

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 three (3) years and may be re-elected to a second three (3) year term with a term limit of a maximum of six (6) 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.

See the related job descriptions for President-Elect and President that follow.



JOB DESCRIPTION

Board of Director - Vice President

Approved by the ACP Board of Directors, February 24, 2008
Revised January 13, 2010; February 23, 2014; October 29, 2019;
by the Executive Committee October 27, 2020

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.

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.

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, and/or committees/ task forces as deemed appropriate by the President; however, the accountability for any delegated duties remains with the Vice President.

Responsibilities

Strategic

1. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP's priorities and initiatives.
2. Ensures that the College maintains positive and productive relationships with the media, corporate sponsors, donors, and other organizations.
3. Represents the ACP with organized dentistry and important venues/meetings of such, i.e., ADA, CODA, CDEL, dental specialty organizations, Prosthodontic Forum organizations, etc. if invited by the President.

See the related job descriptions for President-Elect and President that follow.

4. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and/or money.
5. Helps the President-Elect and President to mediate Board actions with respect to organizational priorities and governance concerns.
6. Maintains open lines of communication in between BOD meetings with the Executive Director.

Membership

The Vice President leads the Membership Services Division in collaboration with the Regional Membership Directors.

*“Membership Services Division Under the leadership of the Vice President, this division works in collaboration with other committees and divisions to provide strategic guidance to aid in the recruitment, engagement, retention and growth of membership. Continuously assess and evaluate membership data to identify and recommend member benefits with the vision of creating products and services designed to produce ongoing value to meet member needs.
ACP Bylaws*

Leadership Development

1. Participates in conference calls with the Regional membership Directors and the Section Officers.
2. 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.
3. 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.

Other Responsibilities

1. Succeeds to the Presidency-Elect one (1) year following their term as Vice President; once President -Elect ascends to the office of President.
2. Assists the President-Elect and President in the discharge of their duties as deemed necessary and as requested.
3. Serves as a member of the Executive Committee and ACP Finance Committee.
4. Serves as a voting member of the Board.
5. Understands the details of the ACP Mission, Strategic Plan, and Guiding Principles.
6. Performs the duties and exercises the powers of the President-Elect in the temporary absence or disability of the President-Elect.

See the related job descriptions for President-Elect and President that follow.

7. Becomes President-Elect upon the death, resignation or permanent incapacity of the President-Elect.
8. Identifies ACP Annual Session Chair for their year as President for board approval.
9. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
10. Participates in the evaluation of the Executive Director's performance.
11. 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; October 29, 2019

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

Strategic

1. 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.
2. Understands the details of the ACP Mission, Strategic Plan, and Guiding Principles.
3. Ensures that the College maintains positive and productive relationships with the media, corporate sponsors, donors, and other organizations.
4. Represents the ACP with organized dentistry and important venues/meetings of such, i.e., ADA, CODA, CDEL, dental specialty organizations, Prosthodontic Forum organizations, etc.
5. Serves as an ex-officio member of the ACPEF Board of Directors.
6. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and/or money.
7. Helps the President to mediate Board actions with respect to organizational

- priorities and governance concerns.
8. Maintains open lines of communication in between formal meetings or Board work sessions with the Executive Director.

Leadership Development

9. 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.
10. Mentors and prepares the Vice President for their eventual role as President Elect.
11. 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.
12. Solicits input from the Executive Committee, Board Division Directors, Committee Chairs, and ACP Staff for their respective Division committee appointments, reappointments, and tasking suggestions.
13. Proposes preliminary committee appointments and charges.

Other Responsibilities

14. Succeeds to the Presidency one (1) year following their ascension to the office of President-Elect.
15. Assists the President in the discharge of their duties as deemed necessary and as requested by the President.
16. Serves as a member of the Executive Committee and the ACP Finance Committee.
17. 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.
18. Become President upon the death, resignation or permanent incapacity of the President.
19. Serves as a voting member of the Board.
20. Works closely with this AS Chair to ensure a quality program, that ACP AS policies are followed, and that the AS budget is achieved.
21. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
22. Participates in the evaluation of the Executive Director's performance.
23. 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; October 29, 2019

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

Strategic

1. Focuses the Board's attention on matters of institutional governance that relate to its own structure, role, and relationship to management.
2. 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.

