

District 4 Cabinet Positions

2020-2021

Applications are available under “Apply Now” on the District Website.

DistrictFourASDA.com

The deadline for each of the cabinet positions available for the 2020-2021 year is **5:00 PM CST on Monday, April 6th.**

Please see the position descriptions for more information regarding specifics.
Candidates may submit an application **for up to 3 cabinet positions, in order of preference.**

Each cabinet position must be discussed in one letter of intent Explain why you are interested, what you hope to accomplish for each position you are applying for, and the qualities and experiences you feel will contribute to your success in this position.

General duties of a district cabinet member include assisting District Cabinet members with tasks, at the discretion of the Trustee, providing updates to the District Cabinet regarding the District's progress towards district goals, and serving as a resource to the Trustee by completing projects, or assignments as needed.

In order to be considered, candidates must submit:

1. **District Position Application Letter of Intent**
2. **Curriculum Vitae/Resume**
3. **Headshot**

Reminders:

- You will be expected to complete a “Day in the Life” video of your position
- You will be encouraged to attend the 2020 Leadership Retreat and the District Conference (Date & Location TBD)
- You will have a role at the District Conference (Date & Location TBD)
- Reports from the Committee Chair are due on the 1st of the month
- Expect to hold each other accountable :)

District Secretary

In the absence of the District Trustee, the District Secretary coordinates District business.

Serves as the official record keeper for all District business, assists the District Cabinet in planning leadership retreat, assembles meeting agendas, and timely distribution of meeting minutes to the Google Drive

1. Distributes meeting agendas and materials to the District Cabinet a minimum of 36 hours prior to any District Cabinet meeting
 2. Records minutes of all District Cabinet meetings and distributes the complete minutes to the District 4 Cabinet and Chapter Presidents within 48 hours of the meeting
 3. Uploads the meeting minutes to the Google Drive.
 4. Coordinates logistics of District Cabinet meetings
 5. Sends weekly reminders, announcements, and maintains a calendar for timely completion of delegated tasks.
 - Calendar will include events from each Chapter, as provided by the Membership Committee Chairperson
 6. Maintains a roster of chapter leaders and their contact information, as well as a listserv of chapter delegates
 7. Serves on the Presidential Council and **oversees certain district cabinet positions at the discretion of the Trustee**
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District Treasurer

Maintains the bank account and finances of the district

1. Collects and deposits vendor, student, and school checks for all events
2. Maintains the district Venmo and Paypal accounts
3. Keeps detailed and accurate records of the expenses and income of the district for the entire year
4. Keeps track of the district W-9 to distribute to vendors as needed
5. Serves on the Presidential Council and oversees certain district cabinet positions at the discretion of the Trustee

Advocacy Committee

Advocacy Chair

Oversees the District Advocacy Committee

1. Serves to inform members of local, regional, and national legislative issues of interest to dental students and the profession of dentistry
 - a. Reports to the Council on Advocacy through the District 4 & 5 Legislative Coordinator
2. Responds to all ASDA legislative alerts sent by the Central Office, and facilitates distribution of information to members as necessary
 - a. Distribution includes, but is not limited to, engaging social media posts and condensed presentation formats.
 - b. Creates a semester report of advocacy efforts.
3. Educates members on the importance of advocacy, legislative issues, and how to lobby members of state and federal legislatures in a format of their choosing.
4. Pushes ENGAGE alerts to members, in an effort to increase the use of ENGAGE
 - a. Distribution includes, but is not limited to, engaging social media posts and condensed presentation formats
5. Serves as a resource to local chapters in planning ADPAC drives
6. Assists in preparing attendees for National Lobby Day
 - a. Work with social media chair on creating a user-friendly guide for national lobby day
7. Construct a friendly competition for the chapter that is able to accomplish this with the highest attendance
8. Contacts each State Dental Association to find dates and times of their meetings
 - a. Work with social media chair to publicize dates.

