

GREATER DETROIT  
DENTAL HYGIENISTS'  
ASSOCIATION

STANDARD OPERATING  
PROCEDURES MANUAL

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## **General Purpose**

This Standard Operating Procedures (SOP) Manual for the Greater Detroit Dental Hygienists' Association (GDDHA) is designed to help Executive board members, Members at Large and committee chairs understand how GDDHA conducts business and what is expected for various roles. It serves as a guide and timeline for various activities and tasks. This manual will help volunteers transitioning into leadership positions. The manual will be available on the GDDHA website and as a pinned post on the GDDHA Facebook webpage.

## **Executive Board**

The primary administrative and managerial body of GDDHA is composed of the President, Immediate Past President, Vice President, Secretary, Treasurer, Trustee and at least three elected members at large. The Executive Board is empowered to conduct all business and act on behalf of GDDHA. The power of the Executive Board is delegated by GDDHA's Bylaws.

## **The Board**

The board consists of the officers, members at large, appointed individuals, committee chairs and committee members of GDDHA.

## **Qualifications**

Members of GDDHA

## **Duties and Responsibilities**

- Attend business meetings
- Approve the budget and all expenses of GDDHA
- Review and approve all plans of the committee chairs and officers for any event
- Help the officers in any way that is needed

## **Officers of GDDHA**

The officers of GDDHA shall consist of the President, Immediate Past President (IPP), Vice President(VP), Secretary, and Treasurer.

## **President**

This officer is the official representative, executor/administrator of activities and presiding officer of GDDHA.

## **Qualifications**

Member of GDDHA

Served as officer, board member or committee chair for a minimum of one (1) year

## **Duties and Responsibilities**

- Plan and preside over each business meeting
- Email the meeting's agenda to all officers and board members a minimum of 10 days prior
- Remind officers and committee chairs to submit report within 5 days prior to business meeting to all board members
- Preside at all GDDHA's speaker meetings making necessary announcements and introductions
- Appoint committee chairs
- Oversee all officers and board members
- Represent GDDHA at House of Delegates (HOD) and other events when called upon

## **President's Timeline (Template)**

### **January**

- Email officers and board members the agenda 10 days before business meeting
- Preside over the business meeting
- Preside over speaker meeting

### **February**

- Children's Dental Health Month activities
- Prepare for next business meeting
- Write President's message for the spring newsletter; include thank you to officers and board members

### **March**

- Email officers and board members the agenda 10 days before business meeting
- Preside over business meeting
- Preside over speaker meeting

### **April/May**

- Email officers and board members agenda 10 days before business meeting

- Request nominations for officer positions and ensure Trustee holds election for officers
- Request nominations for Outstanding Hygienist of the Year Award, Frances Shook Award and Roger Hill Award
- Request nominations for delegates for HOD (See criteria for qualifications to be delegate)
- Finalize plans for next year's speaker meetings at business meeting
- Preside at speaker meeting
- Introduce new officers at speaker meeting

### **June**

- Determine the information to be included in the August newsletter
- Ensure Trustee holds election for HOD delegates (only those whose names are submitted to MDHA by deadline will be allowed to attend HOD as a delegate or alternate)

### **July**

- Write President's message and send information for the August newsletter to Editor

### **August**

- Prepare for business meeting in September
- Ensure Trustee turns in names of delegates and alternates to HOD by deadline
- Write article about Outstanding Hygienist of Year for winter newsletter and HOD (to be read by President at Recognition Luncheon at HOD)
- Ensure Trustee reserves hotel rooms and a Sunday breakfast room for HOD

### **September**

- Request financial report from previous year and budget proposals for the next business meeting from Treasurer
- Email officers and Board the agenda 10 days before upcoming business meeting
- Preside over the business meeting
- Prepare for pre-HOD delegates meeting
- Prepare for the next business meeting
- Attend pre-HOD delegate meeting

### **October**

- Represent GDDHA at HOD
- Preside over the speaker meeting
- Write President's message for the November newsletter including article about Outstanding Dental Hygienist of the Year
- National Dental Hygiene Month

### **November**

- Email officers and Board the agenda 10 days before upcoming business meeting

- Preside over the business meeting
- Plan for Children’s Dental Health Month activities
- Prepare for December speaker meeting

**December**

- Preside over December speaker meeting
- Prepare for next business meeting

**Immediate Past President**

This officer serves as a mentor to the President, officers, board members, and committee chairs; assists with ensuring continuity of the Association’s programs from the past year to present.

**Duties and Responsibilities**

- Attend all board and speaker meetings
- Mentor and assist President, officers, board members and committee chairs in understanding and accomplishing their duties and responsibilities

**Vice President**

This office provides training for the presidency; serves as representative of GDDHA in the absence of the President; presides at business meetings and speaker meetings in the absence of the President.

**Qualifications**

Member of GDDHA

Served as a board member for a minimum of one year

**Duties and Responsibilities**

- Assume the office of the President if the President is unable to fulfill term
- Preside over the board meetings and speaker meetings if President is absent
- Attend all business and speaker meetings
- Present gift to outgoing President at last speaker meeting of the President’s term

**Secretary**

This officer records and maintains the written records of GDDHA

## **Qualifications**

Member of GDDHA

## **Duties and Responsibilities**

- Attend and record minutes of all business meetings
- Email all officers and board members the minutes of the previous meeting before the upcoming business meeting
- Attendance at all speaker meetings
- Send thank you notes to speakers after all speaker meetings

## **Treasurer**

This officer is entrusted with the custody of GDDHA's funds and responsible for handling its financial business and records

## **Qualifications**

Member of GDDHA

Served as board member for minimum of one year

Good understanding of accounting procedures

## **Duties and Responsibilities**

- Establish and maintain checking and saving accounts at financial institution approved by Board; should be no fee account for depositing and writing checks
- Receive and disburse Association money as directed by officers and Board
- before end of GDDHA's fiscal year (as of 2017, that is May 31)
- Supervise collection and banking of all monies
- Maintain the financial records of GDDHA
- Email report of income and expenditures to all officers and board members 5 days before the business meetings
- Email all officers and board members a written financial report of all income and expenditures for entire year before the annual budget meeting in September
- Email all officers and board members the proposed budget before the annual budget meeting in September
- Attend all business meetings
- Send any required information to IRS each year
- Receive registrations for all speaker meetings
- Prepare sign in sheet for speaker meetings including names of all registrants
- Monitor sign in sheet at the speaker meetings or assign someone to do it



- Send list of attendees to person making the Proof of Attendance Certificates if Treasurer does not do it
- Place Proof of Attendance Certificates on table at end of seminar
- Maintain all registrations and sign in sheets for a minimum of 7 years

### **Trustee to MDHA**

This officer serves as GDDHA's representative to the Michigan Dental Hygienists' Association.

