



Wisconsin Dental Association | 6737 W. Washington Street, #2360 | West Allis, WI 53214 | www.wda.org

WDA LEADERSHIP SELF-EVALUATION TOOL-Officers

WDA MISSION STATEMENT

The Wisconsin Dental Association advances the interests of its members and the dental profession by promoting professional excellence and quality oral health care for the public.

SELF-EVALUATION TOOL

The House Nominating Committee will use this document to evaluate leadership nominees. This form is also being provided to the candidates to encourage them to review the criteria that will be utilized to determine if they meet current and future guidelines.

SUGGESTED QUALIFICATIONS

Leadership should be made up of people with a variety of skills and expertise, community connections, variety of practice models, ages and backgrounds. A diverse leadership composition demonstrates that the WDA welcomes diversity and encourages inclusivity.

- A dentist currently in good standing in this Association. (*WDA Bylaws. Chapter IV. Section 20.*)
- Hold a valid Wisconsin dental license.
- Practice dentistry in Wisconsin.
- Willing to devote the time and energy needed for the position.
- Have the capacity for attention to the organization.
- Persevering when faced with discouragement, willing to re-evaluate situations and overcome difficulties without criticizing or finding fault.
- Positive attitude.
- Ability to participate in group decision-making and support the Board's decision (leaving personal agendas out of the discussions, and speaking with "one voice" once a Board decision is made).
- Objective and fair.
- Served on a component board, WDA committee or WDA Board.
- Communication skills.
- Dependable, meets commitments promptly.
- Flexible, adjusting to new ideas and situations without losing composure.
- Has basic electronic device skills including familiarity with operational programs such as email, opening and saving documents.
- Integrity and absence of serious conflicts of interest.
- Known as adhering to the WDA and ADA Codes of Ethics.
- Ideology and values consistent with the WDA.
- Community leadership.
- Financial and business acumen.
- Strategic planning and visioning.

Additional Suggested Position Specific Qualifications:

President-elect, Vice President

- Highest level of respect from colleagues.
- Visionary.
- Highly developed communication skills.
- Highly developed leadership skills.
- Willingness to serve as President in the event the president is unable to serve.

Editor

- Prior editorial experience.

Speaker

- Working knowledge of American Institute of Parliamentarians Standard Code of Parliamentary Procedure.
- Previously attended either the ADA or WDA House of Delegates or some other formal membership meeting.

ADA 9th District Trustee (check with the ADA for their requested qualifications.)

- Highest level of respect from colleagues (locally and nationally).
- Visionary.
- Highly developed communication skills.
- Highly developed leadership skills.
- Knowledgeable about ADA and Ninth District concerns, goals, mutual partnership.

EXPECTATIONS AND DUTIES

(Board of Trustees)

- Serve as the managing body of the Association, and, as such, vested with power to conduct all business of the Association, subject to WDA Bylaws and such basic policies as are promulgated by the House. *(WDA Bylaws.Chapter IV.Section 70.A.)*
- Participate in Executive Sessions as called for by the President maintaining confidentiality.
- Attend all Board of Trustee and House of Delegates meetings; scheduled and special. Excused with President's permission only.
- Attend all Committee meetings as appointed to by the President and/or the Board and act as Board liaison.
- Attend Legislative Day, In-district Legislative Component meetings and Annual Continuing Education/Networking event.
- Direct the president to call special sessions of the House, as provided in WDA Bylaws. Chapter III, Section 90. *(WDA Bylaws.Chapter IV.Section 70.A.)*
- Nominate to the House candidates for honorary membership in this Association. *(WDA Bylaws.Chapter IV.Section 70.A.)*
- Establish interim policies when the House is not in session and when such policies are essential to the management of the Association or are of an emergency nature, provided that all such policies must be presented for review at the next session of the House. *(WDA Bylaws.Chapter IV.Section 70.A.)*
- Provide such headquarters for the Association as may be required to conduct its business properly. Provide for the maintenance and supervision of the Executive Office and all other property or offices owned or operated by this Association. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Appoint an executive director who need not be a dentist *(WDA Bylaws.Chapter IV.Section 70.B.)* and participate in annual review.
- Elect a treasurer who shall be a member in good standing. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Provide for and superintend the issuance of all publications of the Association, including proceedings, transaction, and memoirs. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Determine the time and place for convening the annual continuing education program of the Association as well as the House meetings. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Direct and review exhibitors prior to their participation at the WDA Annual CE.
- Investigate and report recommendation to full Board and House of Delegates in a Removal from Office complaint.
- Require any officer, agent, or employee, who is entrusted with or has access to Association funds, to be bonded by a surety company in an amount deemed prudently necessary. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Have all Association accounts audited at least annually by an experienced accountant. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Review and act on all investments of the WDA. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Fix the period, compensation, and other terms of the employment of agent of the Association. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Assign components to regional and at-large trustees. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Direct the trustees to act as the organizers and arbiters for the trustee region. *(WDA Bylaws.Chapter IV.Section 70.B.)*
 - shall hold a regional meeting annually for the purpose of conducting business of the trustee region;
 - shall visit each component society in the trustee region once a year, inquiring into the condition of the profession and its component societies;
 - shall keep in touch with the activities of and aid in the betterment of the component societies of the trustee region;
 - shall make a report of activities and an evaluation of the condition of his or her trustee region at each meeting of the House.
- Appoint board members to fill board committee vacancies as necessary. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Nominate and elect members of the Board of Directors of WDA Insurance & Services Corp. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Direct the president in voting the shares of stock of WDA Insurance & Services Corp. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Review, approve and monitor endorsed products.
- Act as the appellate body for the state Ethics and Dental Relations Committee's disciplinary proceedings. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Implement and utilize WDA Strategic Plan. Develop goals and objectives for the Association; aid committees and members in accomplishing objectives; and maintain current data on public and professional attitudes toward dentistry and dental services. *(WDA Bylaws.Chapter IV.Section 70.B.)*
- Confirm the ADA 9th District trustee-elect candidate elected by the Michigan Dental Association. *(WDA Bylaws.Chapter IV.Section 70.B.)*

