

DELEGATE AND ALTERNATE DELEGATE POSITION DESCRIPTION

TITLE: Delegate and Alternate Delegate

AFFILIATION: MDA

REPORTS TO: Component Dental Society

Election and Term of Office: The component dental society elects the delegates and alternate delegates to the MDA House of Delegates. While component dental societies may have specified terms for its delegates and alternate delegates, the MDA term is for one year (from annual House meeting to the next annual House meeting).

Duties: Delegates and alternates represent their component dental societies, their unique observations about issues impacting dentistry, as well as the component's unique needs. They will communicate these unique observations and needs to the MDA via the House of Delegates. They will also communicate with the MDA Board. This communication could be from delegate to one Board member, or a delegation to the entire MDA Board or any combination.

Serving in the House of Delegates incurs certain obligations. First, the delegates must be well-informed on the issues confronting the profession and the Michigan Dental Association. Secondly, the delegate serves as a communicator between his/her constituency in their component and the MDA Board. This communicator role is critical and requires the delegate to attend his/her component dental meetings and keeping up with MDA communications and relaying that information back to the component dental society.

The House of Delegates serves many purposes, not the least of which is to prepare future leaders for the Michigan Dental Association. Delegates begin to appreciate what is being done on their behalf at the state and national level and where their dues dollars are going. When a well-informed delegate realizes that he or she can have an influence on the direction that organized dentistry will take, that delegate will become an ambassador for the Association and ultimately, the profession.

The speaker serves as a communication conduit between the House and Board and will seek input/feedback via electronic means from House members on topics.

The Speaker of the House provides an email newsletter called *Delegate Digest* regularly. The *Digest* provides House members with current information and links to the HOD Web page when new information is posted. Reading this information is necessary to fully participate in debate on the issues that are brought before the House. It also provides information for the delegate to share with his/her component members. Delegates and alternates are strongly encouraged to review all materials as they are received.

45 Information relevant to the 2022 House will be posted on the MDA Web site. As new
46 information is posted, House members will be notified via period *Delegate Digests*. A
47 responsible delegate will attend meetings of the House (Thursday/Saturday), the reference
48 committee hearing and his/her component caucuses. This obligates the delegates to two days
49 during the Annual Session and to one or possibly two evening caucuses at the component level
50 prior to the Annual Session.

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52 **SPECIFIC RESPONSIBILITIES**

- 53 1) Be aware that the term of a delegate or alternate is for one administrative year (House
54 meeting to House meeting).
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- 56 2) Attend and participate in the House of Delegates meetings held during Annual Session.
57 a. Study background information provided in advance of all meetings.
58 b. Actively participate in discussions.
59 c. Be strategic in where the organization is headed.
60 d. Work with your component dental society to submit recommendations to the House.
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- 62 3) At a minimum, read the MDA *Bylaws* and *Manual of the House of Delegates* as a new
63 Delegate or Alternate Delegate.
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- 65 4) Attend and participate in any scheduled component/region caucuses before the House
66 meeting and on-site.
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- 68 5) Honor the obligation to keep up with the Speaker and Board communications on a regular
69 basis throughout the year and meet the expectation to be participatory by providing
70 feedback and ideas to the Speaker and/or MDA Board.
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- 72 6) Review MDA Board minutes when they are published.
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- 74 7) Review MDA committee minutes when they are published.
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- 76 8) Be aware of who the MDA officers and trustees are communicate ideas, suggestions, issues
77 and concerns with them.

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79 **2022 HOUSE OF DELEGATES MEETING SCHEDULE**

80 Thursday, April 28, 2022 and Saturday, April 30, 2022

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82 *Wednesday, April 27, 2022*

<i>Time</i>	<i>Event</i>
5:00 pm – 7:00 pm	HOD/Component Leadership Training and “Meet the Candidates” <i>Pre-registration required</i>

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85 *Thursday, April 28, 2022 (all times are approximate)*

<i>Time</i>	<i>Event</i>
8:30 am	House of Delegates First Meeting
10:30 am	Candidate Forum
11:30 am	Lunch for House of Delegates
12:00 pm	Reference Committee Hearing

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87 *Saturday, April 30, 2022*

<i>Time</i>	<i>Event</i>
8:00 am – 12:00 pm	Regional Caucuses
1:00 pm – conclusion of business	MDA House of Delegates Meeting

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89 **TIME COMMITMENT**

- 90 • [Click here](#) to view a brief video on the time commitment of a delegate and alternate.
- 91 • Read each *Delegate Digest* emailed by the Speaker of the House. These are emailed
- 92 following each Board meeting (February, April, June, September, December) and on
- 93 as needed basis. *Time to review: Approximately 1 hour for each Digest.*
- 94 • Read the MDA Board minutes when they are emailed to the House. The Board meets in
- 95 February, April, June, September, and December. *Time to review: Approximately 1 hour*
- 96 *for each set of minutes.*
- 97 • Read committee minutes when they are posted online. The House of Delegates will be
- 98 notified via email. Committees meet at different times throughout the year. House
- 99 members will receive approximately 2-3 emails per month. *Time to review:*
- 100 *Approximately 15 minutes per set of minutes.*
- 101 • Attend region pre-caucus meeting. *Time commitment: This depends upon the region.*
- 102 *You will need to prepare for and attend the meeting. Approximately 2-4 hours.*
- 103 • Attend on-site region caucus meetings. *Time commitment: Saturday, April 30, 2022,*
- 104 *8:00 am – 12:00 pm.*
- 105 • Attend House of Delegates meetings. *Time commitment: Thursday, April 28, 2022 from*
- 106 *8:30 am to approximately 11:30 am and Saturday, April 30, 2022 from 1:00 pm until*
- 107 *conclusion of business.*
- 108 • Attend the Candidate Forum on Thursday, April 28, 2022. *Time commitment: The*
- 109 *forum typically runs for one hour following the close of the House of Delegate*
- 110 *meeting.*
- 111 • Attend the reference committee hearing on Thursday, April 28, 2022. *Time*
- 112 *commitment: The reference committee hearing is held for one hour following the*
- 113 *Candidate Forum.*
- 114 • If you are assigned to the reference committee, you will be required to attend the
- 115 hearing and the executive session meeting following the hearing on Thursday, April 28,
- 116 2022. *Time commitment: One hour for the hearing and then available all afternoon/early*
- 117 *evening until the report has been finalized.*