

1 Current to: 7.1.22

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3 Michigan Dental Association (MDA)

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5 *POSITION DESCRIPTION*

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8 **TITLE:** Delegate or Alternate Delegate to the American Dental Association House of Delegates  
9 (ADA HOD)

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11 **AFFILIATION:** Michigan Dental Association (MDA)

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13 **REPORTS TO:** The Michigan Dental Association House of Delegates (MDA HOD)

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15 **Term and Election:** Elected Officers and Trustees of the MDA will serve as delegates to the ADA  
16 House of Delegates annually. Candidates will submit an application to the MDA Nominating  
17 Committee, which in turn will select nominees for consideration by the MDA HOD. There is no  
18 limit on the number of one-year terms served.

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20 **Time Commitment:** Five to eight days, not including time for preparation: for a pre caucus, for  
21 caucus(es) during the meeting of the ADA HOD, and for providing the leadership that defines  
22 the MDA.

23  
24 October 7-10, 2023, Orlando, Florida (Saturday-Tuesday)

25 ∅ One week meeting in October

26 ∅ Mandatory functions include two House meetings, two caucuses, reference committee  
27 hearings and any other functions as assigned by the delegation chair.

28 ∅ Every day is filled with mandatory meetings; no opportunity to take CE

29 ∅ Most evenings are free other than one mandatory group social event on Friday evening  
30 from 5:00-6:30pm.

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32 **Expenses:** The MDA will reimburse delegation members for 6 nights at the headquarters hotel,  
33 at the standard rate; for 6 days of per diem totaling up to \$600; for ground transportation  
34 totaling up to \$150; for coach airfare; for the current meeting registration fee, and a total of  
35 \$60 for baggage fees.

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37 Reservations for air travel must be confirmed before July 1st, and delegation members must  
38 incur the cost for upgrades.

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40 **Responsibilities and Expectations**

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42 ∅ Study and develop a familiarity with the Ninth District Delegation Manual, which is  
43 distributed to the delegation in August of each year.

- 45 1. The manual lists the names and relevant information for the entire delegation, the  
46 meetings and caucuses that you will attend, and the pertinent agendas for committee  
47 assignments.  
48
- 49 2. The manual will be a resource for you throughout the ADA meeting. Please utilize it.  
50
- 51 ∅ Register for the ADA Meeting when prompted by the ADA, electronically.
  - 52 ∅ Attend the ADA House of Delegates meetings and serve in the capacity as designated.
  - 53 ∅ Attend the 9<sup>th</sup> District social event held at each ADA meeting, typically the night before  
54 the first House meeting. Delegation members typically fly in Thursday or Friday and fly  
55 home late Tuesday following the House meeting or Wednesday. The actual days can  
56 change depending on ADA scheduling, but delegation members should allow a minimum  
57 of 6 days to complete their assignments.
  - 58 ∅ If assigned to a reference committee, attend the reference committee hearing onsite at  
59 the ADA meeting, and report on issues updates in break-out sessions held by the 9<sup>th</sup>  
60 District.
  - 61 ∅ If assigned as a reference committee spokesperson by the delegation chairs, be  
62 prepared to lead and engage the reference committee team in educating the entire  
63 delegation on the issues of concern. This includes analysis of each resolution, and  
64 providing answers to questions the committee members, and/or delegation members,  
65 may have.
  - 66 ∅ Delegation members should be familiar with the delegate/alternate pairings on the floor  
67 of the ADA House, and coordination of time served on the floor, to assure coverage at  
68 all times.
  - 69 ∅ Delegation members should be prepared to reach out to other ADA districts to discuss  
70 resolutions and activities of interest to the 9<sup>th</sup> District.
  - 71 ∅ If elected to the ADA Delegation, you are encouraged to make a financial contribution or  
72 be an active participant in MDA/ADA affiliated organizations such as dental PAC's,  
73 foundations and Mission of Mercy. Your participation will demonstrate your dedication  
74 as a leader in the MDA and many of them will be published for membership and public  
75 appreciation.
  - 76 ∅ Delegation members will be required to complete a [self-evaluation](#) following the ADA  
77 Annual Session. The results of the evaluations will be shared with the MDA Executive  
78 Committee for leadership development purposes and the MDA Nominating Committee  
79 for vetting purposes. It will not be available or shared with the MDA House of Delegates.

