**As a duly elected national representative of MDHA, the delegate & alternate delegate shall**:

* + Serve as the voting representative of the association (delegate) at ADHA annual session and at any District VIII meeting.
  + Review and study the ADHA House of Delegates Manual and annual reports in preparation for attending the ADHA annual session and District VIII meetings.
  + Attend all business meetings and forums of the ADHA House of Delegates, Reference Councils, District VIII Caucuses, Candidates’ Forum, and any other meetings (ex. membership, advocacy, meetings with ADHA staff) assigned by the delegation chairperson. This also includes District VIII delegation meetings/webinars before Annual Session.
  + Supply a post-Annual Session Report from each delegate and alternate delegate to the delegation chairperson regarding the MDHA delegation, budget considerations, travel recommendations and any pertinent recommendations that could benefit next-year’s delegation.
* Room (4 nights): Each delegate (or alternate delegate) will share a room with another delegate to cut costs. However, if the situation arises that a delegate makes other arrangements (examples: stays with a family member in another room, wants a single room, uses another hotel option, or if there are odd numbers of delegates), the reimbursement will be discussed with the delegation chairperson at the time of hotel registration arrangements. If the delegate wishes to arrive prior to the convention or stay longer, the arrangements will be made and the cost is to be paid by the delegate at his/her own expense. After Annual Session, all delegates need to send a copy of the hotel receipt to the delegation chairperson within ten (10) days.
* Additional Expenses: Depending on the budget and discussion with the delegation chairperson and the treasurer, there could be reimbursement for the following:
* 1. President’s Reception/Gala for delegates and alternates
* 2. Possible per diem
* 3. Any additional functions approved by the MDHA Board of Trustees
* 4. Ground transportation
* **Position: ADHA Delegate and Alternate Delegate**
* MDHA members of the ADHA House of Delegates shall be prepared to serve as voting members of the Association and part of the national principal body within the ADHA responsible for establishing policy for the Association and providing direction for matters relating to the practice of dental hygiene. They shall be elected by the MDHA general membership or, if necessary, due to a vacancy, be appointed by the MDHA President with the approval of the MDHA board. Alternates shall be prepared to take over in a delegate position only when a delegate cannot serve. It is a year-round position.

**Overview of the Position:**

**According to the ADHA Bylaws, delegates shall:**

* Amend, alter, or repeal the ADHA Bylaws
* Vote on all matters properly brought before the House of Delegates
* Adopt and amend the code of ethics governing the professional conduct of the Association’s members
* Solicit, process, and communicate membership needs to the ADHA Board of Trustees
* Participate in the Association’s strategic planning
* Elect members to serve on committees established by the House of Delegates
* Elect officers of the Association

**Additional Duties of the Position based on MDHA Procedures:**

**The ADHA Delegates shall also:**

* + Serve as the voting representative of the association at ADHA annual session and at any District VIII meeting.
  + Review and study the ADHA House of Delegates’ Manual and ADHA Annual Reports in preparation for attending the ADHA annual session and District VIII meetings.
  + Attend all business meetings and forums of the ADHA House of Delegates, Reference Councils, District VIII Caucuses, Candidates’ Forum, and any other meetings assigned by the MDHA Delegation Chairperson.
  + Communicate regularly with the delegation chairperson.
  + Supply a post-Annual Session Report to the Delegation Chairperson regarding the MDHA delegation, budget considerations, travel recommendations, and any pertinent recommendations that could benefit next-year’s delegation.
  + Have an understanding of the MDHA reimbursement policies for delegates for the year/s served.
  + There may involve some out-of-pocket expenses that are not covered by MDHA, depending on the annual budget.

Alternate delegates will be responsible for all of these duties, but will not be able to sit on the House floor or vote on any issues, District VIII trustee or ADHA officers unless first designated to be a delegate.

**What You Will Need to Serve Effectively:** Qualifications.

* Be voting members of the Association in good standing.
* Have time to fulfill the duties of their positions.
* Read reports and ask questions for clarification and look at issues from a national rather than just a state or local perspective.
* Need the ability to make quick decisions on the House of Delegates floor and have the ability to give opinions at a microphone in front of other delegates.
* Ability to communicate with other MDHA members about ADHA activities and share information learned.
* Initiate policies and collaborate with ADHA delegates to move proposals forward.
* Work on the MDHA Universal Skill Sets.

**Time Commitment:**

* Positions are year-round.
* Start preparing for ADHA Annual Session in January when delegates and alternate delegates attend online District VIII Meetings, with the busiest time being two months before Annual Session (usually April and May).
* Attend at least 4-5 days away from home for ADHA Annual Session.