RESPONSIBILITIES OF ADEA COUNCIL OF FACULTY MEMBERS

The primary responsibility of ADEA Council of Faculties Members is to represent the views of the faculty of their home institution. Members should not only represent the views of their college, but also act in the best interest of all dental faculty as well as the best interests of the American Dental Education Association. Council member responsibilities are below.

Members are expected to:

A. Attend the Annual Meeting of the American Dental Education Association.
   - Study the ADEA House of Delegates Manual and be prepared to discuss the resolutions contained in the Manual. The Manual will be provided to you prior to the meeting.
   - When appropriate, poll your college faculty regarding their views on the resolutions to be presented to the ADEA House of Delegates.
   - Attend and participate in the Opening and Closing Sessions of the House of Delegates of the American Dental Education Association.
   - Attend all meetings of the ADEA Council of Faculties at the ADEA Annual Session & Exhibition.
   - Participate in the discussion of resolutions during Council meetings and, if you wish, express your views during the ADEA House of Delegates meeting.
   - Attend and participate in the Reference Committee on Administrative Policy and the Reference Committee on Administrative Affairs hearings.
   - Discuss/participate and vote on issues during ADEA Council of Faculties meetings.
   - Vote for officers of the ADEA Council of Faculties and officers of the ADEA.
   - Report to your college faculty on the activities of the ADEA House of Delegates and the ADEA Council of Faculties.
   - Read and suggest corrections in ADEA Council of Faculties annual meeting minutes.
   - Serve on ADEA Council of Faculties committees.
   - If you cannot attend the meeting, identify a member of your faculty to represent you at the meeting.

B. Attend the Interim Meeting of the ADEA Council of Faculties.
   - Study and be prepared to discuss any materials provided to you prior to the meeting.
   - When appropriate, poll your college faculty regarding their views on issues to be discussed at the meeting.
   - Attend all sessions.
   - Initiate discussion of issues and ideas.
   - Participate in the discussion of all issues or business presented at the meeting.
   - Vote on issues during the meetings.
   - Report to your college faculty on the activities of the ADEA Council of Faculties.
   - Read and suggest corrections in ADEA Council of Faculties Fall Meeting minutes.
• Consider running for Member-at-Large on the Council.
• If you cannot attend the meeting, identify a member of your faculty to represent you at the meeting.

C. **Recruit Members to the American Dental Education Association.**

• Annually provide college faculty with information on the benefits of being a member of the organization.
• Present membership information to all new faculty hired by the college and encourage them to join the organization.
• Annually encourage dental students and faculty to join ADEA.
• Interact and encourage your school’s ADEA Council of Students, Residents and Fellows representative.