

Board of Director Role Description

Approved ACP BOD April 18, 2007; Revised August 29, 2007;
February 23, 2014;

The Board of Directors establishes the long-term direction of the American College of Prosthodontists (ACP) according to the College's mission and the desired impact on prosthodontics. It is ultimately accountable for all of the activities of the College, and is responsible for serving the needs of its members and patients and to advance the specialty. Directors and ex-officio Board members exercise their authority for the College only when gathered together at officially called meetings of the Board of Directors.

Major Duties and Responsibilities

1. Comply with all legal requirements and responsibilities as provided for a Board of Directors of a non-profit corporation under Illinois State and federal law.
2. Fulfill its fiduciary responsibilities, such as reviewing the organization's financial statements and information about activities of the ACP.
3. Establish and approve major organization policies in accordance with ACP Articles of Incorporation and Bylaws.
4. Annually assess the environment and, review and approve ACP's strategic plan and annual budget.
5. Periodically review the performance of the Board and take steps to continuously improve Board performance.
6. Approve major ACP actions such as major program and service changes.
7. Be informed about the ACP's mission, strategic plan, services, policies, and programs.
8. Attend ACP Annual Session and all Board and appropriate committee meetings and conference calls and functions such as special events.
9. Engage and mentor committee and task force chairs in the Division/Region. Provide reports from these committees/task forces during board meetings. Make recommendations for appointment of committee chairs when appropriate.
10. Get to know Board and committee members and build collegial working relationships that facilitate consensus; help the Board reach group decisions constructively.
11. Help interpret the ACP's purpose and programs to members and other stakeholders in the specialty of prosthodontics.
12. Work collaboratively with ACP executive director and staff to accomplish ACP strategic priorities; refrain from micromanaging or making special requests of the staff.
13. Inform others about the ACP and ACPEF.
14. Make personal financial contributions to the ACPEF.

ACP BOARD MEMBER JOB DESCRIPTION

Approved ACP BOD April 18, 2007; Revised August 29, 2007;

February 23, 2014;

Approved by ACP Executive Committee February 25, 2017

ACP Directors are responsible to act exclusively on behalf of the interests of the College and its members. Each director shall exercise good faith and best efforts in the performance of his or her duties. Each director (by completing the Board's annual Conflict of Interest Disclosure Statement) shall disclose any interest or activity that might compete or conflict or appear to compete or conflict with the interest of the College.

Major Duties and Responsibilities

1. Always put the best interests of the ACP first when voting, participating in dialogue, and decision-making on behalf of the ACP.
2. Participate in carrying out its fiduciary responsibilities, such as reviewing the organization's financial statements and information about the activities of the ACP.
3. Participate in annually reviewing the Executive Director's performance and compensation; be assured that Executive Director succession planning is undertaken.
4. Participate in approving major ACP actions, such as capital expenditures and major program and service changes.
5. Commit to support the goals of the organization, and a knowledge-based approach to corporate governance.
6. Review and be prepared to contribute to discussion on agenda and supporting materials prior to Board and committee meetings.
7. Prepare quarterly written reports for the Board on activities and make verbal reports on activities during Board meetings and conference calls.
8. Provide candid and constructive criticism, advice, and comments.
9. Perform personal assignments effectively and on time.
10. Comply with ACP conflict of interest and confidentiality policies.
11. Be a goodwill ambassador for the ACP; actively recruit ACP members.
12. Become knowledgeable about the relationship between the ACP and ACPEF.

Personal Characteristics

1. Ability to listen, analyze, think clearly and creatively, work well with people individually and in a group, and to organize and monitor work.
2. Excellent oral, written, and electronic communication skills.
3. Commitment to develop certain skills if not already possessed, such as: how to cultivate and solicit funds, cultivate and recruit board members and other volunteers, and to read and understand financial statements.
4. Possess: honesty, sensitivity to and tolerance of differing views, friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, commitment to ACPs development and growth, and a sense of humor.

