



SAN FRANCISCO DENTAL SOCIETY

PRESIDENT Volunteer Leadership Position

Summary Description:

The President is responsible for directing and participating in the formation and implementation of goals, objectives, policies and priorities of the Dental Society. The President oversees the efforts of the Board of Directors, the committees and volunteers of the Society.

Specific Responsibilities

- Maintain regular contact with the Executive Director
- Prepare the goals and focus for the term relative to the organization's strategic plan
- Chair all Board of Directors, Executive Committee and general membership meetings
- Serves as a member of the San Francisco Dental Society Political Action Committee Board
- Serves as an ex-officio member on all committees except Nominating, Ethics, Peer Review and Governance
- Regularly attends the Legislative, Professional Development, Community Dental Health and Membership Committee meetings
- Working with the Executive Director, set the agenda for the Board of Directors and Executive Committee meetings
- Represent the Society at public forums as needed
- Act as mentor to President-elect and other officers
- Keep the Board of Directors informed of all important issues
- Submit a "President's Message" for inclusion in the Society newsletter. Copy is due on the first of the month of each quarter for publication in the quarterly newsletter
- Promote the Society's activities, services, and programs
- Keep apprised of issues facing the Society and its members
- Promote the views and decisions of the Board of Directors
- Member of the Executive Director Evaluation/ Compensation Committee
- Appoint all chairpersons and members of committees and fill vacancies on the board of directors within the guidelines of the *Bylaws*

Meeting Schedule

The President shall attend and chair all Board (4), Executive Committee (4) and attend PAC Board meetings (1-2), Legislative, Professional development, CDHC, and Membership Committee meetings. The President shall also attend other Society functions (i.e., CE Meetings, New Member Receptions, etc.) as scheduled.

Level of Commitment

The President is expected to attend and participate in Society meetings, unless an emergency prevents his/her attendance. The President is also expected to be knowledgeable about all of the issues facing the Society and is expected to promote the views and decisions of the Board of Directors.