

**Your Expertise and Interests**



**Alpha Omega International Dental Fraternity  
Prospective 2020 Board Member Nomination Form**

*The following information is for internal use only.*

Thank you for your interest in serving the Alpha Omega International Dental Fraternity in a leadership role on the Board of Directors. Please review the job description to understand (page 6) to understand the commitment to AO, the Board, and to you. We ask for a variety of information to ensure that the Board reflects the skills and talents needed to govern the organization as well as the shared mission of our community. Decisions will not be based on any single variable.

**The AO Mission** To offer dentists, oral health professionals and students a welcoming fraternal community that honors the organization's Judaic heritage provides opportunities to attain professional excellence and promotes access to oral health care for all.

**Submission Details**

Please return your completed application along with a resume or short biography and headshot no later than **Friday, June 28, 2019**, to Heidi Weber at [hweber@ao.org](mailto:hweber@ao.org).

**Questions?** Please contact Heidi Weber at [hweber@ao.org](mailto:hweber@ao.org).

**Date:**

**First and Last Name:**

**Contact Information:** Please provide us with the mailing address, phone, and e-mail address we may use to contact you.

**Your Expertise and Interests**

**Mailing Address:**

**Home Phone:**

**Cell Phone:**

**Email:**

**Board Position Applying:**

- President-Elect 2020
- U.S. Regional Director 2020-2022
- Canadian Regional Director 2020-2022
- International Director 2020-2022
- Young Alumni Director 2020
- International Convention Marshal 2020
- International Student Representative 2020 (2 Positions)
- Member-At-Large

**Most Recent Employer or Dental School:**

**Current and Past Board Memberships (please list years of involvement and duties):**

## Your Expertise and Interests

**Current and Past Civic or Community Group Roles:**

**Other Volunteer Experience:**

Check under “Expertise” for skills and abilities **you have now**.

Check under “Interest” areas in which you have an interest in contributing as a Board Member.

<b>Skill</b>	<b>Expertise</b>	<b>Interest</b>
Accounting, Finance, Investments	<input type="checkbox"/>	<input type="checkbox"/>
Board Development	<input type="checkbox"/>	<input type="checkbox"/>
Chapter Relations	<input type="checkbox"/>	<input type="checkbox"/>
Communications/Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>	<input type="checkbox"/>
Governance	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Development	<input type="checkbox"/>	<input type="checkbox"/>
Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>
Social Media	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>

### Your Expertise and Interests (continued)

1. Briefly describe the aspects of our mission that you feel most strongly about—in other words, explain your **motivation** to serve on the Board:

2. Briefly describe what you want to **contribute** through service on the Board:

3. Briefly describe what you want to **gain** through service on the Board:

### Demographic Information

*AO promotes a culture that demonstrates practices of diversity, equity, and inclusion for the board, staff, volunteers, and program participants.*

**Gender:**

**Age:**

**Race/Ethnicity:**

## **Frequently Asked Questions**

### **When is the Nomination Form due?**

Friday, June 28, 2019. Please send the form to Heidi Weber, Executive Director, at [hweber@ao.org](mailto:hweber@ao.org).

### **What is the term of office?**

Each term is specified.

### **When is the 2020 Orientation for new members of the Board?**

The orientation will take place during the 2019 AO Convention in Los Angeles, December 26<sup>th</sup> – December 30<sup>th</sup>.

### **When does the full Board of Directors regularly meet?**

The Board has quarterly conferences call, one in-person meeting typically in June – August, and one in-person meeting in December during the annual convention.

Those serving as officers are placed on the Administrative Committee.

### **When do committees meet?**

Each Committee Chair decides on the frequency of meetings. The Administrative Committee typically conducts a monthly conference call.

### **Is there a requirement that Board members donate a minimum amount to AO each year?**

Yes. Board members are encouraged to support AO by making a significant donation, as each is able, to its continued operation. Members are required to give or raise a minimum of \$1,800.00USD during the calendar year. If such an adjustment is needed, our Executive Director and President are available for a confidential consultation. You will receive additional opportunities for giving once this commitment is fulfilled; other gifts are welcome, but you are not expected to respond to every solicitation.

By signing below, I understand and agree to abide by the Board Member responsibilities.

Accept: \_\_\_\_\_

**Alpha Omega International Dental Fraternity**  
**112 Years Strong**

The Board of Directors of Alpha Omega is legally and ethically responsible for all activities of the organization.

**OVERVIEW**

**Alpha Omega's Board of Directors provides the following services to the organization:**

- Determine how the organization carries out its mission through long- and short-term planning and review;
- Adopt an annual budget and provide fiscal oversight;
- Engage in fundraising activities to provide budgetary support for the organization;
- Recruit and orient new Board members;
- Hire, as needed, and evaluate the performance of the Executive Director on an annual basis;
- Evaluate the performance of the Board of Directors;
- Establish policies for the effective management of the organization;
- Provide personal and professional expertise to guide the organization.

**Responsibilities of Individual Directors include:**

- Understand and promote the AO mission;
- Be familiar with the AO's programs and operations;
- Participate in fundraising and resource development;
- Give to or raise for the organization a minimum of \$1,800USD in each calendar year;
- Identify potential donors and solicit donations for specific events or the organization as a whole;
- Assist in recruiting volunteers for AO at the local and international level;
- Enhance the image of AO in the community;
- Help to educate the community about AO's philanthropic efforts including the AO-HSC Holocaust Survivors Program;
- Identify potential conflicts of interest;
- Understand the role distinction between serving as a Board member and serving as a volunteer.

**Time Demands (approximate):**

- Attend all the regularly scheduled Board meetings, whether conference call or in-person;
- Participate in an orientation session for new Board members;
- Attend local chapter events or on occasion attend a regional event.

## **Legal Responsibilities**

The Board of Directors, acting as a single entity, is legally and ethically responsible for all activities of the organization. Individual board members must uphold the standards of conduct set for them by the board and applicable laws. These standards include the duty of care, the duty of loyalty and the duty of obedience as well as those mandated by the Federal 990 requirements.

### **Duty of Care**

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she decides as a steward of the organization.

Meeting attendance is not optional; it is a part of the duty of care. A board member is expected to attend meetings, come prepared to the meetings, ask probing questions, pay attention, and make decisions according to his or her best judgment. Coming ready means, the member is familiar with the agenda, have read the Board reports and past minutes, and has completed any assignments from the previous meeting.

### **Duty of Loyalty**

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain but must act in the best interests of the organization.

### **Duty of Obedience**

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

### **Expectations of Board Members:**

Board directors may expect the following:

- An orientation to AO and its Board
- An annual schedule of board meetings and advance notice of all relevant committee meetings
- An opportunity to engage in a discussion of related issues and use their expertise
- A voice in designing the structure of the board, its agendas and meeting logistics

- Quality support and courteous and professional treatment from Shepherd's Table staff and other Board members.