



2023 Editor Application

The content of this application will be provided to the House of Delegates if you are chosen as a candidate.
This PDF should be saved to your computer BEFORE completing to ensure that the changes are saved.

Please return this application to Michelle Nichols-Cruz at mcruz@michigandental.org by **January 1, 2023**. Please include a copy of your curricula vitae and signed copy of the Conflict of Interest Policy and at least two published pieces authored exclusively by you.

[Click here](#) to view the position description.

[Click here](#) to view the Conflict of Interest Policy. **Please complete page 14.**

[Click here](#) to view the MDA Mission, Vision and MDA Strategic Plan.

Any one applicant may apply for trustee, ADA Delegation and one officer position. Officer applicants may also choose to submit an application for trustee. This will allow an officer applicant that is not elected to also be on the trustee ballot.

Per MDA policy, a “360 Review” will be conducted for all applicants. Records for peer review dental care, peer review ethics and board of dentistry actions will be reviewed. If significant actions are noted, a subcommittee of the peer review committee(s) will review and decide whether the applicant has issues which should be taken into consideration by the Nominating Committee. Because of the strict confidentiality of peer review, the Nominating Committee will receive only the information that an applicant passed or did not pass the internal review process.

Date

Name

Residence

Address

Work Phone

Cell Phone

Email

Business

Address

Work Phone

Cell Phone

Email

Preferred method of contact

Work

Residence

Are you familiar with the duties and time commitment in the attached job description?

Yes

No

If yes, do you have any concerns about meeting these requirements?

Yes

No

If yes, please explain. If no, please continue.

Please list the boards and committees on which you are now providing service, dental or non-dental, or have previously served, at the local, state, and national level.

Organization	Role	Dates of Service
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Please share your prior and current Continuing Education experience in Journalism.

Please list your specific goals and objectives for the *Journal* if you are elected.

Please list your specific goals and objectives as an officer of the *MDA Board of Trustees* if you are elected.

Optional – Are you the recipient of any awards or honors that you would like to share?

Give an example of how you have been a servant leader in your office or other organization.

What inspired you to run for this office and how could you use that position to encourage others to become more involved in leadership?

What value does the MDA bring to its members ...all members? (Including solo dentists, corporate dentists, etc.)

References

Please inform your references that they will be contacted by a member of the Nominating Committee and that information they provide will be shared with the Nominating Committee only on a confidential basis.

Personal (other than a family member)

Name:

Address:

City, State, ZIP

Phone Number:

Email:

Professional

Name:

Address:

City, State, ZIP

Phone Number:

Email:

***Technology Expectations**

Board communications and Board meeting materials are provided electronically. MDA technology expectations include:

- High speed Internet capability
- Access to email correspondence and response on a timely basis
- Ownership or willingness to purchase a laptop computer or tablet
- Access to a current version of Adobe Reader
- Ability to open and view Microsoft Word documents

*We want to assess your current level of technological capabilities so that training can be scheduled if necessary. Are you amenable to training?

Yes

No

Please provide us with any additional information that you would like to share

Please note that if you are chosen as a candidate, you will be required to attend the Thursday, May 4, 2023 Candidate Forum if the election is contested. If elected, you will be required to attend the Saturday, May 6, 2023, House of Delegates meeting for the induction ceremony.

For information on the nomination process, please contact Michelle Nichols-Cruz at mcruz@michigandental.org or 1.800.589.2632, ext. 414.

Thank you very much for applying!

1 Current to: 7.1.22

2
3 Michigan Dental Association

4
5 *POSITION DESCRIPTION*

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7
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.

16
17 **Time Commitment:** Approximately 28 days annually, not including time spent in preparation
18 for MDA meetings.

19
20 **Honoraria/Expenses:** Honoraria: \$2,000; Expenses: \$1,300 (see honoraria/expenses section for more
21 information)

22
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.

27
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.

58

- 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.

64

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

66

- 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*.

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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.

78

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.

