



Trustee Role Descriptions for election 2024

The ADI Board is composed of the following individual roles.

President

The President is the public representative of the Charity and shall represent the Charity at functions, meetings and to the press. They shall also be the chair of the board of trustees and chair general meetings. The President shall be the main point of contact with the [Chief Executive/Executive Team] to ensure that the board of Trustees and the Executive Team are working well together in furtherance of the objects of the Charity.

Immediate Past President

The President who has stepped down will remain on the Board to advise the new President and ensure continuity of the ADI's policies, activities and development of governance. They will complete their own programme of work and assist in the delivery of other aspects agreed during their Presidency.

Honorary Treasurer

The Honorary Treasurer is the member of the Trustee Board responsible for helping oversee the financial management of the Association, in line with good practice and in accordance with the Constitution and legal requirements. They will support the President in the running of the Charity and can deputise for the President when they are not available. The Treasurer will work with the Secretary to ensure that effective financial measures, controls and procedures appropriate to the Association are put in place.

Honorary Secretary

The Honorary Secretary is the member of the Trustee Board responsible for helping oversee the financial management of the Association, in line with good practice and in accordance with the Constitution and legal requirements. They will support the President in the running of the Charity and can deputise for the President when they are not available. The Secretary will work with the Treasurer to ensure that effective financial measures, controls and procedures appropriate to the Association are put in place. They will oversee and ensure effective governance and communication are in place between the Trustees and between the Board and the staff team.

Academic/Education Officer

The Academic/Education Officer is the member of the Trustee Board responsible for creating partnerships with universities and other educational institutions and ensuring that accurate scientific rigor is applied to the organisation's activities, and that the ADI remains relevant to and connected with the latest scientific and academic advances in the field.

They will also be responsible for overseeing and advising the Charity's educational offer, specifically the Study Club Programme, and will liaise with and support the locally-based Study Clubs leaders in the planning, funding and delivery of these events across the UK.

DCP Officer

The DCP Officer is the member of the Trustee Board elected by and responsible for ensuring that all Dental Care Professionals, such as Nurse, Hygienist, Therapist and Practice Manager members of the Charity are represented and have equal access to the organisation's activities, events and offers, and that these activities are fairly represented in our events and training provision. The DCP Officer will organise the elements of our events relevant to their area of responsibility and advise on the adequate provision of career development offers for these specialities.

Technician Officer

The Technician Officer is the member of the Trustee Board elected by and responsible for ensuring that all Technician and Laboratory members of the Charity are represented and have equal access to the organisation's activities, events and offers, and that these activities are fairly represented in our events and training offers. The Technician Officer will organise the elements of our events relevant to their area of responsibility and advise on the adequate provision of career development offers for these specialties.

Regional Representatives for the UK Regions

The national regions for the ADI are London, South East England, South West England, East Central England, West Central England, North East England, North West England, Scotland, Wales and Northern Ireland.

Regional Reps will be nominated and voted for exclusively in their regions, and ensure that their home region receives adequate and fair provision of educational opportunities, is best represented at Board, and that the board takes account of specialised local concerns. They will have contemporary regional knowledge of issues affecting their area and will seek to promote ADI membership and activity in those areas, in accordance with the overall strategic and educational objectives of the ADI.

Full role descriptions can be requested from the Executive Director and will be reviewed and updated by the Trustees periodically.

The Board also wishes to broaden the scope of skills and aptitudes among its members. To do this, we are inviting those members with a particular background, skill or experience in the following subjects to consider putting themselves forward for one of the available roles above. These skills and interests will help inform the whole Board and its deliberations on ADI strategy and planning, so your involvement will enable you to have a voice in all these areas of the ADI's operations. Many of our Board members are experienced in other fields besides Dentistry, and we would like to provide opportunities for new Trustees to contribute such expertise in Board business. We are particularly interested in:

Communications

If you have experience of communications in any setting, we hope you can offer advice on oversight on the ADI's internal and external communications, publicity, marketing and public awareness programme.

Industry Liaison and Partnership

We want to build closer and more mutually advantageous relationships with Industry partners. We are looking for advice and experience from new Trustees who have such knowledge and are prepared to offer these on on the Association's relationships and partnerships with external dental organisations, suppliers, regulatory bodies and the NHS.

Equality and Inclusion

The ADI wants to promote and advance careers and governance opportunities for under-represented groups and champion diversity, equality and inclusion in all our offers. All our Trustees have these objectives in mind already, but we would welcome new input and ideas on these vital issues from those members willing to offer experience and expertise in how we might increase opportunity and equality among all our Members and in the wider Implant Dental community.

If any of these areas are of interest, please consider applying for an available Board role. The Board works together as a cohesive entity for the good of all our Members and to promote the ADI's mission of representation and education. Your contributions would be invaluable in achieving those goals.

Richard Cantillon

Executive Director

May 2024