

1 Current to: 7.1.22

2  
3 Michigan Dental Association

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5 *POSITION DESCRIPTION*

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8 **TITLE:** Editor      **AFFILIATION:** MDA

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10 **REPORTS TO:** House of Delegates

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12 **Term and Election:** The term of office of the Editor is for a term of three years with a term limit  
13 of three consecutive three-year terms. Candidates for the office will submit an application to  
14 the MDA Nominating Committee, which will select nominees for consideration by the MDA  
15 House of Delegates.

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17 **Time Commitment:** Approximately 28 days annually, not including time spent in preparation  
18 for MDA meetings.

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20 **Honoraria/Expenses:** Honoraria: \$2,000; Expenses: \$1,300 (see honoraria/expenses section for more  
21 information)

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23 **Expectations:** If elected to the Board, you are encouraged to make a financial contribution or  
24 be an active participant in MDA/ADA affiliated organizations such as dental PACs and  
25 foundations. Your participation will demonstrate your dedication as a leader in the MDA and  
26 many of them will be published for membership and public appreciation.

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28 **Skills and Experience**

- 29 ➤ Member in good standing of the MDA
- 30 ➤ Strategic thinker, has the ability to contribute to the strategic planning process
- 31 ➤ Respects other points of view
- 32 ➤ Has the ability to participate in group decision-making, and a willingness to abide by a  
33 majority decision, reached by the Board of Trustees
- 34 ➤ Displays a minimal, or more advanced, level of governance experience
- 35 ➤ Demonstrates the ability to listen, learn, and understand the issues.
- 36 ➤ Demonstrates the ability to engage in dialogue, utilizing relevant experience and  
37 knowledge.
- 38 ➤ Demonstrates the ability to exhibit patience, realizing the necessity for compromise when  
39 engaging in dialogue.
- 40 ➤ Perseveres when faced with perceived adversity. Shows a willingness to continue  
41 engagement in dialogue until a mutually agreeable compromise is reached.
- 42 ➤ Dependable, practical, influential, flexible, and highly ethical in all relationships.
- 43 ➤ Has the ability to dedicate the time and energy necessary to develop proficiency in  
44 performance

- 45 ➤ Possesses the ideology and values that are consistent with organized dentistry
- 46 ➤ Has knowledge of, and adheres to, the MDA and ADA Codes of Ethics
- 47 ➤ Demonstrates leadership in community activities and legislative advocacy
- 48 ➤ Demonstrates proficiency in financial and business matters as related to publications
- 49 ➤ Demonstrates promptness, accuracy, and attention to detail
- 50 ➤ Possesses sufficient writing and communication skills
- 51 ➤ Demonstrates knowledge of dental journalism
- 52 ➤ Has access to a network of individuals to assist in developing and reviewing clinical and
- 53 professional articles for the MDA Journal

54

55 **Duties:** Serve as editor-in-chief and exercise full editorial control of the Journal and collaborate  
56 on other print and electronic content with the appropriate MDA committees and staff, subject  
57 only to the policies established by the Board of Trustees and the bylaws.

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59 ➤ Serve as a voting member of the Michigan Dental Association Board of Trustees

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61 ➤ Serve as a voting member of the Executive Committee

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63 ➤ Serve as a delegate to the ADA House of Delegates.

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65 ➤ Have knowledge of, and be familiar with, the [Board Code of Conduct](#) (APM 16-915)

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67 ➤ Appoint an Journal Editorial Advisory Board, consisting of six to ten individuals,  
68 to advise the MDA Editor

69

70 ➤ Official Journals – *MDA Bylaws, Chapter XI, Publications*

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72 Title: This Association shall publish, or cause to be published, an official journal under  
73 the title of *The Journal of the Michigan Dental Association*.

74

75 Object: The object of *The Journal of the Michigan Dental Association* shall be to  
76 report, chronicle, and evaluate activities of scientific and professional interest to  
77 members of the dental profession in Michigan.

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79 Frequency of Issue and Subscription Rate: The frequency of issue and the subscription  
80 rate of the Journal shall be determined by the Board of Trustees.

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82 Editor: The Editor of the Association shall be the Editor-in-Chief of the Journal.

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84 Editorial Policy: The Board of Trustees shall determine editorial policy.

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86 ➤ The Association may publish or cause to be published, other journals, bulletins,  
87 newsletters, or other publications in the field of dentistry under the editorial supervision

88 of the Editor of the Association, and subject to the direction and regulation of the  
89 Michigan Dental Association Board of Trustees.