Licensure and Ethics Chair

Serves on the District 4 Advocacy Committee

1. Present at the district conference to showcase information on state and national legislation that affects dental students
 - a. Help chapters in District 4 understand Create an infographic for District 4 chapters on the current accepted licensure exams in each state
2. Collaborates with other district cabinet members as needed to educate members on the importance of advocacy, and legislative issue, the licensure processes in District 4, the ethical implications, and how members can work with their state dental associations and legislatures to advance ASDA's efforts on changing the current licensure process
 - a. Work with social media chair to construct a user-friendly advocacy guide
 - b. Must decide a definitive date that this will be completed by
3. Collaborates with social media chairperson(s) to post monthly updates regarding advocacy efforts in each chapter and/ or within each state Updates may include any interaction and/or event held with state dental associations
4. Work with each chapter to create one goal in the Advocacy sector
 - a. Goals may include, but are not limited to, improving relations with the state, attending a local dental society meeting, attending a state dental board meeting, hosting an advocacy academy, constructing a #MolarBear video, sending more students to National Lobby Day, hosting a mock advocacy debate, or hosting an event with state legislators.

Advocacy Academy Chair

**Serves on the District 4 Advocacy
Committee**

1. Design an Advocacy Academy
 - a. Option 1: add advocacy academy afternoon during the district conference
 - b. Option 2: plan a district-wide advocacy academy
 - c. Option 3: work with other districts to host a joined advocacy academy
2. Decide on marketing tactics for the Advocacy Academy
3. Lead event and assist in transition of workshops

Community Relations Committee

Wellness Chair

Works with each chapter to facilitate a spirit of philanthropy and wellness

1. Hosts a Wellness Seminar of the topic of their choosing at the District Conference
 2. Host the chapter idea exchange at the Leadership Retreat for Wellness Initiatives
 - a. Compiles a list of successful outreach programs and maintains a database of events, organizations, and appropriate contact information for chapter use
 3. Ensure that each Chapter Wellness event is publicized by the social media chair
 4. Disseminate bimonthly wellness challenges.
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Community Service Chair

1. Elects a Charity of their choosing to promote at the District Conference and facilitates the charitable action for all attendees
 - a. Promote & organize the drive
 - b. Deliver items that may have been purchased for the charity
 - c. Publicize when the donations have been delivered
 - d. Work with district liaisons to facilitate chapter contributions
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Diversity & Inclusion Chair

NEW

1. Select a speaker for the District Conference to teach common Spanish/Arabic/ French phrases that will assist them in treating patients in the clinic
 2. Select a D & I Workshop to host at the District Conference
 3. Distribute the workshop list and work with each chapter to find a date they will host the event
 - a. Goal: each chapter will facilitate one workshop in the academic year
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Communications Committee

Social Media Chair

Oversees the District 4 Communications Committee

1. Posts a minimum of one online update per week, every Monday
 - a. Additional posts may be posted throughout the week
 - b. Post results of Match Day, with permission of each chapter
2. Serves to manage the online presence of District 4 ASDA through Facebook and Instagram.
 - a. Completes the Instagram Story takeovers at ASDA events
 - b. Delegates a member for Instagram takeovers during chapter orientations and conferences that Chairperson is unable to attend.
 - c. Works with the Membership Engagement to highlight District 4 Member of the Month
 - d. Publicize spotlight chapter activities on the website and social media
3. Works with the Membership Engagement Committee at the Leadership Retreat, the beginning of the fall semester, and the spring semester to decide on potential interactive polls, contests, and events to engage members

Webmaster

1. Contact chapter presidents for updated executive and sub-executive committee information
 2. Add easy accessibility to each chapter's publications, awards, & accomplishments
 3. Add District Conference registration on the website
 4. Showcases the District 4 Member of the Month as chosen by the Membership Engagement Chairperson
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Marketing Chair

Responsible for innovative and updated designs for District 4 Promotions

1. Design a new lanyard for the district
2. Design flyer for District Conference
3. Order district 4 pins, as needed
4. Work with District Meeting Coordinator for swag
5. Create a District crew neck to be sold at District Conference as a fundraiser
6. Construct a marketing technique for our District Conference for 2021 in a format of your choosing