### **Qualifications**

Member of GDDHA

Served as board member for minimum of one year

Attend MDHA Board of Trustee meetings and House of Delegates

### **Duties and Responsibilities**

- Serve as liaison between MDHA and GDDHA
- Attend all MDHA Board of Trustee meetings and email a report to the board members within 10 days of the BOT meeting
- Write report for newsletter on significant MDHA activities
- Serve on at least one MDHA council
- Support MDHA fundraising efforts in all ways agreed upon by MDHA
- Attend GDDHA business meetings
- Appoint a representative to attend MDHA BOT meeting if unable to attend (if the Trustee misses more than two MDHA Board of Trustees meetings without a substitute representing GDDHA, MDHA can ask for the resignation of the Trustee)

### **House of Delegates Responsibilities**

- Hold election for HOD delegates
- Responsible for submitting names and addresses for HOD delegation to MDHA before deadline
- Make room reservations at hotel housing HOD for delegation from GDDHA
- Make arrangements for Sunday breakfast at HOD delegation to review Reference Committee reports
- Responsible for emailing or arranging for printing of the manual for all delegates, alternates, student delegates and student alternates
- Forward all information regarding HOD to delegates, alternates, student delegates and student delegates

- Preside over the pre-HOD delegate/alternate meeting to advise delegation on proposed resolutions and proposed by-laws
- Attend MDHA House of Delegates as an advisory member of GDDHA's delegation

## **House of Delegates (HOD)**

HOD is held each October at varying locations throughout the state, and is the policy making body of MDHA. The number of delegates is determined by MDHA based on our membership. The Trustee also attends in an advisory capacity. There can be as many alternates as there are delegates; however, the GDDHA budget will determine how many alternates will be funded.

Delegates and alternates are voted on by the members of GDDHA. The MDHA Trustee is responsible for sending the names of the delegate and alternates, cell phone numbers and addresses to MDHA Central Office 45 days before HOD. New delegates/alternates cannot be added after the MDHA's submission deadline. The delegation should be comprised of both new and HOD experienced members. The MDHA Trustee is responsible for making hotel and Sunday breakfast reservations for the delegation.

GDDHA is assigned a student delegate from Oakland Community College Dental Hygiene Program and Wayne County Community College District Dental Hygiene Program. Currently, expenses for the student delegates are paid by MDHA. If our budget allows, GDDHA will pay for one alternate student from Oakland Community College and one alternate student from Wayne County Community College District.

A pre-HOD meeting of delegates, alternates, Trustee, student delegates and student alternates shall be held prior to HOD. MDHA will email the HOD manual to the Trustee. The Trustee is responsible for emailing or arranging for printing of that manual for all delegates, alternates, student delegates and student alternates.

At the pre-HOD meeting, proper protocol will be explained to those who have never attended HOD. The proposed resolutions and bylaws will be discussed. Students will choose a Proposed Resolution or Bylaw and be paired with a delegate or alternate mentor to write and present testimony at the Reference Committee hearings at HOD. Testimony forms will be available at the pre-HOD meeting and completed with the assistance of the mentor. Written or verbal testimony is required for each proposed resolution and proposed by-law. This meeting determines the testimony for GDDHA. Attendance is required for all attending HOD.

Delegates or alternates may be asked to serve on a committee at HOD. This is a commitment of time during the HOD on Saturday afternoon/evening. It is recommended that the delegate or alternate accept the committee assignment.

Student delegates or alternates are encouraged to write a short article about their experiences at HOD for publication in the winter newsletter.

## **Delegates and Alternates**

These individuals serve as GDDHA's representatives to MDHA House of Delegates.

### **Qualifications**

Requirements:

- Voting member of GDDHA
- Member in good standing
- Attended MDHA HOD as Alternate Delegate or Student Delegate prior to serving as Delegate

Recommendations:

- Served on Board for minimum of one (1) year or held an office or leadership position in a dental hygiene program
- Familiarity with business aspect of GDDHA, as well as protocol, ethics, responsibilities and importance of HOD
- Taken an active role by attending meetings, participating in projects or committee work, assistance with planned events

### **Duties and Responsibilities**

- Read all documents provided in HOD manual (emailing handled by Trustee) and come to pre-HOD meeting prepared to discuss and provide input
- Attend Pre-HOD meeting scheduled by Trustee to discuss PRs/PBYs, review HOD weekend schedule and any last minute details; if unable to attend, delegate is required to follow-up with Trustee to review the material prior to HOD and may be bumped to alternate delegate
- Delegates are required to have previously attended HOD as an alternate delegate or student delegate
- Willing to commit time necessary to perform duties and responsibilities
- Dress code is business attire (no jeans of any color or sweats)

### **Election of Delegates and Alternates**

- Number of delegates, determined by MDHA annually, is based on component membership
- President is an automatic delegate
- Trustee serves in advisory capacity and is not included in the total number allowed
- Anyone can attend HOD but they will attend as guests and will not be funded by GDDHA
- Individuals interested in attending HOD as a delegate must submit application to the Trustee prior to the designated meeting
- The Trustee will confirm the members are in good standing and they will present the slate for election
- Voting shall be completed by online ballot to entire membership of GDDHA
- Majority vote determines ranking, beginning with delegates then alternate delegates (Delegates are required to have previously attended HOD as an alternate delegate or student delegate)

### **Delegate and Alternate Fees**

Registration, Saturday's Recognition Brunch, President's Dinner, Sunday's breakfast and hotel rooms are paid by GDDHA if funds are available

The number of delegates/alternates staying in each room is determined each year based on GDDHA's budget. Saturday breakfast, mileage, room service and PAC fundraiser are paid by the delegates, alternates and Trustee. There is no reimbursement for mileage to HOD.

