



CONNECTICUT DENTAL ASSISTANTS ASSOCIATION

"Setting a New Professional Standard"

Officer Nomination Form

For Term of 2012 ~ 2013

Form must be postmarked by 4/6/12

Brief summary of positions (terms are for one year):

President: This person serves as official spokesperson for the association. Duties include conducting meetings, coordinating continuing education programs, working with various committees, overseeing the organization of the annual meeting.

President-Elect: Duties include assisting the President as requested and learning the position of the President for the next year.

Vice President: Duties include serving in place of the President when unable to attend a meeting/function, chair general arrangement committee for the annual session.

Secretary: Duties include recording and drafting meeting minutes and drafting correspondence on behalf of the association.

Treasurer: Duties include maintaining the CDAA's check book, disbursing, receiving and depositing payments and preparing Treasurer's reports for meetings, audit reports as needed and any IRS reports when needed.

The person being nominated must be an ADAA/CDAA full "Active" Member, but does not have to be DANB-certified.

Name: _____

Address: _____

Home: _____ **Work:** _____ **Cell:** _____

Email: _____

Nominated for which CDAA position: _____

Nominee's Qualifications: _____

Name of Person Nominating (can be yourself): _____

Contact Phone Number: _____

Please mail form to:

Lisa Cooper-Smith, CDA
CDAA Secretary/Treasurer
36 Haddam Neck Road
East Hampton, CT 06424