**Component Officer Duties**  

LOUISIANA DENTAL ASSOCIATION

**Information/Communication to LDA:**

# Component President

Note: LDA contact for each activity is listed in brackets [ ]. Where the contact person is listed next to the sub-heading, the contact is the same for all items under that sub-heading. Refer to calendar for exact deadlines.

**Substitutions at LDA Business Meetings** [Executive Director or Executive Administrative Assistant or Director of Membership]

If a certified delegate to the LDA House of Delegates cannot attend a meeting of the House, the component president must notify the LDA office in advance in writing with the name of the newly appointed delegate, or alternate delegate, who will take the original delegate’s place.

In the event that neither the Director to the LDA Board nor the Alternate Director can attend a meeting of the LDA Board of Directors, a substitute director may be seated at a Board meeting ONLY if written notification of the substitution is received from the component president in the LDA office at least two days prior to the meeting.

## **LDA Nominations** [Executive Administrative Assistant]

Unless otherwise stipulated in component bylaws, the component president is responsible for ensuring that nominations for LDA offices, as well as for Delegates and Alternate Delegates to the ADA, are properly made and the names forwarded to the LDA office in time for the nominees’ names to be placed on the ballot for the LDA Nominating Committee meeting held in conjunction with the January LDA Board meeting. Notification of the meeting and a call for nominations is generally sent to each component in September, with responses typically due at least three weeks prior to the Nominating Committee meeting. Deadlines are also noted in the section following the document “LDA Calendar.”

Directors to the LDA are elected by their components and do not need to be nominated by the LDA. Their terms of office and the procedures for electing them are generally set in component bylaws. LDA Bylaws do, however, restrict all directors to a maximum of six consecutive years on the LDA Board. It is the components’ responsibility to keep track of when their director(s) term is up, since the term is set by the component. However, the LDA will gladly provide information on a director’s total length of service upon request. The component president should inform the LDA office whenever there is a change in directors or alternate directors, to ensure information intended for those people is properly routed.

## **LDA Council/Committee Appointments** [Director of Membership]

The LDA President appoints all members to LDA councils and committees. However, he/she relies on the component associations to recommend people to serve in those positions. Furthermore, since each council or committee member is essentially a representative of his/her component association, it is only appropriate that the component have a voice in who will represent it on each council or committee.

Accordingly, every Winter the LDA office will send each component president a request for him/her to provide the names of his/her recommendations for all council and committee seats that represent that component (generally, each component has one representative on each council or committee). Since we recognize that the timing of officer transitions and the process for making appointments varies from component to component, there is no specific due date for responding. However, all components are strongly encouraged to have their recommendations submitted by March 1 or soon after, so that the new members can assume their duties as soon as possible after the NODC/LDA Annual Session, which signals the start of the new LDA officers’ terms.

In many instances, a component association will have a local committee whose duties generally correspond with those of an LDA council or committee. (E.g., most components have a membership committee whose duties would correspond with the LDA Council on Membership and Dental Practice.) When this is the case, it is generally preferable for the chair of the local committee to serve as the component’s representative to the corresponding LDA council or committee.

Most LDA councils and committees do not have term limits or other restrictions as to who can serve, provided he/she is a member in good standing. Terms are generally for one year. If the same person continues to be interested year after year, he/she may serve as long as he/she desires and is reappointed each year. However, presidents should ALWAYS confirm that a current council or committee member wishes to continue in that position before submitting his/her name to the LDA. And, every effort should be made to identify a person who is interested and enthusiastic for each position rather than recommending someone who will merely allow his/her name to be submitted but has no intention of actively participating.

The three councils/committees that do restrict membership are the Council on Membership and Dental Practice (COM), the Council on the New Dentist (CND) and the Distinguished Service Award Committee (DSAC). COM members may only serve three years consecutively. CND members must have been in practice ten years or less. DSAC members must have been LDA members for at least three years. Also, the term of service for DSAC members is three years rather than just one as for other councils and committees.