### **Vacancy of a Delegate or Alternate**

Prior to names being submitted to MDHA, the alternate receiving the highest number of votes will step into the position of delegate if a delegate is unable to attend. Prior to names being submitted to MDHA, the person receiving the highest number of votes but not being named a delegate or alternate, will be the new alternate.

After the submission deadline, no names may be submitted or substituted.

### **Attendance Requirements**

- Opening Ceremonies
- Orientation
- All sessions of the House
- Candidates' Forum
- Recognition Brunch
- Reference Committee hearings
- Any meeting called by the Trustee

- President's Dinner

### **Attendance Recommendations**

- Friday Continuing Education (CE) seminar
- Welcome Reception
- Marketplace
- Workshops (i.e. Legislative)
- MDH-PAC fundraisers
- Installation of officers

## **Committees and Committee Chairs**

### **Education Committee**

#### **Education Committee Chair**

The Education Chair is responsible for selecting the speakers, venues and all the details of the speaker meetings. The Chair will lead the committee through meetings and emails. Minutes must be recorded to submit on PACE renewal application.

#### **Qualification**

Member of GDDHA

Served on Board for minimum of one year

#### **Duties and Responsibilities**

- Choose the members of the committee to include the President and at least 3 members
- Research and contact potential speakers
- Present information about speakers, fees and topics to the committee and Board
- Discuss and choose venues for the events
- With the Board determine fees for each speaker meeting
- Determine venue and date for each speaker meeting and designate appropriate member to make the reservation with the venue
- Ensure treasurer sends check to reserve venue
- Contact chosen speakers to confirm topic, date and meeting location
- Complete the speaker form and deliver to the webmaster
- Decide arrangements (seating arrangements, tables, podium, screens and food/refreshment areas)

- Arrange for any audio/visual equipment that will be needed by the speaker
- Food arrangements should be delegated among members
- Ensure the notifications for all the events are carried out: flyers emailed and eblasts sent
- Facilitate the event to assure its success
- Confirm venue seven (7) days prior to event
- Confirm speaker seven (7) days prior to event
- Ensure Treasurer provides list of registered participants in the event Treasurer will not be present
- Ask Membership Chair to have ADHA applications available
- Provide flyers of future meetings

### **Dentist on Education Committee**

Dr. Grabiell

### **Education Committee Members**

#### **Qualifications**

Member of GDDHA

### **Education Committee Member-Communication**

#### **GDDHA Editor and Webmaster**

- Format the information supplied by the chair into a useable document for advertising in our newsletter, website, Facebook and eblasts
- Emails flyers for speaker meetings
- Send eblasts three weeks prior to speaker meetings
- Contacts MDHA to place the information on the MDHA website
- Ensures that all publicity or marketing material includes all necessary information
- Ensures that no marketing information or company logo is printed on GDDHA publicity

### **GDDHA AGD/PACE**

#### **General Guidelines**

GDDHA must market the CE course being offered and be responsible for all other aspects of the course (including having the proceeds deposited in our bank account). In order to co-sponsor a CE course, both entities involved must be AGD/Pace providers (i.e. have approval from AGD) in order to use the word "co-sponsorship".

### **Publicity/Flyers (Revised 2017)**

Must be informative, accurate and not misleading. Must include:

- Name of program provider: Greater Detroit Dental Hygienists' Association
- Name of any joint program provider
- Name of agencies providing financial support
- Course title
- Name of speaker, qualifications, any conflict of interest
- Location
- Date
- Time
- Number of CE's
- Description of course content
- Educational objectives
- Description of teaching methods, i.e. Lecture
- Cost
- Refund and cancellation policy
- AGD Subject Code
- Name of any commercial entity providing commercial support
- AGD/PACE logo and statement

Include on tear-off section:

- Name and date of course
- Name, address, day and evening phone, email address
- ADHA Member number line with fee, non-member checkbox with and fee, DDS checkbox with fee, Others checkbox with fee and Component name line
- On registration tear off, add box to check whether AGD member and the AGD number
- Food choice if applicable

\*Information contained on this page found on PACE Program Guidelines pg. 12  
[agd.org/files/webuser/website/pace/guidelines.pdf](http://agd.org/files/webuser/website/pace/guidelines.pdf)  
[agd.org](http://agd.org)

**Education Committee Member- Vendor Arrangements:**

- Contact dental vendors for sponsorship of speaker meetings
- Confirm with each vendor date, time and location of speaker meetings
- Collaborate with Chair about participating vendors and meeting room arrangements for them
- Meet and greet the vendor at each meeting to help them set up their area if needed

### **Education Committee Member- Setup:**

- Plan, set up and serve refreshments at each speaker meeting and clean up after
- Bring plastic table cloths, napkins, paper plates or bowls, plastic cups, plastic forks, knives and spoons (supplies from previous meetings should be passed on to person organizing next meeting)
- Arrange tables for food and registration
- Designate a volunteer to set up registration table near entry door to include sign in sheets, handouts, membership forms, flyers for future meetings, raffle container, paper and pens to fill out name and phone number to place in container to win free membership in ADHA, MDHA, GDDHA for one year paid by GDDHA

### **Education Committee Member- Documentation:**

- This person may be the Treasurer or other designated member
- Responsible for receiving by mail, phone or email the registrations and payment for each seminar
- Compile a list of those registered and prepare a sign in sheet for each meeting
- Oversee check in or delegate to another member. Welcome each attendee and ensure they sign registration form
- Print out the speaker meeting proof of attendance forms
- Delivers the proof of attendance forms to the meeting
- Ensure that the printed CE forms match the names on the sign in list
- Maintain historical attendance records of attendees for seven years

### **GDDHA AGD/PACE Proof of Attendance Certificate (Revised 2017)**

#### **Information to be Included**

- The name and PACE provider ID number of the program provider: GDDHA 208117.
- The date, location, and duration of the activity.
- The title of the activity and specific AGD subject codes.
  - Subject codes correspond to various topics in dentistry.
- List of subject codes is with PACE notebook, Seminar chair will provide number after consultation with speaker.
  - Multiple subject codes may be assigned
- Educational methods used (lecture, clinical, participation, self-instruction); for GDDHA is usually lecture
- Number of credit hours (excluding breaks and meals):



- A course completion/verification code for each educational activity (if AGD members are in attendance)
  - If more than one portion may be attended a code for each portion should be given at the end of each portion.
    - This is a random number that each program provider announces toward the end of each course to help verify that each participant has taken part in the entire session of each course.
  - Limit the number to six characters.
  - Make code easily identifiable, such as instructor's initials and date of program (i.e. ST3613 for Dr. Scott Tyler on March 6, 2013).
  - Include the completion/verification code when submitting electronic or paper roster of AGD member participants to the AGD.
- The name of the participant
- If more than one course is offered, the title of each individual CE course completed and number of CE credits for each must be listed.
- The PACE authorized statement and logo where feasible
- CE credits must be equal to each FULL hour of presentation. No credit will be awarded if the course is less than one hour in duration.