Editor-in-Chief

Responsible for the production and distribution of the District 4 ASDA Newsletter

1. Publishes a District newsletter
 - a. minimum of 2 publications/ academic year
2. Appoints a newsletter committee, if necessary
3. Works with the Communications Committee, when necessary.
4. Assists Contributing Editor to find writers for national ASDA publications
5. Encourages member participation to write for local, district, and national ASDA publications
 - a. Potentially host a friendly competition?
6. Submits pictures, articles, and ideas.
7. Solicits advertisements
8. Submits a copy of the District 4 Newsletter to the Central Office

Events Committee

District Meeting Coordinator

Responsible for assisting the Trustee in coordination and planning of the annual district meeting and district leadership retreat, including assisting with both content of as well as location of the meeting

1. Help set date, location, and schedule of district meeting
 2. Should be comfortable negotiating and reviewing contracts
 3. Works with Trustee, Vendor Relations Chair, and Treasurer to make sure funds are adequate for all events
 4. Works with venue and chapter presidents to arrange rooming and other accommodations
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Content Coordinator

Responsible for assisting the Trustee in coordination and planning of the annual district meeting and district leadership retreat, including assisting with both content of as well as location of the meeting

1. Should be comfortable negotiating and reviewing contracts
2. Works with Trustee, Vendor Relations Chair, District Meeting Coordinator, and Treasurer to make sure funds are adequate for all events
3. Works with venue and chapter presidents to arrange rooming and other accommodations
4. Designs and produces meeting schedule, name tags, and meeting merchandise
5. Plans content as it pertains to the needs of the district

Vendor Relations Chair

Responsible for creating sponsorship packets and gaining sponsorships and vendors for the district meeting vendor fair

1. Reports directly to the Meeting Coordinator and Trustee as needed
 2. Should be comfortable communicating with sponsors about money and negotiating contracts
 3. Provides updates every month to the District Cabinet regarding the District's progress towards district goals
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Membership Engagement Committee

Membership Engagement Chairperson

Must respond to all communications (*emails, texts, phone calls, etc.*) within 24 hours just as they require on a National level

1. Provides a monthly deadline for the district chapter liaisons to complete chapter report and submits the report to the Trustee by the 1st of the month
 - a. Must decide when liaison reports are due
 - b. Host Idea Exchange with Chapter Liaisons at the Leadership Retreat to create goals for the year
2. Provides District Secretary with chapter schedules after discussing with chapter liaisons
3. At the District Conference, the chairperson must be ready and willing to transition attendees between speakers, workshops, & meals.
4. Collect information from each chapter regarding their strengths, weaknesses, and goals from each chapter
 - a. Report to the Social Media Chair of a member who may have put in extra work during that month and should be highlighted as member of the month

Pre-Dental Chair

Aids in the recruitment of pre-dental ASDA members and assists in the development of predental specific resources

1. Chairs a Pre-dental Cabinet
2. Build relationships with schools in our district to engage pre-dental clubs
3. Works alongside chapter leaders to register pre-dental members for the District Meeting
4. Brainstorms and organizes predental specific content for the District Meeting, to be presented at the District Conference
5. Consults with National ASDA's Council on Membership and Predental Advisory Committee for additional resources and ideas

District Chapter Liaison

To alleviate duties of the chapter president It is HIGHLY RECOMMENDED that this position is filled by a member of the sub-executive committee.

1. One District Chapter Liaison will be appointed from each chapter within District 4 to create the Membership Engagement Committee of 7 members overseen by the Membership Engagement Chairperson
2. Completes monthly chapter reports by set deadline as determined by Membership Committee Coordinator
 - a. Provides information from their chapter regarding their strengths, weaknesses, and goals in each survey
 - b. Report a member who may have put in extra work during that month and should be highlighted as Member of the Month
 - c. Provide a set of chapter goals for the year at the District Leadership Retreat
3. Provides District Secretary with chapter schedules
4. Report to Community Service Chairperson with updates on Chapter Donations



Thank you!

Please submit all questions to your
District 4 Trustee,
Christina Aponte
Christina.d4ASDA@gmail.com

