

# **Colorado Dental Hygienists' Association**

## **Election Packet 2022**

## Current CODHA Officers

**If you are interested in pursuing any elected or appointed position on the CODHA Board of Trustees, we welcome you to contact the dental hygienist currently filling the position to ask questions and learn about their term in the position.**

### Elected Positions:

President – Valerie Cuzella, [president@codha.org](mailto:president@codha.org)  
President-Elect\* - Courtney Justice, [president-elect@codha.org](mailto:president-elect@codha.org)  
Past President – Lisa Westhoff, [pastpresident@codha.org](mailto:pastpresident@codha.org)  
Vice President - Jessica Jensen, [vp@codha.org](mailto:vp@codha.org)  
Secretary - Nicole Lehar, [secretary@codha.org](mailto:secretary@codha.org)  
Treasurer - Sarah Summers, [treasurer@codha.org](mailto:treasurer@codha.org)  
Speaker of the House\* – Vacant, [hod.speaker@codha.org](mailto:hod.speaker@codha.org)  
Secretary of the House\* – Courtney Justice, [hod.secretary@codha.org](mailto:hod.secretary@codha.org)  
ADHA Delegates (2)\* - email [nominations@codha.org](mailto:nominations@codha.org)  
ADHA Alternate Delegates (3)\* - email [nominations@codha.org](mailto:nominations@codha.org)  
Council on Membership Services\* - Jennifer Hosburgh, [membership@codha.org](mailto:membership@codha.org)  
Council on Public Affairs\* - Valerie Hoffman, [publicaffairs@codha.org](mailto:publicaffairs@codha.org)  
Council on Regulation and Practice\* - Vacant, [nominations@codha.org](mailto:nominations@codha.org)  
Council on Education Services\* - Dani Ford, [educationservices@codha.org](mailto:educationservices@codha.org)  
Component Trustees\* - email [nominations@codha.org](mailto:nominations@codha.org) (This election takes place in August)

### Appointed Positions:

Historian\* - Vacant, [historian@codha.org](mailto:historian@codha.org)  
Parliamentarian\* – Laurie Ghigleri, [parliamentarian@codha.org](mailto:parliamentarian@codha.org)  
Webmaster\* – [info@codha.org](mailto:info@codha.org)  
Facebook Administrator\* - [info@codha.org](mailto:info@codha.org)  
Student Liaison\* - Danielle Suzuki, [student.liaison@codha.org](mailto:student.liaison@codha.org)  
Explorer Editor (team)\* - Email [explorer@codha.org](mailto:explorer@codha.org)  
Financial Oversight Committee\* - email [foc@codha.org](mailto:foc@codha.org)  
Nominating Committee\* - Courtney Justice, [nominations@codha.org](mailto:nominations@codha.org)

**\*Position will be vacant and needs to be filled in November 2022 election**

**TO NOMINATE A CANDIDATE GO TO [www.codha.org/nominations](http://www.codha.org/nominations) BEFORE AUGUST 1, 2021.**

**SECTION 4  
ELECTED & APPOINTED OFFICER POSITIONS  
DESCRIPTIONS AND DUTIES**

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| Secretary   | 13                 |
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## PRESIDENT

The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office shall automatically proceed to the position of a Past President of CODHA.<sup>1</sup>

Should the office of President become vacant, a CODHA Past President shall be elected by the CODHA Board of Trustees to serve as President for the unexpired term.<sup>2</sup>

### Start of Term

- First Board meeting is held immediately after the Annual Session.
  - After Installation with board approval:
    - Dates are set for future BOT meetings
    - Dates are set for publication and deadlines for *The Explorer*
    - Appoint Chair of the ADHA Delegates
    - List of appointments: (made by the President with board approval)
      - APPOINTED OFFICERS:
        - Historian
        - Parliamentarian
        - Component Chairs and Vice Chairs<sup>3</sup>
        - CODHA-MDC
          - Chair:
          - Vice Chair
        - CODHA-BCC
          - Chair:
          - Vice Chair:
        - CODHA-WSC
          - Chair:
          - Vice Chair:
        - CODHA-CSC
          - Chair:
          - Vice Chair:
        - CODHA-SCC
          - Chair:
          - Vice Chair:
        - CODHA-NCC
          - Chair:
          - Vice Chair:

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<sup>1</sup> CODHA Bylaws Article IV, Section 1, B, 4

<sup>2</sup> CODHA Bylaws Article IV, Section 1, D

<sup>3</sup> Bylaws: VIII, Section 3, E i.

- ❑ COMPONENT ADVISORY COMMITTEE <sup>4</sup>
  - ❑ Immediate Past Pres
  - ❑ Treasurer
  - ❑ Speaker HOD
  - ❑ Two (2) trustees to be appointed by President
- ❑ CODHA RULES COMMITTEE
  - ❑ Speaker of the House
  - ❑ Parliamentarian
  - ❑ Secretary of the House
  - ❑ Two (2) members appointed by the President with Board approval
- ❑ COMMITTEES OF THE BOARD OF TRUSTEES
  - ❑ Budget
  - ❑ Financial Oversight<sup>5</sup>
  - ❑ Procedure Manual
  - ❑ Professional Objectives<sup>6</sup>
  - ❑ Colorado Dental Board, Candidate Selection (if indicated)<sup>7</sup>
- ❑ LIAISONS OF THE BOARD:
  - ❑ Facebook Administrator(s)
  - ❑ Institute of Oral Health (IOH) Liaison
  - ❑ Games Manager
  - ❑ Oral Health Colorado (OHCO) Representative
  - ❑ Liaison for peer health assistance program for health care professionals
  - ❑ State Education Network (SEN) Representative
  - ❑ Colorado Medicaid Dental Team
  - ❑ Dept of Health Care Policy and Finance
  - ❑ Colorado Department of Public Health and Environment (CDPHE) Liaison
- ❑ Actions/Directives of the HOD from Annual Session meeting are assigned
- ❑ Determine, with Board approval, the date and place of the upcoming HOD/Annual Session if it has not already been determined at a previous Board meeting
- ❑ Direct Executive Administrator to create advertising fee schedule for CODHA website & Explorer and have prepared for first BOT directly following HOD<sup>8</sup>.
- ❑ Make certain that the Board approves the new/current strategic plan at the first BOT.
- ❑ Council chairs are elected by the HOD, council members are

