



**Virginia**  
DENTAL HYGIENISTS'  
ASSOCIATION

## Delegates and Alternate Delegates and ADHA Annual Session

### Responsibilities:

- Assist Bylaws, Resolutions and Policy Committee with any questions on Bylaw and Resolution changes made at ADHA during ADHA HOD
- Attend all sessions of ADHA HOD general sessions, reference committees, District caucuses, and workshops. Delegates have the power to represent this Association with the privilege of debate and vote.
- Present any suggestions or problems of this Association that may warrant consideration by ADHA.
- Delegates vote on Trustee election at District III Caucus.
- The Immediate Past President and President serve as ADHA Delegates and the President Elect serves as the First Alternate Delegate. Additional delegates and alternate delegates to ADHA are elected from the membership-at-large.
- Ensure representation at AS through encouraging the election of one alternate delegate for each delegate certified by ADHA and encourage his or her attendance at the AS of ADHA.
- Delegates receive material from ADHA all year and should keep officers and appropriate committees informed of ADHA activities.
- Serve as liaison on a year-round basis to provide feedback to ADHA on Constituent needs, activities and concerns.
- Delegates should study assigned sections, of the ADHA Manual and discuss prior to the ADHA as instructed by ADHA Central Office and/or District III Trustee.
- Immediate Past President and President will submit online to ADHA Central Office a Constituent Annual Report of activities by the designated due date.
- Delegates and Alternate Delegates attend the District III meeting held prior to the ADHA AS to familiarize themselves with the ADHA Delegates Manual and Annual Report, and to gain feedback from other states within the District.
- Delegates and Alternate Delegates attending District III meeting should have on hand the following materials:
  - ADHA Delegates Manual and Annual Report
  - ADHA Association Policy Manual
- VDHA **MAY** reimburse Delegates and Alternates basic registration fee, transportation and hotel for days that they are required to attend meetings for ADHA Annual Session. Alternates **MAY** also be funded to attend the J&J Awards/President Luncheon that the

Delegates currently attend at no charge. VDHA may also pay for the hotel and registration for Delegates and Alternates to attend the District III meeting prior to going to ADHA Annual Session. (Hotel rooms will be covered with two to a room or only ½ of the room expense paid should someone prefer a room to themselves). Everyone will make their own reservations and turn in a “Reimbursement Request Form” to the VDHA Treasurer to be reimbursed.

- Delegates and Alternates are responsible for completing their own registrations to attend all sessions of the ADHA HOD general sessions, reference committees, District caucuses and workshops.
- ADHA Delegates funding is currently 20% of VDHA dues (amount designated from dues). Each delegate and alternate delegate **MAY** receive funding for travel to the ADHA annual session as approved by the EB. The remainder of monies shall be retained in the budget for next year. This varies year to year based on membership dues income.
- Any additional expenses incurred by a delegate or alternate due to changing their travel plans after they have been made will be the responsibility of that individual.

#### Responsibilities of the HEAD Delegate

1. Delegates will vote among themselves to determine who will serve as Head Delegate and may vote to have more than one Head delegate.
2. Head Delegate serves as the Chair of the VDHA Delegation and serves as Credentialing Chair for the delegation at ADHA Annual Session.
3. Ensures completion of form from ADHA Central Office listing members of the VDHA Delegation and submits as instructed following VDHA elections.
4. In the case of a vacancy in the position of Delegate or Alternate, the vacancy is filled as provided in VDHA Bylaws, see Article XIII, Section 2.3
5. Assists President, Immediate Past President and Council/Committee Chairs in creating the Constituent Report for distribution at ADHA Annual Session.
6. Assist Bylaws, Resolutions and Policy Committee with any questions on Bylaw and Resolution changes made at ADHA during ADHA HOD
7. Notify VDHA delegation of ADHA materials they will need before District III meeting and for ADHA Annual Session.
8. Notify VDHA Delegation of ADHA Workshop assignments.
9. Assigns portions of the ADHA Annual Report to each delegate and alternate delegate attending for review and comments.
10. Meets with all delegates and alternate delegates attending meeting to review procedures prior to ADHA Annual Session
11. Attends District III meeting to review procedures prior to ADHA Annual Conference / HOD
12. Prepares, with the help of the delegates, and submits a report on ADHA Annual Session meetings and ADHA HOD actions to the EB as well as for VDHA membership for publication in *The Virginia Curet* immediately following ADHA Annual Session. This report should include:
  1. A schedule of meetings and events attended by ADHA Delegation
  2. A list of resolutions passed.
  3. Significant business conducted of interest to Constituent
13. Send copies of ADHA Committee reports to appropriate VDHA Committees.