please see [cookie policy](#).

### **COOKIE POLICY**

#### **What's a cookie?**

- A "cookie" is a piece of information that is stored on your computer's hard drive and which records how you move your way around a website so that, when you revisit that website, it can present tailored options based on the information stored about your last visit. Cookies can also be used to analyze traffic and for advertising and marketing purposes.

#### **•Cookies are used by nearly all websites and do not harm your system.**

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. You can block cookies at any time by activating the setting on your browser that allows you to refuse the setting of all or some cookies. By not blocking cookies and continuing to browse you are authorizing the use of cookies. If you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site.

#### **How do we use cookies?**

- We use cookies to track your use of our website. This enables us to understand how you use the site and track any patterns with regards to how you are using our website. This helps us to develop and improve our website as well as products and / or services in response to what you might need or want.

#### **•Cookies are either:**

- Session cookies: these are only stored on your computer during your web session and are automatically deleted when you close your browser – they usually store an anonymous session ID allowing you to browse a website without having to log in to each page but they do not collect any personal data from your computer; or

- Persistent cookies: a persistent cookie is stored as a file on your computer and it remains there when you close your web browser. The cookie can be read by the website that created it when you visit that website again.

**•Cookies can also be categorized as follows:**

- Strictly necessary cookies: These cookies are essential to enable you to use the website effectively, such as when buying a product and / or service, and therefore cannot be turned off. Without these cookies, the services available to you on our website cannot be provided. These cookies do not gather information about you that could be used for marketing or remembering where you have been on the internet.

- Performance cookies: These cookies enable us to monitor and improve the performance of our website. For example, they allow us to count visits, identify traffic sources and see which parts of the site are most popular.

- Functionality cookies: These cookies allow our website to remember choices you make and provide enhanced features. For instance, we may be able to provide you with news or updates relevant to the services you use.