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<sup>4</sup> Bylaws: Article IX, Section 1, C

<sup>5</sup> CODHA Standing Rules 4-08

<sup>6</sup> CODHA Standing Rules 13-91

<sup>7</sup> CODHA Standing Rules 13-99

<sup>8</sup> Reference Board standing rules Section 7

determined by the council chair with the approval of the Board of Trustees<sup>9</sup>

- ❑ Notify all appointed Officers, Council members, Committee Chairs and members, and Liaisons of their BOT approval or advise Secretary to do so
- ❑ Send List of all the officer to ADHA (portal) who will have Access to the Reports on the member site
- ❑ Letters of introduction list
  - ❑ Send a letter of introduction to the Colorado Dental Board specifying those members who will act as official spokespersons; traditionally these are the President and Council on Regulation and Practice Chairperson, Executive administrator
  - ❑ Initiate liaison on behalf of CODHA to the newly elected Presidents of CDA, CDAA
- ❑ Act as Chairperson of the Orientation Workshop, should it be held, and plan the agenda. CODHA may fund an orientation workshop or a similar meeting once a year for the purpose of mentoring new and future leaders<sup>10</sup>
- ❑ You will receive and keep a CODHA credit card.
  - ❑ Submit all CODHA credit card receipts to the Treasurer. Post a copy of the credit card receipt in your officer file on the Cloud.

## BOT Meetings

- ❑ Committee and Board Meetings may be held electronically or via teleconference<sup>11</sup>
- ❑ Presides at all meetings of the Board of Trustees (BOT) and chairs the Executive Committee<sup>12</sup>
  - ❑ The Executive Committee will report at the next BOT meeting following each Executive Committee meeting
  - ❑ Two (2) weeks prior to the Board meeting, consult with the Secretary to create the agenda. Review the submitted reports for items needed for the agenda.
  - ❑ Send the BOT meeting Agenda at least 10 days before Scheduled meeting

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<sup>9</sup> Reference: Bylaws IX, Section 1

<sup>10</sup> Reference: CODHA Standing Rules -96

<sup>11</sup> Reference: Bylaws, Article VI, Section 4 E; Article IX, Section 2; CODHA Standing Rules 3-14

<sup>12</sup> Reference: CODHA Bylaws Article IX, Section 1, B

## During Term

- Act as a mentor to the President-Elect
- Serve as an ex-officio member of all Councils and Standing/Special Committees, except the Nominating Committee
- Appoint, upon Board approval, all special committees unless Board or HOD action does so<sup>13</sup>
- Fill any vacancy when appropriate, as needed<sup>14</sup>
  - If a vacancy for the CODHA delegation to ADHA occurs, cause an election by the BOT to fill vacancy according to CODHA Bylaws<sup>15</sup>
  - A vacancy in the position of Council Chair shall be filled by the President with approval of the Board<sup>16</sup>
- Submit a President's Message to the Editor of *The Explorer* for each issue
- Attend meetings of the Components as feasible and be available to assist Components
- Keep an up-to-date and complete President's file
- The CODHA President shall appoint, upon Board of Trustees approval, a special committee a year prior to when vacancies are anticipated to solicit and encourage individuals to submit their application to the Governor's Office of Boards and Commissions for appointment to the Colorado Dental Board. The committee should include several previous Dental Board members<sup>17</sup>
- Along with the CODHA Executive Administrator be responsible for items placed in the CODHA Dropbox
- Manage and oversee the CODHA Executive Administrator in his/her duties<sup>18</sup>
- Be acquainted with Section 7, Board of Trustees, Procedure Manual
- Maintain a list of properties belonging to this Association. Note: the Executive Committee is charged with overseeing these properties<sup>19</sup>
- Written Reports:
  - Report to the regular meetings of the BOT
  - Annual Report of the President to the CODHA House of Delegates
  - Annual Report of the Constituent to the ADHA HOD
  - Submit a written Annual Report of the Board of Trustees directives and

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<sup>13</sup> Reference CODHA Bylaws Article IX, Section 1

<sup>14</sup> Reference CODHA Bylaws Article IX, Section 1, D & E

<sup>15</sup> Reference CODHA Bylaws Article X, Section 2

<sup>16</sup> Reference CODHA Bylaws Article IV, Section 1, D

<sup>17</sup> Reference CODHA (R-13-99\*); 11-16, AM 8-18

<sup>18</sup> Reference CODHA Bylaws Article VII

<sup>19</sup> Reference Procedure Manual Section 2: General Instructions

assignments (motions passed by the Board during the year) and an Annual Report of the Executive Committee to the CODHA House of Delegates. Reports should be in WORD FORMAT<sup>20</sup>.

