



Australian Dental Association SA Branch Inc.

Work Health & Safety (WH&S) Policy regarding:

Committee Members – Roles and Responsibilities

The Australian Dental Association SA Branch Inc. (ADASA) is a membership organisation which represents the dental profession in South Australia. It is governed by a Council of 13 members elected annually and employs a Chief Executive Officer (CEO) and other staff to manage branch affairs.

The key objectives of the ADASA are to:

- promote ethical standards in dentistry;
- improve the oral and general health of the community;
- advance the science and practice of dentistry; and
- advance and represent the interests of its members.

The business of the Branch will be governed by the ADASA Council which comprise of the following members:

- a) President;
- b) Vice President;
- c) Treasurer; and
- d) No fewer than 5 ordinary Councillors with a maximum of ordinary Councillors as described in the ADASA Constitution and By-Laws.

The President, Vice President and Treasurer must act only with the authority of Council. Council has many powers and duties, one of which is the power to establish such Committees as it sees fit and to delegate, by Council Resolution, such tasks, duties and powers as it sees fit to a Committee.

Importance of your role as a Committee member

Role:

The role of any ADASA Committee is to fulfil the objectives and responsibilities of the Committee as defined in the current ADASA Constitution and By-Laws

The Committee Chair is responsible for liaising with ADASA staff to ensure that all approved meetings of the Committee are held throughout the year as per the events calendar, and the Chair will preside over these meetings. The Chair will manage the meetings and ensure that all members of the Committee have the opportunity to contribute to the meetings.

Committee members will be appointed by Council annually (*Review Committee appointed by ADASA members annually*) and must to the best of their endeavours, contribute to the workings of the Committee. If for any reason a Committee member is not able to fulfil the requirements of the appointed role to the best of their endeavours, then they are not required to sit for the appointed term. Committee members who wish to resign can do so by informing the Committee Chair or the ADASA CEO in writing, and who will in turn inform Council.

Committee Members – Roles and Responsibilities

Attendance at meetings:

- To attend more than half the scheduled Committee meetings per year of appointment;
- To attend Branch meetings (May and August) and Annual General Meeting
- All meetings will be held at ADASA House unless otherwise agreed and informed by the Chair and/or ADASA CEO;
- Minutes of all meetings will be recorded and provided to the ADASA Council for their review.

Behave with Integrity

Members must act with respect and integrity. They are expected to place the ADASA's interest above personal interests and not to use their position for personal gain. Members should agree to absent themselves from discussion of any matter in which they may have a real or perceived conflict of interest.

Ethics

Members must:

- act honestly, in good faith and in the best interests of ADASA;
- treat all fairly and respectfully;
- prepare for and punctually attend committee meetings;
- Appreciate the importance of their role and strive to participate fully in, and contribute to the efforts of, their committee
- not improperly use information acquired as Committee members;
- not allow personal interests, or the interests of any associated person, to conflict with the interests of ADASA;
- ensure that confidential information received during committee duties remains the property of ADASA and is not revealed unless authorised;
- not act in a manner that may tarnish the ADASA's image.

Conflict of Interest

A conflict of interest is a situation in which a person's impartiality might be questioned because of the potential, perceived or actual influence of personal considerations, financial or otherwise. Transparency is vital in these matters. Every Committee member should openly declare matters of private interest that may conflict or be perceived to conflict with a member's duty as a Committee member.



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Managing Conflict

The process for managing conflict is to deal with it openly and at an early stage. The Committee Chair should first seek to understand the issue and then to negotiate. The process should utilise the services of the CEO before it becomes intractable.