AAO Councils:
Responsibilities & Duties
Agenda: June 4, 2019/7pm CT

• Welcome & Presentation (7:00 – 7:30pm)
  – Lynne Thomas Gordon, Chief Executive Officer, and Dr. Gary Inman, AAO President
  – Part I: Strategy
  – Part II: Roles & Responsibilities
• Q&A (7:30 – 7:45pm)
• Adjourn (7:45pm)
Strategic Plan: Mission, Vision & Core Values

**Mission:**
To advance our members success through education, advocacy, and research that drive excellence in patient care.

**Vision:**
All orthodontic care is provided by qualified specialists who successfully address patient needs.

**Core Values:**
- Our members come first
- We are inclusive
- We are data-driven
- We seek active engagement
- We are ethical
| GOALS AND OBJECTIVES | 1. | Positively differentiate the profession by increasing consumer awareness of the value of specialized orthodontic care  
2. | Mobilize AAO members to actively engage in AAO’s advocacy efforts to address practice encroachment and other legislative and policy priorities  
3. | Ensure that orthodontists benefit from the highest standards of professional ethics and education  
4. | Leverage emerging technologies and data analytics to maximize member awareness and participation  
5. | Develop and disseminate resources that address members’ professional needs across the career spectrum  
6. | Advance promising practice modalities, business and ownership models, and talent management strategies that empower members to thrive  
7. | Explore partnerships and collaborations that can add scale and speed to advancing the success of AAO members |
Goal #1: Promote & Defend Our Specialty

Objectives 1-3:
1. Positively differentiate the profession by increasing consumer awareness of the value of specialized orthodontic care.
2. Mobilize AAO members to actively engage in AAO’s advocacy efforts to address practice encroachment and other legislative and policy priorities.
3. Ensure that orthodontists benefit from the highest standards of professional ethics and education.
Goal #2:
Engage & Delight Our Members

Objectives 4 and 5:
4. Leverage emerging *technologies and data analytics* to maximize member awareness and participation.
5. Develop and disseminate *resources that address members’ professional needs* across the career spectrum.
Objectives 6 and 7:
6. Advance promising practice modalities, business and ownership models, and talent management strategies that *empower members to thrive.*
7. Explore *partnerships and collaborations* that can add scale and speed to advancing the success of AAO members.
Commitment to Strategic Plan

DRAFT: AAO Strategic Plan 2018-2022

To advance our members success through education, advocacy, and research that drive excellence in patient care.

All orthodontic care is provided by qualified specialists who successfully address patient needs.

Our members come first

We are inclusive
We are data-driven
We seek active engagement
We are ethical

PROMOTE AND DEFEND OUR SPECIALTY

1. Positively differentiate the profession by increasing consumer awareness of the value of specialized orthodontic care
2. Mobilize AAO members to actively engage in AAO’s advocacy effort to address practice entrenchment and other legislative and policy priorities
3. Ensure that orthodontists benefit from the highest standards of professional ethics and education

ENGAGE AND DELIGHT OUR MEMBERS

4. Leverage emerging technologies and data analytics to maximize member awareness and participation
5. Develop and disseminate resources that address members’ professional needs across the career spectrum

DRIVE TRANSFORMATION AND INNOVATION

6. Advance promising practice modalities, business and ownership models, and patient management strategies that empower members to thrive
7. Explore partnerships and collaborations that can add scale and speed to advancing the success of AAO members

Public and Member Communications
Advocacy and Unity
Discovery and Innovation
What role do volunteer leaders play?

Volunteer leaders:
• drive the mission
• help shape policy
• monitor and provide guidance on trends that impact our members’ profitability
• advise the Board of Trustees (BOT) and/or House of Delegates (HOD)

Involvement is the key to change!
HOD & BOT: Councils, Committees & Task Forces

- Elect officers
- Set dues
- Levy assessments
- Adopt budget
- Act on reports

- Set policies, procedures
- Appoint consultants, Editor
- Nominate council members
- Make recommendations to HOD
Your Term as a Council Member

- Council Term: 2 years; 6 years maximum

- CONYM Term: 2 years; 4 years maximum; 1 one-year term for Residents

- COI, CTECH Terms: 4 years 1st term; 2 years 2nd & 3rd terms

- HOD approves nominations annually.
The Leadership Network is a community for current and future constituent and component leaders to build strong organizations and align efforts within the AAO. Use this space to communicate, share knowledge, and access resources.

What you'll find:

- Review this [Orientation](https://www.aaoinfo.org/about/governance/orientation/virtual) to learn about your association and the decision-making process that influences its direction.
- Learn about [AAO Services to Constituents & Components](https://www.aaoinfo.org/about/governance/orientation/virtual) and find out who to contact for support.
- Manage officer lists and find out about other leaders on the [Officer List & Information](https://www.aaoinfo.org/about/governance/orientation/virtual) page.
- See what others are up to and share your meeting & event details on the [Meetings & Events](https://www.aaoinfo.org/about/governance/orientation/virtual) page.
- Access event planning checklists and forms, volunteer recruitment materials, and state advocacy information in [Tools & Resources](https://www.aaoinfo.org/about/governance/orientation/virtual).

