

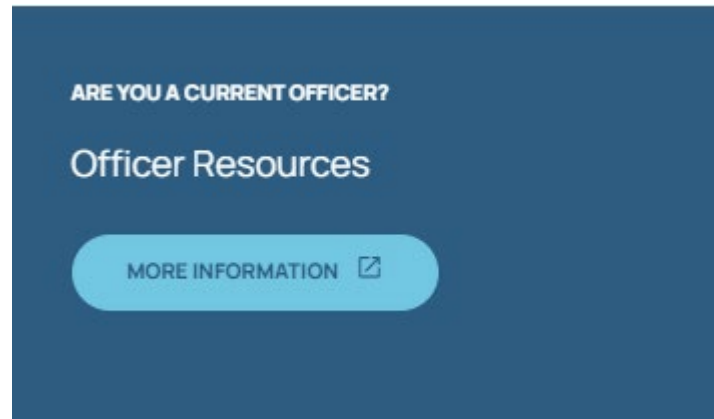
# Volunteer Guide



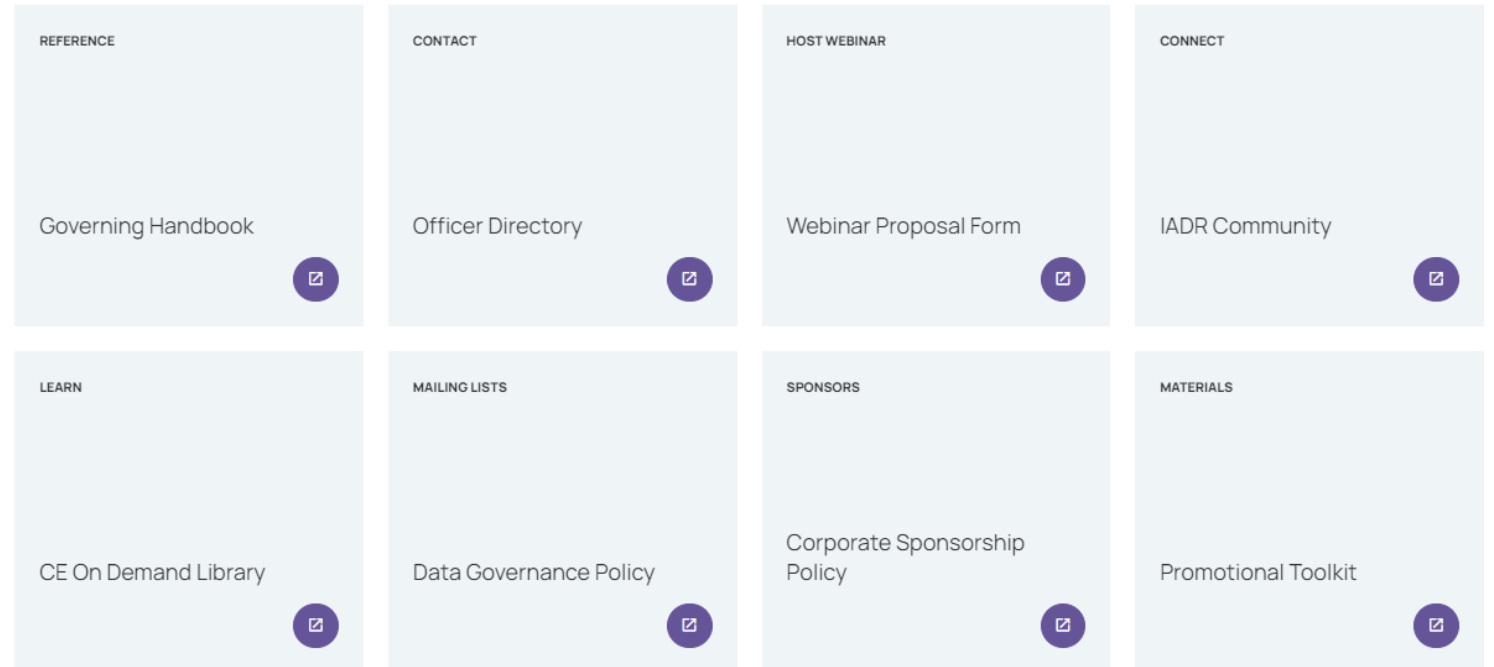
IADR Scientific Group/Network Officers are responsible for governing the Group/Network, managing its activities, and helping ensure the growth and engagement of their membership. Having strong leaders in these key positions ensures the success of the Annual Meeting/General Session, the effectiveness of the governing Council, the growth of IADR membership, and the overall health of the organization.