5. Be a team player.

Qualifications for Service

1. Directors must be current ACP Active Members or Active Fellows in good standing and not currently serving as an officer or appointed official of the College; Fellow status is preferred.
2. Own a laptop computer.
3. Ability to make the time required for Board and ACP service.
4. Travel and weekend work periodically required.

Terms

The terms for the 22 member ACP Board of Directors will be as follows.

The Vice-President, President-Elect, President, and Immediate Past President may serve a four year term, rotating through each of these four offices until the last year as Immediate Past President is completed. The Treasurer, Secretary, five (5) Division Directors, and the First At-Large Prosthodontic Forum Director may serve initial three (3) year terms and may be elected to a maximum of six (6) years.

The five (5) US Regional Directors, the Federal Services Director, and the International Director may serve an initial term of two (2) years and may be re-elected to a second two (2) year term with a term limit of a maximum of four (4) years.

The Editor-in-Chief of the *Journal of Prosthodontics* is appointed by the Board for an initial five (5) year term and may be reappointed for one (1) succeeding term of five (5) years.

The Executive Director is appointed by the Board to an initial term and succeeding terms as determined by the Board.



JOB DESCRIPTION

ACP REGIONAL MEMBERSHIP DIRECTOR

Approved by the ACP Board of Directors, February 24, 2008

Revised and approved by the ACP Board of Directors,

January 13, 2010; February 23, 2014

General Responsibilities

The ACP Regional Membership Director is elected by his/her region and serves as a vital communication link between the ACP Board of Directors and the members in the respective regions. The Regional Membership Director partners with the President, Board Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives. The Regional Membership Director collaborates with the Vice President, leader of the Membership Services Division, to grow the ACP membership market share.

In order to fulfill these responsibilities, the Regional Membership Director demonstrates leadership by helping the ACP Board of Directors to set knowledge-based direction, to execute well, and to create and sustain organizational success. Per ACP Bylaws:

"Membership Services Division will develop and monitor a multiyear membership recruitment and retention plan that includes strategies, tactics, and tools to grow the ACP membership; reviews and evaluates member benefits and identifies potential new benefits; identifies and develops strategies to meet members' and alliances' needs; conducts promotional campaigns to communicate to the members the value offered by the ACP; annually audit recruitment, retention, and member service activities; monitor the activities of the Sections and offer advice on organizational structure of the Sections."

Accountability

The Regional Director is accountable to the ACP President, Board of Directors and ACP members. The Regional Membership Director may delegate specific duties to the Executive Director, the Executive Committee, Board members, and/or committees/ task forces as appropriate; however, the accountability for any delegated duties remains with the Regional Membership Director.

Responsibilities

1. Works with Central Office Sections & Governance Manager to develop and ensure ongoing communication to and from the Sections.
2. Coordinates and oversees all ACP Region activities.
3. Works to achieve the annual membership goals set in collaboration with the Membership Services Division for the Region.
4. Facilitates ACPEF fundraising in the Region as directed by the ACPEF.
5. Submits agenda items in advance for consideration during Board of Director (BOD) meetings.
6. Writes and submits timely reports on activities of the Region to the BOD.
7. Understands the details of the ACP Mission, Strategic Plan, and corresponding Work Plans.
8. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP's priorities and initiatives.
9. Works toward accomplishing the initiatives detailed in the ACP work plans.
10. Works with ACP Sections & Governance manager to develop agendas for quarterly conference calls with Section Presidents. The Regional Membership Director chairs these calls.
11. Selects one post graduate student from the Region to serve on the ACP Resident/Fellows Committee and mentors this student.
12. Selects one member prosthodontist from the Region who has graduated within 5 years to serve on the New Prosthodontist Committee.
13. Fosters the development of functional sections in all eligible areas of the Region
14. In collaboration with Section Officers develop close working relationships with the Dental Schools and PG pros Programs in the Region.
15. Supports and encourages members in the Region to participate in National Prosthodontics Awareness Week.
16. Attends and participates in Section meetings in the Region.
17. Attends annual and interim meetings of the BOD.
18. Participates in BOD conference calls.
19. Attends ACP Annual Session.
20. Maintains close contact and regular communication with Section Presidents in their Region.
21. Works with ACP Sections & Governance Manager to gather and write Section news for Regional Newsletters.
22. Serves as voting member of the BOD.
23. Prepares annual self evaluation of job performance to the BOD.