- ❑ Serve as a contact for liaison with other allied health groups, or officially assign this duty to specific appropriate persons i.e.: Board approved Liaisons, the Executive Administrator, or an officer of the Association
- ❑ Following the renewal of any contract, the prior contract will be filed in the Cloud/CODHA permanent files. All contracts will have several copies, one to be filed with the President's materials and one with the Secretary's file.
- ❑ Students: The President will present [the following awards \(See Section 10\)](#):
  - ❑ Clinical Excellence Award with a certificate at each of the college graduations, or a designated time. Each college will have a plaque engraved with the student's name that will remain at the school
  - ❑ Elizabeth Reyes-Krasovec Award with a certificate at each of the college graduations, or a designated time
- ❑ Serve as the official representative of the Association in contacts for the purpose of advancing the objectives and policies of this Association. When not available, appoint an appropriate officer or the Executive Administrator to represent the Association.
- ❑ Act as the initial contact for questions received by the CODHA Executive Administrator, if applicable
- ❑ Oversee all updates to the web page ([www.codha.org](http://www.codha.org))
- ❑ Contracts/Incorporations
  - ❑ Draft, secure, and submit for BOT approval the annual contracts for any employees of the Association by Annual Session.
  - ❑ The Lobbyists contract will be reviewed annually at the BOT meeting and approved by the BOT 60 days prior to Annual Session. Those dollars will be included in the budget and the contract will be executed with the lobbyists and the current President at the Annual Session
  - ❑ CODHA Executive Administrator contract, causing the annual review of Executive Administrator
  - ❑ Will ensure that the premium for the Liability Insurance contract is paid by the treasurer
  - ❑ Ensure that the update of the incorporation status is completed annually by the Treasurer
  - ❑ With BOT approval, approves the next Annual Session contract
  - ❑ Signing of contracts on behalf of CODHA will be:
    - ❑ Annual session Contract: VP and Treasurer
    - ❑ CODHA Employees: President and Treasure
    - ❑ Educational Services Council Speakers: Treasurer and another member of the Executive Committee
  - ❑ President needs to be aware of all contracts<sup>21</sup>
  - ❑ Along with the CODHA Executive Administrator be responsible for items

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<sup>20</sup> CODHA Bylaws Article Reference Article IV, Section 1., Article IX, Section 1, 3

<sup>21</sup> Reference CODHA Standing Board Rule



- placed in the CODHA Dropbox.
- ❑ Extend invitations and serve as host to ADHA officers and representatives who may visit this state or Association functions
  - ❑ ADHA Annual Session
    - ❑ Review and evaluate summations for District X Student Delegate or appoint someone to do it
  - ❑ CODHA Annual Session
    - ❑ Invite the District X Trustee to the Annual Session and other important meetings. Inform the Trustee of the dates of these meetings at least six (6) months in advance of the meeting. The District X Trustee has limited official visits; maximize and use these visits effectively. Coordinate when setting main schedule.
    - ❑ In conjunction with the Immediate Past President, the President will initiate, gain Board approval and present the following awards: Distinguished Service Award, Ethel Covington Award, Outstanding Contribution Award, and any other appropriate awards. The President will also present the Student Recognition Award at the Annual Session/President's luncheon/dinner. A check/monetary award may accompany a certificate (See section 10)
    - ❑ Aid in the planning of the program/ schedule for the Annual Session (HOD) with the Annual Session Chairperson and identify a keynote speaker, if desired
    - ❑ Plan and host a President's Luncheon during Annual Session (find possible corporate sponsorship). *(A new President's Luncheon section needs to be added to this manual).*
  - ❑ CODHA HOD
    - ❑ Report to the constituent the results of the Component Trustee Elections 60 Days prior to HOD *(A new elections procedure section needs to be added to this procedure manual)*
    - ❑ As soon as the CODHA Delegates are reported, work with the Speaker of the House to appoint members to the Reference committees
    - ❑ Appoint Student Delegates to Reference Committees (as ex-officio member)
    - ❑ The President is a member of the HOD with the right to debate and without the right to make motions or vote<sup>22</sup>
    - ❑ In the event the Speaker of the House becomes vacant, the House shall elect a successor for the unexpired term at the beginning of the next Annual Session. The President shall preside at the House of Delegates until the Speaker vacancy is filled<sup>23</sup>

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<sup>22</sup> Reference CODHA Bylaws V, Section 2, B

<sup>23</sup> Reference CODHA Bylaws IV, Section 1, D

- ❑ When needed, present proposed resolutions/bylaws changes to the HOD
- ❑ Address the Opening Ceremonies of the House of Delegates
- ❑ Consult with the Speaker of the House of Delegates regarding the schedule
- ❑ On the day of the HOD, greets the HOD and introduces the Keynote Speaker
- ❑ Reports to the House of Delegates all award recipients/scholarships for the year

#### End Term

- ❑ At end of term submit Historical selected items for the Permanent File/Cloud/Website. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

## **PRESIDENT-ELECT**

- The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office shall automatically proceed to the position of a Past President of CODHA<sup>24</sup>
- Assist the President as requested and become familiar with all duties of the office of President
- Preside at meetings in the absence of the President
- Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the CODHA HOD<sup>25</sup>
- Serves as the Chair of the Procedure Manual Committee, and a member of the Budget Committee, the Council on Regulation and Practice, and the Professional Objectives Committee (Committee of the BOT)<sup>26</sup>
- Succeed to the Office of President without election at the next Annual Meeting
- Act as an official representative of the President when requested
- Organize an annual Association Strategic Planning Workshop, date to be decided in consultation with the President. A minimum 3-year association planning and goal setting is recommended
- Form Strategic Planning Workshop, organize the goals, objectives and action plans. This will be voted on by the new BOT at annual session after your installation as President
- Set calendar of events for your term of office. In preparation for approval at the first Board meeting after installation
- Oversee appointments for members of Councils and initiate appointments to committees, appointed officer positions, and Liaisons in preparation for their upcoming year of service
- Secure the Installing Officer for your upcoming installation
- Submit a report for each BOT meeting and an Annual Report at the close of term for HOD. Reports should be in WORD FORMAT<sup>27</sup>
- When needed, present proposed resolutions/bylaws changes to the HOD
- Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

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<sup>24</sup> Reference CODHA Article IV, Section 1, B, 4

<sup>25</sup> Reference CODHA Article VI, Section 1, Article V, Section 2, B, Article IX, Section 1, B

