Leadership Development Committee Membership User Manual 2026-2027

Chair: Carolynn Vuong Shultz
Member-At-Large: Walter Fuentes
Member-At-Large: Carly Tse-Goldstein
President (Ex Officio): Natalie Vander Kam
Immediate Past President (Ex Officio): MyLinh Ngo
Vice President (Ex Officio): Pardis Farhadian
Administrative Director (Ex Officio): Andrea Elliott

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Welcome Message from Leadership Development Committee

Dear CSPD Member,

Thank you for your interest in CSPD Leadership! Our organization is only able to achieve all of its incredible accomplishments with the help of our dedicated member volunteers. CSPD is a volunteer-led organization in continuous need of enthusiastic, dedicated volunteer leaders willing to help support the profession of pediatric dentistry and meet our organization's vision of optimal oral health for California's pediatric population.

If this is your first time volunteering in organized dentistry, thank you for thinking of CSPD! We have many experienced volunteers who are eager to guide you along the way. If you are new to volunteering in organized dentistry, I would recommend starting at the committee level. As a committee member, you would work closely with the committee chair and other members of the committee to address the specific charges of that committee. As you get more comfortable within CSPD leadership, you could express interest in serving as the chair of a committee. Unless otherwise specified, committee chairs, committee members-at-large, and consultants are appointed by the President, and confirmed by the Board of Directors, to serve the following year. Committee chairs usually may serve for a maximum of three consecutive terms. In addition to thirteen standing committees, the President can also create and maintain existing special purpose Ad-Hoc Committees and would appoint the chair and members as well.

CSPD governance is overseen by the Officers and Board of Directors which is composed of 17 members: the President and Immediate Past President, four annually elected officers (President, Vice President, Secretary, and Treasurer), eight elected Directors (four from the North and four from the South geographical regions of the state), and the appointed Managing Publications Editor, Website Editor, and Public Policy Advocate. To apply to serve on the Board of Directors, an application is available on the CSPD website (https://www.cspd.org/page/VolunteerLeadership). Applications are due November 30 of the year prior to serving. All applications are reviewed by the Nominating Committee, which creates a slate of nominees to be voted on by the membership at the next Annual Business Meeting. Directors serve a two-year term and can serve up to three consecutive terms.

If you are a resident or newly graduated from residency, please consider applying for one of our internships: the Warren Brandli Leadership Internship (residents and recent graduates eligible) and the Santos Cortez Graduate Student Legislative Advocacy (GSLA) Program (residents only).

The following pages have more information on the different committees as well as the internship opportunities. If you have any questions or are interested in getting involved, please contact Dr. Carolynn Shultz, Leadership Development Committee Chair (carolynn.vuong@gmail.com), Dr. Natalie Vander Kam, 2026-2027 CSPD President (natalie.vanderkam@gmail.com), or Andrea Elliott, CSPD's Administrative Director (aelliott@cspd.org).

Thank you again for your interest in volunteering with CSPD!

Carolynn Vuong Shultz, DMD

2026-2027 Leadership Development Committee Chair

Getting Involved with CSPD

By serving on a CSPD committee, you will have the opportunity to support this great organization, acquire experience in nonprofit volunteerism, and work with incredible colleagues, all while helping CSPD continue to be the voice of pediatric dentistry in California.

Note: All Member-at-Large and Consultant positions are appointed by the President. If you are interested in getting involved with CSPD at the committee level, please contact the current President (Natalie Vander Kam at natalie.vanderkam@gmail.com) or the Leadership Development Committee Chair (Carolynn Shultz at carolynn.vuong@gmail.com).

Standing and Special Committees with Members-At-Large:

Membership Services and Credentials Committee

Annual Meeting Committee

Budget and Finance Committee

Leadership Development Committee

Communications and Publications Committee

Constitution and Bylaws Committee

Governance Committee

Continuing Education Committee

Public Policy and Advocacy Committee

…and any additional Ad Hoc Committees chosen by the President

If you have been serving on a committee as a member-at-large or have served as a chair of a committee, and you are interested in applying to be on the board or for an officer position, please see below.

Elected Positions:

President

Vice President

Secretary

Treasurer

Northern Board Director

Southern Board Director

At-Large Board Director

If interested, please complete and submit the brief application located on the CSPD website at https://www.cspd.org/page/VolunteerLeadership. Applications are due by **November 30th** and the term begins the following year after the Annual Session (Spring). For further information, please contact Andrea Elliott, Administrative Director (aelliott@cspd.org) or Natalie Vander Kam 2026-2027 President (natalie.vanderkam@gmail.com).