\*Information on this page found on: [agd.org/education/pace/apply/faq](http://agd.org/education/pace/apply/faq) :Page 2  
[agd.org/files/webuser/website/pace/guidelnes.pdf](http://agd.org/files/webuser/website/pace/guidelnes.pdf)

\*RECERTIFICATION FOR AGD/PACE NEEDED: SEPT 2020

### **Education Committee Member- GDDHA President**

- Oversee the process of the Education Committee and collaborates with members prior to each meeting to confirm that all arrangements have been made, reviewed and confirmed
- Prepare an introduction for each speaker, delivers any announcements at each meeting and introduces the speaker citing the CV
- Make announcements at the beginning of the CE meeting to thank attendees for supporting the GDDHA speaker meetings, update attendees about future seminars, association activities, visit vendors if present and thank them for supporting GDDHA speaker meetings (if vendors are present announce that there is no conflict of interest between the vendors, the speakers and GDDHA)
- Maintain procedures for personnel changes to ensure program continuity
- Ensure organization is working toward established goals

## **Education Committee: AGD PACE Records**

- Distribute and collect evaluation forms at each seminar
- Compile results of evaluation forms and report to members
- Responsible for having each speaker sign the PACE required forms for conflict of interest, authenticity of slides, ensure no marketing of product or services is promoted and maintain those records for seven years
- Assure compliance with PACE standards and guidelines
- Record and maintain minutes from speaker planning meeting
- Ensure periodic review of written organizational speaker meeting goals

## **Goals for Continuing Education Programs**

The goals of speaker meeting should align with the requirements set forth for dental hygienists by The Department of Licensing and Regulatory Affairs (LARA) and the Michigan Board of Dentistry.

## **Continuing Education Programs Shall Provide**

- Provide a CPR renewal class every other year (odd numbered years).
- Provide a 2 CE pain management class every other year (even numbered years).
- Provide a minimum of 12 hours CE credits per year.
- Provide the CE credit classes either free or a reduced cost to ADHA members.
- Provide well-qualified speakers.
- Provide course content that is applicable and up to date for to the practice of dental hygiene.
- Provide course content in different subjects that pertain to the total health of the patient and hygienist.
- These goals shall be reviewed annually and revised as needed.

## **Speaker Meeting Checklist**

### **Meeting Location Arrangements**

- Reserve kitchen facilities
- Bloomfield Twp. Library will book 6 mos. in advance; must be out by 8:45 p.m; reserve the room exactly 6 months before the day you want it or it will book up. Can be booked online by a resident of Bloomfield Hills or Bloomfield Twp.
- Farmington Community Library will book 12 months in advance; must be out by 8:45 p.m;
- The opening date for reservations is July 1 of each year. The reservation should be called in on July 1 of each year to guarantee a date. There are many calls that come in and they are returned in the order received. A resident of Farmington or

Farmington Hills must make the reservation. A side note: The person making the reservation should check with the reservation desk a couple of times a year to see if the reservation policy has changed.

- Troy Community Center must be booked 6 months in advance by a Troy resident to guarantee the room. See the website for reservation policies.
- GDDHA is not-for-profit organization (501c6)
- Select appropriate seating arrangement, AV equipment, microphone, projection screen and two (2) tables for refreshments and one (1) table for a vendor when reserving the room
- Send Library/Community Center contract to Treasurer for payment of room
- Submit to Communication member the information for the flyer, for the newsletter, website, Facebook and eblasts and provide printed copies of flyers for speaker meetings at all meetings

### **Speaker Meeting Materials:**

- Name tags for officers and board members
- Data projector if needed
- Evaluation forms
- Pens for signing attendance sheet
- Container to hold slips of paper and pens for signing up for free membership drawing
- Laptop or tablet capable of printing attendee certificates

### **All-Day/Half-Day Speaker Meeting Checklist**

- Get short biography of speaker and description and objectives for course for flyers
- Audio visual equipment needed; handouts (who makes copies—speaker or us or emailed)
- Fee for speaking (if any); transportation and hotel costs; food costs; food choice; confirm one or two weeks prior to speaking
- Room rental fee; Audio-visual equipment fees
- Menu
- Minimum number of attendees required (if any)
- Contact meeting site with menu selection and A-V requirements one month prior to event
- Have Treasurer write check for any room deposits necessary
- Determine costs and have Board decide fees for members and nonmembers
- Board may select food to be served; continental breakfast, mid-morning coffee refill, lunch, pop at mid-afternoon break (optional)

- Flyer for website, Facebook and eblasts and have copies available at all meetings if desired
- Evaluation forms for attendees to complete
- Bring pens, paper and raffle container for free membership drawing
- Name tags for attendees if desired
- Name tags for officers and board members
- Determine how menu selection will be identified by wait staff if needed
- Certificates of attendance
- Laptop or tablet capable of printing attendee certificates. Include: course name, speaker, date, number of CEs, sponsor (Greater Detroit Dental Hygienists' Association); AGD #; certificates to be signed by person printing certificates or President
- Have list of those attending for attendees to sign
- Ask 2 people to help with on-site registration
- Contact meeting site with final count usually 5 days prior to event; may have late registrations so ask if more may come
- Ask Membership Chair to have ADHA membership applications available at meeting
- Have flyers of future meetings available at this meeting

## **Membership Committee**

### **Membership Committee Chair**

This Chair sends welcome letters to all new members and encourages potential members to join ADHA/MDHA/GDDHA.

