

# ADA Foundation<sup>®</sup>

The ADA Foundation (“ADAF”) Board of Directors is seeking applications for new members to join the Board beginning August 2023. The ADAF is the philanthropic arm of the American Dental Association (ADA). The ADAF encourages hope and health in our communities by improving access to oral health care through impactful programs like Give Kids A Smile as well as providing financial assistance to dentists and their families in need and recognizing and supporting promising leaders in the dental profession. We need individuals who are willing to stretch the limit and make the organization the focus of their philanthropy. In addition, we are particularly seeking individuals who have influence within their own community, people who can open doors, attract others to the cause, and serve as ambassadors. Finally, we are looking for people who operate effectively in a group setting, provide synergy for the rest of the team, and keep in mind the broader interests of the organization.

The key criteria for an ADAF Board member include:

- a demonstrated willingness to support charitable organizations by contributing funds commensurate with his/her ability, or by having the capability to raise funds from other individuals, corporations, or foundations;
- an interest and desire to serve the ADAF in fulfillment of its mission;
- previous successful board or committee experience;
- effective communication skills;
- diversity-including age, gender, ethnicity, race, geography;
- experience with a nonprofit organization and complex organizations; and
- skill sets including finance, legal, auditing, education, philanthropy, public health, vulnerable populations.

Members of the ADAF Board of Directors generally serve four-year terms, however, the terms of directors may be staggered to balance continuity with new perspectives such that the term of any outside Director may be shorter (by one year) or longer (by one year) than four years, as determined by the ADA (acting as the sole Member). An outside Director may be elected to a second term in the discretion of the Member.

The Board typically conducts at least one face-to-face meeting per year, with the rest being conducted over Zoom.

**The application form (*located below in this document*) and the applicant’s CV should be sent to Dr. Craig Armstrong in care of Tracey Schilligo by email ([schilligot@ada.org](mailto:schilligot@ada.org)) no later than April 16, 2023.**

## Board Member Job Description and Expectations

**Major Responsibilities and Expectations:** The Board will support the work of the ADA Foundation and provide mission-based leadership and strategic governance.

**Vision:** Hopeful and healthier communities.

**Mission:** Encouraging hope and health in our communities through philanthropy, professional development and recognizing promising leaders in the dental profession.

Specific Board member responsibilities include:

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- Attend and fully and actively participate in meetings on a regular basis, and special events as able.
- Participate on committees of the Board or take on special assignments as necessary.
- Provide financial oversight and ensure adequate resources; assist in developing the annual budget; ensure that proper financial controls are in place.
- Actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.
- Evaluate programs to determine which programs are consistent with the organization's mission and monitor their effectiveness.
- Formulate and oversee the organization's policies and procedures.
- Ensure ADA Foundation's commitment to a diverse board that reflects the communities ADA Foundation serves.
- Represent the ADA Foundation to stakeholders; act as an ambassador for the organization clearly articulating the organization's mission, accomplishments, and goals to various constituencies.
- Assist with fundraising and friend raising.
- Financially support the organization (see below).
- Help Build a competent board by articulating prerequisites for candidates, orienting new members, and periodically and comprehensively evaluating the Board's performance.
- Ensure legal and ethical integrity.

**Financial Support of the Organization:** ADA Foundation Board members are expected to consider the ADA Foundation a philanthropic priority and make annual gifts that reflect that priority. So that the ADA Foundation can credibly solicit contributions from foundations, organizations, and individuals, the ADA Foundation expects to have 100 percent of Board members make an annual contribution that is commensurate with their capacity.

**Length of term:** Generally, four years.

**Meetings and time commitment:**

- The Board of Directors has four regularly scheduled meeting per year. Typically, one meeting is in person in Chicago. The other regularly scheduled meetings, and any additional meetings of the Board, are held via video conference meeting.
- Committees of the Board meet an average of four times per year, subjective to their respective work agenda, with the exception of the Charitable Assistance Committee which generally meets every month.

## **BOARD OF DIRECTORS APPLICATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

I help diversify the Board by meeting the following:

\_\_\_ Age Diversity

\_\_\_ Geographic Representation

\_\_\_ Ethnic Diversity

\_\_\_ Political Diversity

\_\_\_ Gender diversity

\_\_\_ OTHER: \_\_\_\_\_

I have skills and competencies in the following areas:

\_\_\_ Public Health

\_\_\_ Intellectual Property

\_\_\_ Fundraising/Philanthropy

\_\_\_ Marketing/Public Relations

\_\_\_ Administration/Management

\_\_\_ Policymaking

\_\_\_ Management

\_\_\_ Financial and/or Accounting

\_\_\_ Media

\_\_\_ Law

\_\_\_ Strategy

\_\_\_ Government

\_\_\_ Leadership

\_\_\_ Vulnerable Populations

Other Nonprofit (or Board or Committee) Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Affiliations: \_\_\_\_\_

\_\_\_\_\_

Known Levels of Giving and Getting: \_\_\_\_\_

Please provide a brief summary as to why you believe you would be an asset to the Board:

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# ADA Foundation<sup>®</sup>

Additional Comments: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the Board member job description (attached)? Yes \_\_ No \_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach your CV to the application when you submit to the ADA Foundation. Incomplete applications will not be considered.**

**Please return this form and the CV to Dr. Craig Armstrong in care of Tracey Schilligo by email ([schilligot@ada.org](mailto:schilligot@ada.org)) no later than April 16, 2023.**