

MDDS Secretary Eligibility

ELIGIBILITY (as stated within MDDS Bylaws):

Only an Active or Life member, in good standing for five (5) consecutive years immediately prior to the Annual Meeting, and served as an MDDS Committee or taskforce chairman, MDDF Committee chairman, or served on the MDDS or MDDF Board of Directors within the last five (5) years shall be eligible to serve as an officer. A MDDS Officer cannot serve concurrently as a CDA or ADA elected officer. Eligibility requirements may be waived on a case by case basis by a 2/3 vote of the Board of Directors. Request for waivers must be submitted in writing with an explanation of special circumstances.

TERM OF OFFICE (as stated within MDDS Bylaws):

The President, President-elect, and Vice President shall serve for a term of one (1) year. The Secretary and Treasurer shall serve for a term of two (2) years. The elected officers shall assume their duties at the close of the Annual Meeting.

MEETINGS:

The Standing Officers shall convene at the Call of the President.

- There shall be four (4) regularly scheduled meetings of the Board of Directors with a minimum of three meetings each fiscal year. The president shall determine when and if the scheduled meeting shall be held.
- Each Director is required to serve on at least one committee and attend those committee meetings.

RESPONSIBILITIES (as stated within MDDS Bylaws):

It shall be the duty of the Secretary:

1. To assist the President as requested.
2. To assume responsibility for recording of the Minutes of the Board of Directors and Annual Meeting.
3. To serve as a voting member of the Board of Directors.
4. To serve as a Delegate to the House of Delegates of the Colorado Dental Association.
5. To maintain accurate Bylaws and annually review and update amendments to the Bylaws and record the date of adoption.
6. To succeed to the office of Vice President as provided by these Bylaws.

7. To serve as an Officer Liaison, for appointed committees, without the right to vote or as provided by these Bylaws.
8. To maintain and oversee all official correspondence for the Society.
9. To ensure that all required Delegate and Alternate Delegate positions are filled.
10. To provide the Colorado Dental Association Secretary a written list of Delegates and Alternate Delegates sixty (60) days prior to the first day of the Colorado Dental Association Annual Session.
11. The secretary shall serve as a voting member of the Investment Committee.
12. To oversee that the nominations process is implemented according to these Bylaws.

For more information regarding term requirements and duties of elected positions please contact Carrie McBroom, MDDS Member Services Director, at (303) 488-9700 or email members@mddsdentist.com.