<sup>26</sup> Reference CODHA Standing Rule 2-83

<sup>27</sup> Reference CODHA Bylaws Article IV, Section 1, E

## IMMEDIATE PAST PRESIDENT

- The current President-Elect and President upon completion of their one (1) year terms of office shall automatically proceed to the offices of President and Immediate Past President once successors have been elected. The current Immediate Past President, upon completion of the one (1) year term of office, shall automatically proceed to the position of a Past President of CODHA<sup>28</sup>
- Serve as a member of the Board of Trustees and as a non-voting member of the HOD. Is a member of the Executive Committee<sup>29</sup>
- Serve as a member of the Council on Annual Session, member of Procedural Manual Committee, Council on Regulation and Practice<sup>30</sup>
- Act as a mentor to the President
- Consult with the President regarding the ADHA Constituent Annual Report questionnaire from ADHA
- Submit a report at each BOT meeting and an Annual Report at close of term for the HOD. Reports should be in WORD FORMAT
- Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- Will oversee the ordering process of the following awards, in conjunction with the Executive administrator: To be ordered:
  - President's Plaque
    - Suggestion: 8"X10" plaque upon which a 1/2 gavel can be mounted. The suggested wording for plaque: To\_\_(name)\_\_\_\_\_ in appreciation for the outstanding dedication as 20\_\_to 20\_\_\_ President of the Colorado Dental Hygienists' Association
  - Outstanding Contribution Award
  - Deborah Bailey-Astroth Distinguished Service Award
  - Plaque for any retiring hygienist from State Board of Dental Examiners. To be presented by CODHA President at the Annual Session Luncheon
  - Ethel Covington Dental Hygiene Award
  - Student Recognition Award for each DH Program
  - Clinical Excellence Award for each DH Program
  - Elizabeth Reyes-Krasovec Memorial Award b.
- Plaques and Awards are ordered at:
  - Farmer's Trophies & Engraving, [3535 S Platte Drive Suite G3, Sheridan, CO](#)

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<sup>28</sup> Reference CODHA Bylaws Article IV, Section 1, B, 4

<sup>29</sup> Reference CODHA Bylaws Article IX, Section 1, B and Article V, Section 2, B; Article VI, Section 1

<sup>30</sup> Reference CODHA Standing Rules 2-83, Bylaws IX, Section 1, E

80110 303-329-3322

- Account #CDH001
- Details for Ordering:
  - President's Plaque: 1 Item #PG2780 (1/2 Gavel)
  - Outstanding Contribution: 1 Item #TMA3
  - Distinguished Service: 1 Item #TMA3
  - State Board Plaque: 1 Item #CTGLB-810
  - Ethel Covington:
    - The large bowl will be in possession by the previous awardee. It will need to be engraved
    - The awardee also receives a 5 1/4inch Revere Bowl to keep. It is also engraved
    - CDA is billed for this award. As a courtesy, please contact CDA prior to ordering. The award is billed separately so the bill can be paid directly by CDA
  - Clinical Excellence Award: Each school has a plaque with each recipients name engraved on it, a paper certificate is presented along with a \$150.00 check
  - Elizabeth Reyes-Krasovec Memorial Reward: Paper Certificate and ADHA tripartite membership voucher
  - Student Recognition: This award is printed on certificate paper and placed in an award folder
- The list of award recipients should be submitted to the Historian, Editor of the Explorer and the Webmaster for CODHA.org for publication
- Should the office of Immediate Past President become vacant, the previous Immediate Past President may fill the vacancy; otherwise the vacancy may be filled by majority vote of the Board<sup>31</sup>
- When needed, submit proposed resolutions/bylaws changes to the HOD
- You will receive and keep a CODHA credit card. Submit all CODHA credit card receipts to the Treasurer. Post a copy of the credit card receipt in your officer file on the Cloud

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<sup>31</sup> Reference CODHA Bylaws Article IV, Section 1, D

## VICE PRESIDENT

- ❑ The Vice-President shall be elected for a term of two (2) years or until their successors are elected, with tenure limited to three (3) consecutive terms<sup>32</sup>
- ❑ Assist the President as requested
- ❑ Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the HOD<sup>33</sup>
- ❑ Serve as Council on Annual Session Chairman. (See Council on Annual Session for duties)<sup>34</sup>
- ❑ Submit a copy of the annual meeting program to the Cloud/Permanent File
- ❑ Submit a report at each BOT meeting and an Annual Report at close of term for the HOD. Reports should be in WORD FORMAT/Financial reports should be in EXCEL FORMAT<sup>35</sup>
- ❑ Should the office of Vice-President become vacant, such vacancy shall be filled by a majority vote of the Board<sup>36</sup>
- ❑ When needed, submit proposed resolutions/bylaws changes to the CODHA HOD (See Section 3: Communications)
- ❑ Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

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<sup>32</sup> Reference CODHA Bylaws article IV, Section 1, B, 1

<sup>33</sup> Reference CODHA Bylaws Article V, Section 2, B, Article VI, Section 1; Article IX, 1, B

<sup>34</sup> Reference CODHA Standing Rules Page 1

<sup>35</sup> Reference CODHA Bylaws Article IV, Section I, E

<sup>36</sup> Reference CODHA Bylaws Article IV, Section 1, D

## SECRETARY

- The Secretary shall be elected for a term of two (2) year or until their successors are elected, with tenure limited to three (3) consecutive terms<sup>37</sup>
- Serve as Secretary for all Board of Trustee meetings and the Executive Committee meetings (See Section 2: General Instructions, format for minutes and Guidelines for minutes)
- Assist the President with correspondence when requested
- Serve as a member of the Board of Trustees, the Executive Committee, and as a non-voting member of the HOD<sup>38</sup>
- Immediately following the election and installation, submit a list of newly elected officers to:
  - Officer list request from ADHA, using the constituent and component officer form (may be on the portal)
  - District X Trustee
  - Executive Director of the CDA
  - Prepare list to be uploaded into the CODHA cloud and listed on the website with the @codha.org email as per the President
- Minutes:
  - Distribute/Send approved minutes to all Board Members, CODHA delegates/alternates to ADHA. Be able to produce past minutes to BOT members when requested
- Keep an accurate list of correspondence, saving only the necessary copies
- Submit Board of Trustees news to the newsletter *The Explorer* at appropriate times after consultation with the President
- Submit a report to all BOT meetings and an Annual Report to the HOD at the close of term. Reports should be in WORD FORMAT<sup>39</sup>
- Submit official minutes to the Cloud/Permanent Files and the list of elected/appointed officers, elected/appointed chairs and members of committees/councils<sup>40</sup>
- Should the office of Secretary become vacant, such vacancy shall be filled by a majority vote of the Board.
- When needed, submit to the CODHA, HOD proposed resolutions/bylaws changes.
- BOT meeting:
  - Request reports and agenda items be submitted to you and the President by a

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<sup>37</sup> CODHA Bylaws Article IV, Section 1, B.