3. Ensures that the College maintains positive and productive relationships with the media, corporate sponsors, donors, and other organizations.
4. Leads the annual corporate “ask” for the College to ensure that adequate funds are committed as required by the ACP’s annual budget.
5. Works with the officers and staff to maintain the Strategic Plan as the guiding document for ACP’s priorities and initiatives.
6. Leads and encourages the Board's active engagement in strategic planning and period Board performance evaluation.
7. 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.
8. Represents the ACP with organized dentistry and important venues/meetings of such, i.e., ADA, CODA, CDEL, dental specialty organizations, Prosthodontic Forum organizations, etc.
9. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and/or money.
10. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
11. Presents to the Board an annual evaluation of the pace, direction, and organizational strength of the ACP.
12. Maintains a regular schedule of communication with the ACP Board Officers and ACPEF Chair and Vice 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.

Leadership Development

13. Mentors and prepares the ACP President Elect and Vice President for their eventual service as ACP President.
14. Assure that committee/task force chairpersons and members are appointed with an eye to future succession.
15. 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.

Other Responsibilities

16. Serves as the Chief Volunteer of the College.
17. Serves as an ex-officio member of the BOD of the ACPEF

18. Chairs meetings of the Board and the Executive Committee; serves as a member of the ACP Finance Committee.
19. Makes written and oral reports to the ACP Board and to membership.
20. Understands the details of the ACP Mission, Strategic Plan, and Guiding Principles
21. Serves as a member of the Board, only voting in case of a tie or ballot voting.
22. 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.
23. Ensures that an agenda is planned and distributed in advance for Board meetings; develops meeting agendas in collaboration with the Executive Director.
24. Fills vacancies of Officers and the BOD as directed in the ACP Bylaws.
25. Works closely with the AS Chair to ensure a quality program, that ACP annual session policies are followed, and that the AS budget is achieved.
26. Maintains open lines of communication with and meets regularly in between formal meetings or Board work sessions with the Executive Director.
27. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
28. Participates in the evaluation of the Executive Director's performance.
29. 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.



JOB DESCRIPTION

Board of Director - Secretary

Approved by the ACP Board of Directors January 14, 2009

Revised February 23, 2014, December, 14, 2016

General Responsibilities

The ACP Secretary has extensive oversight responsibilities pertaining to the records for the American College of Prosthodontists (referred to as the “College”). The secretary ensures that the records of the College are maintained as required by law and made available when required by authorized persons. These records may include all books, papers, minutes, documents and archives, excluding College funds. In addition the ACP Secretary serves as Chair of the Council for the American Board of Prosthodontics.

Accountability

The Secretary is accountable to the ACP President, the Board of Directors and the ACP members. The Secretary 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 Secretary.

Responsibilities

ACP Duties

1. Reviews drafts of all Executive Committee, Board meeting and conference call minutes as prepared by staff. Works with the Executive Director and designated staff to ensure that minutes of these meetings are developed and distributed.
2. Ensure the preservation of all records, documents and reports of the College except those specifically assigned to others.
3. Call the roll and affirm that a quorum is present for all Board of Directors (BOD) meetings, conference calls, and official votes.
4. Reviews policy proposals presented to the Board of Directors.
5. Reviews, in collaboration with the Executive Director, conflict of interest statements of the Officers and other Board members.
6. Partners with the President, Executive Committee, and the Executive Director in achieving the organization's mission and strategic objectives.
7. Maintains a regular schedule of communication with the ACP President.

8. Writes and submits reports to the BOD on activities for all face-to-face meetings for which the Secretary is present.
9. Assist the President, in collaboration with the Executive Director, to mediate Board actions, priorities, and governance concerns.
10. Interacts with staff, as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
11. Participates in the evaluation of the Executive Director's performance.
12. Fulfills other assignments as deemed appropriate by the President, Board of Directors, and Executive Committee.

