

AAID Committees – Charge of Committee

2022 – 2023

ABOI Liaison Committee

The ABOI Liaison committee shall be responsible for the following:

- Review the ABOI/ID budget and suggest changes if necessary
- Monitor development of international initiative
- Monitor and evaluate cost effectiveness of promotional efforts

Approximate Commitment: 4 – 5 hours annually

Admissions and Credentials Board Committee

CHARGE: According to AAID Bylaws, Article IX, Section 2 - The Admissions & Credentials Board shall certify whether a candidate or applicant may be elected to voting membership in the appropriate class. In addition, the Admissions and Credentials Board is responsible for:

- Examine candidates in a fair, unbiased and confidential manner that reflects the highest standards of the Academy
- Continue to refine the examination process
- Evaluate the examinations and requirements and recommend any need for changes
- Evaluate and recommend members for Honored Fellow recognition

Approximate Commitment: 35 – 40 hrs. (3 Committee meetings, 1 examiner orientation, 3.5 days of examinations, Honored Fellow review.)

Annual Conference Education Committee

CHARGE: The Annual Conference Education (ACE) Committee is responsible for all aspects of the annual conference, including speakers, workshops, main podium sessions and other logistics.

Approximate Commitment: Appointment to this committee is typically 16 – 18 months to develop and execute the conference; 12 – 36 hours (1 in-person kickoff/site visit, 12 – 16 planning meetings, onsite Annual Conference duties as assigned). The two ACE Committees typically have overlapping terms, one for the current conference and the second planning the upcoming conference.

Bylaws Committee

According to AAID Bylaws, Article IX, Section 3 - The Bylaws Committee shall ensure that the Bylaws of the Academy remain consistent with the standards, objectives, and purposes of the

Academy and that the Bylaws respond to the professional and efficient administration, management, and operation of the Academy.

- 1) The Bylaws Committee, on its own initiative shall propose amendments to the Bylaws and shall attend to the proper framing of proposed changes referred to it by the Board of Trustees.
- 2) It shall further assist the Executive Director with the presentation of proposed amendments to the general membership business meeting.

Approximate Commitment: 4 – 5 hours annually

Communications Committee

The Communications Committee shall have overall responsibility for the content of all Academy official publications and external communications and shall insure that these materials reflect the policies and professional and ethical standards of the Academy.

- Develop editorial strategy across print and e-publications.
- Serve as subject matter experts and reviewers for content development.
- Develop public relations strategies to meet annual strategic goals
- Implement the strategies to obtain desired exposure

Approximate Commitment: 12 - 18 hours (4 Committee meetings, various subcommittees)

Education Oversight Committee

The Education Committee shall be responsible for the continuing development of the Academy's educational efforts and select an AAID member who epitomizes the spirit of Dr. Reynolds' work through: leadership in implant dentistry, accomplishments and accolades as an innovative educator of implant dentistry, and embodying the spirit of inclusion, outreach, and selfless service.

General Duties

- Establish policies and procedures related to all educational offerings
- Ensure the AAID complies with all policies, standards, and guidelines of the Academy of General Dentistry's Program Approval for Continuing Education (AGD PACE) and American Dental Association Continuing Education Recognition Program (ADA CERP)
- Review survey data and make recommendations of changes to educational offerings
- Develop guidelines and applications for all AAID administered education programs (e.g. MaxiCourses, Study Clubs etc.)
- Assess scope, breadth, importance and immediacy of issues raised by national education organizations (e.g. CODA, ADEA, USDE)

Specific Duties

- Identify member education gaps, recommend solutions and evaluate outcomes data
- Review and evaluate all education applications (e.g. Study clubs, MaxiCourses, Advanced Education Programs)
- Monitor approved courses for adherence for policies and guidelines
- Approve advanced education programs
- Determine the recipient of the Terry Reynolds Trailblazer Award

Approximate Commitment: 12 – 36 hours (4 Committee meetings, various subcommittees)

Ethics Committee

The Ethics committee is responsible for the following:

- Develop communication to members of need to avoid use of non bonafide credentials in conjunction with AAID credentials
- Respond to member needs and recommend actions to BOT

Approximate Commitment: as needed

Executive Director Performance Review Committee

The Executive Director Performance Review Committee is responsible for reviewing the Executive Directors' performance and compensation annually.