<sup>38</sup> CODHA Bylaws Article V, Section 2, B.; Article IX, 2,B.; Article VI, Section 1

<sup>39</sup> Reference CODHA Bylaws Article IV, Section 2

<sup>40</sup> Reference CODHA Standing Rules "Official Records"

certain date (approx. 4 weeks prior to the meeting)

- Obtain agenda from President 10 days prior to BOT
- Send reports, draft of minutes, and agenda to all members of the Board approximately one (1) week prior to the meeting
- Include information needed for those participating electronically, if applicable
- Include:
  - Date
  - Time
  - Place (include map or directions, instructions regarding parking, etc.)
- Permanent Minutes of the Board of Trustees must be kept for 3 years on Cloud in hard copy and bound in a book-type form. It is most important that the reports associated with each set of minutes are attached to those minutes. That would include the consent agenda items. Basically, if something is said to be “on file”, that item must be attached to those permanent minutes in hard form
- Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- Provide motion slips for use at each meeting of the Board and/or Executive Committee
- Under the direction of the President, aid in assembling a list of Motions or Actions of the Board/Executive Committee (for the entire term of office) in preparation of the Annual Report to the HOD and to be placed in the permanent file of the BOT.
- Within two weeks after each Board meeting, submit to the Minutes Review Committee the draft minutes. Request a return of edits from Minutes Review Committee after one week. The final draft should be distributed to the members of the Board by 30 days post the meeting
- Prior to distribution to board members before final minutes’ approval, each page of the draft should be labeled as such. Once the minutes are approved at an official Board meeting, those draft designations should be removed, and the final minutes signed by the secretary. Final minutes, under the direction of the President, placed in the Cloud for distribution.



## TREASURER

- ❑ The Treasurer of CODHA shall be elected for a term of three (3) years with a tenure limited to (2) two consecutive terms
- ❑ Serve as custodian of all monies belonging to the Association
- ❑ Serve as a member of the Board of Trustees, Executive Committee and Chair of the Budget Committee, component advisory committee, and as a non-voting member of the HOD<sup>41</sup>
- ❑ In the budget, establish an appropriate separate line item for each unincorporated component, designating monies collected (dues, CE events) and dispersed (expenses) for the individual components. Function as the Treasurer for each unincorporated component as they do not have individual officers. Distribute money to the component upon need and in accordance with the Chair of the Component Advisory Committee and directives of that committee and the Board. Be available to sign any needed contracts (hotel, venues for meetings, CE functions, etc.) for the component on behalf of CODHA<sup>42</sup>
- ❑ Pay all bills as received. Receipts must be submitted with a CODHA reimbursement request form. Receipts submitted by the first of the month will be paid by the fifteenth of that month and receipts submitted by the fifteenth of the month will be paid by the first of the following month. Under the direction of the President, place the reimbursement form in the Dropbox
- ❑ Keep accurate records of all transactions
- ❑ Submit a financial report at all BOT meetings
- ❑ Make sure that all Speakers for CODHA being paid over \$600 fill out and submit a W-9 form back to you. Also make sure that there is a Covent link to the W-9 form
- ❑ Send a request to all Council/Committee Chair's and officers for a budget recommendation, to be completed and returned for consideration and/or inclusion in the budget by the Budget Committee by a designated date
- ❑ Prepare and present annual budgets to the Board of Trustees at the summer BOT to ensure the Board of Trustees has the info to present the annual budget to the HOD at the Annual Session<sup>43</sup>
- ❑ Include last year's proposed/total, current proposed/total to Date, and future proposed budget
- ❑ Keep a file of each year's approved budget. Documents needed for legal purposes shall be kept by the Treasurer for state and federal retention laws<sup>44</sup>

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<sup>41</sup> Reference CODHA Bylaws Article V, Section 2, Article VI, Section 1, Article IX, Section 1, B and C

<sup>42</sup> Reference CODHA Bylaws Article VIII, Section 3, H

<sup>43</sup> Reference CODHA Bylaws, Article VI, Section 3

<sup>44</sup> Reference CODHA Standing Rules 07

- ❑ Send any Treasurer's books and reports that are not in active use the Cloud/permanent files<sup>45</sup>
- ❑ New bank signature cards should be obtained prior to the end of the term. The Treasurer is the designated signer on the account along with at least one other member of the Executive committee
- ❑ The Treasurer will file the Income Tax form 990 by March 15, 20XX to the IRS. Under board direction may consult with Certified Public Accountant<sup>46</sup>
- ❑ Along with an Executive Committee member, sign all necessary contracts.
- ❑ Ensure that the Incorporation Status is updated annually. This is done by using an on-line update with the Colorado State Department of Revenue
- ❑ CODHA checking and savings accounts must be kept separate from Assessments account
- ❑ Submit the annual premium for the Liability insurance policy to ensure continual coverage
- ❑ Submit a report of each BOT meeting and an Annual Report written report for the HOD at the close of term. This report should include profit and loss statements and itemized categories reports for major line items. Reports should be submitted for CODHA budget and for the Assessments budget. Reports should be in WORD FORMAT. Financial reports should be in EXCEL FORMAT
- ❑ Upon direction by the BOT, submits the financial records to be audited annually. The CODHA Board of Trustees will annually designate an audit of the accounts of the treasury; and at its discretion, from time to time, employ an independent agency to review/audit the treasury records<sup>47</sup>
- ❑ The CODHA fiscal year shall be November 1st – October 31st<sup>48</sup>
- ❑ The Board of Trustees shall review and annually investigate the types of accounts and avenues of investments for CODHA monies<sup>49</sup>
- ❑ Should the office of Treasurer become vacant, such vacancy shall be filled by a majority vote of the Board<sup>50</sup>
- ❑ CODHA may establish fundraising committees to accumulate special funds for designated purposes. Said funds will be held in an account separated from general funds
- ❑ All expenditures over 110% of budgeted line item must be approved by the BOT