80

### 81 **Other considerations**

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- 83 ∅ Attendance at ADA SmileCon Event is encouraged, but not mandatory.
- 84 ∅ Delegation members are encouraged to form smaller groups for lunches and dinners to  
85 get to know each other.

86

## ADA Delegate/Alternate Self-Evaluation

## ADA Delegate/Alternate Self-Evaluation

**This self-evaluation was designed to assist Michigan Delegation members in preparing for the meeting and how to perform to a high standard at the ADA House of Delegates level. It also serves as a way for new or newer delegation members to be aware of what is expected of them.**

**For experienced delegation members, it is a reminder of activities that lead to a strong and positive Delegation.**

**This form will be shared with the MDA Executive Committee for leadership development and the MDA Nominating Committee for vetting purposes. It will not be available or shared with the MDA House of Delegates.**

**The completion of the self-evaluation is required prior to receiving expense reimbursement for the ADA House of Delegates.**

## ADA Delegate/Alternate Self-Evaluation

### Personal Information

1. Name

2. Delegate or Alternate Delegate

- Delegate
- Alternate Delegate

3. Reference Committee assigned to:

- A - Budget, Business, Membership & Administrative Matters
- B - Dental Benefits, Practice & Related Matters
- C - Dental Education, Science & Related Matters
- D - Legislative, Health, Governance & Related Matters

## ADA Delegate/Alternate Self-Evaluation

## Study and familiarize with the Ninth District Delegation Manual

4. The Ninth District Delegation Manual provides information to assist in preparing for the meeting. Did you review the Ninth District Delegation Manual prior to the pre-caucus meeting?

- Yes  
 No

5. Do you have any recommendations to update or improve the manual?

- Yes (please provide comments below)  
 No

Comments:

## ADA Delegate/Alternate Self-Evaluation

### Attendance at Mandatory Delegation Meetings/Events

6. Which of the following mandatory meetings did you attend?

- Pre-ADA Caucus Reference Committee Meetings via Zoom  
 Pre-ADA Ninth District Caucus  
 On-Site Ninth District Caucuses  
 Reference Committee Hearing  
 Both meetings of the ADA House of Delegates.

If there were mandatory meetings not attended, please explain the reason(s) below:

Preparedness/Effectiveness

7. For all meetings, were you adequately prepared for what was expected of you to fulfill your role as a delegate or alternate?

- Yes
- Somewhat
- No

Please explain:

8. What areas, training or mentoring helped you succeed?

9. Which of your strengths as a delegate or alternate were best utilized to assist the success of the Ninth District Delegation this past HOD?

10. What is one or more areas with regard to preparing or attending the ADA meeting where you feel you could improve?

11. What could your delegation chair provide to aid you in your personal effectiveness?

12. What recommendations or modifications to the delegation process do you have to improve the effectiveness of the Ninth District ADA Delegation?

## Reference Committee Assignment

13. I was clear about views expressed about issues in my Reference Committee, and felt that Reference Committee members had a voice in identifying pros and cons of individual resolutions.

- Yes
- Somewhat
- No

If you answer was somewhat or no, please provide feedback below on what the spokesperson could do differently in the future:

14. I was clear about the issues in other Reference Committee's, including what perspectives were raised and what changed perspectives. I understood who to go to with questions.

- Yes
- Somewhat
- No
- If your answer was somewhat or no, please provide feedback below on what the spokesperson could do differently in the future:

15. Based on your experience, which reference committee would you like to be assigned to in the future?

- A - Budget, Business, Membership & Administrative Matters
- B - Dental Benefits, Practice & Related Matters
- C - Dental Education, Science & Related Matters
- D - Legislative, Health, Governance & Related Matters

16. Indicate your second choice for a reference committee assignment.

- A - Budget, Business, Membership & Administrative Matters
- B - Dental Benefits, Practice & Related Matters
- C - Dental Education, Science & Related Matters
- D - Legislative, Health, Governance & Related Matters