Term

Elected as Regional Membership Director for two years; may be reelected for a second two year term.

Compensation None.

JOB DESCRIPTION

ACP Continuing Professional Education Division Director

Approved by the ACP Board of Directors, February 24, 2008;
Revised January 13, 2010; February 23, 2014

General Responsibilities

The goals of the ACP's Continuing Professional Education Division are to organize, conduct, oversee, and ensure the financial viability of all aspects of the Annual Session Scientific Program and other continuing education activities.

The Division Director demonstrates leadership by setting knowledge-based direction, executing well, and creating and sustaining Divisional success. The Division Director presides over meetings of Division Committees as needed, proposes policies and practices, monitors the performance of Division volunteers and committees, submits various reports to the Board and other stakeholders, and oversees the following:

- Continuing Education Committee, chaired by the CPE Division Director, which is charged to develop, organize, promote, conduct and evaluate educational programs designated to support the discipline and specialty of prosthodontics and to attract diverse target audiences; develop and offer programs in a variety of formats, such as internet sites, print, etc.; ensure that the College continuing education activities are accredited by the ADA, CERP, and other relevant professional education accreditation authorities.
- Annual Session Committee, Chair and committee appointed by the President-Elect and includes the CPE Division Director; which is charged to develop, organize, promote, conduct, and evaluate the Annual Session by incorporating current, "State of the art" technologies, advancing research, and professional practice; research and make recommendations to the BOD for future site selection, audiovisual requirements and facility accommodations that will support a successful Annual Session; develop opportunities that foster collaborative activities with other organizations including joint meetings; provide for the recognition of the discipline and specialty of prosthodontics along with other professional and corporate entities, including exhibits and other opportunities during the Annual Session.

Accountability

The Division Director is accountable to the ACP President, the Board of Directors, and ACP members. The Division Director may delegate specific duties to the Executive Director, the Executive Committee, Board members and/or committees/ task forces as appropriate; however, the accountability for any delegated duties remains with the Division Director.

Responsibilities

1. Partners with the President, Board Executive Committee, and the Executive Director in achieving the organization's mission and strategic objectives;
2. Maintains a regular schedule of communication with the ACP President.
3. Writes and submits timely quarterly reports to the BOD on Division activities as requested.
4. Understands the details of the ACP Mission, Strategic Plan, and corresponding Work Plans.
5. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP's priorities and initiatives.
6. Works toward accomplishing the initiatives detailed ACP work plans.
7. Represents the ACP with organized dentistry and important venues/meetings of dental specialty organizations, Prosthodontic Forum organizations, as needed.
8. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and money.
9. Helps the President to mediate Board actions with respect to Divisional priorities and governance concerns.
10. Maintains open lines of communication in between formal meetings or Board work sessions with the Executive Director.
11. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
12. Monitors Divisional financial planning and financial reports.
13. Participates in the evaluation of the Executive Director's performance.
14. Fulfills such other assignments as the President, Board of Directors, and Executive Director agree are appropriate and desirable for the Division Director to perform.

Term

Elected as Division Director for three years; may be reelected for a second three year term.

Compensation

None.



JOB DESCRIPTION

ACP Education and Research Division Director

Approved by the ACP Board of Directors, February 24, 2008;
Revised January 13, 2010; February 23, 2014

General Responsibilities

The goals of the ACP's Education and Research Division are to continually study and report on predoctoral, postdoctoral, and continuing dental education in prosthodontics, encourage members to seek and maintain board certification, advance the skills and expertise of the prosthodontist, and stimulate, participate, promote, and evaluate prosthodontic research; review all aspects of the clinical practice of prosthodontics including the future direction and application of emerging technologies as applied to clinical practice and dental office administration.

