

NOVA SCOTIA DENTAL ASSISTANTS' ASSOCIATION
Terms of Reference
June 18th, 2011

The mission of the Association is to guide, support and motivate all Dental Assistants.

Goals:

1. To represent the members of the Nova Scotia Dental Assistants Association. (NSDAA)
2. To provide access to and promote continuing education programs for the members.
3. To remain non-profit and to ensure all funds collected by the Affiliates are returned to the membership for the benefit and advancement of Dental Assistants.
4. To promote the career of Dental Assisting to the dental profession, the community, government agencies and associated institutions.
5. To encourage active participation by providing members the opportunity to attend local, provincial and national meetings.
6. To represent ourselves with professionalism, create good fellowship and unity.
7. To ensure the Association reaches out to Dental Assisting Students with information to encourage active participation at our meetings.

Membership

Voting Members:

1. There shall be two (2) categories in the Association.
 - (a) Voting Member:
 - i. Active member: a dental assistant who has paid the applicable dues to the NSDAA.
 - ii. Honorary Member: active member who has rendered valuable service to the NSDAA and otherwise made an outstanding contribution to the Association shall be eligible for honorary membership. To qualify as an honorary member, a member must be elected by a two-thirds (2/3) majority of the NSDAA Directors. Honorary members shall not be required to pay NSDAA membership dues and shall enjoy all privileges of membership in NSDAA.
 - (b) Non Voting Member:
 - i. Student member: any person enrolled in an accredited dental assisting educational program and who has paid the dues of the Association.
 - ii. Life Member: any member who has reached the age of sixty (60) and served a minimum of twenty-five (25) years as a member in good standing. To qualify, a member must be elected by two-thirds (2/3) majority of the NSDAA Directors.
 - iii. Supporting Member: any person having an interest in the well-being of the Association and wishes to support the objectives of the Association. Supporting members do not qualify for active membership.

Affiliate Groups

1)Cape Breton, 2)Northern Nova, 3)South Shore, 4)Tri-County, 5)Valley, 6)HRM

Benefits of Membership to the NSDAA

1. Newsletters and provincial mail-outs for membership information.
2. Representation on the Provincial Dental Board of Nova Scotia, Nova Scotia Community College Program Advisory Committee, and Canadian Dental Assistants Association Board of Directors.
3. Published Annual calendar of events.
4. Job placement registrar at the NSDAA office.
5. Membership opportunity to address your concerns to the Directors at the Annual General Meeting or at any time through your representative of the Affiliate.
6. Provides and Executive Director.
7. Access to continuing education through CDAA and NSDAA.
8. Membership to the CDAA and the benefits they provide.
9. Affiliates provide CE and fellowship with your peers.
10. Promoting the profession of the Dental Assistant during Dental Assistants Week, Oral Health Month and Conventions.

Affiliate Executive

President

Past-President

Vice-President

Secretary

Treasurer

Director to NSDAA (Typically the president or can be an appointed member to fill position for the year if president is unable)

This group is responsible for guiding and coordinating the administrative procedures and the business affairs of the affiliate and must observe strict confidentiality when required.

Duties of Executive:

President

The President of the affiliate is the chief elected officer and is responsible for the leadership of the affiliate. The President is a member of the Association who must be well informed of the current issues of the Association and affiliate. The president is aware of the support they require from there executive and the Association and should hold the members in high regard. The President should assume the position as regional director to NSDAA. The President should be the liaison for the reporting from the affiliate to the Board of Directors of the N.S.D.A.A. The President will ensure a signed list of meeting and/or continuing education participants to the NSDAA office. Importance should be placed on keeping the executive informed and seeking their advice and approval on all issues.

Affiliate Director:

The role of the Directors is to uphold the constitution and By-Laws and to accept responsibility and liability for the Association and the Affiliate. Leadership qualities and accountability, loyalty and dedication should inherent in all members of the Board. All members should share in the decision making process, goal setting, program planning and other related leadership roles and

responsibilities. They should ensure that the annual report of the affiliate business is prepared and submitted to the NSDAA prior to the annual meeting of the NSDAA.

Past President

They will assist the President with the benefit of her experience whenever necessary.

Vice-President:

Will assist the President in all delegated duties and will fill in for the President in her inability to be present and will assume all privileges and responsibilities of the President while acting in this capacity.

Secretary:

The secretary shall record all minutes of membership meetings and send a copy to the office of the NSDAA two weeks in advance of all Directors meetings (For circulation and/or reporting). Any affiliate information requiring circulation to the general membership via provincial mail-outs should be the responsibility of the Secretary with strict adherence to submission deadline dates of the NSDAA.

Treasurer:

The Treasurer shall have the care and custody of all funds and securities of the affiliate association. The Treasurer shall maintain a ledger of receipts and disbursements and shall provide a report of the financial status of the affiliate at each meeting. The Treasurer shall have signing authority for the affiliate association along with the President and will ensure that there are a minimum of 2 signatures at one time.

Committees:

Committees could be appointed to suit the needs of the affiliate.

Election

This is under ideal situations. In no way would an affiliate be dissolved if they could not meet the election process.

Officers standing for election must:

1. Be of legal voting age in the province of Nova Scotia.
2. An active member in good standing in the association.

An officer will serve for a one year term, once renewable by election. After two years in the same position, an officer is expected to move up or resign their position. The in-coming executive takes office immediately after the annual meeting of the NSDAA. All files and books including treasurer books are handed over at the last general meeting of the term for the Affiliate Association. One final General Affiliate Meeting will be held after the Annual General Meeting with the old executive. The out-going executive will assist the new executive in the take over.

The new roster of the affiliate officers is sent immediately to the NSDAA office with the following information:

1. Full name, and title, office elected to, home and office addresses, telephone numbers and e-mail address. Please include area code and postal code.

2. Any member involved in an affiliate executive position (elected or committee) who misses two meetings without just cause or sufficient notice shall be removed from the position.
3. The Vice-President shall ensue the office of President should the position become vacant prior to the end of the term for re-election.

The nomination chairman or member appointed to preside over the election proceedings must:

1. Make sure there is a nominee for each office.
2. The candidate must meet the criteria to hold elected office
3. Promote awareness of the election.
4. Appoint two tellers.
5. Read each candidate's name and open the election for each office to the floor.
6. Call to the floor for nominations three times prior to closing the election for the position.

- Note 1) All elections for the offices stated must be held by secret ballot.
- Note 2) The slate of the new officers must be accepted by the membership by logging of an official motion from the floor.
- Note 3) The membership must approve by motion that the ballots be destroyed 24 hours after the proceedings.