Council for the American Board of Prosthodontics (ABP) Duties

13. Serves as the Chair of the Council for the American Board of Prosthodontics (ABP), without the right to vote, except in the event of a tie vote by the Council; provided that if the Secretary is not an Active Fellow, the Board of Directors will designate an Active Fellow to serve in this *ex-officio* capacity.
14. Fulfills the obligations and responsibilities as required in management of the Council for the ABP nomination and election process, annually.

Term

Elected as Secretary for three years; may be re-elected for a second three-year term.

Compensation

None.

JOB DESCRIPTION

Board of Director - Treasurer

Approved ACP Board of Directors February 24, 2008
Revised August 21, 2013; February 23, 2014; August 25, 2014

General Responsibilities

The ACP is a non-profit and volunteer organization that employs a Central Office staff, which includes an Executive Director and other key employees. The ACP Treasurer is the chief fiduciary officer of the organization; and as such, serves as the official custodian of all funds and securities of the College and represents the College in all financial matters.

The ACP Treasurer is not typically on-site at the ACP Central Office, and as such, key staff may be delegated to collect funds, make deposits/disbursements, bank reconciliations, and account for funds and the ministration of other day-to-day financial activities as directed by the ACP Board of Directors (BOD). The Executive Director will oversee internal staff involved in all financial matters of the ACP.

Additionally, the ACP will enlist the assistance of external accountants, financial planners, investment advisors, and auditors on a periodic basis to review financial transactions, make general accounting observations, recommend investment strategies and prepare any needed documents to city, state and federal entities as required by law after review by the ACP BOD. The Executive Director will provide the Treasurer, the Finance Committee, and the Executive Committee pertinent and timely financial information and reports by postal and/or e-mail.

The Treasurer and Executive Director are responsible for the collection, safekeeping and expenditures of all funds and accurate financial records of the organization. They will work closely together in developing annual budgets and Treasurer Reports.

Accountability

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

Therefore, the Treasurer should be a person of unquestioned integrity and should have knowledge of how to keep or supervise the keeping of financial accounts. In order to fulfill these responsibilities, the Treasurer should demonstrate leadership by setting knowledge-based direction, executing well, and helping to create and sustain organizational success.

Responsibilities

1. Provide oversight of all funds, property, and securities of the ACP, subject to such policies of the Board of Directors (BOD).
2. Assures actions relating to the Board's financial responsibilities through annual review of the currency and effectiveness of the ACP/ACPEF Financial Policies and Procedures.
3. Assures accurate and timely production and appropriate distribution of financial reports, including providing quarterly financial statements to the BOD.
4. Serves as a member of the Executive Committee of the Board.
5. Chairs the ACP Finance Committee.
6. Writes and submits regular and special reports on the financial condition of the ACP to the BOD.
7. Becomes familiar with the details of the ACP Mission, Strategic Plan, Action 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 ACP work plans.
10. Submits to the BOD and the membership an annual external audit report of the financial affairs of the ACP.
11. Reviews the budget for presentation to the Board for approval.
12. Consults with Executive Director on programs and services (new and old) which impact the budget.
13. Monitors the ACP's short and long-term investments.
14. Conducts an onsite Central Office oversight and financial controls review visit at least annually
15. Reviews the monthly financial statement of income and expenditures, bank statements, reconciliations, and checks written.
16. Verifies timely mailing of dues notices to ensure cash flow needs.
17. With designated bank signing and transaction authority by Board Office, signs checks and agreements as designated by Board policy.
18. Serves as Trustee with the Executive Director of the ACP sponsored employee 401k retirement plan.
19. Reviews the IRS form 990 annually with the Finance Committee and the auditors before submission.
20. Ensures that ACP secures an annual audit or review by an independent accounting firm at the close of the fiscal year.
21. Serves as a voting member of the ACP Board.
22. Partners with the Board Executive Committee and the Executive Director in achieving the organization's mission and strategic objectives.
23. Plays a leadership role in ACPEF fundraising campaigns through personal contributions of service and money.
24. Helps the President to mediate Board actions with respect to organizational priorities and governance concerns.
25. Maintains open lines of communication in between formal meetings or Board work sessions with the Executive Director.
26. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.