Standing Committee Descriptions

Executive Committee

Duties

- Conduct and supervise all business and affairs of the Society
- Direct the officers in the exercise of their powers and duties when the board is not in session, all on an interim basis

Time requirements

- Committee meetings: At the discretion of the President, who sets the agenda
- Conference calls as needed

Composition

- President (as Chair)
- Immediate Past President
- Vice President
- Secretary
- Treasurer
- Executive Director (Ex-Officio - no vote)
- Managing Editor (Ex-Officio - no vote)

Governance Committee

Purpose and Duties

It shall be the duty of this Committee to periodically at no less than five-year intervals review the governance structure of the Society and make recommendation to the Board for any changes; to develop annual goals and conduct an annual evaluation of the appointed officers of the board and the executive director with a written report to the Board; to receive all proposed amendments to the Constitution and Bylaws for study and recommendations to the membership as provided in Chapter VIII of the Bylaws; and to review and propose changes to the Society leadership documents as necessary to codify actions and amendments by the membership and operation actions of the leadership

Qualifications

- CSPD member in good standing
- Strong communication and networking skills
- Thorough understanding of CSPD leadership positions
- Ability to cultivate relationships and understand CSPD Structure
- Desire to improve CSPD and efficiency

Time requirements

- Committee meetings: Once a quarter or as needed by the Board or President
- Conference calls as needed

Composition

- Five voting members
- Immediate Past President (CHAIR)
- President
- Another Past President within the preceding ten years
- One member of the Board who may be an officer or director
- Executive Director (Ex-Officio- no vote)
- Consultants and advisors to the committee may serve as appointed by the President.

Tenure

The appointed members shall each be selected for a two-year term of office with alternating expiring years. Each may serve a maximum of two consecutive terms

Membership Services and Credentials Committee

Purpose

Recruit and retain members by developing and overseeing programs that serve the CSPD membership.

Duties

- Coordinate Society membership recruitment and retention activities
- Develop continuing education courses in coordination with other committees
- Recommend, develop, and oversee membership services programs and projects including those connecting Early Career Pediatric Dentists to the CSPD

Qualifications

- CSPD member in good standing
- Desire to help the CSPD improve and grow as an organization
- Willingness to engage with new and existing members

- Reliability in answering emails in a timely manner
- Reliability in attending Zoom meetings

Time requirements

- Read and respond to weekly and monthly Committee emails
    - o 1-2 hours per month
- Attend the CSPD annual meeting
    - o 3 days once per year
- Attend and participate in additional CSPD functions and CE events in your area as feasible
    - o On-line webinars: 1 hour, once per quarter
    - o Pop up meetings: 1 day, once or twice a year
- Zoom meetings as needed
    - o 1-2 hours per month

Composition

- Five voting members, including the Chair
- The current CSPD Secretary will serve as Chair
- Executive Director (non-voting)
- Five CSPD Board members serving as consultants (non-voting)

Tenure

Two years renewable for two additional two-year terms

Nominating Committee

Purpose

Nominate officers and directors for the Society

Duties

- Propose one name each for President, Vice President, Secretary, and Treasurer and for each vacancy of a director on the Board of Directors

Qualifications

- CSPD member in good standing
- Member-at-large is not eligible for any other elected office within the Society during the three-year term
- Both Northern and Southern California shall be represented

Time requirements

- Meet annually to vote on the slate of officers (may require multiple meetings)

Composition

- President (Chair, non-voting)
- Two most recent past presidents
- Three members-at-large
- Chair of Leadership Development Committee (non-voting)

Tenure

Three year term for members-at-large
(At each Annual Business Meeting, one member-at-large shall be nominated and voted upon by the general membership)

Annual Meeting Committee

Purpose

It shall be the duty of the Annual Meeting Committee to plan, coordinate and oversee the ASS/AM (Academic Scientific Session/Annual Meeting)

Duties

- Identify speakers for the academic session
- Assist in identifying meeting location
- Work hand in hand with Meeting planner to plan successful meeting
- Work hand in hand with administrative staff to build, design, and create meeting program
- Assist in creation of sponsor prospectus, website updates, communication and social media eblasts relating to annual meeting/academic session
- Create registration fees and associated costs to run a successful meeting
    - The AMC Chair, Finance Committee rep and Meeting planner will develop an annual meeting budget which is unique to each meeting