The Division Director demonstrates leadership by setting knowledge-based direction, executing well, and creating and sustaining Divisional success. The Division Director presides over meetings of Division Committees as needed, proposes policies and practices, monitors the performance of Division volunteers and committees, submits various reports to the Board and other stakeholders, and oversees the following:

- Predoctoral Education Committee, which is charged to provide support for predoctoral prosthodontic education; manage the predoctoral educators seminars that are focused on issues related to predoctoral prosthodontic education; to prepare College responses on educational issues as requested by the American Dental Association and other organizations, work proactively on directions related to the CODA standards on dental education; maintain liaison with the ADEA Section on Prosthodontics and meet during the ADEA annual meeting; and to facilitate revision of the accreditation standards document for the specialty of prosthodontics.
- Postdoctoral Education Committee, which is charged to develop close relationships with the Program Directors and maintain liaisons with ADEA Section on Prosthodontics, meet during ADEA annual meeting, manage the postdoctoral educators seminars that are focused on issues related to postdoctoral prosthodontic education and program directors of advanced education programs in prosthodontics, work proactively on future directions related to the CODA specialty standards and oversees the work of the Mock Board Exam and Board Preparation activities.

- Mock ABP Exam Subcommittee, which is charged to provide support for activities designed to encourage prosthodontists to pursue board certification.
- ABP Preparation Subcommittee
- Educators and Mentors Subcommittee, which is charged to organize and conduct a workshop at the Annual Session focusing on postdoctoral prosthodontic educational issues and the impact of those issues on the specialty. The Chair selects the workshop topic in consultation with the postgraduate prosthodontics program directors, the ACP President, and/or the ACP Officers and Board of Directors and others as necessary. The Chair contacts potential speakers to fulfill the need of each workshop. These workshops provide the following: a structured venue that informs educators of current educational, research, private practice, economic, and/or policy-making issues that could impact specialty education, future prosthodontists and the future of the specialty and an open forum for educator dialogue in contribution to decision-making regarding the important issues that could affect specialty education and the specialty as a whole.
- Science and New Technology Committee, which is charged to monitor developing scientific advances of interest to the specialty and recognizes evolving technologies of significance; report findings to the BOD; provide recommendations to the BOD regarding science and technology developments considered to be interruptive or of potential value to the clinical practice of prosthodontics; disseminate to the membership this information.
- Research Committee, which is charged to stimulate, promote, and evaluate prosthodontic research ,determine areas where more research is needed; . report its findings and make recommendations to the BOD; foster the application of Evidence Based Dentistry (EBD) in College sponsored research and educational activities.
- Management of BOD Task Forces as appointed.

Accountability

The Division Director is accountable to the ACP President, the Board of Directors, and ACP members. The Division Director may delegate specific duties to the Executive Director, the Executive Committee, Board members and/or committees/ task forces as appropriate; however, the accountability for any delegated duties remains with the Division Director.

Responsibilities

1. Partners with the President, Board Executive Committee, and the Executive Director in achieving the organization's mission and strategic objectives;
2. Maintains a regular schedule of communication with the ACP President.
3. Writes and submits timely quarterly reports to the BOD on Division activities as requested.
4. Understands the details of the ACP Mission, Strategic Plan, and corresponding Work Plans.
5. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP's priorities and initiatives.
6. Works toward accomplishing the initiatives detailed ACP work plans.
7. Represents the ACP with organized dentistry and important venues/meetings of dental specialty organizations, Prosthodontic Forum organizations, as needed.
8. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and money.
9. Helps the President to mediate Board actions with respect to Divisional priorities and governance concerns.
10. Maintains open lines of communication in between formal meetings or Board work sessions with the Executive Director.
11. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
12. Monitors Divisional financial planning and financial reports.
13. Participates in the evaluation of the Executive Director's performance.
14. Fulfills such other assignments as the President, Board of Directors, and Executive Director agree are appropriate and desirable for the Division Director to perform.