# Officer Resources Page



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



 <https://www.iadr.org/SGN-Officer-Resources>

# Links to Highlight



[Scientific  
Group/Network  
Governance  
Handbook](#)



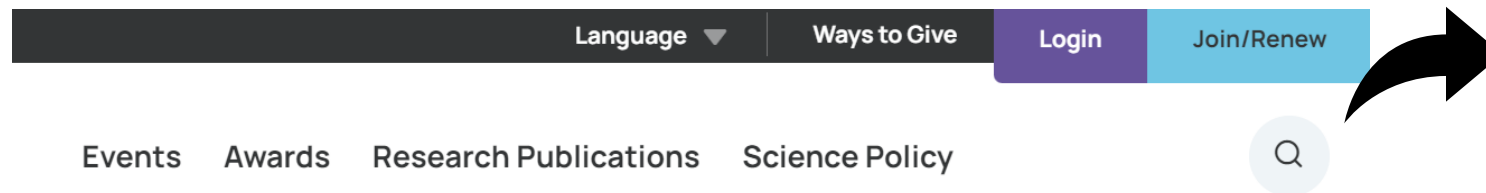
[Group/Network  
Officer Directory](#)



[IADR Constitution  
and Bylaws](#)



[IADR Promotional  
Toolkit](#)



IADR Search bar:  
<https://www.iadr.org/>



# Officer Directory

→ COMMUNITIES

## Scientific Groups and Networks

IADR Scientific Groups and Networks are the backbone of the IADR. Explore each Group and Network to find a scientific home at IADR.

Behavioral, Epidemiologic and Health Services Research Group +

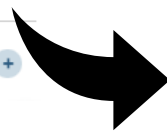
Cariology Research Group +

Clinical and Translational Science Network +

Craniofacial Biology Group +

Dental Anesthesiology and Special Care Research Group +

Dental Materials Group +



Expands



Link to Directory:

<https://www.iadr.org/SGN>


- 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 SGNs to **collaborate** with
- Make sure these stay up to date by **reporting any changes** to the Component Relations Coordinator

# 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)
- Groups/Networks 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 IADR 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.iadr.org/Group-Network-Nomination>

Group/Network \* 

- Select - 

Name \*

Institution \*

Email \*

Bio and/or Candidate Statement \*

Limit 250 words

 I or the candidate I have nominated have agreed to stand for a Group/Network office. \*

Yes

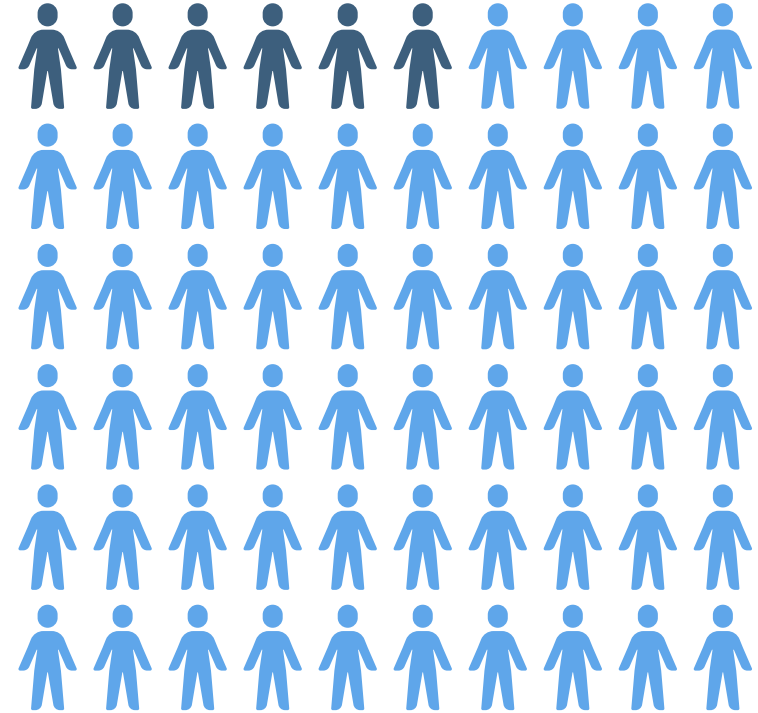
No

# Meeting Services & Policies

IADR offers Scientific Group/Networks the opportunity to have an open **Zoom** meeting for board meetings.

## Meeting Space Requests

- Hold business meetings, receptions, executive officer meetings, award competitions or other events at the Annual Meeting and/or General Session.