Additional Position Specific Duties:

President-elect, Vice President

- Assist President in performance of duties.
- Serve as automatic delegate to the ADA House of Delegates.
- Serve as ex-officio member to all WDA committees.
- Attend outside and WDA meetings as requested by the President.
- Attend Dentistry Examining Board meetings as determined.
- Serve as spokesperson for the WDA.

As president-elect,

- Serve as President in the event the president is unable to serve.
- Serve on the Bylaws Committee and House Nominating Committee as board liaison.
- Serve as co-chair to the ADA 9th District delegation.
- Serve as vice-chair to the Finance Committee.
- Attend the ADA Presidents-elect Conference.
- Act as host to visiting guests at the WDA House of Delegates

As vice president,

- Serve as President in the event the president and president-elect are unable to serve.
- Chair the Long Range Planning Committee.
- Attend Dentistry Examining Board meetings as determined.

Editor

- Act as editor-in-chief of the WDA Journal and Sourcebook. *(WDA Bylaws.Chapter V.Section 70.D.)*
- Attend Communications Committee meetings
- Act as chair to the Editorial Advisory Board and set dates and agendas.
- Provide dentists' and grassroots members' perspective for WDA print and electronic publications. *(WDA Bylaws.Chapter V.Section 70.D.)*
- Submit a Message from the Editor for inclusion in WDA Journal.
- Monitor WDA communications.
- Attend American Association of Dental Editors and Journalists meetings as requested.

Speaker

- Act as parliamentarian to all House sessions *(WDA Bylaws.Chapter III.Section 110.A.)* and, when requested, Board of Trustee meetings.
- Working jointly with the Executive Director, set the WDA House of Delegates order of business and determine unfinished business. *(WDA Bylaws.Chapter III.Section 10.)*
- Vote to break a tie at the House of Delegates. *(WDA Bylaws.Chapter III.Section 110.A.)*
- Stay current on parliamentarian procedures.
- Invite special guests to speak or attend the WDA House of Delegates.
- Perform an orientation for new delegates and alternate delegates.
- Recruit, appoint and instruct House committee members. *(WDA Bylaws.Chapter III.Section 110.A.)* This includes being available to guide the Reference Committee through parliamentarian wording and actions for their executive report.
- Review all House operational documents for accuracy.
- Author a "Speaker's Message" to the WDA House delegation members as the communication's timeline dictates.
- Assist component's to fill their delegation when needed.
- Invited to attend all Board of Trustees meetings. *(WDA Bylaws.Chapter III.Section 110.A.)*
- When serving on ADA 9th District delegation, attend parliamentarian meetings called by the ADA Speaker as 9th District rep.
- Call a meeting of and act as facilitator to the House Credentials Committee during a removal from office appeal process. *(WDA Bylaws.Chapter XVIII.Section 40.)*

ADA 9th District Trustee (check with ADA for any ADA related commitments)

- Attend WDA Board of Trustees meetings and MDA Board of Trustees meetings.
- Attend WDA House of Delegates meetings.
- Report ADA and 9th District activity.
- Represent the Wisconsin and Michigan members on the national level.
- For the most accurate listing of this position's duties and commitments, it is recommended that you contact the current or a past ADA 9th District trustee.