



Position Title: Member, ABPD Board of Directors

Term: Six years (January - December)

- 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 per month

- Three 1- to 3-day onsite meetings per year
- Board of Directors Video Conference in August and other video conferences as needed.
- One 2-day Examination Committee Workshop
- One 4-day AAPD Annual Session
- One 6-day Oral Clinical Examination
- Other in-person meetings and events as needed

Fiduciary Duties as an 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 an ABPD Director

1. Attend in-person Board of Director meetings, including:
 - a. Meeting held in conjunction with the Examination Committee Workshop
 - b. Spring Annual meeting
 - c. Fall Ad Interim meeting
2. Attend video conferences throughout the year:

- a. Years 1-3: Two 1.5-hour video conferences per year
 - b. Years 4-6: Monthly 1.5-hour video conferences and two additional 1.5-hour video conferences per year
3. 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
4. Serve as an advocate for board certification and advance the goals of ABPD:
 - a. Remaining knowledgeable about and supporting the vision, mission, and strategic plan of ABPD.
 - b. Advancing the oral health of children and the specialty of pediatric dentistry for pediatric dental professionals and their patients.
5. Assist ABPD in:
 - a. Developing, executing, and measuring the progress of implementing its strategic plans.
 - b. Facilitating 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.
6. Ensure that ABPD continues to be the nationally recognized board certification body for the specialty of pediatric dentistry.
7. Support and promote decisions made by the Board of Directors.
8. Review and approve the slate of director nominees for ABPD based on recommendations from the Nominations Subcommittee.
9. Participate in a self-assessment and evaluate the overall performance of the Board of Directors as requested.
10. Ensure capable Executive Director (ED) leadership, work collaboratively with the ED to advance ABPD initiatives and evaluate the overall performance of the ED on an annual basis.
11. Prepare in advance for decision-making and policy formation at board of directors' meetings; take responsibility for self-education on issues coming before ABPD.
12. Responsibly review and act upon committee and task force recommendations brought to the board of directors for action.
13. Act in the best interests of ABPD by placing the interests of ABPD above personal interests and promptly disclosing potential or actual conflicts of interest.
14. 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 the 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 the Chair and staff, review examination performance as needed.
15. Serve on committees and task forces throughout the Director's term in accordance with ABPD policy and organizational needs and serve as a Board liaison to committees and task forces as assigned.

Eligibility:

- 1. A Diplomate in good standing with ABPD.
- 2. Certified by ABPD for at least five years.
- 3. 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. An active member of AAPD.
- 5. A record of leadership in pediatric dentistry through one or more of the following:
 - a. At least two years of service to ABPD as an examiner, consultant, and/or member of an Examination Committee or Advisory Committee
 - b. At least one year of service as a Part Leader on an ABPD Examination Committee.
 - c. At least two years of service as chair of an AAPD council, committee, or task force.
 - d. Service as an AAPD Trustee. *(Please note: AAPD Trustees and officers may not serve concurrently as an ABPD Director.)*
 - e. Participation in the AAPD Kellogg Leadership Institute or another leadership development program.
 - f. At least two years of service as a program director or department chair of a CODA-accredited pediatric dentistry specialty education program.
 - g. Other significant contributions to pediatric dentistry or to other associations or organizations that demonstrate 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 for emotional maturity, personal integrity, and honesty.

Expected Training and Development:

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