- 90
- 91 ➤ Be familiar with the MDA’s Advertising Standards (*APM 10-1019*), Web Site Direct  
92 Hyperlink/Advertising Standards (*APM 54-921*), and MDA Publication Policy (*APM 58-1215*)  
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  - 94 ➤ Publish notice of the award recipients in the MDA Journal shortly after the Annual  
95 Session. (*APM*)  
96
  - 97 ➤ Publish information about how to access disciplinary action reports from the Michigan  
98 Department of Licensing and Regulatory Affairs (LARA) in the Journal, and include a link  
99 to this information on the MDA professional web site. (*APM 9-319*)  
100
  - 101 ➤ Be familiar with the Mission Statement of the MDA *Journal* (*APM 22-995*)  
102 "The Journal of the Michigan Dental Association seeks to publish news and feature articles of value to the  
103 dentists of Michigan, at the same time strive to communicate the activities and objectives of the Michigan  
104 Dental Association, which represents the profession of dentistry in our state."  
105

#### ***Honoraria/Expenses***

106 The MDA executive director (or his/her designee’) will meet with each officer to explain the  
107 honorarium and expenses that are reimbursable during his/her term of office, the total amount  
108 budgeted for expenses and the reporting requirements.  
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#### **Reporting Requirements:**

- 112 •The officers will be provided with the appropriate expense reporting forms with instructions  
113 on proper filing.
- 114 •The officers must submit his/her expenses to the MDA on a regular basis.
- 115 •MDA must provide, if requested, an accounting of all expenses to-date on a quarterly basis.  
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117 All expenses must be reconciled within two months following the expiration of term of office.  
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#### ***Honoraria***

120 The editor’s honorarium is \$2,000. The honoraria can be provided in one lump sum or within 30  
121 days of taking office.  
122

#### ***Reimbursable and Non-Reimbursable Expenses:***

124 The editor’s expense account is \$1,300 and the following items are reimbursable:  
125

- 126 •Meetings representing the MDA (for a current list of meetings and covered expenses, contact  
127 the Governance Manager for a copy of the “editor’s covered expenses”).
- 128 •Items that are non-reimbursable expenses are Board of Trustee and Executive Committee  
129 meeting expenses and MDA Annual Meeting expenses.  
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131 MICHIGAN DENTAL ASSOCIATION  
132 BOARD OF TRUSTEES  
133 CODE OF CONDUCT  
134 (As presented to the September 2015 Board)  
135

136  
137 Introduction  
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139 The Michigan Dental Association (“MDA”) Board of Trustees (“Board”) is committed to  
140 complying with all laws, rules and regulations applicable to its activities and conducting the  
141 business of the MDA in accordance with the highest standards of business ethics. This Code of  
142 Conduct shall apply to all members of the Board except the Executive Director. The Board has  
143 adopted this Code of Conduct to promote legal and ethical behavior. Pursuant to Chapter IV,  
144 Section 6 of the MDA Bylaws (“Bylaws”) a Board member may be removed by the Board for a  
145 violation of this Code of Conduct. By accepting and retaining a seat on the Board all Board  
146 members agree to abide by this Code of Conduct.  
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148 Code of Conduct  
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- 150 1. Board members agree to follow the American Dental Association’s Principles of Ethics and  
151 Code of Professional Conduct, the MDA’s Standards of Ethics and Code of Professional  
152 Conduct, the Bylaws, other applicable MDA rules and regulations and will ensure that their  
153 membership in the MDA remains in good standing at all times.  
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- 155 2. At meetings of the Board and at all other times acting in the capacity as a Board member,  
156 Board members will conduct themselves in good faith, with honesty and integrity and  
157 conduct themselves in a professional and respectful manner.  
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- 159 3. Except as required by law or otherwise permitted by the Board, Board members shall not  
160 disclose any information labeled or described as “confidential” information or information  
161 that is discussed or provided in an executive session of the Board.  
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- 163 4. Board members will exercise proper authority and good judgment in their dealings with  
164 MDA staff, professional advisors, consultants and the general public and will respond to  
165 the needs of MDA members in a responsible, respectful, and professional manner.  
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- 167 5. Board members shall not use any information provided by MDA or that was acquired as a  
168 consequence of the Board members service on the Board in any manner other than in  
169 furtherance of the Board member’s duties as a member of the Board. Board members  
170 shall not misuse MDA property or resources and will at all times keep MDA property secure  
171 and not allow any person not authorized by the Board to have or use MDA property.  
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- 173 6. Board members shall perform their assigned duties in a professional and timely manner  
174 pursuant to the Board’s direction and oversight.

