

Position Title: Member, ABPD Board of Directors

Term: Six years (June - May)

- Director: First and second years
- Secretary: Third year
- Vice President: Fourth year
- President: Fifth year
- Immediate Past President: Sixth year

Time Commitment: Approximately 15 hours monthly

- Four 1- to 3-day onsite meetings per year
- Five to eight conference calls per year
- One 2-day examination development workshop
- One 4-day annual conference (AAPD Annual Session)
- One 6-day oral clinical examination
- Other in-person meetings and events as needed

Fiduciary Duties as ABPD Board of Directors Member:

Under applicable law, ABPD directors are fiduciaries and must act in accordance with their duties of care, loyalty, and obedience to ABPD.

ABPD directors meet their duty of care by exercising their responsibilities in good faith and with the diligence, attention, care, and skill that a person in a like position would reasonably believe appropriate under the circumstances. This includes both decision-making and oversight responsibilities and is fulfilled by such things as attending meetings regularly, participating in discussions, reading minutes, understanding the organization's operations and programs, maintaining oversight of finances, and questioning unclear or troubling activity.

ABPD directors meet their duty of loyalty by placing the interests of the organization before their private interests, including scrutinizing transactions in which they have a personal financial interest and avoiding the use of organizational opportunities for personal gain.

ABPD directors meet their duty of obedience by carrying out the purposes and mission of the organization, complying with laws and regulations applicable to the organization, and complying with the organization's articles of incorporation, bylaws, and other governing documents.

Key Responsibilities as ABPD Board of Directors Member:

1. Attend in-person board of director meetings including:
 - a. Meeting held in conjunction with the Examination Committee Workshop
 - b. Meeting held in conjunction with the Academy of Pediatric Dentistry (AAPD) Annual Session
 - c. Spring Annual meeting
 - d. Fall Ad Interim meeting

2. Attend in-person examinations, meetings and events including:
 - a. Examination Committee Workshop
 - b. AAPD Annual Session
 - c. Oral Clinical Examination
 - d. Board of director development sessions, as scheduled
 - e. Other meetings and events as needed to advance the organization
3. Serve as an advocate for board certification and advance the goals of ABPD:
 - a. by being knowledgeable about and supporting the vision, mission, and strategic plan of ABPD.
 - b. by advancing the oral health of children and the specialty of pediatric dentistry for pediatric dental professionals and their patients.
4. Assist ABPD in:
 - a. developing, executing, and measuring the progress of implementing its strategic plans.
 - b. initiating formal and effective transitions into office for incoming directors.
 - c. identifying new subject matter experts and/or potential volunteers to further the mission of ABPD.
 - d. representing ABPD as needed and assigned by the board of directors.
5. Support and promote decisions made by the board of directors.
6. Review and approve the slate of director nominees for ABPD based on recommendations from the Nominations Subcommittee.
7. Participate in a self-assessment and evaluate the overall performance of the board of directors as requested.
8. Ensure capable executive director (ED) leadership, work with the ED to advance ABPD initiatives and evaluate the overall performance of the ED on an annual basis.
9. Prepare in advance for decision-making and policy formation at board of directors' meetings; take responsibility for self-education on issues coming before the ABPD.
10. Responsibly review and act upon committee and task force recommendations brought to the board of directors for action.
11. Act in the best interests of ABPD by putting the interests of ABPD above personal interests, and promptly disclose potential or actual conflicts of interest.
12. Participate in annual quality assessments and evaluations of the overall performance of the association management firm contracted by ABPD.
13. Serve as a liaison between the board and an examination committee or other committees or task forces, with responsibilities including:
 - a. Provide leadership and monitor examination and committee progress to maintain alignment with ABPD's strategic goals.
 - b. Provide ongoing communication to and from the board of directors.
 - c. Provide oversight to committee leadership, act as a resource, and be available to assist with conflicts or concerns.
 - d. Assist in orienting committee leadership regarding their responsibilities to ABPD as

- needed.
 - e. Advise committee leadership in fulfilling their responsibilities to ABPD, if needed.
 - f. Monitor performance, provide feedback throughout term, and complete performance evaluations of the examination committee chair.
 - g. Objectively present proposals developed by the committee or task force to the board of directors on behalf of the committee or task force and provide guidance as needed to the committee or task force.
 - h. In collaboration with chair and staff, review exam performance as needed.
14. Directors will be appointed to the following committees throughout their term:
- a. Appeals Committee, Ethics Committee, Finance Committee, Leadership Development and Nominations Committee, Policies and Bylaws Committee, Strategic Planning Committee, and/or Continuing Education Advisory Committee.
15. Directors will be appointed to serve on task force committees and to serve as a board liaison to committees and task forces as needed.

Eligibility:

1. Be a diplomate in good standing with ABPD.
2. Must be at least five years since board certification.
3. Must be actively involved in direct patient care or clinical teaching of pediatric dentistry on a weekly basis or an average number of days within a month to count toward the weekly requirement.
4. Be an active member of the AAPD.
5. Have a record of leadership in pediatric dentistry as evidenced by one or more of the following:
 - a. Two years of service to ABPD as an examiner, consultant and/or member of the Examination Committee or Advisory Council.
 - b. One year of service as part leader of an ABPD examination committee.
 - c. Two years of service as chair of an AAPD council, committee, or task force.
 - d. Term as Trustee of the AAPD (note: AAPD trustees and officers are ineligible to serve concurrently as a director of ABPD).
 - e. Participation in the AAPD's Kellogg Leadership Institute or other leadership training.
 - f. Two years of service as program director or department chair of an ADA-accredited specialty training program in pediatric dentistry.
 - g. Other contributions to pediatric dentistry or other associations or organizations that includes leadership and/or service.
6. Commitment to advance the mission of ABPD.
7. Ability to make the necessary time commitment.

Completed application, recommendation letters and supporting documentation must be received by ABPD by the posted deadline listed on ABPD's website.

Desirable Attributes:

1. Ability to think strategically and analytically.
2. Ability to reason and communicate effectively.
3. Ability to provide and receive constructive feedback.
4. Ability to delegate and motivate team members.
5. Ability to work well with others.
6. Ability to work effectively in a collaborative team environment that utilizes group decision-making and consensus-building strategies.

7. Demonstrated evidence of understanding the differences between “oversight” and “supervision.”
8. Demonstrated record of professionalism.
9. Established reputation of emotional maturity, personal integrity, and honesty.

Expected Training Development:

1. Board orientation
2. Leadership training, as appropriate
3. Specific task orientation, as needed