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<sup>45</sup> Reference CODHA Standing Rules "Official Records"

<sup>46</sup> Reference CODHA Standing Rules 94

<sup>47</sup> Reference CODHA Standing Rules 94, AM 14-16

<sup>48</sup> Reference CODHA Standing Rules -94

<sup>49</sup> Reference CODHA Standing Rule -93, AM 9-18

<sup>50</sup> Reference CODHA Bylaws Article IV, Section 1, D and Procedure Manual section 7

prior to reimbursement by the Treasurer<sup>51</sup>

- ❑ All bills are to be submitted to the Treasurer as the bills are incurred, unless previous arrangements have been made with the Treasurer, otherwise payment of the bills may not be rendered<sup>52</sup>
- ❑ Annually make available to the Financial Oversight Committee the association accounts, ledgers, bank statements, a copy of the adopted budget, and any additional financial documents including budget amendments made by the Board
- ❑ Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- ❑ Utilize the CODHA QuickBooks programs for money management
- ❑ You will receive and keep a CODHA credit card. Submit all CODHA credit card receipts. Post a copy of the credit card receipt in your officer file on the Cloud.

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<sup>51</sup> Reference Board Standing Rule #4, 34-18

<sup>52</sup> Reference Standing Rule -77

## PARLIAMENTARIAN OF THE BOT

- ❑ The Parliamentarian shall be appointed by the President to serve a term of one year<sup>53</sup>
- ❑ Duties:
  - ❑ Attend all regular and special meetings of the Board of Trustees as an ex-officio member of the Board with the right to make and debate motions, but without the right to vote<sup>54</sup>(See Section 7).
  - ❑ Serve as advisor to the President and other members of the Board on Parliamentary matters
  - ❑ Have a copy of the current/revised CODHA Bylaws the CODHA Standing Rules, CODHA Policy, the CODHA Procedure Manual, the most current edition of Roberts Rules of Order, Standing Rules of the House, Procedures of the House, Standing Rules of the Board and the current ADHA Bylaws. Have available for all meetings
  - ❑ Make notes of motions and other pertinent action taken during Board meetings for quick reference by the President
  - ❑ If there is not an HOD Parliamentarian, then serve as Parliamentarian for the CODHA House of Delegates if asked to do so by the Speaker of the House - being prepared to give a short presentation on Parliamentary Procedure at the beginning of the first HOD
  - ❑ Serve on the CODHA Procedure Manual committee, and an ex-officio member of the HOD Minutes Approval Committee and the Component Advisory Committee and the CODHA Rules Committee<sup>55</sup>
  - ❑ Submit a report to all BOT meetings and an Annual Report to the HOD at the end of the term. Reports should be in WORD FORMAT<sup>56</sup>
  - ❑ Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines.

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<sup>53</sup> Reference CODHA Bylaws Article IV, Section 2

<sup>54</sup> Reference BOT Standing Rules #1 and Procedure Manual

<sup>55</sup> Reference CODHA Bylaws Articles IV, Section 1, C and Bylaws Article IV, Section 1, D

<sup>56</sup> Reference CODHA Bylaws Article IX, Section 3

## HISTORIAN

- ❑ The Historian shall be appointed by the President to serve a term of one year. It shall be the duty of this officer to: (No term limits) 1. Serves as an ex-officio member of the Board of Trustees, with the right to debate and make motions, without the right to vote. Serves as a non-voting member of the HOD<sup>57</sup>
- ❑ Receives materials from Officers and Chairs to aid in determining historic value to the Association. Those items are then stored in the virtual storage, unless deemed necessary to keep in hard copy
- ❑ Receives photos from others and preserves for historic value uploads to the Google Photo of the codha.org emails
- ❑ Submit pictures to *The Explorer* when requested
- ❑ Submit a report at each BOT meeting and an Annual Report to the HOD at the close of term, reports should be in WORD FORMAT<sup>58</sup>
- ❑ Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- ❑ Be prepared to accept and store hard copies of certain historical documents, and if possibly, place these items into virtual storage
- ❑ Add to history names of CODHA of Honorary and Life Members and recipients
  - ❑ All Member awards
  - ❑ All student awards
  - ❑ Dental board members with dates of service
  - ❑ Dental Examiners with dates of service

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<sup>57</sup> Reference CODHA Bylaws Article V, Section 2, B; Article IV, Section 2, Standing Rules of BOT #1

<sup>58</sup> Reference CODHA Bylaws Article IV, Section 1, E

## CHAIR OF THE CODHA DELEGATION TO ADHA HOUSE OF DELEGATES

- ❑ Is appointed for one term by the President from the elected delegation to ADHA<sup>59</sup>
- ❑ Shall attend CODHA BOT meetings as an ex-officio member of the Board without the right to vote, but with the right to make motions and to debate<sup>60</sup>
- ❑ Shall report to the membership of this Association as soon as practical after the Annual Meeting by means of *The Explorer*, email blast. This report is to contain a report of the business transacted at the ADHA Annual Meeting, Actions of the HOD as well as a general report of the ideas expressed behind the scenes. Since few of our members get a chance to attend a National meeting, this report is the main contact other than the District X Trustee's report. The newly elected and installed officers should be noted. Included Reports should be in WORD FORMAT
- ❑ Submit a written report to CODHA House of Delegates regarding ADHA Annual Session actions so that CODHA policy and bylaws revisions are consistent with ADHA. Reports should be in WORD FORMAT<sup>61</sup>
- ❑ Immediately upon appointment, the Chair shall gather for submission following information to send to ADHA Annual Session Council when request is received:
  - ❑ Names of Delegates and Alternate Delegates
  - ❑ Addresses
  - ❑ Contact Phone numbers
  - ❑ ADHA Membership numbers
  - ❑ # of times as ADHA Delegate and/or Alternate Delegate
  - ❑ # of times served in CODHA and/or ADHA Reference Committee (designate if Chair of committee)
- ❑ Be responsible for submitting Proposed Resolutions and/or Proposed Bylaws amendments on behalf of CODHA to ADHA. These are to be sent to the ADHA Executive Director by 5:00 P.M. Central time the last Friday in March prior to the ADHA HOD. These may be sent to the office of the Executive Director by fax, mail, or email. A form is provided online under the ADHA web site ([www.adha.org](http://www.adha.org)), "Delegate Resources." ADHA will send verification of a receipt but makers are encouraged to contact central office to confirm receipt. A copy should be sent to the President of CODHA and the District X Trustee
- ❑ Duties for the attendance of ADHA HOD:
  - ❑ Shall be responsible for coordinating registration for the delegation
  - ❑ Shall be responsible for coordinating travel and hotel arrangements for the Delegation