27. Participates in the evaluation of the Executive Director's performance.
28. Fulfills such other assignments as the Board and Executive Director agree are appropriate and desirable for the Treasurer to perform.

Term

Elected to the position of Treasurer for three years, may be reelected for a second three year term.

Compensation

None.

JOB DESCRIPTION

ACP Prosthodontic Practice and Patient Care Division Director

Approved by the ACP Board of Directors, January 2010

Revised February 23, 2014, Approved by the Executive Committee October 27, 2020

General Responsibilities

The Prosthodontic Practice and Patient Care Division Director is to develop all resource material for ACP members specifically addressing clinical patient care and the specialty practice; monitor and provide recommendations that will improve evidence based patient care; propose methods to improve oral health literacy, community oral health advocacy, and access to care including special needs patients; improve the standard of prosthodontic treatment, and develop strategies that will facilitate the delivery of optimal prosthodontic care.

Accountability

The Division Director is accountable to the ACP President, the Board of Directors, and ACP members.

Responsibilities

Strategic

1. Understands the ACP Mission, Strategic Priorities, Guiding Principles and ACP/ACPEF Shared Vision.
2. Maintains open lines of communication with the Executive Director.
3. Monitors Divisional financial planning and financial reports.
4. Supports fundraising initiatives in collaboration with the members of the board, Executive and development team.

Leadership Development

1. Maintains a regular schedule of communication with the Chairs of all committees, subcommittees, task forces and working groups in the Division.

2. Writes and submits timely quarterly reports to the BOD on Division activities as requested.

Other

1. Serves as a voting member of the Board.
2. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
3. Fulfills such other duties as assigned by the ACP President and the Board.

Term

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

Compensation

None.

JOB DESCRIPTION

ACP Public Relations and Communications Division Director

Approved by the ACP Board of Directors, January 2010

Revised February 23, 2014, Approved by the Executive Committee October 27, 2020

General Responsibilities

The Public Relations and Communications Division Director promotes and communicates the specialty of Prosthodontics, including the development and maintenance of projects that educate the profession, other healthcare professional organizations, industry, and the general public by enabling the awareness and value of the specialty of Prosthodontics and safeguarding the public interests.

The Division Director collaborates with volunteers and designated ACP/ACPEF staff to complete work related to communications, marketing and public relations activities..

Accountability

The Division Director is accountable to the ACP President, the Board of Directors, and ACP members.

Responsibilities

Strategic

1. Understands the ACP Mission, Strategic Priorities, Guiding Principles and ACP/ACPEF Shared Vision.
2. Maintains open lines of communication with the Executive Director.
3. Monitors Divisional financial planning and financial reports.
4. Supports fundraising initiatives in collaboration with the members of the board, Executive Director and development team.

Leadership Development

1. Maintains a regular schedule of communication with the *Messenger* Editor-in-Chief, Chairs of all committees, subcommittees, task forces and working groups in the Division.

2. Writes and submits timely quarterly reports to the BOD on Division activities as requested.

Other Responsibilities

1. Serves as a voting member of the Board.
2. Interacts with staff as needed and keeps the Executive Director informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
3. Fulfills such other duties as assigned by the ACP President and the Board.

Term

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

Compensation

None.



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; February 26, 2021

General Responsibilities

The ACP Regional Membership Director is elected by their 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 collaborates with the Vice President, leader of the Membership Services Division, to grow the ACP membership market share.

Accountability

The Regional Director is accountable to the ACP President, Board of Directors and ACP members.

Responsibilities

Strategic

1. Understands the ACP Mission, Strategic Priorities, Guiding Principles and ACP/ACPEF Shared Vision.
2. Maintains open lines of communication with the President, Vice President and CEO.
3. Monitors Divisional financial planning and financial reports.
4. Supports fundraising initiatives in collaboration with the members of the board, Executive and development team.

Leadership Development

1. Maintains close contact and regular communication with Section Presidents in their Region.
2. Writes and submits timely reports on activities of the Region to the BOD.

