

WDA LEADERSHIP SELF-EVALUATION TOOL-Trustees/At-large Trustees

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 nominees 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:

Regional and At-large Trustee

- Prior experience serving on a board or committee of any organization, dental or non-dental.
- Must be a full-privileged member of a component of the Association. *(WDA Bylaws. Chapter IV. Section 20.)*

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:

Regional Trustee

- Main responsibility is to come to the table with the concerns and viewpoints of the grassroots members from his/her region as it pertains to the items of discussion. Here a regional trustee becomes the negotiator. While listening and comprehending the situation and any of its consequences on a statewide or national level, it is the regional trustee who endeavors to meld his/her region's desires and the good of the Association as a whole.
- Attend and participate on committees as board liaison as appointed by the President.
- Attend Legislative Day and In-district Legislative meetings within my Region and visit my legislators (and include students in my visits).
- The trustee is the voice of the WDA to grassroots members and the public.
- Keep my component societies informed and act as a liaison as needed.
- Support my components' officers and staff by fully informing them of the WDA Board's actions and items of importance.
- Attend my components board meetings and CE programs.
- Will maintain and present an activities report, meetings, etc., in a concise written form and present to the board at its meetings

At-large Trustee

- Main responsibility is to view grassroots member concerns and viewpoints from a state level. This position is not associated with a particular component or region but is a statewide seat. Within the Board, an at-large trustee maintains and supports Board/House decisions and assists regional trustees to inform and educate the grassroots member.
- Work with the WDA Communications team as they monitor electronic communication platforms to ensure false and/or detrimental information is not being shared as fact and will assist with responses, as requested, to ensure a positive, educated message is distributed.
- Assist in scheduling In-district Legislative meetings and/or locating Action Team Leaders as needed and attend whenever possible.
- Keep regions informed and act as a liaison as needed.

- Represent regions but will think in a global manner to reflect the state as a whole.
- Support components' officers and staff by fully informing them of the WDA Board's actions and items of importance by submitting a summary of Board actions to the WDA component coordinator and participating in a quarterly component officer meeting.
- Maintain a line of communication with component officers and attend component board meetings and CE programs if invited.
- Work with component officers to schedule annual regional meetings and attend same.
- Work with the President and WDA staff to invite component officers to attend a Board of Trustees meeting when in their area.
- Present region concerns of importance to the WDA Board of Trustees.
- Maintain and present an activities report, meetings, etc., in a concise written form and present to the board at its meetings.