### **Qualifications**

Member of GDDHA

### **Duties and Responsibilities**

- Obtain roster of GDDHA members from Treasurer/ADHA
- New members are determined by reviewing roster from ADHA
- Send welcome letters to new members
- Encourage new members to become active in GDDHA—join Board, become committee chair, etc.
- Send information regarding membership application and membership in newsletters (include membership application in newsletters that go to all dental hygienists)
- Coordinate ADHA membership campaign for GDDHA

- Inform non-members of various levels of membership
- Send Editor the list of new members to be included in each newsletter
- Send Webmaster email addresses of new members to be added to the e-blast list
- Send information to new graduates on importance and benefits of membership
- In conjunction with student advisor, disseminate ADHA/MDHA/GDDHA Graduation Packets to new graduates
- Organize booth for MDHA/Educators/Students Day
- Invite new members to business meetings

### **Drawing For Free Membership in ADHA/MDHA/GDDHA**

Each hygienist who attends our continuing education meetings can put their name and phone number on a small piece of paper and put it into a jug at each meeting they attend. A drawing for a free membership in ADHA/MDHA/GDDHA will be held at our May CE meeting.

## **Communication Committee**

### **Communication Committee Chair**

This Chair serves as the official communication liaison between GDDHA and the public.

### **Qualifications**

Member of GDDHA

### **Duties and Responsibilities**

- Write articles to submit to local papers (web or print) of important dental hygiene events
- Attend events to promote dental hygiene

## **Editor**

This appointed individual supervises, coordinates, and approves all functions related to the publication of GDDHA's newsletter, *GDDHA Reporter*.

### **Editorial Board**

Shall consist of three (3) members with the responsibilities of supporting the Editor in proofreading submitted articles for content and grammar.

### **Qualifications**

Member of GDDHA

Knowledge of publication procedures

Excellent computer skills

### **Duties and Responsibilities**

- Publish newsletter of GDDHA
- Together with officers, Board and planning committee determine publishing dates and deadline dates
- Send completed document to Webmaster for disbursement on GDDHA Website, Facebook, and email blast list

### **Newsletters**

Publish newsletters 3 times per year: autumn, winter, and spring.

#### **Autumn:**

- Publish in August
- President's message
- Editorial (optional)
- Names and email addresses of officers, board members and committee chairs
- Calendar of events for entire year
- Trustee report
- Any information that needs to be published
- Flyers for all speaker programs
- Application for membership

#### **Winter**

- Publish in December
- President's message
- Editorial (optional)
- Calendar of events for entire year
- Application for membership
- HOD report
- Outstanding Hygienist of the Year
- Trustee report
- Flyers for speaker programs
- Any information that needs to be published

#### **Spring**

- Publish no later than April
- President's message
- Editorial (optional)

- Calendar
- Trustee's report
- Flyers for remaining speaker programs
- Request award nominations
- Help wanted: volunteers for officers, board members and Committee Chairs
- Any information that needs to be published

## **Webmaster**

This person is responsible for online communications with the dental hygienists.

### **Qualifications**

Member of GDDHA

Knowledge of website design

Excellent computer skills

### **Duties and Responsibilities**

- Disseminate the newsletter on Facebook, GDDHA Website, and by email
- Send eblast of speaker meetings three weeks prior to event
- Maintain current list of GDDHA dental hygienists
- Maintain list of all who have signed up for eblasts
- Maintain website with current information
- Joint responsibilities are shared with President to manage Facebook posts and replies
- Create fliers for speaker meetings

## **Historian**

This person records the events of GDDHA and its members through pictures and writings.

### **Qualifications**

Member of GDDHA

Attend meetings

### **Duties and Responsibilities**

- Attend all meetings and take photographs
- If unable to attend, delegate responsibilities

- Provide photos and descriptions to Facebook administrator, webmaster and GDDHA Editor

## **Oakland Community College and Wayne County Community College District Student Advisors**

This advisor must meet with students, attend student events and maintain communication between the students and the Board.

### **Duties and Responsibilities**

- Be a positive role model and mentor for student members
- Convey value of ADHA membership to student members
- Oversee the selection of student officers and committees
- Ensure that the student officers and committees fulfill their duties
- Help facilitate meetings and program planning between student officers and committees
- Be an active presence at all student meeting and events
- Encourage participation in ADHA leadership and award opportunity programs
- Review all materials from ADHA Central Office, Constituents, and/or Components and share them with your students as appropriate
- Communicate with ADHA Central Office Student Relations staff as needed
- Frequently review ADHA Update, our e-newsletter, and the ADHA website for the most current association information
- Facilitate ongoing relationships between the students, local components and state associations

## **Oakland Community College and Wayne County Community College District Student Advisor Timeline**

### **May/June**

- Contact ADHA corporate in Chicago for ADHA handouts and membership information and distribute to students at orientation. This is mailed out in late August to the advisor; ADHA will send the advisor packet of information earlier when requested.
- Attend pinning ceremonies and pass out ADHA/MDHA/GDDHA Membership Graduation Packet to each graduate.

### **July**



- Arrange orientation visit. Discuss what ADHA is, what it offers, what it can do for them, cost, monthly meetings, student officer duties, obtain email addresses and ask students to “like” GDDHA Facebook page.
- September:
- E-mail the students welcoming them and give a brief overview of ADHA and importance of membership. E-mail students the website for student membership and inform students that application must be completed by third week of September.
- Give a description of officers: president; treasurer (senior students), vice president and secretary (freshmen students). officers MUST be ADHA student members. Have students email advisor re: who is willing to run for an office.
- Meet with students and hold elections. Send email that evening the date of next meeting. Five days prior to meeting send out a reminder as to meeting time and place and have students email an RSVP so that the advisor will have enough food.
- Confirm faculty selection of student delegate, paid by MDHA and alternate, paid by GDDHA, if applicable per the GDDHA budget
- Provide email addresses of student delegates (and alternates if applicable) to Trustee and President as to allow students to be included on pre-HOD informational email and meeting.