*Opportunity to increase member retention and engagement*



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CRANIOFACIAL RESEARCH

# 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](#).



# Marketing Tools

- Share what is happening with your SGN. IADR would like to feature each SGN in the **Global Research Update**. Sharing your story will assist the other SGNs in developing new initiatives and potential collaborations.
- Publication of a Group/Network **web page** hosted by IADR.
- IADR offers space on its main website for your SGN 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 by utilizing the [IADR Promotional Toolkit](#)





# 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 IADR Community:

This platform is a direct avenue for leadership to interact directly with the membership. SGNs can share ideas and even collaborate for virtual events.

- **Member Search**



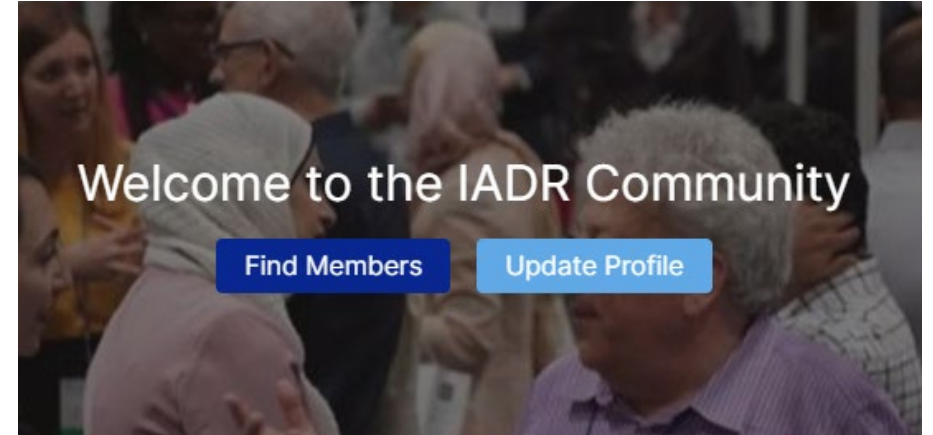
[Newsletter Template](#)  
(Download)



[Webinar Proposal Form](#)



[IADR Community](#)



*Opportunity to increase member retention and engagement*

# Typical expenses include, but are not limited to:



Support for  
Group/Network awards



Sponsoring a speaker,  
for a webinar or  
symposia



Logistical costs  
associated with the  
business meetings  
and/or receptions



Finance forms can be  
found in the  
Governance Handbook



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# Finance and Sponsorships

- Each Group/Network **retains control** of the funds collected for SGN membership (not including student members).
- The **GHQ will maintain the record of payments** to each Group/Network 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 SGN 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

- [Accounts Payable Instructions](#)
- [Payment Request via check \(AADOCR members\)](#)
- [Payment Request via wire transfer \(International\)](#)
- [Expense Reimbursement \(Download\)](#)

All forms can be found in the [Scientific Group/Network Governance Handbook](#) 

# Awards

## Create

- Group Officers confirm award details internally
- Key dates, details, application process, review and Selection process, etc.

## Review

- Submit award for review to Awards, Fellowships, and Grants Coordinator, Beatrice Nguyen at [awards@iadr.org](mailto:awards@iadr.org)
- Edit award details until finalized

## Approval

- Dr. Fox, CEO, IADR/AADOCR to review award
- Potentially follow up with questions back to the group
- Award approval and website created by IADR
- Group to announce awards to members

The screenshot shows the IADR Awards website interface. On the left, a 'Filter' sidebar is visible with three sections: 'BY AFFILIATION', 'BY APPLICANT', and 'BY TOPIC'. Under 'BY AFFILIATION', the 'Groups & Networks' option is selected. Under 'BY APPLICANT', 'Students' and 'Professionals' are listed. Under 'BY TOPIC', several categories are listed, including 'Behavioral, Epidemiologic and Health Services Research', 'Cariology Research', 'Clinical and Translational Science Network', 'Craniofacial Biology', and 'Dental Anesthesiology & Special Care'. On the right, a search bar contains the text 'Search awards by keyword'. Below the search bar, an 'ACTIVE FILTERS' section shows 'Groups & Networks' with a close button. The main content area displays '69 Results' and a list of awards. The first award is the 'IADR Orthodontics Research Group Travel Award', which is currently 'Applications Open'. The second award is the 'IADR DASCR CPI: Crisis Prevention Institute Award for Research in Special Care Dentistry', which is currently 'Applications closed'. A large black arrow points from the 'Groups & Networks' filter to the first award, and another large black arrow points from the 'Applications Open' toggle to the first award.

 Award Page: <https://www.iadr.org/awards>



# Year in Review

## 1st Quarter

- New officer terms begin
- Officer nominations open

## 2nd Quarter

- Officer nominations close (*June 15*)
- Submit volunteers for Scientific Program (*June 28*)

## 3rd Quarter

Annual reports submitted. A template will be provided.

## 4th Quarter

IADR General Election



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Thank you for your support!



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