



## **CSDA Delegation Information and Responsibilities**

All applicants for nomination as **Delegates and Alternate Delegates to the ADA** must be aware of their duties, responsibilities and commitments of these positions. **A hard copy of this document must be downloaded, signed and dated as part of the nominations process and must be included in the nomination package by the specified deadline.** Any questions should be directed to the Executive Director of the CSDA or to the Delegation Coordinator (CSDA President-Elect).

All Delegates and Alternate Delegates are required to attend the following:

- ADA District 1 Caucus, held all day on a Saturday approximately two weeks prior to the ADA Annual Session

At the ADA meeting (typical schedule, may change depending on date/venue):

- Friday District 1 Caucus (if scheduled)
- Friday Opening Session of the House of Delegates
- Saturday Reference Committee Hearings, as assigned
- Sunday District 1 Caucus meeting (all day)
- Monday House of Delegates meeting (all day)
- Tuesday House of Delegates meeting (until close of business)

In addition, while at the ADA meeting:

- All Delegates and Alternate Delegates are expected to attend receptions and small group meetings in the hospitality suites of the other states. This allows national networking to occur and increases CSDA visibility. A CSDA hospitality suite will be available for the delegation to gather in on a nightly basis. Invitations to delegates from other states are encouraged.
- Attendance at social events honoring ADA leadership and House of Delegates members is recommended but not required

All Delegates and Alternate Delegates represent the CSDA, District 1, the ADA and the profession of dentistry. They are required to act in the best interest of the profession, ethically and responsibly, in all of their endeavors and activities throughout the meeting.

If a Delegate or Alternate Delegate does not meet these responsibilities, the Delegation Coordinator (in consultation with the CSDA officers) may take appropriate action at the meeting and/or refer the matter to the Board of Governors for further action.

### **Travel and Dress Code:**

Travel arrangements are the responsibility of the individual Delegates and Alternate Delegates. Prior to the meeting, the ADA will distribute preferred housing information for the headquarters hotel. Early housing registration will ensure availability.

The dress code is business casual unless otherwise noted.

**Delegation Assignments:**

The District Caucus Coordinator will assign each Delegate and Alternate Delegate to a Reference Committee. A list of Reference Committee assignments will be provided prior to the first District 1 Caucus held prior to the ADA meeting. At the ADA meeting, it is required that all Delegates and Alternate Delegates attend their assigned Reference Committee hearings. They will be required to report on these hearings at the District 1 Caucus meeting. CSDA Delegates and Alternate Delegates will be paired in a buddy system by Reference Committee assignment for the sharing of ideas and mentoring for new delegation members. The buddy system will also extend to receptions and hospitality suites, as assigned by the Delegation Coordinator.

**District Responsibilities:**

As noted above, all delegation members will be assigned to Reference Committees according to the needs of the district and strengths of the Delegates and Alternate Delegates. The district will meet in caucus multiple times during the ADA meeting and attendance and participation at all meetings are mandatory. The Caucus Executive Committee will delineate other specific district functions, strategies and responsibilities.

**Delegation Contact Information:**

All delegation members will be provided with a roster of the Connecticut delegation, including cell phone numbers and email addresses. It is imperative that you bring this list to the ADA meeting. If you are unable to attend a meeting for any reason, it is your responsibility to contact your buddy or the Delegation Coordinator. In addition, you will receive a contact list for the entire District 1 delegation.

**Expense Reimbursement:**

CSDA Delegates and Alternate Delegates will receive reimbursement for expenses related to travel, hotel, meals, and incidentals while performing their duties on behalf of the delegation. This reimbursement will be provided in two parts, the first to be distributed at the initial District 1 Caucus, prior to the ADA meeting. The balance, after adjustments, will be provided after the ADA annual session, and requires an expense form, including receipts for hotel, airline and other eligible expenses, and a delegation report. A per diem allocation will be provided for meals during the ADA meeting. Possible adjustments include, but are not limited to, payments made on behalf of the individual for social functions, delegation dinners, etc. In addition, failure to attend any required meeting or event, without a valid excuse at the discretion of the Delegation Coordinator, will result in a \$300 deduction, per event.

**Reporting Requirements:**

Following the ADA Annual Session, Delegates and Alternate Delegates will be required to complete and return a meeting report regarding the major items discussed by your assigned Reference Committee, related resolutions adopted by the House, and an overall evaluation of the meeting and the delegation. In addition, you will be required to complete and return an expense form, noted above, prior to receipt of final reimbursement. The meeting report and expense form are to be submitted to the Executive Director within two weeks of the close of the ADA meeting.

**Outcome Assessment:**

Following the ADA meeting, at a time to be determined, an outcome assessment will take place to review the meeting reports, performance of the delegation, and its involvement in the meeting. This process requires completion of the delegate report and other assessment questionnaires, which will help develop action steps for future ADA meetings.

In addition, after the ADA meeting, the Delegation Coordinator will send a written evaluation of the delegation and its members to the Board of Governors. The Board will forward this report to the House of Delegates for its use selecting delegation members for the following year's ADA meeting.

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I have read this informational report and fully understand the duties and responsibilities associated with serving as a member of the CSDA delegation to the ADA House of Delegates. I have had any questions answered by the Executive Director or the Delegation Coordinator. If elected, I agree to fulfill these responsibilities to the best of my abilities.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

This signed form must be included in the nomination package and received by the specified deadline. Failure to do so will result in the applicant being ineligible for consideration by the House of Delegates. If submitting application materials electronically, please scan the signed and dated form, and send with other application materials by email to [kgerrity@cda.com](mailto:kgerrity@cda.com) by the specified deadline.

**Must be received in Central Office January 31, 2023  
For nomination to the 2023 ADA Delegation**