**Component Officer Duties**  

LOUISIANA DENTAL ASSOCIATION

**Information/Communication to LDA:**

# Component Secretary-Treasurer

Note: The LDA contact for each activity is listed in brackets [ ]. Where the contact person is listed next to the sub-heading, the contact is the same for all items under that sub-heading. Refer to calendar for deadlines.

**Membership** [Director of Membership]

All activity related to new members should be certified and reported to the LDA office as soon as possible. Such information might include, but not be limited to the dates when reading of names and voting on new members are to take place, processing of new member applications, processing of transfer applications, etc.

Certify via affidavit (provided by the LDA) the retired status of applicants for retired member classification. In staffed components, this duty is generally handled by the executive director.

Component secretaries are also responsible for the initial processing of applications for grants from the ADA and LDA Relief Funds that originate in their component. This entails: 1) interviewing applicants, 2) ensuring those applications are correctly and completely prepared, and 3) signing the application and forwarding it to the LDA. Secretaries may delegate the first two of these steps, but must be the ones to certify their completion by signing the application personally. More information about this process can be found after the tab labeled “LDA Foundation Assistance to Dentists.”

All formal charges of professional misconduct are initially filed with the Secretary of the charged member’s component association. The Secretary is to refer the charges to the component board, which shall proceed to adjudicate the matter in accordance with Chapter XI of the LDA Bylaws, a copy of which can be found in Members Only section of the LDA web site under the heading “LDA Bylaws.”

## **Records** [Director of Membership]

The names of all new component officers should be reported to the LDA office as soon as possible following their election. If the election and installation of officers occurs at the same time, the names should be reported as soon as possible after nominations have concluded.

A current copy of the component bylaws should be sent to the LDA each time they are updated. If pagination is not affected, it is acceptable to send just the pages that have been amended. The most current copy of your component bylaws that the LDA can be obtained upon request or in the Members Only section of the LDA web site under the heading “Component Bylaws.”

Component secretaries should maintain minutes for all component board, membership and committee meetings. It is not necessary that the secretary actually be the person taking notes and transcribing said minutes, especially for committee meetings. However, he/she shall be responsible for ensuring minutes are produced and safeguarding them.

Component secretaries should also maintain and keep current records of the actions of the Board of Directors and the House of Delegates of the LDA as part of the permanent district records. Copies of the minutes from meetings of the LDA Board and House of Delegates are furnished to participants at the Bowden Leadership Development Conference and are available from the LDA office upon request.

## **House of Delegates** [Executive Director or Director of Membership]

The component secretary must certify all delegates and alternate delegates to the LDA House of Delegates from his/her component at least 60 days prior to the Annual Session, which is typically held in early April in conjunction with the New Orleans Dental Conference/LDA Annual Session. A letter is typically mailed to components in October requesting names of delegates and alternate delegates for the House meeting in the upcoming year. Credentialing of delegates and alternate delegates requires both certification by the component and verification by the LDA office that they are members “in good standing.” Component secretaries may be asked to assist in verifying membership status for this purpose. Components that do not submit the names of delegates and alternate delegates who are members in good standing in a timely manner risk losing some representation in the LDA House of Delegates. See the document “LDA Calendar” for deadlines.

## **Dues Collection** [Director of Membership]

Unless otherwise stipulated by the component, the component secretary-treasurer shall deposit and account for all dues money remitted through the LDA. The LDA generally disburses component dues within the first full week of the month following the month in which the dues were collected. While dues are generally submitted directly to the LDA, that portion of any dues money remitted directly to the component that is earmarked for the LDA, ADA, ADPAC, LADPAC, ALDA, etc. must be remitted to the LDA by no later than March 1. Dues are considered delinquent after March 31.

**Financial** [LDA Secretary-Treasurer & Director of Accounting]

The LDA Board Policy Manual stipulates that each component treasurer should file an annual financial statement with the LDA for his/her component on or before February 1 of each year. While this policy has not been strictly enforced in the past, component treasurers are strongly encouraged to prepare such an annual statement which may be presented upon request by the LDA Board of Directors.

All components with more than $25,000 in annual revenue must file a Form 990 return with the IRS. Components with $25,000 or less in annual revenue may file Form 990-N, Electric Notice, or ePostcard. (Prior to the 2007 tax year, tax-exempt organizations with less than $25,000 annual revenue were generally not required to file a return of any kind.) Returns must be filed by the 15th day of the fifth month following the end of your association’s tax (fiscal) year. (Most component associations probably have a calendar year fiscal year, making the return due May 15.) A letter reminding components of these requirements is typically sent out by the LDA Director of Accounting in December.

**LDA Awards** [Director of Membership]

An LDA officer (usually the president or president-elect) will appear at each component’s installation dinner to perform the ceremony formally installing the new component officers and to distribute certificates recognizing the outgoing president as well as members of that component who have achieved 25 or 50 year milestones of continuous membership in the LDA. A list of the recipients of LDA awards will generally be sent to the component secretary in advance of the meeting, so that he/she may confirm the list’s accuracy, and the component president will be cc’d on this list. Once the list has been confirmed, the LDA will notify the recipients by mail so they may be in attendance to accept the award and that they should RSVP to the component secretary. The secretary (or president) should follow up with phone calls to those members on the list who do not RSVP in a timely manner.