



## **DALE Foundation Nomination Solicitation - General Information**

### **The DALE Foundation**

In order to better meet the needs of dental assistants and other members of the dental team in the areas of supplemental education and professional research, the Dental Assisting National Board, Inc. (DANB) is establishing a separately incorporated foundation. The foundation, named the Dental Assisting Learning and Education (DALE) Foundation will support the work of DANB for the advancement of dental assistants, the promotion of certification for dental assistants and the benefit of the public by developing and providing quality education and conducting sound research to support and promote oral health. The DALE Foundation will also be providing supplemental education including online review courses for DANB component exams.

### **Solicitation for Nominations for the DALE Foundation Board of Trustees**

DANB is soliciting nominations for the nine-member Board of Trustees of the DALE Foundation. Self-nominations will also be accepted.

The composition of the DALE Foundation's initial Board of Trustees will be as follows:

- Current Chair of DANB's Board of Directors
- Immediate Past Chair of DANB's Board of Directors
- Another past DANB Board Chair
- Six additional trustees with expertise in as many of these areas as possible:
  - o Research
  - o Education (dental, dental hygiene, dental assisting)
  - o E-Learning
  - o Employer (dentist)
  - o Employment (dental office manager)
  - o Public health
  - o Corporate interests

When soliciting nominations for DALE Foundation Board of Trustees positions, DANB will be looking for individuals with appropriate expertise in the above areas, rather than representation by particular oral health care organizations. Depending on the needs of the DALE Foundation, only some of these areas of expertise identified above may be represented by individual Trustees at any given time.

### **Staffing**

The DALE Foundation Board of Trustees will be staffed by DANB's Executive Director and Chief Operating Officer, who each will serve on the Board of Trustees ex officio without a vote. Other DALE Foundation activities will be staffed by DANB employees under the terms of a Shared Services Agreement.

### **Board of Trustees Terms and Offices**

Except for the ex-officio Trustees (DANB staff and DANB Board officers or prior officers as noted above), the DALE Foundation's Board of Trustees will each be elected for a maximum of two three-year terms. The final term may be extended if the Trustee is elected as President-Elect of the Foundation.

While DANB's Board of Directors will elect the DALE Foundation's Board of Trustees, the Board of Trustees will elect its own President, President-Elect, and Secretary-Treasurer. (The fourth officer position that of Immediate Past President, will be filled automatically by the President at the end of his or her annual term of office.)

### **Responsibilities of the DALE Foundation Board of Trustees**

According to Article 6, Section 6.2 Duties and Powers of the Board of Trustees of the DALE Foundation Draft Bylaws, the DALE Foundation Board of Trustees will perform the following responsibilities:

- (a) Establish policies, rules, regulations, and requirements for the promotion of dental assisting education, knowledge and skills, and the conduct of research to support and promote oral health.
- (b) Approve the topics of all educational programs and publications and all research projects to be developed and conducted.
- (c) Establish and maintain fee structures for its educational programs and educational and research publications.

- (d) Make recommendation to DANB regarding the employment of an Executive Director to carry out the administration of Foundation policy and procedures subject to direction by the Board of Trustees.
- (e) Develop and periodically review a Board of Trustees Policy Manual.
- (f) Develop and periodically review strategic priorities and objectives for the Foundation.
- (g) Periodically review the Bylaws of the Foundation.
- (h) Engage an independent auditing firm to conduct an annual financial audit.
- (i) Ensure communication within the Board of Trustees, including incoming Trustees.
- (j) Maintain open communication with the Executive Director.
- (k) Develop and review strategies for Board evaluation.
- (l) Carry out any other lawful activities necessary to further the mission of the Foundation.

The DALE Foundation Board of Trustees will be both a governing board and a working board, since the only committees to be specifically established, at least for the first few years of the Foundation's existence, are the Executive Committee and the Budget and Audit Committee.

### **Board of Trustees Meetings**

It is anticipated that the DALE Foundation Board of Trustees will conduct one- to two-day meetings in person at least twice per year, meeting just before DANB's Winter (February) and Annual (August) Board of Directors meetings. The DALE Foundation Board of Trustees will also meet by conference call or webinar on an as-needed basis.

The first meeting of the Founding Trustees of the DALE Foundation's Board of Trustees will be held in Chicago on Wednesday, August 11, 2010.

The DALE Foundation Board of Trustees will be reimbursed for all travel and hotel expenses associated with attending a Board meeting, plus receive a \$75 per diem (as described in DANB's Travel Policy).

### **Requirements for Nominations to the DALE Foundation Board of Trustees**

Please consider nominating yourself or another qualified individual for consideration to be elected as a Founding Trustee on the DALE Foundation's Board of Trustees. The Nominating Committee to DANB's Board of Directors will accept nominations postmarked or received by e-mail or fax, on or before April 30, 2010. For nominations to be considered, they must include the following:

- Letter of interest from the individual being nominated (or self-nominated)
- Current resume/curriculum vita
- A letter of recommendation from an employer, supervisor, co-worker, or someone who has served with the nominee on a committee or board of a state or national oral healthcare organization
- Written response to DANB Interview Questions for Nomination to the DALE Foundation Board of Trustees

The Nominating Committee to DANB's Board of Directors may also choose to follow-up with nominees by phone after review of their written documents before presenting the Committee's recommendations to DANB's Board of Directors for election to the DALE Foundation Board of Trustees.

If you are personally interested in being considered for election to the DALE Foundation Board of Trustees, or wish to nominate someone else, please submit all information as noted above to:

Cynthia C. Durley, MEd, MBA  
 Executive Director  
 Dental Assisting National Board, Inc.  
 444 N. Michigan Avenue, Suite 900  
 Chicago, IL 60611

Fax: 312-642-8507  
 E-mail: [cdurley@danb.org](mailto:cdurley@danb.org)

To be considered, complete nominations must be postmarked or received no later than April 30, 2010. DANB's Board of Directors will review the recommendations of DANB's Nominating Committee, and will hold elections in May. All nominees will be contacted by DANB with the results of the election no later than May 31, 2010.

If you have any questions, please contact DANB Executive Director Cindy Durley at 1-866-357-3262 or via e-mail at [cdurley@danb.org](mailto:cdurley@danb.org), or DANB Chief Operating Officer Liz Koch at 1-800-FOR-DANB, ext. 414 or via e-mail at [lkoch@danb.org](mailto:lkoch@danb.org).