Qualifications

- CSPD member in good standing
- Strong communication and networking skills
- Understand and be involved to plan a successful annual meeting/academic session
- Ability to cultivate relationships with potential speakers and sponsors
- Commitment to help design and create a successful Annual meeting/Academic Session

Time Commitment

- Minimum of 10-12 meetings a year (once every 4-6 weeks and as needed)

- Pop –up Conference calls as needed

Composition

- Five voting members
- Consultants and advisors to the committee serve as appointed by the President
- Meeting Planner and Association Management support staff

Tenure

The Annual Scientific Session/Annual Meeting [ASS/AM] Chair is initially appointed for a three year term and may serve two subsequent terms

Appointed committee members shall have terms of office of year renewable annually. Non-voting consultants shall serve on the committee for the duration of their appointed terms or contract with annual approval from the Executive Committee

CSPD Sponsorship Liaison

The position of CSPD Sponsor Liaison (SL) is an appointed position with a 1-year term. The SL is responsible for ensuring CSPD events are exceptional, memorable and beneficial experiences for event sponsors. The SL helps to plan and manage the areas of event day operations designated for sponsor and vendor booths.
The duties of the SL are as follows:

- Ensure CSPD benefits are delivered for corporate sponsors and in-kind donors per their sponsor agreement
- Ensure sponsor and vendor booths are set up in accordance with the site map; greet sponsors and vendors upon arrival
- Maintain a constant presence on event day; anticipate any sponsor needs and serve as point person for sponsors
- Attend regular Annual Meeting Committee meetings
- Conduct post-event evaluation of the sponsors and vendors in attendance
- Stay in continued contact with existing sponsors; explore new opportunities for sponsor opportunities
- Researching leads for potential sponsor and partner organizations
- Updating and maintaining sponsor profile database

At this time there is no limit to the number of terms that can be held.

Budget and Finance Committee

Purpose

The Finance Committee's mission is to ensure the organization is generating and operating with the financial resources it needs to provide programs and services to its members.

Duties

- Prepare and submit for each fiscal year a budget for the approval and adoption of the Board
- Oversee and provide guidance concerning investment of operational and reserve funds
- Report quarterly to the Board and annually to the membership on the Society's financial condition
- Monitor and make recommendations on policy concerning the management of the financial resources of the Society
- Make recommendations on the generation of non-dues revenue for the Society including, but not limited to the annual meeting.

Qualifications

- CSPD member in good standing
- Strong organizational skills
- Knowledge of financial procedures
- Thorough understanding of CSPD leadership position

Time requirements

- Committee meetings: Three to four annually
- Conference calls as needed

Composition

- Five voting members
- President
- Vice President
- Treasurer
- One At-Large member
- One Sitting Board Director who will serve as Chair of the Non Dues Revenue Subcommittee

Tenure

The Treasurer shall be elected for a two-year term and may succeed himself/herself in office twice, thereby serving up to three (3) consecutive terms.

Non-Dues Revenue Subcommittee of Budget and Finance Committee

Purpose

It is the duty of the Committee to develop, propose to the Board, implement as directed, and monitor a regularly updated comprehensive, coordinated, non-dues revenue policy across all income and potential income platforms from the sales of products, services, and programs.

Qualifications

- CSPD member in good standing

- Strong communication and networking skills

Time requirements
- Committee meetings: 4-5 annually

Composition
- Five voting members (Chairs of the Budget and Finance, Annual Meeting, Continuing Education and Communications and Publications Committees and one member of the board also serving on the Budget and Finance Committee and who shall serve as chair.
- Consultants and advisors to the committee may serve as appointed by the President.

Tenure
The Chair shall be appointed for a two year term and may serve a maximum of three consecutive terms so long as his/her elective office position permits.

Leadership Development Committee

Purpose
The Leadership Development Committee's mission is to find and support leaders of all career stages to maintain the growth and effectiveness of the California Society of Pediatric Dentistry.

Duties
- Identify and recruit candidates for volunteer leadership positions, including the Warren Brandli Leadership Intern Program and the Santos Cortez Graduate Student Legislative Advocacy Program
- Maintain a manual on the CSPD website

Qualifications
- CSPD member in good standing
- Strong communication and networking skills
- Thorough understanding of CSPD leadership positions
- Ability to cultivate relationships to recruit leaders for vacancies.
- Desire to share and improve upon leadership skills

Time requirements
- Committee meetings: Three to four annually
- Conference calls as needed

Composition

- Five voting members
- Three at-large members
- Immediate Past-President
- President
- Vice President
- Consultants and advisors to the committee may serve as appointed by the President.