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<sup>59</sup> Reference CODHA Bylaws Article X, Section 2, H

<sup>60</sup> Reference CODHA Bylaws Article VI, Section 1; CODHA Standing Rules of the BOT

<sup>61</sup> Reference CODHA Bylaws Article IX, X, Section 2, G

- ❑ Shall disseminate pertinent information received from ADHA or other sources to the delegation
- ❑ Shall be responsible for credentialing of the delegation during ADHA HOD
- ❑ Shall make assignments for Colorado representation at hearings, forums, or workshops that the Chair deems necessary
- ❑ Shall maintain a file of testimony to be added to the Delegates file that contains pertinent information and materials acquired at the meeting. Information should be retained for five years. Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines
- ❑ Serve as the ADHA Student Liaison coordinator in the event the student delegate is from this state. Guide this student through the ADHA HOD and Student HOD process
- ❑ Submit a report at each BOT meeting and an Annual Report at the HOD end of term. Reports should be in WORD FORMAT<sup>62</sup>
- ❑ Shall maintain a file of expenditures of the delegation to review with the Treasurer in determining future budgets for the ADHA Delegation
- ❑ ADHA Delegates/Alternates:
  - ❑ ADHA Delegates will receive an daily amount of per diem set after review by the Budget Committee. CODHA to allocate 100% of per diem cost for all days of the ADHA delegate responsibilities<sup>63</sup>
  - ❑ ADHA Delegates/Alternates will receive a daily amount of per diem set after review by the Budget Committee. The cost of airport/hotel transfers, full travel expense, and other expenses incurred in performing the duties as Delegates shall be paid to the CODHA Delegates and up to three Alternate Delegates. Should Delegates or Alternate Delegates not attend the ADHA Annual Session, all monies forwarded to them by CODHA shall be reimbursed to CODHA<sup>64</sup>
  - ❑ Each Delegate and funded Alternate Delegate shall be funded 50% of the hotel room rate during the ADHA Annual Conference for the days at which the Delegates and Alternate Delegates are required to be present<sup>65</sup>
  - ❑ If a vacancy occurs in the delegate position during the called ADHA meeting(s), the Chair of the Delegation shall appoint an Alternate Delegate to fill the vacated position. e. If a vacancy occurs in the position of Delegate or Alternate Delegate prior to the Opening Session of the ADHA HOD, the

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<sup>62</sup> Reference CODHA Bylaws Article VIII and Article X Section 2, H; Article IX, Section 2

<sup>63</sup> Reference CODHA Board Action 19-19

<sup>64</sup> Reference CODHA Standing Rules (AM 2-04) 13-10, 5-13

<sup>65</sup> Reference CODHA Standing Rules 13-18

Board by vote will fill the vacancy in accordance with the CODHA Bylaws<sup>66</sup>

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<sup>66</sup> Reference CODHA Bylaws Article X, Section 2, E



## **ADHA DELEGATES and ALTERNATE DELEGATES CODHA Delegation to ADHA Annual Session**

- ❑ The number of delegates shall be determined annually by ADHA. Delegates will be elected for a two-year term on a rotational basis to ensure continuity. Delegates must have previously served as an alternate delegate. A delegate may serve two consecutive two-year terms. Alternate delegates shall serve for a term of one year.
- ❑ Delegates and alternate delegates shall be voting members of the Association in good standing. They shall have served at least one year as an officer of this Association or as an Association Council member, and shall have served as an Alternate Delegate prior to election as a Delegate<sup>67</sup>
- ❑ Delegates Duties:
  - ❑ Shall attend the District X (Ten) Delegates' Workshop
  - ❑ Shall attend all meetings of the House of Delegates (HOD) and general sessions of the ADHA<sup>68</sup>
  - ❑ Has the power to represent CODHA in the House of Delegates of ADHA with the privileges of debate and vote
  - ❑ The Alternate Delegate shall serve as Delegate in the event that circumstances affect the Delegate's ability to serve<sup>69</sup>
  - ❑ Shall be available to disseminate information and answer questions from the CODHA membership regarding ADHA HOD actions/election results. Submit to *The Explorer*, email blast, a report as soon after ADHA Annual Session as possible<sup>70</sup>
- ❑ When a delegate or alternate delegate has any or all of their travel, hotel, or registration expenses for District X or ADHA Annual Session paid through ADHA, the host state of District X and/or other sources, that individual shall not receive duplicate reimbursement for the same expenses from CODHA. (This does not include per diem. [HOD 2000])<sup>71</sup>
- ❑ CODHA's ADHA Delegates and Alternate Delegates be funded for registration to attend District X Delegates' Workshop<sup>72</sup>
- ❑ ADHA Delegates and Alternate Delegates:
  - ❑ Delegates will receive an annual amount of per diem set after review by the Budget Committee. The cost of airport/hotel transfers, full travel expenses, and

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<sup>67</sup> Reference CODHA Bylaws Article X, Section 2, A

