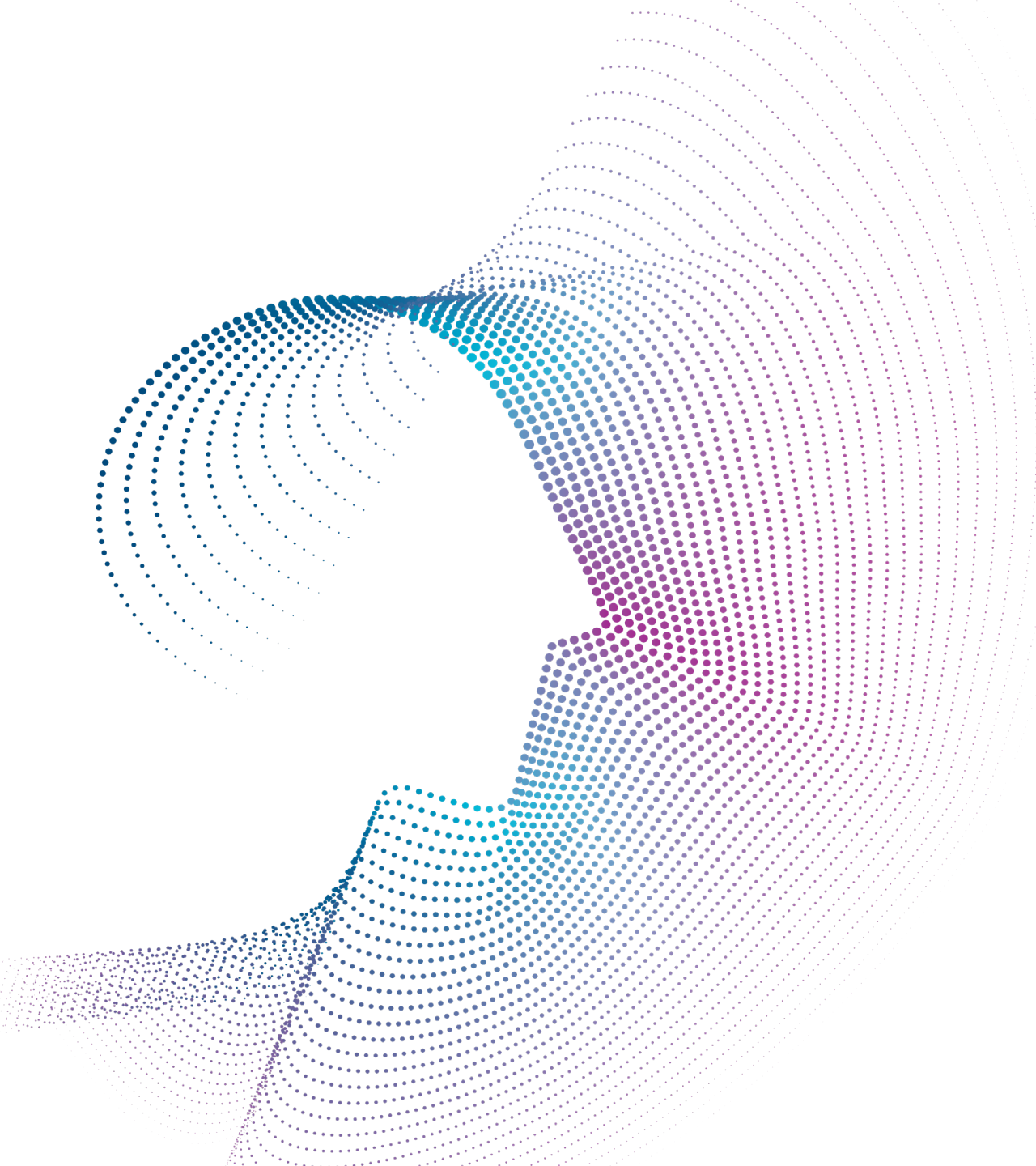# Volunteer Guide

AADOCR
American Association for Dental,
Oral, and Craniofacial Research

AADOCR Section Officers are responsible for governing the Section, managing Section activities, and helping ensure the growth and engagement of their region. Having strong leaders in these key positions ensures the success of the Annual Meeting, the effectiveness of the governing Council, the growth of membership, and the overall health of the organization.

Officer Resource Page

ARE YOU AN OFFICER?

