



Leadership Development

California Society of Pediatric Dentistry



CSPD Standing Committees

The following committees are open to eligible CSPD members in good standing. Outlined are the committee's charges, term of service and qualifications. The number of committee meetings vary for committee and year.

Membership Services Committee:

Composition:

- Five (5) voting members, including:
 - CSPD Secretary serves as chair and one (1) member

Term(s):

Two (2) years, renewable for two (2) additional two-year terms (max 6 years)

Charge(s):

To determine the qualifications for membership in the Society; to receive and certify recommendations for membership, and recommend suspension or expulsion from membership any member of the Society for causes provided in the Bylaws. To act upon nominations for Honorary Membership at the annual meeting and to notify the nominating member in writing, within thirty (30) days of the annual meeting, whether the nominated person was approved by the members voting at the Annual Meeting. To recommend, develop, and oversee membership services programs. To coordinate Society membership recruitment and retention activities including but not limited to, development of programs and membership marketing. To develop and present continuing education courses for members, allied dental health personnel and other health professionals and to develop and recommend membership-related policies.



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Nominating Committee:

Composition:

- Five (5) voting members, including:
 - Two (2) most recent past presidents
 - Three (3) members-at-large, to be nominated and voted upon by general membership at the Annual Business Meeting for a three year term.

Term(s):

Three (3) years. The Nominating Committee member-at-large is not eligible for any other elected office within the Society for the three year term.

Charge(s):

To propose one name for each of the officer positions and for each vacancy of a director on the Board of Directors.

Peer Review Committee:

Composition:

- Three (3) voting members,
 - President designates one member who also acts as Chair

Term(s):

One (1) year term. Indefinite number of renewable terms.

Charge(s):

To identify and maintain a panel of members who will act on peer review committees of the California Dental Association. To perform those specialty peer review activities delineated by the CDA Council on Peer Review.



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Annual Meeting Committee:

Composition:

- Six (6) voting members, including:
 - One (1) representative from each of the following committees:
Membership Services Committee, Communications, and Finance
 - CSPD Vice-President serves as Chair and one member
 - Two (2) at-large members appointed by the President

Term(s):

Three (3) years for at-large members, renewable for an additional three year term.

Charge(s):

To plan, coordinate and oversee the Annual Meeting. To identify the location for the yearly meeting and oversee all site considerations. To develop and oversee the scientific program and all social and educational activities.



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Finance Committee:

Composition:

- Five (5) voting members, including:
 - President-Elect, President, and Treasurer who serves as Chair
 - Two (2) at-large members appointed by the President

Term(s):

Two (2) years for the at-large members, with two (2) renewable, two (2) year terms.

Charge(s):

To review annually preliminary estimates of income, expenditures and additions to reserves and to review and submit a proposed budget to the Board of Directors prior to the next fiscal year. Prepare and submit a final budget for the approval and adoption of the Board at the first meeting of the fiscal year, oversee and provide guidance on the annual meeting and online education budgets. Oversee and provide guidance concerning investment of reserve funds. Report quarterly to the Board and annually to the membership on the Society's financial condition. Monitor and make recommendations on policy concerning the management of the financial resources of the Society. Make recommendations on the generation of non-dues revenue for the Society, including, but not limited to the annual meeting.



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Patient Services Committee:

Composition:

- Five (5) voting members, including:
 - One (1) member that the President appoints as Chair.

Term(s):

Two (2) years, renewable for two (2) additional consecutive terms by Presidential appointment.

Charge(s):

To promote and make recommendations to improve to improve patient safety in the dental office and to advise recognized professional, lay and governmental organizations of the Clinical Guidelines and Oral Health Policies of this organization and the American Academy of Pediatric Dentistry as they relate to all phases of dentistry for infants, children and adolescents including those with special health care needs.



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Leadership Development Committee:

Composition:

- Five (5) voting members, including:
 - President and Immediate Past President
 - Three (3) at-large members appointed by the President

Term(s):

Three (3) years. A member may serve a maximum of two (2) consecutive appointed terms.

Charge(s):

To identify and recruit members for appointed and elected leadership positions in the Society, maintaining a database of volunteers including information on their skill sets, interests and leadership experience within and outside the Society. To accept and review candidate applications for volunteer leadership positions. To recommend annually to the Nominating Committee at least one candidate for each elected and appointed leadership position and to promote in elected and appointed volunteer leaders effective leadership skills necessary to the continued effectiveness and growth of the Society.



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Audit Committee:

Composition:

- Three (3) voting members, including:
 - One (1) sitting Director, elected by the Board
 - Two (2) at-large members appointed by the President

Term(s):

Two (2) years, renewable for two (2) additional consecutive two-year terms.

Charge(s):

To recommend to the Board the selection, retention or termination of an independent auditor, to negotiate the compensation of the independent auditor for approval by the Board. To confer with the independent auditor to satisfy the committee members that the financial affairs of the Society are in order. To review and determine whether to recommend to the Board to accept the audit and to recommend to the Board procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters.



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Communications Committee:

Composition:

- Four (4) voting members, including:
 - Editor who serves as Chair and Website Editor
 - Two (2) at-large members, appointed by the President

Term(s):

Three (3) years, renewable for one (1) additional three year term.

Charge(s):

To publish a Society newsletter and manage the Society's print and electronic media. To approve any article that is to be published under the name of the Society and any other duties defined by the Board of Directors. To work with Finance Committee to increase advertising income in the Bulletin and Website.

Ad-hoc or Special Committees:

At the request of the Board of Directors or the President of CSPD, a special committee may be formed and eligible members may be able to participate on the committee. Please consider volunteering for and Ad-hoc or Special Committee as formed, if the Standing Committees are not what you would want to participate in. Generally speaking, these are shorter term or single-project committees as opposed to Standing Committees which have standing charges over multiple years of service.

If you would like additional information regarding the committees or to volunteer, please

feel free to contact any of the LDC members at LDC@CSPD.org