### **September/October**

- Monthly meetings begin. Food, beverages and dessert are offered at all meetings. Raffle prizes and other small gifts have been successful at previous meetings.
- Introduce officers, review Bylaws and make changes if needed. Set up committees and chair for each committee: Programs, Lunch and Learn, Fundraiser, Children’s Dental Health month. Schedule next month’s meeting. Fill out all necessary paperwork needed to send back to ADHA corporate. Setup calendar of events throughout the school year.
- At each monthly meeting discuss current information from ADHA, MDHA, GDDHA, the dental hygiene programs and school, the student association, various committee news, events happening now and in future, and officer’s report, review of minutes advisor reports etc. Food is provided by advisor at all meetings and is reimbursed by GDDHA. Schedule next meeting. Email students a reminder 5 days in advance of the meeting and the need to RSVP. Prepare sign in sheet and agenda.

### **Children’s Dental Health Month Chair**

This Chair plans and carries out activities for Children’s Dental Health Month.

## **Qualifications**

Member of GDDHA

## **Duties and Responsibilities**

- Plan activities for Children's Dental Health Month in February (example: school visits)
- Seek approval of Board for plans
- Make announcement at speaker meetings requesting volunteers for events or a committee
- Put item in newsletters requesting volunteers
- Write item for newsletter describing activities and listing members who participated
- Carry out plans and report to Board on results
- Submit picture and ask local newspaper to carry article about activities
- Approval may be necessary for schools, clubs and after-school activities for children

## **GDDHA Fundraising Chair**

This Chair organizes a GDDHA Fundraiser and distributes ordered items. This person may make a request for a committee at any point.

## **Qualification**

Member of GDDHA

## **Duties and Responsibilities**

- Advertising: Provide a flyer with information on date, pick up location, price and description of the items to be put in the August newsletter
- Pass out flyers to everyone attending speaker meeting during the effective dates of fundraiser Provide the tax ID number for 501c6 information
- Responsible for all orders and monies taken in and give checks to Treasurer
- Provide information on ideas for GDDHA fundraisers
- Supervise GDDHA fundraisers

## **GDDHA/MDHA Fundraiser Chair**

## **Qualifications**

Member of GDDHA

## **Duties and Responsibilities**

- Advertising: Provide a flyer with information on date, pick up location, price and description of the items to be put in the August newsletter
- Pass out flyers to everyone attending speaker meeting during the effective dates of fundraiser Provide the tax ID number for 501c6 information
- Responsible for all orders and monies taken in and give checks to Treasurer
- Provide information on ideas for GDDHA fundraisers
- Supervise GDDHA fundraisers

## **Autumn MDHA Fundraiser Flyer**

### **Include the following:**

- Fundraiser is for MDHA and GDDHA
- State on flyer that MDHA is a not-for-profit organization
- State money spent for fundraiser is not tax deductible
- Date of pickup if applicable
- Location of pickup (include directions or map); if needed
- Telephone number of pickup site if applicable
- Price of items
- What items are for sale and brief description of each
- Name, address, phone number of Chair
- Checks should be made out to GDDHA
- Be sure a check for the correct amount is included and made out to GDDHA is included with each order
- Receive orders and place order with MDHA Chair
- Set date of delivery
- Compare the order list to the products delivered
- Arrange a pick-up location and check off orders as they are received
- Give checks to Treasurer
- Tear off order form to include:
  - Name, address, phone number of person placing order
  - Quantity of each item ordered
  - Total of money received

## **Outstanding Dental Hygienist of the Year**

### **Award Criteria**

This award is presented annually at the House of Delegates to one dental hygienist from each component. This award is determined by the components to recognize a broader

number of dental hygienists who work in support of the profession and association at the grassroots as well as at the state level. Qualifications for this award can be found on the MDHA Website and are updated frequently.

### **Election Process**

- Call for nominations in Spring newsletter
- The nomination form is available from MDHA
- Nominations presented by President at designated meeting or via email.
- Voting can be by email or by ballot at a designated meeting

### **Presentation**

- Award is presented at Recognition Brunch at the House of Delegates in October. The luncheon is usually on Saturday
- The awardee should be present
- The award is again presented at the speaker meeting following HOD, so the membership becomes aware of the award and the winner
- The President of GDDHA will compose an article about the winner to be read by the President at the Recognition Brunch, which will be included in the winter newsletter

### **Past Winners**

#### **Detroit**

Kim Werth	2002
Lisa Davis	2003
Marge Buehner	2007
Kimberly Perry	2009
Danielle Derwoed	2010
Tiffany Mendryga	2011
Lynn Armadis	2012

#### **Oakland**

Beverly McDonald	1988
Claudia Swink	1989
Lisa Sarkisian	1990
JoAnn Meinberg	1991
Linda Plunkett/Janet Urban (co-winners)	1992
Dianne Cowell	1993
Jacqueline Oliver	1994

Mary Kay Haines	1995
Sandra Johnson	1996
Tina Gardiner	1997
Andrea Ford/Durinda Mattana (co-winners)	1998
Kathy Evens Yee/Pam Reid Williams (co-winners)	1999
Lisa Keinert	2000
Michelle Burke	2001
Deborah McKelvey	2002
Anne Marie Jones	2003
Deborah Zelkowski	2004
Barbara LaLonde	2005
Linda Plunkett	2006
Kathy Yee	2007
Janet Miller	2008
Kathy Mielke	2009
Michelle Schooley	2010
Rose Micallef	2011
Shirley Stroupe	2012
Melanie Colbert	2013
Ann Thom	2014
<b>Greater Detroit</b>	
Danielle Pietraszewski	2016
Nancy Gurzick	2017
Karen A Lawson	2018

# **APPENDIX**

**Affidavit of Image Authenticity**

Greater Detroit Dental Hygienists' Association

Affidavit of Image Authenticity

I \_\_\_\_\_ ensure that all images  
used in the presentation on \_\_\_\_\_  
have not been falsified and will not misrepresent the outcome of this course.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# **Letter of Agreement and Disclosure**

Greater Detroit Dental Hygienists' Association

Letter of Agreement and Disclosure

Between \_\_\_\_\_ and \_\_\_\_\_

Constituent/Sponsor/Speaker Company/Commercial Supporter

Title of CE Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

The above named company wishes to provide support for the named CE activity by means of:

A. Speaker # 1: \_\_\_\_\_

B. Support for Catering functions, in the amount of: \$ \_\_\_\_\_

C. Other (Equipment rental, brochure distribution etc.):

Speaker # 2 \_\_\_\_\_

All Expenses \_\_\_\_\_ Travel Only \_\_\_\_\_ Honorarium Only \_\_\_\_\_

Amount of Honorarium \$ \_\_\_\_\_

Please specify: \_\_\_\_\_

Please specify: \_\_\_\_\_



# **Conflict of Interest Declaration**

Greater Detroit Dental Hygienists' Association

Conflict of Interest Declaration

1) I, the undersigned, declare that neither I nor any member of my family have a financial arrangement with any corporate organization offering financial support or grant monies in regards to my continuing dental education presentation for the Greater Detroit Dental Hygienists' Association.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2) I, the undersigned (or an immediate family member), have a financial interest/arrangement or affiliation with a corporate organization offering financial support or grant monies for or related to the content of my continuing dental education presentation for the Greater Detroit Dental Hygienists' Association as follows (there is no need to disclose the actual financial value of any affiliation):

Affiliation/Financial Interest Corporate Organizations

Employee, full or part time \_\_\_\_\_

Grant/Research Support \_\_\_\_\_

Consultant \_\_\_\_\_

Stock Shareholder \_\_\_\_\_

Honorarium \_\_\_\_\_ or Directly purchased \_\_\_\_\_

Other financial or material support \_\_\_\_\_

Owner/Part Owner (please specify) \_\_\_\_\_

I understand that this form will be available for review by program participants.

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Having an interest in or an affiliation with the corporate organization does not necessarily prevent you from making the presentation, but the relationship must be made known to the audience. Failure to disclose or false disclosure may result in your removal from the program.

## **Guidelines for Speaker Meeting Sponsorship**

### **I. Definition of Terms**

1. Expenses/Costs: Any monies paid out to produce a meeting or seminar including but not limited to the speaker(s):
  - a. Honorarium
  - b. Transportation
  - c. Accomodations
  - d. Meals
2. Physical facilities for meeting/seminar
  - a. Meeting room where lecture is given
  - b. Dining room where meal is served (if separate from meeting room. There may be an extra charge if there are two rooms)
3. Audiovisual aids
  - a. Microphone (handheld or lapel)
  - b. Lectern
  - c. Screen
  - d. Data projector (GDDHA has a data projector.)
  - e. Pointer (GDDHA has 2 laser pointers.)
4. Determine food and costs
5. Publicity
  - a. Send e-Blast at least 3 weeks before meeting
6. Profit
  - a. Any monies realized after all expenses/costs are paid
7. Losses
  - a. The expenses/costs of the meeting/seminar were greater than the monies taken in through fees or donations from individuals, businesses, or other healthcare organizations.

### **II. Types of Meetings and Seminars**

1. Self-Sponsored
  - a. GDDHA makes all decisions and arrangements, burdens all costs, retains all profits and accepts all losses
2. Joint Sponsorship
  - a. ADHA, MDHA, or another local component
  - b. A dental group
  - c. A dental related business (Examples: Proctor & Gamble, Oral B, Colgate, Sultan, GSK, Sonicare)
  - d. A healthcare organization (Examples: Beaumont Hospital, Tri-County Dental Health Council)
  - e. An individual dentist

### **III. Guidelines for Joint Sponsorship**

1. Contract: Draw up a contract which outlines all of the following
  - a. Define all terms so all parties have the same understanding of all terms including “expenses/costs”, “profits”, and “losses”
  - b. Determine who makes the final decisions regarding
    - i. Room Arrangements
    - ii. Speaker(s)
    - iii. Food
    - iv. Advertising
    - v. Title of meeting/seminar
    - vi. How co-sponsorship is listed on masthead of flyer/newsletter
    - vii. Fees with Pricing differences for:
      1. Members
      2. Nonmembers
      3. Others (Dentists, Dental Assistants)
    - viii. Sponsor(s)
    - ix. Division of expenses/costs
    - x. Division of profits/losses

### **IV. Recommendations**

1. A written contract with co-sponsor(s) should define all terms and agreements and should include how expenses/costs and profits/losses are to be divided.
2. Co-sponsor should be reputable, responsible and legitimate.
3. GDDHA should retain equal or full control of planning, preparing and execution of the event

# Reimbursement Voucher

## GDDHA - VOUCHER FOR REIMBURSEMENT FOR EXPENDITURES

Complete form and send to GDDHA Treasurer

Date: \_\_\_\_\_

Officer/Committee Chair Name \_\_\_\_\_

Included in budget:		Expenditure	Total
Yes	No	Mileage _____ X _____ per mile	_____
Yes	No	Postage (Receipts must be included)	_____
Yes	No	Phone (Receipts must be included)	_____
Yes	No	Supplies (Receipts must be included)	_____
		Specify items:	
Yes	NO	Other (Receipts must be included)	_____
		Specify items:	
		Total	_____

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_

For GDDHA Treasurer:

Check Number \_\_\_\_\_ Check Date \_\_\_\_\_ Check Amount \_\_\_\_\_

Mailing Date \_\_\_\_\_

## **Sample Course Evaluations**

### **ONE SPEAKER - GREATER DETROIT DENTAL HYGIENISTS' ASSOCIATION**

"The Opioid Epidemic, Are You Ready for the Nightmare?" Chief William Gutzwiller  
 Wednesday, Oct. 25, 2017 Bloomfield Twp. Library 2 CE Lecture

In order to keep our AGD/PACE certification, we are required to have participants fill out course evaluations. Thank you for helping us fulfill our requirements for certification.

Strongly Disagree - Strongly Agree

Meeting site was adequate in size, comfortable, and convenient	1	2	3	4	5
Course administration was efficient and friendly	1	2	3	4	5
All course objectives were addressed and achieved	1	2	3	4	5
Course material was up-to-date, well-organized, and presented in sufficient depth	1	2	3	4	5
Instructor demonstrated a comprehensive knowledge of the subject	1	2	3	4	5
Audio-visual materials used were relevant and of high quality	1	2	3	4	5
Handout materials, if any, enhanced course content	1	2	3	4	5
Food	1	2	3	4	5
Overall, I would rate this course	1	2	3	4	5
Overall, I would rate this instructor	1	2	3	4	5
Overall, this course met my expectations	1	2	3	4	5

Comments (positive or negative):

Speakers or topics you would like to have offered:

If we don't already have your email address and you want to receive our newsletters and schedule of CE meetings, please give your name and email address.

