

EDAA BOARD of DIRECTORS

The EDAA Board meets bi-monthly 6 times per year on the first Thursday evening of those months, and attends 4 General Meetings and the Annual General Meeting held the third Thursday evening of alternating months. They report to the membership on completed and upcoming tasks and events, represent the association at functions and meetings hosted by our tri-level partners and serve as good-will ambassadors for the EDAA.

PRESIDENT - Serves as the official representative of the association, presides at all meetings and exercises general supervision of the affairs and activities of the association. Serves as an ex-officio member of most committees.

PRESIDENT ELECT - Serves as backup for the President as needed, is responsible for the annual Dental Assistants Week events, Chairs the Awards Committee and DAW Committee and sits on the Budget Committee and Bylaws Review Committee.

PAST PRESIDENT - Serves in an advisory capacity and as back up for the President as needed. Serves as Chair of the Nominations Committee and conducts the annual Elections.

TREASURER - Serves as Chair of the Budget Committee. Keeps the association financial records up to date, makes bank transfers, issues cheques, prepares the annual budget and prepares the books for an annual review by our auditors.

EDUCATION DIRECTOR - Serves as Chair of the Continuing Education Review Committee, selects speakers and topics for association meetings, sits on the Conference and DAW Committee to assist in selecting speakers and supervises the selection and coordination of all education offered by the association.

CONFERENCE DIRECTOR - Serves as coordinator for the EDAA Annual Dental Team Conference and sits as Chair of the Conference Committee. Supervises the selection of speakers and topics for the Conference, selects the theme and any other activities associated with this event.

DENTAL HEALTH PROMOTIONS DIRECTOR - Serves as Chair of the Dental Health Promotions Committee, selects a theme for the annual promotions, coordinates volunteers to make presentations throughout the year and during Dental Health Month.

HOSPITALITY DIRECTOR - In consultation with the Board selects suitable charities for the association to support, collects member donations at the general meetings, prepares donation letters and delivers donations to the selected charity. Prepares information on the charity for newsletter publication.

SOCIAL CONVENER - Coordinates the EDAA entry for the annual Santa Claus Parade, plans and coordinates the annual Family Social event, plans themes or fun activities for meetings and chooses meeting refreshments.

PARLIAMENTARIAN - Sits as Chair of the Bylaws Review Committee, advises members and the Board on procedural matters and ensures that meetings are conducted in an appropriate manner. Prepares Motions.



EDAA Volunteers

the reason for our
success

edmonton dental assistants
association



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COMMITTEE VOLUNTEERS the backbone of our association

AWARDS COMMITTEE

Prepares Awards information for publication and receives nominations for the E.D.A.A. Service Award, Special Recognition Award and Supportive Member Award. Will take the initiative to ensure that deserving members are recognized and considered for an award even if a nomination was not received from outside the committee.
ANNUAL COMMITMENT: 1-2 meetings ~ 1 hour

BUDGET COMMITTEE

Prepares and presents a Proposed Budget for the upcoming term for review by the Board at the April Board meeting prior to presentation at the Annual meeting. Confirms an auditor (with Board approval) to conduct a financial review of EDAA Books after April 30th and prior to the Annual meeting.
ANNUAL COMMITMENT: 1 meeting ~ 2-4 hours

BYLAWS REVIEW COMMITTEE

Prepares Resolutions for the Annual meeting on Bylaws revisions. Reviews the Special Rules and recommends amendments to reflect current association requirements. Reviews the E.D.A.A. Information Brochure prior to re-printing to update information for approval by the Board.
ANNUAL COMMITMENT: 1 Saturday meeting ~ 8 hours

CONFERENCE COMMITTEE

Organizes and present the annual E.D.A.A. Dental Team Conference within budget. Duties may include finding suitable speakers, preparing conference information for publication, supervising at the Conference reception/sign-in desk, acting as hostess to Guest Speakers and assisting the Conference Director with any required tasks on the event day.
ANNUAL COMMITMENT: 5-6 meetings ~ 1 hour

CONTINUING EDUCATION REVIEW COMMITTEE

Reviews Home Study Course submissions made to the E.D.A.A. for suitability for publication according to those guidelines approved by the E.D.A.A. Board of Directors and which clearly identify CCP links. Each Committee member is responsible for reviewing the submitted material in a prompt, unbiased and critical manner and making constructive recommendations to the author. The Administrative Director is responsible for all administration of the E.D.A.A. Home Study Course program.
ANNUAL COMMITMENT: individual at home reviews will vary based on number of submissions each year.

DENTAL ASSISTANTS WEEK COMMITTEE

Assists the President Elect in organizing and presenting the E.D.A.A.'s annual D.A.W. activities and events, within budget. Duties may include contacting sponsors, picking up door prizes, reception desk duties, packing sample bags, helping with door prize draws and any other help required by the President Elect at these functions.
ANNUAL COMMITMENT: 5-6 meetings ~ 1-2 hours

DENTAL HEALTH PROMOTIONS COMMITTEE

Organizes and present Dental Health Promotion activities, within budget, to the public on behalf of the E.D.A.A.. Selects locations for events, originates and presents activities to promote public awareness of dental health. Duties may include preparing D.H.P. information for publication, distributing D.H.P. information at the planned activity locations, designing, setting up and taking down displays and any other help required by the Dental Health Promotions Director.
ANNUAL COMMITMENT: 5-6 meetings ~ 1-3 hours

NOMINATIONS COMMITTEE

Prepares election information for publication and seeks members to nominate for elected positions and members to fill appointed positions. Informs interested members about elected and appointed positions. Solicits Letters of Intent for appointed and elected positions. Compiles a Nominations List for the Annual Meeting Elections.
ANNUAL COMMITMENT: following assignment of duties individual members work independently to find candidates and communicate by email or phone. ~ 2-4 hours

MEMBER SERVICES COMMITTEE

Conducts an annual review of member services offered by the E.D.A.A. and makes recommendations to the Board to add or delete services. Will also review and set guidelines of existing services established for member use including Starting Salary Guidelines.
ANNUAL COMMITMENT: 1-2 meetings ~ 2-3 hours

SCRUTINEERS AND REGISTRATION DESK VOLUNTEERS

Serve at General Meetings and the AGM for registration desk duties and as Scrutineers for any ballot voting.
ANNUAL COMMITMENT: 5 meetings ~ 1-3 hours

OTHER VOLUNTEER OPPORTUNITIES

Volunteers are often needed to assist on the day of events only and do not need to be involved in planning for those events. These include:

SANTA CLAUS PARADE—1st Sunday in December
Tooth Fairies, Plaque Busters and other EDAA costume characters promote Dental Health to the public

EDAA DENTAL TEAM CONFERENCE—February
Attendance card Stampers, set up and take down

EDAA DENTAL ASSISTANTS WEEK SEMINAR—March

DENTAL HEALTH PROMOTIONS—April
Mall promotions, small group presentations

Join our valuable teams