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176 7. Upon the expiration or termination of a Board member's term on the Board, the Board  
177 member shall promptly return to MDA all documents, electronic and hard copy files,  
178 reference materials and any other MDA property in the possession or control of the Board  
179 member. The return of MDA property will not discharge a former Board member from the  
180 Board member's continuing obligations of confidentiality with respect to information  
181 acquired as a consequence of the Board member's tenure on the Board.  
182
- 183 8. Board members shall not: (a) persuade or attempt to persuade any MDA employee to  
184 leave their position with the MDA or to become employed by any person or entity other  
185 than MDA; or (b) persuade or attempt to persuade any member, exhibitor, advertiser,  
186 sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or  
187 potential relationship to or with MDA to terminate, curtail, or not enter into its  
188 relationship to or with MDA, or to in any way reduce the monetary or other benefits to  
189 MDA of such relationship.  
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- 191 9. Board members must act at all times in accordance with the MDA Conflict of Interest Policy  
192 (attached hereto as Exhibit A).  
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- 194 10. Board members shall not abuse Board membership by improperly using Board  
195 membership MDA staff, services, equipment, resources or property for personal or third-  
196 party gain. Board members shall not represent to third parties that their authority as a  
197 Board member extends any further than that which it actually extends.  
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- 199 11. Board members shall not engage in or facilitate any discriminatory or harassing behavior  
200 directed toward MDA staff, members, meeting attendees, exhibitors, advertisers,  
201 sponsors, suppliers, contractors or others while engaging in MDA activities and/or  
202 conducting MDA business.  
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- 204 12. Board members shall not solicit or accept gifts, gratuities, free trips, honoraria, personal  
205 property or any other item of value from any person or entity as a direct or indirect  
206 inducement to provide special treatment to the person or entity with respect to matters  
207 pertaining to MDA.  
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- 209 13. Board members shall provide goods or services to MDA as a paid vendor to MDA only after  
210 full disclosure to and advance approval by the Board.  
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### **Survival**

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214 Sections 3, 5, 7 and 8 of this Code of Conduct shall survive the expiration or termination of a  
215 Board members tenure on the Board and continue to be binding upon Board members  
216 following the end of their tenure on the Board.  
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219 **Report of Violation/Sanction**

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1. A Board member (the “Reporting Board Member”) may make a written report (a “Report”) to be filed with the MDA Executive Director alleging another Board member (the “Accused Board Member”) has violated the Code of Conduct. The Report shall be provided by the Executive Director to all Board members as soon as practicable.
2. The President (or the President-Elect if the Report contains allegations against the President) shall conduct a hearing on the allegations raised in the Report at the Board meeting as soon as practicable following the Executive Director’s receipt of the Report. At the hearing the Reporting Board Member shall present the allegations and any evidence supporting the allegations to the Board. The Accused Board Member shall respond to the allegations presenting any evidence supporting the Accused Board Member’s defense. The Board members shall then have an opportunity to question both the Reporting Board Member and the Accused Board Member.
3. Immediately following the questioning the Board members, other than the Reporting Board Member and the Accused Board Member who shall be excluded from the deliberations, shall deliberate and decide by majority vote whether the Code of Conduct has been violated and, if so, the sanction to be imposed against the Accused Board Member.
4. The possible sanctions that the Board may decide to impose against the Accused Board Member include only:
  - (a) Citation/Guidance Letter. The President (or the President-Elect in the event the Report includes allegations against the President) may issue a letter to the Accused Board Member citing minor violations of this Code of Conduct by the Accused Board Member and providing the Accused Board Member with guidance regarding the requirements of this Code of Conduct. A Citation/Guidance Letter shall be used only in cases involving minor violations of this Code of Conduct that the Board determines do not warrant a Reprimand or Removal. A Citation/Guidance Letter shall not be reported to the House of Delegates but shall be taken into account by the Board in any future hearing arising from a Report involving the Accused Board Member.
  - (b) Reprimand. A reprimand shall consist of a written letter sent by the President (or President-Elect in the event the Report includes allegations against the President) to the Accused Board Member and included in the minutes of the Board’s meeting that specifically identifies the Accused Board Member’s violation of the Code of Conduct and directs the Accused Board Member to cease the conduct that resulted in the violation of the Code of Conduct. Previously issued reprimands to a Board member shall be taken under consideration in any future hearing involving that Board member’s alleged violation of the Code of Conduct.

263            (c) Removal. The Accused Board Member may be removed from the Board and any  
264            officer position then held upon the affirmative vote of two-thirds (2/3) of the Board in  
265            accordance with Chapter IV, Section 6 of the Bylaws.  
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267 5. Reprimand and Removal sanctions shall be reported to the House of Delegates in the  
268 Speaker of the House of Delegates' next communication to the House of Delegates unless  
269 the Board determines that reporting the Reprimand or Removal to the House of Delegates  
270 would:

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- 272 a) violate the privacy rights of third parties included in a Report;
- 273 b) compromise the position of the MDA in pending or threatened legal or regulatory
- 274 matters; or
- 275 c) not be in the best interest of the MDA.
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