Term

Elected as Division Director for three years; may be reelected for a second three year term.

Compensation

None.

JOB DESCRIPTION

Board of Director - Vice President

Approved by the ACP Board of Directors, February 24, 2008

Revised January 13, 2010; February 23, 2014

General Responsibilities

The ACP Vice President is the successor to the ACP President-Elect and then the ACP President and as such, partners with the President, President-Elect, Board Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives. The Vice President leads the Membership Services Division in collaboration with the seven Regional Membership Directors to grow the ACP membership market share.

In order to fulfill these responsibilities, the Vice President demonstrates leadership by helping the President and President-Elect to set knowledge-based direction, to execute well, and to create and sustain organizational success. Per the ACP Bylaws:

“Membership Services Division will develop and monitor a multiyear membership recruitment and retention plan that includes strategies, tactics, and tools to grow the ACP membership; reviews and evaluates member benefits and identifies potential new benefits; identifies and develops strategies to meet members’ and alliances’ needs; conducts promotional campaigns to communicate to the members the value offered by the ACP; annually audit recruitment, retention, and member service activities; monitor the activities of the Sections and offer advice on organizational structure of the Sections.”

Accountability

The Vice President is accountable to the ACP President and President-Elect, Board of Directors and ACP members. The Vice President may delegate specific duties to the Executive Director, the Executive Committee, Board members and/or committees/ task forces as appropriate; however, the accountability for any delegated duties remains with the Vice President.

Responsibilities

1. Succeeds to the Presidency-Elect one (1) year following his/her term as Vice President; once President -Elect ascends to the office of President.

2. Ensures complete familiarity with the duties of the office of the President-Elect by conscientious study and by close liaison and cooperation with the President-Elect, President, and the Executive Committee.
3. Assists the President-Elect and President in the discharge of his/her duties as deemed necessary and as requested.
4. Serves as a member of the Executive Committee and ACP Finance Committee.
5. Serves as a voting member of the Board.
6. Understands the details of the ACP Mission, Strategic Plan, and corresponding Work Plans.
7. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP's priorities and initiatives.
8. Works toward accomplishing the initiatives detailed ACP work plans.
9. Serves as an Associate Editor of the ACP Messenger.
10. Participates in conference calls with the Regional membership Directors and the Section Officers.
11. Performs the duties and exercises the powers of the President-Elect in the temporary absence or disability of the President-Elect.
12. Becomes President-Elect upon the death, resignation or permanent incapacity of the President-Elect.
13. Ensures that the College maintains positive and productive relationships with the media, corporate sponsors, donors, and other organizations.
14. Maintains a regular schedule of communication with the ACP President, President-Elect, Board Officers and Section Presidents; discusses issues confronting the organization with the Executive Committee and Executive Director.
15. Appoints ACP Annual Session Chair for his/her year as President; works closely with this AS Chair to ensure a quality program, that ACP AS policies are followed, and that the AS budget is achieved.
16. Represents the ACP with organized dentistry and important venues/meetings of such, i.e., ADA, CODA, CDEL, dental specialty organizations, Prosthodontic Forum organizations, etc.
17. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and money.
18. Helps the President-Elect and President to mediate Board actions with respect to organizational priorities and governance concerns.
19. Maintains open lines of communication in between BOD meetings with the Executive Director.
20. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
21. Monitors financial planning and financial reports.
22. Participates in the evaluation of the Executive Director's performance.
23. Fulfills such other assignments as the President, Board, and Executive Director agree are appropriate and desirable for the Vice President to perform.

Term

Elected as Vice President for one year, ascends to the position of President-Elect for one year, ascends to President for one year, remains on the Board for one year as Immediate Past President.

Compensation: None.