Tenure

The term shall be for one year. The chairman (appointed by President) is eligible to serve three consecutive one-year terms

Communications and Publications Committee

Purpose

It is the duty of the Communications Committee to manage the Society's print and electronic Media platforms, to approve the content of any article that is to be published under the name of the Society and to oversee the Society's website. The Communications Committee is also responsible for assisting the Annual Meeting Committee and the Continuing Education Committee with advertisements.

Qualifications

- CSPD member in good standing
- Strong communication and networking skills
- Experience with editing

Time requirements

- Quarterly editing commitment (editing of 4-6 articles, editing of Bulletin after layout)
- Committee meetings: one to two annually

Composition

- Four voting members, including the Bulletin Editor and Website Editor
- Two at-large members
- Consultants and advisors to the committee may serve as appointed by the President.

Tenure

The term of office of the at-large members shall be three years, renewable for one additional three-year term

Academic Programs Advisory Committee

Purpose

Provide information and consultation to the Board of Directors on pre-doctoral and post-doctoral pediatric dental training topics and provide an academic perspective on other issues being considered by the Board. Encourage residents in post-doctoral training to maintain student membership in AAPD and CSPD. Encourage residents in post-doctoral training programs to attend the CSPD Annual Meeting and to participate with clinical case reports or research project poster presentations and table clinics. Encourage residents in post-doctoral training to participate in the CSPD Warren Brandi Leadership and Santos Cortez Graduate Student Legislative Advocacy Internship Programs.

Qualifications

- CSPD member in good standing
- Strong communication and networking skills
- Program Director or representative of a California pediatric dental post-doctoral training program

Time requirements

- Meet with the Executive Committee at the CSPD Annual Meeting
- Committee meetings: one to two annually

Composition

- One representative from each of the California pediatric dental post-doctoral programs

Tenure

The term of office shall be two years without limit.

Continuing Education Committee

Purpose

The committee will develop and manage all continuing education opportunities and events offered by the Society in all formats, including those provided at the CSPD Annual Meeting.

Qualifications

- CSPD member in good standing
- Strong communication and networking skills

Time requirements

- Committee meetings: one to two annually
- Editing of recorded lectures
- Zoom calls, emails to plan and coordinate CE events

Composition

- Five voting members appointed by the President, at least one each from the following categories: CSPD Officer or Director, full-time academician, and member at large engaged in full time clinical practice. The President will designate a Chair and Vice Chair with the Vice Chair overseeing the Online CE Program.

Tenure

The term of office shall be one year without limit.

Public Policy and Advocacy Committee

Purpose

The committee will establish legislative and regulatory priorities and recommend strategic initiatives to the Board that advance the CSPD public policy agenda; to monitor and inform CSPD leadership of governmental actions and proposals; and to act as liaison with any and all governmental, professional, or private entities to improve pediatric oral health and increase access to care for all children.

Qualifications

- CSPD member in good standing
- Strong communication and networking skills

Time requirements

- Committee meetings: one to two annually
- Attendance at meetings via zoom or in person as needed with other organizations.

Composition

- Five voting members appointed by the President. The Public Policy Advocate will serve ex officio and one member shall be a Board Director. The President will designate the Chair.

Tenure

The term of office shall be one year without limit.

Internship Opportunities

Pediatric dental residents in California can participate in one of two different internships: the Warren Brandli Internship, or the Santos Cortez Graduate Student Legislative Advocacy Program. Residents can apply for one or both of the programs. A description of each program, and requirements for applications and participation are listed below.

The CSPD Leadership Development Committee will review applications, and 2 WBI and 3 GSLA interns will be selected each year. Again, you may apply for both internships, but may only serve in one. If you apply to both, please state which is your preferred internship program.

Warren Brandli Leadership Intern Program

The WBI is a leadership development program created to introduce pediatric dental residents in California to the inner workings of the CSPD. The goal of the program is to provide future leaders of our profession the knowledge and confidence to enter leadership in the CSPD, AAPD, and other Local, State and National dental organizations.

