

The Maimonides Dental Society

Responsibilities of Officers (Revised April 2006)

President

1. Enforce the Constitution and Bylaws of the society.
2. Call and preside over all committees and meetings of the society.
3. Set agenda prior to all meetings.
4. Insure that the responsibilities of all executives are met.
5. Coordinate recruitment of new members.
6. Coordinate the Israel "Sonny" Shulman memorial award committee.
7. Call Nominating Committee in January.
8. Call Foundation meeting prior to last meeting of year to determine if charitable contributions will be made.

President-Elect

1. The President-Elect is the program chair.
2. The President-Elect will provide a top quality continuing education program by May, prior to the first meeting of the year.
3. The first meeting in September should be of general interest since we will present the Sonny Shulman memorial award at that meeting. Meetings regarding pharmacology, health, plastic surgery or money management have been popular in the past.
4. Work with the program advisor to obtain sponsorship and to obtain audio-visual equipment for all meetings.
5. Work with the VP for hotel and meal arrangements.
6. Work with the Secretary to produce program fliers.
7. Assist the VP for the following years program.
8. Aid in recruitment of new members.
9. Call and preside over all committees and meetings of the society in the absence of the President.
10. Be an ex-officio member of the Nominating Committee.
11. Order the award for the past president at year end. The award may be given out at the last meeting of the year or at the first meeting of the following year.

Vice President

1. The Vice President is the Vice Chair of the Program Committee.
2. Make hotel arrangements and plan menu for each meeting.
3. Obtain the number of members who have confirmed that they will attend (from the Treasurer) and contact the hotel to guarantee that number minus 10% at least 4 days prior to the meeting or as directed by the hotel.
4. Maintain accreditation with AGD and ADA.

5. Work with Program Advisor in obtaining speakers and sponsors for following year.
6. Aid in recruitment of new members.
7. Assist the President and President-Elect as directed.

Secretary

1. Maintain minutes of all meetings and provide the record of meetings at all executive committee meetings.
2. Send out notices of executive meetings as directed by the President.
3. Generate a contact list of all Executive Committee members including work phone, fax, home phone, cell phone, email address, work address, home address and name of spouse.
4. Maintain a list of active members in coordination with the Treasurer.
5. Publish and mail initial flyer in July, August and September.
6. Mail monthly meeting notices at least 2 weeks before each lecture.
7. Maintain attendance records. Sit at registration table with Treasurer to greet and record attendees.
8. Aid in recruitment of new members.

Treasurer

1. Maintain a list of active members in coordination with the Secretary.
2. Maintain a treasury report and have it available at all executive committee and program committee meetings.
3. Collect dues and verify that each member in attendance at meetings has paid their dues.
4. Collect meeting rsvp and provide this information to Vice President 4 days prior to each meeting.
5. Maintain attendance records with Secretary. Sit at registration table to greet and record attendees.
6. Pay all bills to hotel, speaker and as needed for the Society.
7. Keep records of all bank accounts and funds.
8. Provide all records to accountant each year.
9. Maintain tax exempt status of Society.
10. Aid in recruitment of new members.

Historian

1. Maintain historical records of the Society including program, financial and social records.
2. Work with President and Bylaws Committee to insure that the Constitution and Bylaws are being followed.
3. Aid in recruitment of new members.

Responsibilities of Executive Committee Members At Large

Continuing Education Chair

1. After the program has been published, order the entire years CE slips printed by the DC Dental Society. Do not print CE slips for the memorial lecture.
2. Be present at all meetings to distribute CE slips. Sit at the registration desk with the Secretary and Treasurer.
3. Mail slips to AGD and to DCDS for members credit.
4. Distribute and collect the meeting evaluation forms required to maintain AGD accreditation.
5. Aid in recruitment of new members.

Membership Chair

1. Work with the President, Secretary and Treasurer in coordinating efforts to recruit new members and to retain existing members of the Society.
2. Generate a list of all current and potential members prior to the summer Executive Committee meeting. Divide this list among all Executive Committee members, to contact regarding joining the Society for the next year.

Other Executive Committee Members At Large

1. Assist as needed on other committees.
2. Aid in recruitment of new members.

Additional Committee Positions
(not necessarily on Executive Committee)

Program Advisor

1. Work directly with the President-Elect and the Vice President on the Program Committee.
2. Maintain a list of potential sponsors.
3. Coordinate the Audio-Visual requirements for each speaker as directed by the President-Elect.
4. Maintain the hotel contracts from previous meetings.
5. Aid in recruitment of new members.

By-Laws Chair

1. Review and revise the Bylaws to reflect current operations of the Society.
2. Work with the President to insure that the Constitution and Bylaws of the Society are being followed.