JOB DESCRIPTION

Board of Directors - President-Elect

Approved by the ACP Board of Directors February 24, 2008

Revised February 23, 2014

General Responsibilities

The ACP President-Elect is the successor to the ACP President and as such, partners with the President, Board Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives.

In order to fulfill these responsibilities, the President-Elect demonstrates leadership by helping the President to set knowledge-based direction, to execute well, and to create and sustain organizational success.

Accountability

The President-Elect is accountable to the President, the Board of Directors and ACP members. The President-Elect may delegate specific duties to the Executive Director, the Executive Committee, Board members and/or committees/ task forces as appropriate; however, the accountability for any delegated duties remains with the President-Elect.

Responsibilities

1. Succeeds to the Presidency one (1) year following his/her ascension to the office of President-Elect.
2. Ensures complete familiarity with the duties of the office of the President by conscientious study and by close liaison and cooperation with the President and the Executive Committee.
3. Assists the President in the discharge of his/her duties as deemed necessary and as requested by the President.
4. Serves as a member of the Executive Committee and the ACP Finance Committee.
5. Serves as an Associate Editor of *The ACP Messenger*.
6. Leads the annual review and revision of the ACP strategic plan for consideration by the BOD. The President-Elect shall also monitor progress made in meeting current ACP goals and objectives, and provide recommendations to the BOD regarding the College's priorities.
7. Mentors and prepares the Vice President for their eventual role as President Elect.

8. Understands the details of the ACP Mission, Strategic Plan, and corresponding Work Plans.
9. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP's priorities and initiatives.
10. Works toward accomplishing the initiatives detailed ACP work plans.
11. Presides at meetings of the BOD and performs the duties and exercises the powers of the President in the temporary absence or disability of the President.
12. Become President upon the death, resignation or permanent incapacity of the President.
13. Ensures that the College maintains positive and productive relationships with the media, corporate sponsors, donors, and other organizations.
14. Serves as a voting member of the Board.
15. Maintains a regular schedule of communication with the ACP President and Board Officers and ACPEF Chair; discusses issues confronting the organization with the Executive Committee and Executive Director.
16. Appoints ACP Annual Session Chair for his/her year as President; works closely with this AS Chair to ensure a quality program, that ACP AS policies are followed, and that the AS budget is achieved.
17. Represents the ACP with organized dentistry and important venues/meetings of such, i.e., ADA, CODA, CDEL, dental specialty organizations, Prosthodontic Forum organizations, etc.
18. Serves as a member of the ACPEF Board of Directors.
19. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and money.
20. Helps the President to mediate Board actions with respect to organizational priorities and governance concerns.
21. Maintains open lines of communication in between formal meetings or Board work sessions with the Executive Director.
22. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
23. Monitors financial planning and financial reports.
24. Participates in the evaluation of the Executive Director's performance.
25. Fulfills such other assignments as the Board and Executive Director agree are appropriate and desirable for the President-Elect to perform.

Term

Elected as Vice President for one year, ascends to the position of President-Elect for one year, ascends to President for one year, remains on the Board for one year as Immediate Past President.

Compensation

Annual stipend of \$10,000 payable in 24 bimonthly installments from November 30-October 31.



JOB DESCRIPTION

Board of Directors - President

Approved ACP Board of Directors February 24, 2008;

Revised May 2009; February 23, 2014

General Responsibilities

The ACP President, as the chief elected volunteer of the organization, is responsible for ensuring that the Board of Directors and its members: are aware of and fulfill their ACP governance responsibilities; comply with applicable laws and bylaws; conduct Board business effectively and efficiently; are accountable for their performance. The President motivates the Board to provide undivided allegiance to the well being and future health of the ACP. The President seeks to optimize the relationship between the Board and management and to build an effective leadership partnership with the Executive Director

In order to fulfill these responsibilities, the President demonstrates leadership by setting knowledge-based direction, executing well, and creating and sustaining organizational success. The President presides over meetings, proposes policies and practices, leads and sits on various committees, monitors the performance of the Board and its Officers, submits various reports to the Board and other stakeholders; proposes the creation of committees/task forces; appoints members to such committees/task forces; and performs other duties as the need arises and/or as defined in the bylaws.

