

# THE MICHIGAN DENTAL ASSISTANTS ASSOCIATION NEEDS YOUR TALENTS, EXPERIENCE, AND WILLINGNESS TO RUN FOR MDAA OFFICE

President-Elect	Bylaws/Manual of Procedures Chairman
Vice President	Education Chairman
Secretary	Legislative Chairman
Treasurer	Membership Chairman
	Nominating Chairman

## **Qualifications to be nominated as a MDAA Officer or Committee Chairman:**

- Must be Professional, New Professional Student 1,2 or 3 or Life member of MDAA
- Must be a MDAA member in good standing
- Must have a willingness to learn and perform the duties of the position
- Must have a copy of current membership card or proof of paid dues

For a more detailed account of qualifications and responsibilities please feel free to contact the MDAA Nominating Chairman for information. A complete account is printed in the MDAA Manual of Procedures and is available by request.

To be nominated, please fill out the nomination form and return a copy to both the Nominating Chairman and the MDAA Secretary.

Nominating Chairman:  
Jenette Schanick  
jschanick17@hotmail.com

Secretary:  
LaDonna Burton  
1\_burton82@yahoo.com

**The deadline to submit forms so that your name appears in the  
MDAA Delegate Manual is April 10, 2019.**

After that date, any name submitted will be announced in the  
MDAA House of Delegates.

# **MDAA OFFICER AND COMMITTEE CHAIRMAN**

## **OBLIGATIONS – RESPONSIBILITIES – DUTIES**

### **EACH OFFICER AND COMMITTEE CHAIRMAN SHALL HAVE THE OBLIGATION TO:**

1. Make your first priority the business and interests of your position.
2. Master the art of delegation.
3. Help members develop their leadership skills and use their talents for the Association's progress.
4. Work closely with the Board of Directors.
5. Attend all committee, Board of Director's meetings and Annual Session as required.
6. Represent the MDAA as requested.

### **EACH OFFICER AND CHAIRMAN SHALL HAVE THE RESPONSIBILITY TO:**

1. Know the official duties of the office to which elected or appointed.
2. Know the content of the MDAA and ADAA Bylaws and the MDAA Manual of Procedures.
3. Serve all members of the Association.
4. Bring genuine interest, enthusiasm and sufficient time to the duties and discharge them responsibly.

### **EACH OFFICER AND COMMITTEE CHAIRMAN SHALL HAVE THE DUTY TO:**

1. Represent the MDAA in a manner of professionalism when attending functions pertaining to the duties of office.
2. Request another member to accompany the individual if representing the MDAA.
3. Prepare expense and annual reports at time specified.
4. Copy correspondence sent and received as outlined in the Manual of Procedures.
5. Maintain proper files.

If elected to a position, I agree to uphold the obligations, responsibilities, and duties as outlined above.

SIGNATURE OF CANDIDATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# ONLINE NOMINATION FORM

## FOR MDAA OFFICER AND COMMITTEE CHAIRMAN POSITIONS

I understand that my name is being submitted for election as a MDAA Officer or Committee Chairman and I understand the responsibilities involved.

NAME (with credentials): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Email: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

PHONE NUMBER (H): \_\_\_\_\_ (C): \_\_\_\_\_

MDAA MEMBERSHIP NUMBER: \_\_\_\_\_

NAME OF LOCAL MDAA POSITION YOU ARE APPLYING FOR: \_\_\_\_\_

\_\_\_\_\_

PLEASE LIST ANY OFFICER OR COMMITTEE POSITION HELD AT THE LOCAL, STATE OR NATIONAL LEVEL AND THE YEAR: \_\_\_\_\_

\_\_\_\_\_

PLEASE LIST NOMINEE QUALIFICATIONS PERTAINING TO THE POSITION DESIRED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_