Approximate Commitment: 2 - 4 hours

Finance Committee

According to AAID Bylaws, Article IX, Section 6 – The Finance Committee shall review the Academy's financial records annually and report its findings to the Board of Trustees and to the Academy at the Annual Meeting. It shall further prepare an annual budget which will be submitted to the Board of Trustees and the membership at each Annual Meeting.

In addition, the Finance Committee is a standing committee which provides guidance to the Board of Trustees to ensure the financial health of the Academy, informed by strong fiscal policies. The committee shall periodically review and recommend the investment guidelines, annual budgets, financial audit documents, and fiscal policies of the Academy, and make other financial related recommendations as requested by the Board.

General Duties and Committee Operations

- Recommend or review development of financial policy looking at historic information and towards future financial planning
- Review annual AAID financial audit conducted by an independent CPA firm
- Review annual tax report

Certain Specific Duties May Include the Following

- Make recommendations to the Board of Trustees regarding fiscal and investment policies
- Approve annual budget with the Chair/Treasurer reporting the budget summary pointing out key variances and significant items within each budget
- Create action plan and timeline for creation of new business plans or initiatives.
- Serve as the authority for staff and volunteers to stay within the budget
- Chair/Treasurer presents detailed financial reports at each Board of Trustees meeting and presents a budget to the Board of Trustees for approval
- Chair/Treasurer presents Treasury Report at the Annual AAID Business Meeting

Approximate Commitment: 4 – 6 hours (2 – 4 Committee meetings)

Legal Oversight Committee

The Legal Oversight Committee (LOC) provides oversight of the AAID's legal invoices, including oversight of legal invoices related to state dental boards, state legislatures, other activity as assigned by the Board of Trustees and other general legal invoices.

Approximate Commitment: 12 – 20 hours annually (monthly meeting)

Membership Committee

The Membership Committee provides advice and oversight on matters on membership recruitment and retention of the Academy shall plan and establish a program of increasing all classifications of membership in the Academy. This Committee will guide and hold the AAID accountable to its diversity, equity, and inclusion statement. The Committee also works with the staff to identify and develop programs that meet the changing needs of the membership.

General Duties

- Promote AAID and encourage new members to join
- Responsible for advancing AAID programs and initiatives domestically and internationally

- Develop, promote, and encourage inclusion and diversity initiatives at the AAID.

Specific Duties

- Seek out underrepresented perspectives and celebrating unique experiences to create a strong sense of belonging to underrepresented populations in the implant dentistry field
- Reports to BOT status of membership
- Periodically conducts membership surveys
- Coordinate activities with other committees to encourage membership growth
- Serve as focus group for new AAID initiatives, as needed

Approximate Commitment: 12 – 36 hours (4 Committee meetings, various subcommittees)

Nominating Committee

According to AAID Bylaws, Article IX, Section 7 –The Nominating Committees is responsible to receive nominations for officer positions, evaluate their credentials and present the nominees to the general meeting of the AAID credentialed members during the Annual Conference.

The Nominating Committee consist of five members: the President-Elect, the Immediate Past President (who will chair the Nominating Committee), a Past President appointed by the President, a member of the Board of Trustees, and a voting member who is not a Past President or a member of the Board of Trustees, with the latter two elected by the Board of Trustees.

Approximate Commitment: 4 – 5 hours annually (2 Committee meetings)

AAID Task Force

District Meeting Review Task Force

Appointed: June 12, 2022

Charge: Taskforce to review the District Meeting model to determine the most viable model for future meetings.

Members: The president-elect from each district, AAID Treasurer, and staff as assigned.

Approximate Commitment: 1 – 3 meetings

Graduate Education Task Force

Appointed: September 20, 2022

Charge: Identify how the Academy can support post graduate education training programs in implant dentistry. The Committee should consider possible creation of:

- Grants available as seed funding for universities and hospitals starting new programs
- Scholarships to students in full time implantology programs
- Other methods of support including endowing a chair, donating equipment or funds to build facilities

Members: Brian Jackson (Immediate Past President), Don Provenzale (AAID Treasurer), Bernee Dunson (ethics chair), Michael Potts (AAIDF Vice-Chair), Ed Kusek (President - Elect), member of the EOC, a non-voting advisory student/resident member invited by the Taskforce Chair.