Accountability

The President is accountable to the Board of Directors and ACP members. The President may delegate specific duties to the Executive Director, the Executive Committee, Board members and/or committees/ task forces as appropriate; however, the accountability for any delegated duties remains with the President.

Responsibilities

1. Serves as the Chief Volunteer of the College.
2. Focuses the Board's attention on matters of institutional governance that relate to its own structure, role, and relationship to management.
3. Partners with the Board Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives; ensures that the

Board functions effectively, interacts with management optimally, and fulfills all of its duties.

4. Ensures that the College maintains positive and productive relationships with the media, corporate sponsors, donors, and other organizations.
5. Leads the annual corporate “ask” for the College to ensure that adequate funds are committed as required by the ACP’s annual budget.
6. Chairs meetings of the Board and the Executive Committee; serves as a member of the ACP Finance Committee.
7. Makes written and oral reports to the ACP Board and to membership.
8. Mentors and prepares the ACP President Elect and Vice President for their eventual service as ACP President.
9. Understands the details of the ACP Mission, Strategic Plan, and corresponding Work Plans.
10. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP’s priorities and initiatives.
11. Works toward accomplishing the initiatives detailed ACP work plans.
12. Serves as a member of the Board, only voting in case of a tie or ballot voting.
13. Serves as the primary liaison between the Board and the Executive Director; builds a personally successful relationship and culture of trust with the Executive Director in communications, planning and problem solving, conflict management, and working styles; and attends with the Executive Director an ASAE course designed for the chief elected officer and the chief staff officer early in their term.
14. Ensures that an agenda is planned and distributed in advance for Board meetings; develops meeting agendas in collaboration with the Executive Director.
15. Leads and encourages the Board's active engagement in strategic planning and period Board performance evaluation.
16. Assures that committees/task forces are appointed and charged with work from the strategic plan. Ensure that chairs of committees and task forces understand their charge, that chairs engage their members and that chairs have opportunity to provide input relevant to their tasks to the BOD through their Director and ACP Staff.
17. Assure that committee/task force chairpersons and members are appointed with an eye to future succession.
18. Fills vacancies of Officers and the BOD as directed in the ACP Bylaws.
19. Ensures that structures and procedures are in place for effective recruitment, training, and evaluation of Board members and for other talent for whatever volunteer assignments are needed.
20. Maintains a regular schedule of communication with the ACP Board Officers and ACPEF Chair; discusses issues confronting the organization with the Executive Committee and Executive Director; reviews with the Executive Director any issues of concern to the Board.

21. Appoints ACP Annual Session Chair for his/her year as President; works closely with this AS Chair to ensure a quality program, that ACP AS policies are followed, and that the AS budget is achieved.
22. Represents the ACP with organized dentistry and important venues/meetings of such, i.e., ADA, CODA, CDEL, dental specialty organizations, Prosthodontic Forum organizations, etc.
23. Serves as a member of the ACPEF Board of Directors.
24. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and money.
25. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
26. Presents to the Board an annual evaluation of the pace, direction, and organizational strength of the ACP.
27. Maintains open lines of communication with and meets regularly in between formal meetings or Board work sessions with the Executive Director.
28. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
29. Monitors financial planning and financial reports.
30. Serves as an Associate Editor of the *ACP Messenger*. (leave: Writes a quarterly column)?
31. Participates in the evaluation of the Executive Director's performance.
32. Fulfills such other assignments as the Board and Executive Director agree are appropriate and desirable for the President to perform.

Term

Elected to the position of Vice President for one year, ascends to President-Elect for one year, ascends to President for one year, and remains on the Board for one year as Immediate Past President.

Compensation

Annual stipend of \$30,000 payable in 24 bimonthly installments from November 30-October 31.