<sup>68</sup> Reference CODHA Bylaws Article X, Section 2, H

<sup>69</sup> Reference CODHA Bylaws Article X, Section 2, E

<sup>70</sup> Reference CODHA Bylaws Article X, Section 2, G

<sup>71</sup> Reference CODHA Standing Rules Page 5

<sup>72</sup> Reference CODHA Standing Rules 2-84, AM 8-16

other expenses incurred in performing the duties as Delegates and Alternate Delegates shall be paid to the CODHA Delegates and up to three Alternate Delegates. Should Delegates or Alternate Delegates not attend the ADHA Annual Session, all monies forwarded to them by CODHA shall be reimbursed to CODHA<sup>73</sup>

- Submit proposed resolutions from CODHA to ADHA through the chair of the delegation<sup>74</sup>
- In the event of a vacancy in the position of Delegate, the Board shall appoint an Alternate Delegate in compliance with these bylaws to serve until the next Annual Session of the CODHA HOD, where the unexpired term shall be filled by election<sup>75</sup>
- In the event of a vacancy in the position of Alternate Delegate, the Board may appoint a fully qualified member of the Association to serve as Alternate Delegate for the unexpired term. CODHA Bylaws Article X, Section 2, E.
- Documents considered to be of historical value or files to be saved for future use may be placed on the Cloud according to CODHA Document Management guidelines. Reference: Procedure Manual, Section 2, page 3
- If a vacancy occurs in the delegate position during the called ADHA meeting(s), the Chair of the Delegation shall appoint an Alternate Delegate to fill the vacated position<sup>76</sup>
- Shall consult with the CODHA Board of Trustees on the matters to be considered by the ADHA HOD and the proposed slate of officers<sup>77</sup>
- Read and review all delegate materials prior to District X trustee appointed Meeting
- Each Delegate and funded Alternate Delegate shall be funded 50% of the hotel room rate during ADHA Annual Conference for the days at which the Delegates and Alternate Delegates are required to be present<sup>78</sup>

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<sup>73</sup> Reference CODHA Standing Rules AM 2-04, 13-10, AM 5-13

<sup>74</sup> Reference CODHA Bylaws Article X, Section 2, H

<sup>75</sup> Reference CODHA Bylaws Article X, Section 2, E

<sup>76</sup> Reference CODHA Bylaws Article X, Section 2, H

<sup>77</sup> Reference CODHA Bylaws Article X, Section 2, H

<sup>78</sup> Reference CODHA Standing Rules 13-18

## ADHA DELEGATE COUNT FORMULA

- ❑ Count total voting membership in each Constituent as of the last day of the ADHA fiscal year preceding Annual Session
- ❑ Count total of all voting members in ADHA as of the last day of the ADHA fiscal year preceding Annual Session
- ❑ Divide total of all voting members of ADHA into the number of voting members in each Constituent to arrive at a proportion of Constituent voting members to total ADHA voting members
- ❑ Multiply by the number 100, this is the number of delegates to be allocated to each Constituent after each Constituent is allocated one delegate. Carry to the fourth decimal. The figure arrived at with this calculation determines the number of delegates to be allocated to each Constituent (plus the one delegate already calculated)
- ❑ Take the whole number from this calculation and assign that number of delegates to that Constituent. Example: If Alaska's calculation was 1.0201, using the whole number, Alaska would be assigned 1 additional delegate
- ❑ Once all whole numbers have been allocated to constituents, rank the four decimal calculations in order from highest to lowest. Allocate the remaining delegates to the Constituents with the highest four decimal ranking until all 100 delegates have been allocated
- ❑ Each Constituent, therefore, receives:
  - ❑ One delegate
  - ❑ Plus the number of delegates resulting from whole number calculations
  - ❑ Plus the number of delegates resulting from the decimal calculations

## APPENDIX A: DELEGATE PLANNING WORKSHEET<sup>79</sup>

### Recommended ADHA Delegate Compensation

#### **Travel:**

- round-trip Economy fare rate (Least expensive class for the appropriate flight)
- one bag
- round-trip cost of privately-owned vehicle travel between home and airport and between hotel and airport (US General Services Administration, GSA reports \$0.545/mile for privately-owned vehicle as of 01/01/18)

**Registration:** cost of early-bird delegate registration.

**Accommodations:** 50% group hotel rate at official hotel for the number of days delegate is responsible for presence

**Per Diem:** Full Day of Meals and Incidental Expenses for the number of days delegate is responsible for presence (GSA reports \$61 for Louisville, KY) GSA list 75% of per diem costs for first and last day, but with the extent of delegates' responsibilities, I recommend 100%.

#### **Officer Compensation Recommendations for BOT meetings and CODHA AS**

**Travel:** Lesser of ADHA Delegate reimbursement rate or travel by privately-owned vehicle

**Registration:** reimbursed if officer is participating only in HOD

**Accommodations:** reimbursed as ADHA Delegate reimbursement only if lodging is less costly than daily travel to AS

**Per diem:** no per diem if CODHA provides meals; paid as described by GSA (75% first and last day, 100% of per diem rate on intervening days for the city in which BOT meeting or CODHA AS is held)

**Reference:** US Government Services Administration, <https://www.gsa.gov/>

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

<https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates>

#### **Example for Louisville, KY**

##### **Expenses with Receipt Reimbursements**

Hotel: 189x3 nightsx3.5delegates= 1985  
Restaurants: 15 – 75x6 mealsx7 delegates= 630 – 3150  
Flights 380 – 570x7 funded delegates= 2660 – 3990  
Transit 15 (7-day pass)x7 funded delegates= 105  
Registration 200x7 funded delegates= 1400

6780 – 10630

##### **Expenses with per diem rates rather than receipts for living expenses**

Hotel: 189x3 nightsx3.5delegates= 1985  
Per diem (Louisville) \$61x7delegatesx3days= 1281  
Flights 380 – 570x7 funded delegates= 2660 – 3990  
Registration 200x7 funded delegates= 1400

7326 – 8656

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<sup>79</sup> CODHA BOT meeting 12/1/18