Access Resources

LEARN MORE

REFERENCE	CONTACT	HOST WEBINAR	CONNECT
Governing Handbook	Officer Directory	Webinar Proposal Form	AADOCR Community

LEARN	MAILING LISTS	SPONSORS	MATERIALS
CE On Demand Library	Data Governance Policy	Corporate Sponsorship Policy	Promotional Toolit

- Finance
- Call for Nominations & Election
- Meeting Services & Policies
- Membership Outreach and Information
- Marketing and Branding Tools
- AADOCR Community

https://www.aadocr.org/AA-Section-Officer-Resources

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Links to Highlight

🔗 **AADOCR Sections Governing Handbook**

🔗 **Section/Officer Directory**

🔗 **AADOCR Constitution and Bylaws**

🔗 **AADOCR Promotional Toolkit**

| Language ▼ | Ways to Give | Login | Join/Renew |

ublications   Science Policy   Advocacy   🔍

➡️ AADOCR Search bar: https://www.aadocr.org/ 🔗

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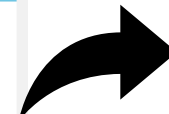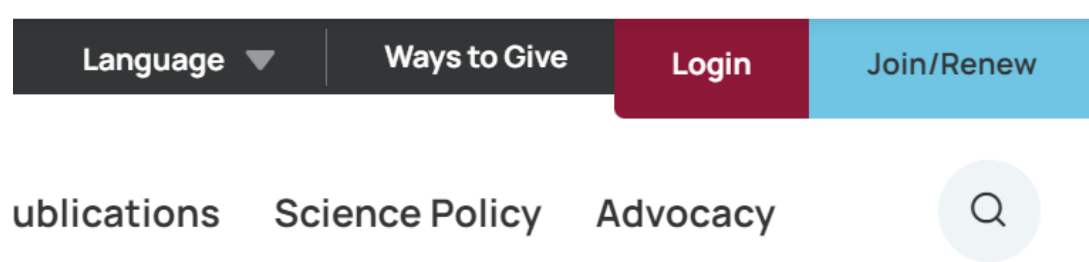
AADOCR Sections Governance Handbook

- Adoption of the **Governance Handbook** eliminated individual governing documents for each Section.

- The annual tax filings by the individual Sections transitioned from a Group Tax Return to the main **AADOCR tax return**.

- AADOCR **Section dues** are set by the AADOCR Board and all AADOCR Sections will have dues assigned.

- Each AADOCR Section will have its own **officers**.

- AADOCR Section finances will be in a **holding account** with the IADR/AADOCR Global Headquarters with full transparency.

REFERENCE

Governing Handbook

Officer Directory

Link to Directory:
https://www.aadocr.org/about/leadership/sections

- See **current officer roster**, term lengths, and emails
- **Contact information** is a member benefit, so only visible when members are logged in
- Find officers in other Sections to **collaborate** with
- Make sure these stay up to date by **reporting any changes** to the Component Relations Coordinator

Expands

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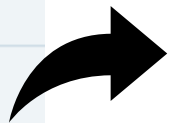
Call for Nominations & Election

There are **5 elected positions** as defined by the Governing Handbook:

- President
- President-elect
- Vice-president (One-year term as VP, one as president-elect, one as president)
- Secretary/Treasurer (Three-year term)
- Councilor (Three-year term)

- Sections should nominate a minimum of **two individuals** to stand for each elected position, but if there is only one candidate they can run unopposed.

- **Self nominations** are welcome, and all member types are eligible.

- The election is held in conjunction with the AADOCR election in the fall. Vacancies that occur **between election cycles** can be filled by direct appointment, or through an informal election.

- There is the option to create **additional officer positions**, outside of the General Election.

- Nomination requires a **250-word** candidate statement.

- Submission Form: https://www.aadocr.org/AADOCR-Section-Nomination

AADOCR Section *

- Select -

Candidate Name *

Candidate Institution *

Candidate Email *

Bio and/or Candidate Statement *

Limit 250 words

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Meeting Services & Policies

- AADOCR offers Sections the opportunity to have an open **Zoom** meeting for board meetings.
  - This feature is not available for larger Section meetings.
- **Meeting Space Requests**
  - Hold business meetings, receptions, executive officer meetings, award competitions or other events at the Annual Meeting.
- Organize a local meeting within **other dental meetings**. Notify us, request materials, take photos, document your participation, and we can assist with promotion. AADOCR Promotional Toolkit

Opportunity to increase member retention and engagement

Membership Outreach

- **E-blasts/Email Marketing**
  - Officers provide the text and subject line

- Current officers can request an electronic **membership list.**
  - Lists will be sent to officers **after** their written acknowledgement that they have read and agreed with the IADR/AADOCR Data Governance Policy.