3. Works with designated ACP/ACPEF staff to develop and ensure ongoing communication to and from the Sections.
4. Fosters the development of functional sections in all eligible areas of the Region
5. In collaboration with Section Officers develop close working relationships with the Dental Schools and PG pros Programs in the Region.
6. Supports and encourages members in the Region to participate in National Prosthodontics Awareness Week.
7. Attends and participates in Section meetings in the Region.

Other Responsibilities

1. Serves as a voting member of the Board.
2. Interacts with staff as needed and keeps the CEO informed of such interactions, refrains from managing, directing, and assigning tasks to staff.
3. Fulfills such other duties as assigned by the ACP President and the Board.

Term

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

Compensation None.

ACPEF BOARD DIRECTOR JOB DESCRIPTION

Approved by ACPEF Executive Committee February 21, 2020

ACPEF Directors are responsible to act on behalf of the interests of the Foundation and its donors. Each director shall exercise good judgement and best efforts in the performance of their duties, including furthering the strategic alignment of the College and Foundation. By completing the Conflicts of Interest Disclosure Statement, each Director shall disclose any interest or activity that might compete or conflict, or appear to compete or conflict, with the interest of the Foundation.

General Responsibilities

1. Always put the best interests of the Foundation first when voting, participating in dialogue, and decision-making.
2. Fulfill their fiduciary responsibility by demonstrating a commitment to Knowledge Based Governance, including oversight of financial reporting and activities of the Foundation.
3. Review meeting materials and be prepared to contribute to discussion at Board and/or committee meetings.
4. Engage in dialogue that furthers the Mission of the organization.
5. Complete assignments effectively and on time.
6. Ensures that the Foundation maintains positive and productive relationships with sponsors, donors, and other organizations.
7. Be a goodwill ambassador by supporting fundraising initiatives in collaboration with the development team; including the active recruitment of donors.

Personal Characteristics and Qualifications for Service

1. Comply with the Code of Ethics and Code of Conduct
2. Team player with the ability to listen, analyze, and think clearly and creatively.
3. Excellent oral, written, and electronic communication skills.
4. Commitment to develop certain skills to enhance service as a board member, including participation in orientation and trainings.
5. Possess: honesty, respect for diverse viewpoints and tolerance of differing views, personal integrity, a demonstrated sense of values, and commitment to development and growth of the College and Foundation.
6. Commit the time required for Board service.
7. Travel and weekend work periodically required.

Terms

The terms for the ACPEF Board of Directors will be as follows: Directors/At-Large Directors shall be eligible to serve no more than two (2) successive three (3) year terms.

ARTICLE VIII. COUNCIL FOR THE AMERICAN BOARD OF PROSTHODONTICS

Section 8.1. **Purpose of the Council.** The American College of Prosthodontists serves as the sponsor of the American Board of Prosthodontics (ABP). The Council provides an objective and inclusive mechanism for the identification, nomination and selection of candidates to be placed on the ballot for the annual election of the examiner-elect of the ABP by the Diplomates of the Board.

Section 8.2. **Composition of Council.** The Council shall be composed of eight (8) members, excluding the chairperson, who are Diplomates of the (ABP) in good standing and who are Fellows in good standing with the American College of Prosthodontists. Council members must be representative of the diversity of College membership. Active examining members of the ABP and members of the College Board of Directors may not serve on the Council. Members of the Council are ineligible for nomination to the Board while serving on the Council.

The Council membership shall include representatives that will serve in the following six (6) categories: 1) Past ABP Examiners (2 members), 2) Recently Certified ABP Diplomates (1 member certified within the last 5 years), 3) Dental Educators (1 member), 4) Government (Federal) Service Prosthodontists (1 member), actively employed with at least 50% time in active duty status of government service. 5) Private Practitioners (2 members), and 6) Maxillofacial Prosthodontists (1 member).

Section 8.3. **Council Election procedure.** The Nomination Committee will put forth candidates for each of the open Council for the ABP positions annually. The election shall be by written ballot which may be distributed by any method permitted by applicable law. The Nominating Committee will provide a bio-sketch and letter of intent describing the candidates' qualifications, for distribution to all eligible ACP voters, with the ballots. Nominees cannot participate in concurrent Council membership category elections.

