

PART-TIME DUTIES OF ASSOCIATION ADMINISTRATOR

Central Office	
a	Answer all phone calls and emails in a timely manner (answer service message to reflect someone will return call within 24-48 hours during business days)
b	Secure a climate controlled storage unit for audiovisual and printer equipment; including physical property. Be responsible for all property owned or held by the Association; this is limited to items physically in the FDHA storage unit.
c	Maintain all FDHA files in central office with revision dates for all FDHA documents. Assign document revision to the Secretary, Speaker, Board of Trustees, and Council Manual Chairs.
d	Develop a master calendar in consultation with the President.
e	Maintain a current list of the following names, email addresses, and phone numbers; and distribute to the Board of Trustees, Component Presidents, and ADHA District IV Trustee
1	FDHA Board of Trustees (submit to ADHA after election)
2	FDHA Council and Committee members
3	FDHA Component Officers
4	FDHA Staff
5	Student Advisors at Florida Dental Hygiene Programs (Student Committee provides)
f	Arrange for printing needs and office supplies when needed.
General Duties	
a	Coordinate & facilitate activities of the Association
b	Serve as a resource for the Board of Trustees, component officers and members
c	Communicate regularly with the President concerning Association business.
d	Execute all decisions of the Board of Trustees and House of Delegates except when other assignments are directed.
e	Respond to correspondence as authorized by the President, Board of Trustees or the House of Delegates
f	Serve on the Editorial Review Committee
g	Serve as an ex-officio member of the Finance Committee
Manage Annual Reports, Renewals, and Agreements for the Association	
a	File annual report to the Florida Division of Corporations (Sunbiz)
b	Renew annual Director & Officer Liability Insurance
c	Renew annual General Liability Insurance
d	Renew annual Fidelity Bond (theft insurance)
e	Renew annual virtual meeting platform
f	Renew annual survey monkey account
g	Maintain the FDHA CE Broker account
h	Maintain all contractual agreements according to the terms in the agreements to include but not limited to CVENT (expiration date 3/31/2026), AON, Boxwood Technologies, and Colonial Life
i	Renew domain name registration with Network Solutions (expiration date 10/27/2023)

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ADHA Charter Agreement Compliance	
a	Manage the annual component charter agreement compliance documents to FDHA
b	Submit annual constituent charter agreement compliance documents to ADHA
Meeting Responsibilities	
a	Manage Board of Trustees meeting arrangements from contractual agreements for hotel guestrooms, meeting space, audiovisual needs, to food and beverage requirements
b	Administratively manage and distribute meeting information for the Board of Trustees to include, but not limited to, coordinating the consent agenda and supporting documentation
c	Administratively setup and distribute dedicated virtual meeting information for the Councils and Committees
d	Attend all Board of Trustees, Annual Session, Strategic Planning Session, and Florida Board of Dentistry Council on Dental Hygiene meetings (if liaison or Executive Board member cannot attend), and any other meetings deemed necessary.
FDHA House of Delegates	
a	Collect and distribute the electronic Annual Reports when reports are completed prior the FDHA House of Delegates Session
b	Send Speaker of the House the most current membership roster received in January and July so the Speaker can confirm delegate count and that all delegates are current, active members of ADHA
c	Communicate with the Speaker of the House to ensure Delegates' Manual distribution in a timely manner; and District credentials and HOD sign in sheets are prepared in advance.
ADHA House of Delegates (virtual 2020, 2021 and most likely in future)	
a	Confirm the Delegation Chair understands their duties and responsibilities as outlined in the manual
Florida Dental Hygiene Symposium	
a	FDHA Award Manager – distribute survey monkey online nominations and committee survey monkey scoring to each award chair
b	Coordinate preparation of all FDHA Award plaques and associated lapel pins to include but not limited to Distinguished Service, Swann D. Knowles Achievement, Yvette Blum Mentor, and Presidential Oral Health Hero in consultation with the President for presentation at the symposium
c	CE Broker Management – course additions, roster submissions, and CE Certificates at events *** Work closely with the COAS (course title, description and speaker bios) and FDHA Event planner (sign in sheets), assigning duties as needed and where appropriate.
d	Coordinate preparation of all certificates as needed (i.e., Board of Trustees, Speakers, Corporate Sponsors, Life Members, Component Outstanding Members, Faculty Recognition Awards, Table Clinic winners, New Charters) in consultation with the President for presentation at the symposium.