Participants will gain knowledge about the CSPD's governance structure including the composition of the Executive Committee, the role of the Board of Directors and the CSPD Committees, and the election of CSPD Officers and Directors. Importantly, participants will understand how the CSPD achieves its Vision and Mission as defined in our strategic plan.

Interns will also learn important skill sets including setting and achieving goals at an institutional level, strategic planning, organizing and running a non-profit board meeting, parliamentary procedure and organizational governance, budgeting and finance, and fiduciary responsibility. They will also have the opportunity to participate in the planning and creation of a large, multi-day educational conference: the CSPD Annual Meeting.

Interns are expected to attend and participate in all CSPD and CSPD Foundation Board meetings and advocacy events. Your perspective and opinions will contribute to the success of our Society. The CSPD and the CSPD Foundation support participant's travel and lodging expenses for all in person meetings.

Program participants are expected to make a presentation to the CSPD Board of Directors on a topic relevant to the Mission and Vision of the CSPD. Interns will receive input, direction, and guidance on their project from a mentor in CSPD Leadership.

Requirements for participation in the WBI Program are:

- Enrolled in or recent graduation from a California pediatric dentistry residency program
- Member of the CSPD
- Submit a completed WBI Program application
- Submit a short Curriculum Vitae
- Submit a Personal Statement of why you would like to be considered
- A letter of recommendation from your program director or other senior faculty member
- Attend and participate all CSPD and CSPD Foundation Board meetings and advocacy activities
- Attend conferences, inter-professional and Committee meetings as assigned
- Complete a project on a topic mutually agreed upon with an assigned CSPD mentor and present the results to the CSPD Board of Directors
- Participate in an exit interview and survey

Santos Cortez Graduate Student Legislative Advocacy (GSLA) Program

The purpose of the GSLA program is to expose interns to public policy advocacy at the State and National level, by attending two advocacy events each year. The first is the annual Public Policy and Advocacy Conference held in Washington DC, a Congressional lobby day conducted by the American Academy of Pediatric Dentistry. At an orientation session, you will meet and interact with AAPD Leadership, as well as public policy advocates and residents from other States. Alongside with CSPD Leadership, residents will then visit offices of the Members of the US Senate and US House of Representatives, lobbying on behalf of children's oral health and the profession of pediatric dentistry.

The second is a joint CSPD and CDA Advocacy Day held in Sacramento. In the morning, the residents and CSPD Leadership will meet with CDA Public Affairs Specialists. Multiple bills and topics of interest to pediatric dentistry will be reviewed, and you will receive instruction on how to lobby members of the State Legislature. In the afternoon, smaller groups will call on the

offices of members of the State Assembly and Senate. You will be assigned a specific bill of importance to our profession, and you will personally present the position the CSPD and the CDA holds on that piece of legislation.

For these two events, the cost of hotels and air travel will be supported by the CSPD, the CSPD Foundation, the AAPD or the CDA.

Program participants are expected to make a presentation to the CSPD Board of Directors either on their lobbying experience, or on a public policy advocacy topic. Interns will receive input, direction, and guidance on their project from a mentor on the CSPD Public Policy Advocacy Committee.

Requirements for participation in the GSLA Program are:

- Enrolled in a California pediatric dentistry residency program
- Member of the CSPD
- Submit a completed GSLA Program Application
- Submit a short Curriculum Vitae
- Submit a Personal Statement of why you would like to be considered
- A letter of recommendation from your program director or other senior faculty member
- Attend both lobbying days
- Complete a project on a public policy advocacy topic, mutually agreed upon with the CSPD Public Policy Advocate, and present the findings to the CSPD Board of Directors
- Participate in an exit interview and survey

The CSPD Leadership Development Committee will review your application, and 2 WBI and 3 GSLA interns will be selected each year. Again, you may apply for both internships, but may only serve in one. If you apply to both, please state which is your preferred internship program.

You are required to submit one letter of recommendation. The Leadership Development Committee recommends that the letter be from the applicant’s Program Director or other senior faculty member. Please have the senders submit letters directly to the CSPD Administrative Director Melissa Feltz at mfeltz@cspd.org.

Applications are found on the CSPD website - www.cspd.org (Resources → Leadership Development → Internship Opportunities)

*Applications are due by close of business**, November 30,** for the year prior to serving.*

The Leadership Development Committee thanks you for your interest and your dedication to the mission and goals of CSPD. If you have any questions, feel free to reach out to anyone in CSPD Leadership! We are all thankful for your willingness to serve and excited to guide you through the process.