SCIENCE ADVOCATE

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Your Members-only monthly AADOCR Newsletter

Marketing Tools

- **Share what is happening with your Section.** AADOCR would like to feature each Section in the **Science Advocate**. Sharing your story will assist the other Sections in developing new initiatives and potential collaborations.

- Request the publication of a Section **web page** hosted by AADOCR.

- AADOCR offers space on its main website for your Section to **announce events** planned outside of the IADR General Session or AADOCR Annual Meeting.

- We encourage you to **share information** about the Association with colleagues when attending meetings, hosting events, and presenting using the AADOCR Promotional Toolkit

Opportunity to increase member retention and engagement

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Opportunities for Engagement

Host a Webinar:

- Webinar proposals are subject to review and approval by the appropriate IADR committee.
- Webinar content should be organized around a cutting-edge topic and planned to be no more than 60 minutes (including a question and answer/discussion period).

Make a Newsletter:

- Feature a member and their research, give a recap of activities, announce award winners, bring attention to upcoming events.

Post in the **AADOCR Community**

- This platform is a direct avenue for leadership to interact directly with the membership. Sections can share ideas and even collaborate for virtual events.
- **Member Search**

Opportunity to increase member retention and engagement
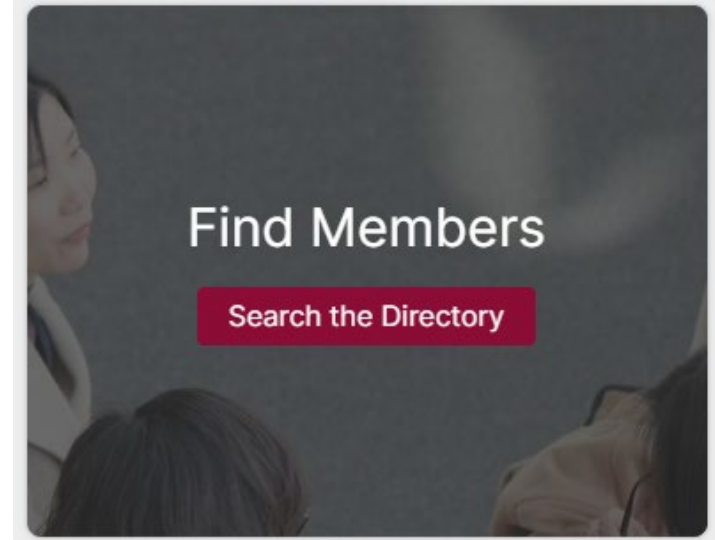
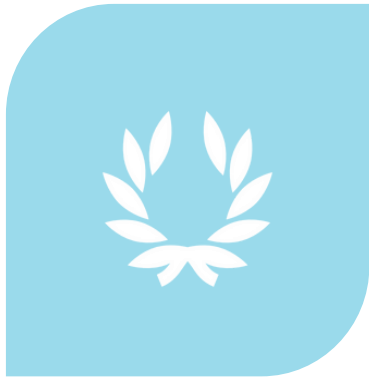[Webinar Proposal Form](#)

[Newsletter Template](#)
(Download)

[AADOCR Community](#)

Find Members
Search the Directory

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Typical expenses include, but are not limited to:

Support for awards

Hosting local research day or AADOCR activities

Logistical costs associated with the section business meeting and/or receptions

Finance forms can be found in the Governance Handbook

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Finance and Sponsorships

- Each AADOCR Section **retains control** of the funds collected for Section membership (not including student members).

- The **GHQ will maintain the record of payments** to each Section and communicate with the officers on a quarterly basis or as requested.

- **Invoices and/or payments** are not initiated by the GHQ without written notice from the Secretary/Treasurer.

- **How** funds are administered is voted on by the Section Officers.
  - Must be consistent with the Mission of the IADR/AADOCR, follow all U.S. non-profit 501(c)3 guidelines, i.e. no political contributions, and must follow the IADR Corporate Sponsorship Guidelines.

- Payment requests require **confirmation from two officers** in the form of an email.

Quick Links

1. Accounts Payable Instructions
2. Payment Request via check
3. Expense Reimbursement (Download)

All forms can be found in the AADOCR Sections Governing Handbook

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Year in Review

1st Quarter
- New officer terms begin
- Officer nominations open

2nd Quarter
Officer nominations close

(Deadline: June 15)

3rd Quarter
Annual reports submitted. A template will be provided.

4th Quarter
AADOCR General Election

Thank you for your support!