More information about LDA Councils and Committees, including their charges, can be found in the document “LDA Committees/Councils.”

## **Component Meetings** [Director of Membership]

The component president should forward to the LDA office the dates of all component meetings as soon as possible after they are planned. The most important notification is of the component’s installation of officers (typically a dinner meeting). Each September the LDA will send component presidents a written request for their components’ installation dates. This information should be submitted ASAP so the LDA officers slated to perform the installations can arrange their schedules. [Director of Membership]

Prior to his/her component’s installation dinner, the current component president should coordinate with the attending LDA officer (president or president-elect) regarding the installation ceremony for component officers and the presentation of LDA awards (practice awards, etc.). A list of the recipients of LDA awards will generally be sent to the component secretary in advance of the meeting, so that he/she may confirm the list’s accuracy, and the component president will be cc’d on this list. Once the list has been confirmed, the LDA will notify the recipients by mail so they may be in attendance, though the secretary (or president) should follow up with phone calls to those who do not RSVP. [LDA President or President-Elect or Director of Membership]

All dental organizations in Louisiana that sponsor dental continuing education (CE) are asked to provide basic information about their CE offerings to the LDA in advance so that a comprehensive schedule of Louisiana CE meetings can be maintained on the LDA Web site and in the LDA Journal. Prior to selecting dates and speakers for component sponsored CE meetings, the component president (or other officer responsible) should check the LDA Web site or call the LDA office to check the schedule for possible conflicts. Dates and speakers for all component CE meetings should be forwarded to the LDA office as soon as possible after they are planned so we can keep the listings as up to date as possible. Nine months or more advance notice of CE meetings is preferable, but submission of event information at least six months prior is generally the minimum lead time. This will help ALL organizations that sponsor CE in Louisiana to avoid date conflicts and scheduling seminars with similar subject matter too close together. [Executive Administrative Assistant]

## **C.E. Records** [Director of Conference Services]

All dental CE sponsored by component associations are accepted by the Louisiana State Board of Dentistry for satisfying licensure requirements. However, the same CE does not necessarily satisfy the requirements for other state boards or fellowship in societies such as the AGD. Meeting those requirements generally necessitates that the organization sponsoring the CE be recognized by an appropriate agency as upholding certain standards for CE. The two main agencies for this purpose are AGD PACE and ADA CERP. The LDA has recognition from AGD PACE and most components will probably find AGD PACE recognition less expensive and the application process less cumbersome. However, there are slight differences between AGD PACE and ADA CERP, and components are encouraged to look into each program carefully to determine which will best suit their needs. Component societies who have obtained recognition directly from ADA CERP or AGD PACE, must periodically renew that recognition directly with ADA CERP or AGD PACE in accordance with their requirements.

**Mailing Lists** [Director of Membership]

The LDA office will provide components with mailing/e-mail lists of members in that component upon request by a component officer. The LDA will provide mailing/e-mail lists of the entire LDA membership or any portion thereof to any member in good standing for purposes other than commercial solicitation only if the request is received in writing from the member’s component president along with a copy of the information to be sent. Members may obtain a list for the purpose of commercial solicitation only if all the preceding requirements are met AND approval is obtained from the LDA Executive Committee. (LDS-endorsed companies may obtain mailing lists in accordance with their endorsement agreements.)

**Membership Dues** [Director of Membership]

Requests for dues waivers due to financial hardship or disability must be signed by the component president (or executive director) and forwarded to the LDA. The component president should confirm that all the required information is included with the application and verify the applicant’s condition. The component president should also make a recommendation as to the percentage of dues to be waived and the duration (one year or permanent).

**LDA Foundation Disaster Grants** [Director of Accounting]

Applications for disaster grants from the LDA Foundation to assist individual dentists will be sent to the component president for initial review. This involves confirming the accuracy of the information provided by the applicant, possibly verifying the applicant’s eligibility, and making recommendations (where applicable) for the action on the application. More information about this process can be found on the LDA Foundation page of the LDA web site.