



Guidelines for the Nomination of a National Officer

Nominations for national officers of the American College of Dentists (ACD) may be submitted by any Fellow in good standing and/or by an ACD Section. Nominations will be considered by the College's Nominating Committee, consisting of the President, President-elect and the three most immediate Past Presidents who are able to serve. The Committee members will review all submitted nomination materials and consider qualifications relevant to the responsibilities and qualities of officers before casting a secret ballot for each office. The auditor will forward the results of the vote to the ACD Executive Director in April. If no petitions are received within 30 days of the official announcement of the results, the election will be considered final. This final date for petition will be on or around July 1, and that date may be obtained from the Executive Office in mid-April.

The procedures presented here pertain to the nomination of Fellows for President-elect, Vice President and Treasurer. Nominations for President-elect and Vice President are solicited annually; nominations for Treasurer are solicited in even numbered years.

For 2019, the offices of Vice President and President-elect require nominations.

Responsibilities of the Officers

The Officers of the College provide leadership and direction for the Board and for the College. Thus, the Officers must be able to fulfill the major responsibilities of the Board as well as providing even greater leadership and guidance for the organization. The Board of Regents of the American College of Dentists is the governing and policy-making body of the College. In addition, the Board is responsible for creating a vision and productive direction for the organization.

The major responsibilities of Board members include:

- Creating and refining a vision, mission, and strategic plan for the College
- Supporting organizational planning, including strategic and operational planning
- Remaining informed about efforts undertaken by the ACD on issues that may affect the College
- Ensuring the financial solvency of the College, including fundraising
- Serving as an effective spokesperson and advocate for the ACD
- Effectively working with other members of the Board, Fellows, staff, and other organizations
- Assisting in the development and implementation of College programs and projects
- Serving as Board executive leaders
- Guiding the work of the Board and the College
- Stimulating productive work by the Board

Qualities of Officers

The effectiveness of the College's Board depends upon the commitment and vision of the Officers and Board. While there are no prescriptive qualifications for office, the following qualities will be important to fulfilling the critical role of an Officer of the College.

- A commitment to the College, its mission and future
- Ability to devote adequate time and energy to the responsibilities of the Board and the office in which they will serve
- Ability to work effectively with other Board members, Fellows, staff, representatives of other organizations, the public; ability to facilitate productive efforts by these groups
- Ability to effectively represent the College as a prominent spokesperson
- Ability to remain informed on issues within the College, from the profession and society that will affect the ACD and to facilitate appropriate discussion and/or action by the Board
- Willingness to subordinate personal, professional and other biases for the good of the College
- A record of leadership and accomplishments relevant to the mission and directions of the ACD

Nomination Materials

1. A letter of nomination from a Fellow in good standing, or from a Section. The nominator must be clearly identified (self, individual, or Section).
2. A statement prepared by the nominee that gives insight into his or her interest in serving as an officer of the College, and summarizes relevant qualifications and accomplishments. This statement should not exceed one page, and should specify current Section affiliation and best contact information. If the candidate is self-nominating, the letter of nomination and the nominee's statement may be combined into one document.
3. A curriculum vitae, resume, or biographical profile of the nominee.
4. Up to five letters of support from prominent Fellows and/or Sections familiar with the nominee's abilities, qualities and accomplishments. Letters may be signed by more than one Fellow and/or Section. Contact information for the primary signatory should be included for each letter.

Please send nominations by March 1st to:

ACD Nominating Committee
839J Quince Orchard Boulevard
Gaithersburg MD 20878-1614
Or via e-mail to suzan@acd.org

For further information, please contact:

Suzan Pitman, ACD Executive Assistant
888-ACD-1920
suzan@acd.org