81

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

83

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

85

- 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*)
93
 - 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

107 The MDA executive director (or his/her designee’) will meet with each officer to explain the
108 honorarium and expenses that are reimbursable during his/her term of office, the total amount
109 budgeted for expenses and the reporting requirements.
110

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.
116

117 All expenses must be reconciled within two months following the expiration of term of office.
118

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.
130

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.
147

148 Code of Conduct
149

- 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.
154
- 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.
158
- 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.
162
- 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.
166
- 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.
172
- 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.
190
- 191 9. Board members must act at all times in accordance with the MDA Conflict of Interest Policy
192 (attached hereto as Exhibit A).
193
- 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.
198
- 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.
208
- 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.
266

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:

- 271
- 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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- 277

MDA CONFLICT OF INTEREST POLICY
Adopted by the Board: December 6, 2019
Effective: May 17, 2020

The following is the MDA Board of Trustees policy on conflict of interest for officers, trustees, committee members, and committee chairs:

It is the policy of the Board of Trustees of the Michigan Dental Association ("MDA") that individuals who serve in elected or appointed positions do so in a representative and fiduciary capacity. Elected and appointed officials are required to act in accordance with the fiduciary duties imposed upon them by their office and/or as further determined by the MDA Board from time to time.

At all times, elected and appointed officials shall work to further the interests of the MDA as a whole. In addition, elected and appointed officials shall avoid:

- A. Placing him/herself or a member of their immediate family (spouse, parent, child, sibling) in a position where personal or professional interests may conflict with their fiduciary duty to the MDA;
- B. Using information obtained as a result of serving in an elected or appointed position for personal gain or advantage or to the detriment of MDA;
- C. Using an elective or appointed position for personal gain or advantage or otherwise obtaining from a third party a gain or advantage at the expense of MDA; and
- D. Using or disclosing any nonpublic, confidential or proprietary information of the MDA.

No member of the Board of Trustees or member of the Committee on Governmental and Insurance Affairs shall serve simultaneously as an officer, director, employee, agent or consultant of any insurance company offering dental coverage or any third-party payer of dental benefits.

The obligation of elected and appointed officials to act in accordance with their fiduciary duties survives (i.e. elected and appointed officials remain subject these fiduciary duties) following the expiration or termination of their term of office. Retiring Board and Committee on Governmental and Insurance Affairs members shall not accept employment or board service with any dental benefits company for two years following completion of MDA Board or committee service.

As a condition for selection, each nominee, candidate and applicant for an elected or appointed position shall disclose any situation, which might be construed as placing the candidate in a position of having an interest that may conflict with his or her fiduciary duties to the MDA.

Elected and appointed officials shall comply with the conflict of interest policy applicable to his or her office or position, shall complete and file a conflict of interest statement for each year of service, and shall promptly report to the MDA President any situation in which a potential conflict of interest may arise. The MDA Board of Trustees shall render a judgment on what constitutes a conflict of interest. If it is determined that a conflict exists, the Board will decide on an individual basis whether an elected and/or appointed official will participate in discussions but not vote, participate in discussions and votes or leave the room during discussions and voting.

46 Should a conflict of interest exist and a trustee fail to declare a conflict of interest, the Board of Trustees
47 shall hold a hearing and determine the sanction up to and including removal for cause as set forth in the
48 MDA Bylaws, Chapter IV, Board of Trustees, Section 6 "Removal".

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50 Should a conflict of interest arise and an elected or appointed official other than a trustee (e.g. a
51 committee member) fail to declare a conflict of interest, the MDA president shall determine the
52 sanction up to and including removal.

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**Michigan Dental Association
Annual Conflict of Interest Disclosure
Form Fiscal Year 2022-2023**

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You are receiving this form because you are a Michigan Dental Association representative. You are being asked to disclose, in good faith, any interest (as defined in the Conflict of Interest Policy, dated December 6, 2019) you may have that creates an actual, potential or perceived conflict of interest in connection with your MDA leadership role.

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Conflicts or potential or perceived conflicts may not disqualify an individual. Individuals who have attained high levels of expertise through affiliation with other organizations, academia, or business are important to MDA, provided their activity does not involve a conflict. To avoid even the appearance of impropriety, any individual should always disclose any possible relationship or interest that might affect a vote, decision or action on behalf of the MDA.