Section 8.4. **Terms - Council.** The length of term for Council members shall be for four (4) years. No individual may serve more than two (2) terms. Upon completion of the first term, those Council members willing and eligible to serve a second term may be placed on the ballot by the Nominating Committee. Terms of service will be staggered with two members being replaced each year. The exception is for the "recently" certified ABP Diplomate who is limited to one four (4) year term.

Section 8.5. **Vacancy on the Council (ABP).** In the event a member resigns or withdraws for personal/professional reasons the ACP President shall appoint in consultation with the Executive Committee a replacement who meets the qualifications set forth in Section 8.2 to serve the remainder of that term. At the completion of that term, if the Council member is still willing and eligible to serve a second term, they may be placed on the ballot by the Nominating Committee to serve one additional four (4) year term.

Section 8.6. Chairperson and Liaison with College. The Chair of the Council shall be the Secretary of the ACP and shall serve in *ex-officio* capacity and may vote only in the event of a tie vote by the Council. Should the Secretary not be a Diplomate, the BOD will designate a Diplomate from its membership to replace the Secretary in this *ex-officio* capacity. In addition to the College's Secretary, the Executive Director will serve the Council in *ex-officio*, non-voting capacity to provide liaison with the College.

Section 8.7. Council Duties and Responsibilities. The duties and responsibilities of the Council shall be as follows:

- (a) The Council serves the interests of the ABP and the specialty it represents. The Council will be mindful that the ABP is autonomous and not responsible to the ACP only to the Council on Dental Education and Licensure of the American Dental Association.
- (b) The Council shall maintain liaison with the American Dental Association Council on Dental Education and Licensure, the American Board of Prosthodontics, the ACP and the National Commission on Recognition of Dental Specialties and Certifying Boards.
- (c) The Council shall assist the ABP in such matters of ABP activities as they may identify. The Council may make suggestions relative to candidate preparation; administration of in-service training examinations for postdoctoral students and residents; the accumulation and analysis of data pertaining to the examination, the candidates, the certified Diplomates; and any other areas of general common interest. In order to carry out this activity, the Council shall meet a minimum of once each year.
- (d) The Council shall initiate procedures to encourage participation in the ABP certification examination by qualified individuals.
- (e) The Council shall develop eligibility criteria in conjunction with the ABP for prospective nominees to be considered for election to the ABP, and will promulgate these criteria to Diplomates of the ABP.
- (f) The Council shall be responsible for the annual recruitment of nominations and personal biographical data in support of prospective nominees for election to the ABP. In addition to the Council's internal recruitment and nomination process, the names of potential candidates may be submitted by an external nomination process requiring a petition of support signed by 25 Diplomates. The petition along with supporting information should be sent to the Chair of the Council and then forwarded to the Council for evaluation. Upon request of the Council, potential candidates must submit a personal statement of interest to continue in the nomination process. The Council will select two (2) candidates for election for each open position who are

deemed best qualified to fill the impending vacancy or vacancies on the ABP and inform the Central Office of the College of its selections. If a vacancy occurs before the annual recruitment process, the President of the ABP will appoint a past examiner to fill the vacancy until the position is filled by election.

- (g) All Diplomates of the ABP are eligible to vote and will be entitled to one vote. The election shall be by written ballot, which may be distributed by any method permitted by applicable law. The nominee receiving the plurality of votes is declared elected. In the event of a tie vote, a second ballot shall be distributed to resolve the election. The annual nomination process for Examiner-Elect of the ABP will be scheduled based on a timeline agreeable to the Council for the ABP, the ABP and the ACP. Record of the counted ballots shall be retained for a period of one year and shall be available for examination by members of the College.
- (h) The President of the ABP and the President of the ACP shall be notified of the name of the new Examiner-Elect(s) of the ABP once the candidates have been informed of the election outcome. The identity of the newly elected member(s) of the ABP will be distributed to the Diplomates and announced to the American College of Prosthodontists through appropriate communications.

Section 8.8. Annual Report - Council. The Chairperson shall submit a written report to the BOD of the College and the ABP annually.