

1 Michigan Dental Association

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3 Delegate and Alternate Delegate Position Description
4 and Time Commitment
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6 This document outlines the role, responsibilities, and time commitments for Delegates and Alternate
7 Delegates to the Michigan Dental Association (MDA) House of Delegates.
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9 **Affiliation and Reporting**

- 10 • **Affiliation:** MDA
11 • **Reports To:** Component Dental Society
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13 **Election and Term of Office**

- 14 • Delegates and alternate delegates are elected by their component dental society.
15 • The MDA term of office is one year, from one annual House meeting to the next. Component dental
16 societies may have their own specified terms.
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18 **Duties and Responsibilities**

19 Delegates and alternates represent their component dental societies, communicating their observations
20 on dental issues and unique needs to the MDA via the House of Delegates and the MDA Board.
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22 **Key Obligations:**

- 23 • Be well-informed on issues facing the dental profession and the MDA.
24 • Serve as a critical communicator between their component constituency and the MDA Board. This
25 includes attending component dental meetings and staying updated with MDA communications to
26 relay information back to the component.
27 • Contribute to preparing future MDA leaders.
28 • Understand the work done by the MDA at state and national levels and how dues are utilized.
29 • Become an ambassador for the Association and the profession by influencing the direction of
30 organized dentistry.
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32 **Specific Responsibilities:**

- 33 1. **Term Awareness:** Understand that the term is for one administrative year (House meeting to House
34 meeting).
35 2. **Meeting Participation:** Attend and participate in House of Delegates meetings during the Annual
36 Session.
37 o Study provided background information in advance.
38 o Actively participate in discussions.
39 o Be strategic about the organization's direction.
40 o Collaborate with your component dental society to submit recommendations to the House.
41 3. **Review Core Documents:** As a new Delegate or Alternate, at a minimum, read the MDA Bylaws and
42 Manual of the House of Delegates.

- 43 4. **Caucus Attendance:** Attend and participate in scheduled component/region caucuses, both before
44 the House meeting and on-site.
- 45 5. **Communication & Engagement:** Honor the obligation to regularly keep up with Speaker and Board
46 communications throughout the year and provide feedback and ideas to the Speaker and/or MDA
47 Board.
- 48 6. **Review Minutes:**
- 49 ○ Review MDA Board minutes when published.
 - 50 ○ Review MDA committee minutes when published.
- 51 7. **Officer & Trustee Awareness:** Be aware of MDA officers and trustees and communicate ideas,
52 suggestions, issues, and concerns with them.
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54 **2026 House of Delegates Meeting Schedule**

55 Meetings will be held at the Amway Grand Plaza Hotel or DeVos Place in Grand Rapids.

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- 57 • **Wednesday, April 29, 2026:**

- 58 ○ **4:30 pm – 6:30 pm:** HOD/Component Leadership Training and "Meet the Candidates" (Pre-
59 registration required) - Amway Grand Plaza Hotel
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- 61 • **Thursday, April 30, 2026 (All times approximate):**

- 62 ○ **8:30 am:** House of Delegates First Meeting - DeVos Place
 - 63 ○ **Following HOD Meeting:** Candidate Forum - DeVos Place
 - 64 ○ **Following Candidate Forum:** Reference Committee Hearing - DeVos Place
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- 66 • **Saturday, May 2, 2026:**

- 67 ○ **8:00 am – 12:00 pm:** Regional Caucuses - Amway Grand Plaza Hotel
 - 68 ○ **1:30 pm – conclusion of business:** House of Delegates Second Meeting - DeVos Place
- 69

70 **Time Commitment**

- 71 • **Reading Delegate Digest:** Approximately 1 hour per Digest. These are emailed after each Board
72 meeting (February, April, June, September, December) and as needed. The Speaker of the House
73 emails these regularly. Reading these is necessary for full participation in debates and to share
74 information with component members.
- 75 • **Reading MDA Board Minutes:** Approximately 1 hour per set of minutes. These are emailed to the
76 House following Board meetings (February/March, April/May, June, September, December).
- 77 • **Reading Committee Minutes:** Approximately 15 minutes per set of minutes. The House will be
78 notified via a Delegate Digest when new information is posted online.
- 79 • **Training Sessions (Speaker of the House):**

 - 80 ○ New delegate/alternate orientation (Zoom), House of Delegates (Zoom), and on-site HOD
81 Leadership Training.
 - 82 ○ Approximately 1 hour per orientation.

- 83 • **Region Pre-Caucus Meeting:** Approximately 2-4 hours, depending on the region, including
84 preparation and attendance.

- 85 • **On-site Region Caucus Meetings:** Saturday, May 2, 2026, 8:00 am – 12:00 pm.
- 86 • **House of Delegates Meetings:**
 - 87 ○ Thursday, April 30, 2026, from 8:30 am to approximately 12:00 pm.
 - 88 ○ Saturday, May 2, 2026, from 1:30 pm until conclusion of business.
- 89 • **Candidate Forum:** Thursday, April 30, 2026. Typically runs for one hour after the close of the House
90 of Delegates meeting.
- 91 • **Reference Committee Hearing:** Thursday, April 30, 2026. Approximately one hour following the
92 Candidate Forum. If assigned to the reference committee, an additional executive session meeting
93 will follow the hearing, requiring availability all afternoon/early evening until the report is finalized.

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95 Delegates and alternates are strongly encouraged to review all materials as they are received.

96 Information for the 2026 House will be posted on the MDA website, with notifications via Delegate
97 Digests.

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