We would love to hear from you! Share your thoughts and [feedback](https://www.aaoinfo.org/about/governance/orientation/virtual) with us!
Council Chair Responsibilities

1. Builds a high performing team.
2. Communicates with governing entities (BOT, House of Delegates, other councils).
3. Appoints subcommittees to manage specific tasks.
4. Facilitates meetings.
5. May request to present information directly to the BOT.
6. Involves staff.
   - Staff provide resources, coordinate with other staff, relay guidance.
Responsibilities of the Trustee Liaison

1. Clarifies any ambiguity with regard to a BOT or HOD assignment.
2. Ensures that reports to the BOT and HOD are prepared appropriately and submitted by applicable deadlines.
3. Works with the council chair to prioritize agenda items based on BOT and HOD needs.
4. Reports council actions to the BOT. The Trustee is not responsible for advocating for the council.
5. Offers ideas, suggestions and personal opinions without dominating the discussion or discouraging independent action by a council.
6. Provides guidance.

Trustee succession through all councils to strengthen knowledge & experience.
Creating Successful Meetings

Preparation

Chair & Staff Liaison

- Define the outcomes for the meeting.
- Set the agenda.

Facilitation

Council Chair

- Manage the process without dominating discussions. Don’t force an outcome.
- Enforce meeting guidelines.
- Manage interpersonal dynamics. E.g. chairs work with council members whose professional or personal circumstances have changed and may not be able to serve.
- Maximize the potential of the team.
- Help keep members focused on the work at hand. E.g. emphasize the importance of attending meetings, responding to emails.
Responsibilities of the Council Staff Liaison

• Serves as an advisor to the Council.
• Brings forth ideas and potential programs for council consideration.
• Organizes meetings.
• Helps to develop Council agendas consistent with the strategic & operating plans.
• Keeps official minutes. Minutes should include only actions, recommendations, decisions & attendance.
• Develops motions, recommendations and reports.
• Maintains and monitors the task/assignment list.
• Helps the Council implement approved actions.
• Sets up the council workgroup on Causeway (if desired). This is an online collaboration platform.
• Provides expense reimbursement forms and guidelines.
Responsibilities of Council Member

• Provides reports and communicates actions with constituent organizations.
• Represents the needs and interests of AAO’s entire membership.
• Prepares for and attends council meetings and conference calls.
• Actively participates in council discussions.
• Utilizes AAO electronic tools to facilitate discussion and communication.
• Possesses working knowledge of AAO’s strategic plan and understands the council’s goals, outcomes and measurements.
• Recommends the annual council budget for the ensuing fiscal year.
Keys to Success for Volunteer Councils and Committees

– **Outcomes**: What are the expected outcomes and how will we measure success?

– **Authority**: Each council or standing committee has limited authority, i.e., each can study issues and make recommendations but cannot make decisions.
  
  • Do not have the authority to represent the AAO to outside entities or to invite outside observers to meetings without the approval of the BOT.

– **Timeline**: When do the tasks have to be completed?
  
  • Submission of annual council budget to the BOT is typically due early January.
  • Annual reports to the HOD are typically due Feb. 15.

– **Resources**: What money and staff and other resources are available to accomplish the task?
  
  • Staff Liaisons will provide current budget and financial information and can prepare budget requests for BOT consideration.
Evaluate Performance

• The 2015 HOD Approved an evaluation process for councils, Committee on Insurance, CTECH and the House of Delegates.

• BOT has a separate evaluation process.

• Process is intended to provide feedback so that volunteers have the tools to provide the best possible service to the specialty.
Staff Liaison, working with the Chair, will develop an annual plan to establish:

– meeting dates
– conference call dates
– project goals and outcomes that align with the AAO strategic & operating plans.
Tools & Resources: Communication

- Email
- Webinars
- Video & podcasts (we have staff available to help record and produce these.)
- Conference call lines
- Digital platform – Causeway
- www.aaoinfo.org
Rules of Engagement

• Make every effort to use the electronic tools, including the AAO Website (www.aaoinfo.org).
• Each council has a repository page on www.aaoinfo.org or has a workgroup on Causeway.
• Emails
  – Try to respond within 24 hours.
  – Notify the Chair or Staff Liaison if you will not be accessible during a vacation.
• Approval of reports: Establish what is required to approve a report or motion e.g., consider an action approved if no response is provided by the prescribed deadline.
• Acknowledge policies online https://www.aaoinfo.org/required-policy-forms.
Travel & Expenses

• Policies are included in the Council and Committee Manual online at www.aaoinfo.org.

• The Quick Reference Guide includes documentation requirements for expense reimbursement.

• Expense reimbursement forms will be provided by the Staff Liaisons.

• Reports may be submitted electronically or by mail.
Sign Online by June 18, 2019

Required Acknowledgement of Policies

As a leader of the AAO, you are required on an annual basis to acknowledge that you have read and comply with the following policies. If you serve as a leader in more than one capacity, your signature on each form is only required once per fiscal year (June 1-May 31).

To acknowledge each policy:

1. Click on the document link and review the policy.
2. At the end of the policy, select your constituent and all entities on which you serve as a leader.
3. Type your electronic signature in this format: /s/ John Doe.
4. Type your printed name and supply the date of acknowledgement.

https://www.aaoinfo.org/required-policy-forms

Antitrust Form
Conflict of Interest Form
Sexual Harassment and Fraternization Form
AAO Policy on Surveys
Leadership Indemnification
Jackie Bode, Executive Director, AAOF

- Partner organization to the AAO.
- Mission Statement: to advance the orthodontic specialty by supporting quality education and research that leads to excellence in patient care.
- The AAOF helps fund research and support to orthodontic faculty members.
- Provided $13.1 million in research and educational funding since 1994.
- In 2019, over $775,000 was provided in research and support.
- Learn more about the extensive history of the AAOF and the impact it is continuing to have on the orthodontic profession by visiting our website, www.aaofoundation.net, or by following us on social media (Facebook and Twitter).
Follow @aaoinfo on social media!
Questions?
Thank you!