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Please provide full details below or on a separate sheet identifying any outside interests which you believe requires or may require disclosure. Attached are examples of potential or perceived conflicts of interest.

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If you have no known or perceived conflicts, check none below, sign and return.

39
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41
42

None

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45

By my signature below I acknowledge that I have read and understand the association's conflict of interest policy; that I agree to comply with it on an on-going basis; and that I understand the association is a tax-exempt organization that must engage primarily in activities which accomplish one or more of its tax-exempt purposes and that it must also avoid transactions with leadership that result in inurement, impermissible private benefit or an excess-benefit transaction.

If I become aware of a potential conflict of interest, family relationship or business relationship in the future, I will disclose it immediately to the MDA Board of Trustees along with all material facts so the Board can determine whether a conflict exists.

Signature:

Date:

47 Conflicts Involving Competing Business Activities

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49 **EXAMPLE:** A Board member of an MDA subsidiary is a member of the Board of Trustees of an
50 organization that competes with one or more of MDA's business activities (dental supplies, health
51 insurance, etc.).

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53 **RECOMMENDATION:** The Board may conclude that the Board member should not participate in the
54 vote on any issue relating to the subsidiary's activities on matters that are in direct competition between
55 the MDA and the competing corporation. The Board may conclude that the Board member may vote on
56 other issues so long as the Board member makes full disclosure of his/her involvement in the competing
57 business.

58

59 Individual Financial Interest

60 A Board member has a financial interest that should be disclosed on this form if directly or indirectly,
61 through business, investment, or immediate family (spouse, parent, child, sibling):

62

- 63 a. An ownership or investment interest in an entity with which the association has a business
64 transaction or arrangement,
- 65 b. A compensation arrangement with an entity with which the association has a business
66 transaction or arrangement, or
- 67 c. A potential ownership or investment interest in, or compensation arrangement with, an entity
68 with which the association is negotiating a business transaction or arrangement.
- 69 d. A compensation relationship or ownership interest in a business with another MDA volunteer
70 leader.

71

72 **EXAMPLE:** A doctor's participating provider agreement with a managed care organization is not a
73 potential conflict of interest because the MDA itself does no business with the managed care
74 organization. Also, travel reimbursement, honoraria and stipends paid according to the association's
75 annual budget are not potential conflicts of interest. However, if a Board member or immediate family
76 member (spouse, parent, child, sibling) owns an interest in or has a financial relationship with a business
77 that, in turn, does business with the association, then a potential or perceived conflict of interest should
78 be disclosed. Also, if a Board member practices dentistry with a spouse or significant other who is also
79 an MDA volunteer, this should be disclosed on the form.

80

81 **RECOMMENDATION:** The Board may conclude that the Board member should not participate in the
82 discussion and vote on any issue relating to matters regarding a business that the trustee has a financial
83 interest in. The Board may conclude that the Board member may vote on other issues so long as the
84 Board member makes full disclosure of his/her involvement (or his/her family/colleagues) in the
85 business the MDA has a business relationship with.

86

Mission Statement: Helping member dentists succeed.

Vision Statement: Michigan's oral health authority dedicated to the public and the profession.

**Michigan Dental Association
2021-2025 Strategic Plan
Updated March 4, 2022**

Goal	Objective
Goal 1: Define and deliver exceptional member value	Objective 1: Improve Net Promoter Score (NPS) among new dentists
Goal 2: Engage and develop relationships with members	Objective 2: Increase member engagement with the MDA
	Objective 3: Increase leadership engagement with the MDA
Goal 3: Ensure organizational sustainability	Objective 4: Enhance financial outcomes
	Objective 5: Increase organizational capacity
Goal 4: Understand and improve diversity, equity, and inclusion at all levels	Objective 6: Build relationships and increase collaboration with diverse dental populations
	Objective 7: Increase leadership participation among under-represented segments
Goal 5: Advocate effectively for the dental profession and the public's oral health	Objective 8: Engage effectively with legislators, public officials, and stakeholders
	Objective 9: Increase member awareness of advocacy efforts