

## **GACD President Job Description**

The President is responsible for the direction the Board takes and meeting the needs of the membership. The responsibilities, benefits and expectations of the GACD President:

### **Goals**

- Create a positive experience for the membership
- Build a strong board that will help take the GACD to the next level
- Liaise with fellow board members
- Encourage others into leadership roles within the GACD
- Ensure smooth transition to successor

### **Rewards**

- **Strategic Impact**
  - Opportunity to have a strategic impact on a large organisation at a local level
- **Leadership Skills**
  - Opportunity to develop leadership skills
- **Business Rewards**
  - Gain practice and expertise with strategic planning
- **Path to Leadership**
  - Chance to work closely with Board leadership
  - Chance to get to know other members

### **Expectations and Responsibilities**

- **Leadership**
  - Govern quarterly board meetings
  - Help develop a strategic plan to drive health and growth
  - Hold board members accountable for strategy and direction
- **Succession Planning**
  - Be actively involved in designing succession plan
- **Participate in Touch Point calls with your Board Members**
- **Support**
  - Keep your Administrator informed about things going on in the Academy

### **Annual Conference**

- Opening remarks
- Run AGM with help from EC

### **Association Administrator (Staff Support)**

The Board has a designated Administrator (SR) as support to accomplish his goals.

*I, \_\_\_\_\_ understand and commit to the terms and conditions of this job description*

**Agreed on:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

## Membership Chair Job Description

The Membership Chair is responsible for recruiting qualified individuals into the Academy based on the criteria and ensuring member satisfaction. The responsibilities, benefits and expectations of the Membership Chair:

### Goals

- Identify, educate and close potential members
- Establish a realistic new member goal and a strategy to achieve it
- Maintain awareness of member satisfaction and renewal intentions
- Establish a process to integrate new members into the Academy
- Implement policy on membership announcement
- Liaise with fellow board members
- Stay up to date on GACD initiatives
- Ensure other chairs are supporting membership strategies

### Rewards

- **Strategic Impact**
  - Opportunity to have a strategic impact on a organisation at a national level
- **Leadership Skills**
  - Opportunity to develop leadership skills
- **Business Rewards**
  - Gain practice and expertise with strategic planning
- **Path to Leadership**
  - Chance to work closely with fellow board members
  - Chance to get to know other GACD members

### Expectations and Responsibilities

- Create a realistic new member and retention goal
- Implement a new member integration system
- Identify prospective members by utilising resources such as member referrals
- Drive the renewal campaign in the Academy with the goal of achieving maximum retention
- Select and develop Vice-Chair

### **Association Administrator (Staff Support)**

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## Education Chair Job Description

The Education and Events Chair is responsible for scheduling, planning and co-ordinating learning and social events that are captivating and informative for the membership. The responsibilities, benefits and expectations of the Education Chair:

### Goals

- Build events calendar with regular learning events
- Ensure meetings are financially viable
- Assist with marketing strategy for events to grow member attendance
- Liaise with Study club director and ensure regular meetings
- Input speakers and ratings into the Speaker's Database
- Liaise with fellow board members
- Stay up to date on board initiatives

### Rewards

- **Strategic Impact**
  - Opportunity to have a strategic impact on a large organisation at events
- **Leadership Skills**
  - Opportunity to develop leadership skills
- **Business Rewards**
  - Gain practice and expertise with strategic planning
- **Path to Leadership**
  - Chance to work closely with GACD leadership
  - Chance to get to know other members

### Expectations and Responsibilities

- **Leadership**
  - Develop an events calendar
  - Help develop a marketing strategy to promote events
  - Appoint and collaborate with day chairs on event logistics
  - Input speakers and ratings in the Speakers Database
  - Select and develop Vice-Chair

### **Association Administrator (Staff Support)**

The Board has a designated Administrator (SR) as support to accomplish his goals.