Name:

Email address:

If you would like to join the GDDHA Board, please give your name and email address. Your only commitment will be six (6) Business meetings a year, but you will be giving back to your profession that has given so much to you.

Name:

Email address:

**TWO SPEAKERS - GREATER DETROIT DENTAL HYGIENISTS' ASSOCIATION**

"Emerging Infectious Diseases" and "Foodborne Illnesses" John Molineri, PhD Lecture Red Run Golf Club 11-30-12

In order to keep our AGD/PACE certification, we are required to have participants fill out course evaluations. Thank you for helping us fulfill our requirements for certification.

Strongly disagree - Strongly Agree

Course administration was efficient and friendly	1	2	3	4	5
All course objectives were addressed and achieved - 1st course	1	2	3	4	5
All course objectives were addressed and achieved - 2nd course	1	2	3	4	5
Course material was up-to-date, well-organized, and presented in sufficient depth - 1st course	1	2	3	4	5
Course material was up-to-date, well-organized, and presented in sufficient depth - 2nd course	1	2	3	4	5
Instructor demonstrated a comprehensive knowledge of the subject - 1st course	1	2	3	4	5
Instructor demonstrated a comprehensive knowledge of the subject - 2nd course	1	2	3	4	5
Audio-visual materials used were relevant and of high quality - 1st course	1	2	3	4	5

Audio-visual materials used were relevant and of high quality - 2nd course	1	2	3	4	5
Handout materials, if any, enhanced course content - 1st course	1	2	3	4	5
Handout materials, if any, enhanced course content - 2nd course	1	2	3	4	5
Food	1	2	3	4	5
Overall, I would rate this course - 1st course	1	2	3	4	5
Overall, I would rate this course - 2nd course	1	2	3	4	5
Overall, I would rate this instructor - 1st course	1	2	3	4	5
Overall, I would rate this instructor - 2nd course	1	2	3	4	5
Overall, this course met my expectations- 1st course	1	2	3	4	5
Overall, this course met my expectations - 2nd course	1	2	3	4	5

Comments (positive or negative):

Speakers or topics you would like to have offered:

If we don't already have your email address and you want to receive our newsletters and schedule of CE meetings, please give your name and email address.

Name:  
 Email address:

If you would like to join the GDDHA Board, please give your name and email address. Your only commitment will be six (6) Business meetings a year, but you will be giving back to your profession that has given so much to you.

Name:  
 Email address:

## **Speaker Biography Form**

Please consolidate all speaker and seminar information for each CE program on this form and submit to the editor.

Name

Photo

Bio

Course Title

4-6 Course Objectives

Seminar Info

Date

Location

Time

Timeline of Event

CE's -

Cost ADHA Members

DDS

Staff/Others



## **Business Meeting Agenda**

### **Section 1**

The order for any meeting shall be as follows, unless changed by a 2/3 affirmative vote of the membership present and voting:

- A. Meeting called to order by the President or presiding officer
- B. Roll Call and Introductions
- C. Adoption of minutes of previous meeting
- D. Reports of officers
  - a. President
  - b. Immediate Past President
  - c. Vice President
  - d. Secretary
  - e. Treasurer
  - f. Trustee to Michigan Dental Hygienists' Association (MDHA)
- E. Report of Committees
  - a. Education Committee
  - b. Communications Committee
    - i. Editor
    - ii. Webmaster/Social Media
    - iii. Historian
  - c. Student Advisors
  - d. Other Committees
- F. Unfinished Business
- G. New Business
- H. Announcements
- I. Adjournment

### **Section 2**

Order of Business for Special Meetings:

- A. Meeting called to order by the President
- B. Roll Call
- C. Reading of the call for the special meeting
- D. Transaction of business
- E. Adjournment

## **House of Delegates Hosting Duties**

Every year the HOD location changes and hosting duties are divided among the nine components. Typically the HOD rotates between three geographical areas in Michigan: north, west, and east. Three districts have been created to ensure no single component is assigned with hosting duties each year.

District 1 includes: Southwest, Southcentral, and Greater Detroit components.

District 2 includes: Grand Shores, Capital Region, and Great Lakes Bay components.

District 3 includes: East Shore, Northland, and Superior Sunrise components.

Hosting duties are to be shared among the components of the District in charge that year and include:

- Determine a chair or co-chairs and select a committee
- Contact other components in district to divide responsibilities for hosting HOD
- Review schedule of events for times of functions
- Contact state representative, state senator and mayor from the area to present greetings at Opening Session on Friday evening
- Determine decorations for the Assembly Room and head table (decorations need to be low so officers can see and be seen) and delegate a person(s) to be responsible
- Determine decorations for the Welcome Reception and decide who will decorate and delegate person responsible
- Determine decorations for the Saturday Brunch and delegate a person(s) to be responsible
- Determine snacks for the delegates' tables and tables at the back of the room for Saturday and Sunday and delegate a person(s) to be responsible
- Contact appropriate individuals to serve as the color guard to present the American Flag at Opening Ceremonies (Girl Scouts and Boy Scouts have been used in past). Ask hotel if they have a flag and stanchions for flag or have the group provide them
- Contact a person to sing the National Anthem, America or America the Beautiful for Opening Ceremonies
- Make sure there are enough chairs at the front of the room for the Senator, Representative, Mayor and singer.
- Assign a member to await arrival of Senator, Representative and Mayor and escort them to their chairs at the front of the room
- Place MDHA Officer name plates at head table in proper order: Historian (to sit at the chair farthest from the podium), treasurer, Vice President, Speaker of

House, Parliamentarian, Immediate Past President, President (to sit nearest to podium)

- Just prior to Opening Ceremonies assign a member to have the MDHA officers line up in hallway outside according to nameplates at head table
- Just prior to Opening Ceremonies assign a member to have trustees line up behind officers in hallway outside in order by table arrangements within room
- Chair will ask officers and trustees to enter.
- Chair will ask all to rise for presentation of flags and Pledge of Allegiance.
- Chair will introduce singer for national anthem or song that was selected.
- Chair will ask everyone to have a seat and thank singer.
- Chair will welcome delegates, alternates and officers to HOD and to the Greater Detroit component area.
- Chair will introduce the state senator, state representative and mayor and allow each to speak briefly.
- Chair will thank each for coming (they will probably leave after speaking).
- Chair will introduce the President of MDHA.