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## Sponsorship Chair Job Description

The Sponsorship Chair is responsible for the development of a sponsorship program, for the recruitment of approved sponsorship, and for the maintenance of the relationship with those sponsors. The responsibilities, benefits and expectations of the Sponsorship Chair:

### Goals

- Generate sponsorship monies based on predetermined amount set by the Finance Committee
- Build and nurture relationship with potential sponsors
- Maintain relationships with current sponsors
- Liaise with fellow board members
- Stay up to date on GACD initiatives

### Rewards

- **Strategic Impact**
  - Opportunity to have a strategic impact on a large organisation
- **Leadership Skills**
  - Opportunity to develop leadership skills
- **Business Rewards**
  - Gain practice and expertise with strategic planning
- **Path to Leadership**
  - Chance to work closely with GACD leadership
  - Chance to get to know other GACD members
  - Select and develop Vice-Chair

### **Association Administrator (Staff Support)**

The Board has a designated Administrator (SR) as support to accomplish his goals.

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## Finance Chair Job Description

The Finance Chair is responsible for all the financial aspects of running the GACD.

### Goals

- Create a realistic budget for the BACD
- Monitor individual committees to make sure they stay on budget
- Keep accurate and detailed records of accounts receivable and accounts payable
- Stay up to date on BACD initiatives
- Liaise with fellow board members

### Rewards

- **Strategic Impact**
  - Opportunity to have a strategic impact on a large organisation
- **Leadership Skills**
  - Opportunity to develop leadership skills
- **Business Rewards**
  - Gain practice and expertise with strategic planning
- **Path to Leadership**
  - Chance to work closely with GACD leadership
  - Chance to get to know other GACD members

### Expectations and Responsibilities

- Attend board meeting and report on finances
- Develop an Academy budget
- **Renewals**
  - Assist in collecting outstanding renewals

### **Association Administrator (Staff Support)**

The Board has a designated Administrator (SR) as support to accomplish his goals.

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## Communications & PR Chair Job Description

The Communications Chair is responsible for the coordination of all aspects of association communications including advertisement, PR and promotional opportunities. The responsibilities, benefits and expectations of the Communications Chair:

### **Goals**

- Oversee all communication to ensure that it is aligned with the strategic goals sets by the board
- Ensure regular communication with members
- Ensure regular PR (internal & external)
- Continue to forge relationships with other dental organizations
- Liaise with fellow board members
- Stay up to date with GACD Initiatives

### **Rewards**

- **Strategic Impact**
  - Opportunity to have a strategic impact on a large organisation
- **Leadership Skills**
  - Opportunity to develop leadership skills
- **Business Rewards**
  - Gain practice and expertise with strategic planning
- **Path to Leadership**
  - Chance to work closely with GACD leadership
  - Chance to get to know other GACD members

### **Expectations and Responsibilities**

- Protect and build the GACD brand
- Choose committee members, delegate where appropriate
- Select and develop Vice-Chair

### **Association Administrator (Staff Support)**

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## Credentialing Chair Job Description

The responsibilities, benefits and expectations of the member who holds the position of the Credentialing Chair:

### **Goals**

- Determine standards for all levels of credentials from Full member and above
- Ensure standards are fair and achievable for the membership, in relation to the level of the credential
- Direct Accreditation and Fellowship examiners on the implementation of these standards
- Support members who wish to gain the Academy's credentials through the process
- Promote the Academy's credentials as the gold standard for clinical excellence in cosmetic dentistry
- Liaise with fellow board members
- Stay up to date with GACD Initiatives
- Select and develop Vice-Chair

### **Association Administrator (Staff Support)**

The Board has a designated Administrator (SR) as support to accomplish his goals.

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## Board Member Job Description

The responsibilities, benefits and expectations of the member who holds the position of a Board Member:

### **Goals**

- Develop and implement the strategic plan
- Supervise, control and direct the affairs of the Academy
- Act as ambassadors for the GACD
- Liaise with fellow board members
- Stay up to date with GACD Initiatives

### **Association Administrator (Staff Support)**

The Board has a designated Administrator (SR) as support to accomplish his goals.

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