



American Dental Education Association
Council of Students, Residents and Fellows (ADEA COSRF)
Membership Handbook

Table of Contents

Overview of the American Dental Education Association (ADEA)	2
ADEA Mission	2
ADEA Strategic Goals and Objectives 2024-2027	2
ADEA COSRF Mission	3
ADEA COSRF Function.....	3
ADEA COSRF Objectives.....	3
Who Can Become a Member?.....	3
Member Services and Benefits	4
ADEA Governance: Orientation for Members	4
Introduction	4
ADEA House of Delegates (ADEA HOD).....	4
Reference Committees	5
Resolutions	5
ADEA COSRF Delegates	7
ADEA COSRF Meetings	8
ADEA Annual Session & Exhibition.....	8
ADEA COSRF Interim Meeting.....	8
ADEA Joint Council Administrative Boards Meeting.....	8
Delegate-level Leadership Opportunities	9
ADEA COSRF Administrative Board	9
ADEA COSRF District Commissioners	11
Hospital-based/Non-hospital-based Delegates.....	11
Allied Dental Program Delegates.....	11
Other Leadership Opportunities	11
ADEA Annual Session Program Committee (ADEA ASPC) Student Representative	12
Allied Dental Education Liaison.....	12
Chapter Liaison.....	12
Diversity, Equity, Inclusion and Belonging Liaison.....	12
Pre-dental Liaison	13
Sections Liaison	13
ADEA Associated American Dental Schools Application Service (ADEA AADSAS®) Task Force Student Representative	13
ADEA/ASDA Representative on the Commission on Dental Accreditation (CODA).....	13
ADEA Postdoctoral Application Support Service (ADEA PASS®) Task Force Student Representative	13
ADEA COSRF May Leadership Orientation	14
ADEA Chapters for Students, Residents and Fellows	14
ADEA COSRF Chapter Awards	14
Appendix	15

Overview of the American Dental Education Association (ADEA)

Welcome to the American Dental Education Association (ADEA). Student members can participate in many activities. This handbook is designed to help you understand ADEA and the ADEA Council of Students, Residents and Fellows (ADEA COSRF); learn about the benefits of student membership; and help recruit students, residents and fellows.

ADEA Mission

To develop an inclusive, future-ready oral health workforce prepared to improve the health of all people and communities through leadership, education and collaboration.

The Association's core values are:

1. **Promoting and improving excellence in all aspects of dental education.** The Association values the development of faculty, staff and administrators as key to improving dental education.
2. **Building partnerships in support of and advocating for the needs of dental education.** The Association values partnerships with those who share an interest in improving dental education by ensuring a sufficient flow of resources and favorable policy options.
3. **Serving the individual needs of members and institutions.** The Association values providing a broad range of services for the benefit of both individuals and institutions.
4. **Encouraging communication and sharing of information among the Association's members.** The Association values intelligent, candid and efficient communication among Association members, individuals and academic dental institutions.
5. **Expanding the diversity of dental education.** The Association values diversity and believes that those who populate dental education—students, residents, fellows, faculty, staff, administrators and patients—should reflect the diversity of our society.
6. **Recognizing the needs of those the Association serves.** The Association values responsiveness to the needs of students, residents, fellows, alumni, patients and all other constituents.
7. **Promoting oral health.** The Association values oral health care as being integral to the general health and well-being of individuals and society.

ADEA Strategic Goals and Objectives 2024-2027

1. **Heighten Knowledge and Awareness of Pathways to the Oral Health Professions**
 - 1.1. Increase interest in oral health careers.
 - 1.2. Deepen collaborations with organizations and community partners.
 - 1.3. Strengthen student pathways into academic and research careers.
2. **Attract and Prepare the Next Cadre of Faculty, Staff and Leaders for Oral Health Education**
 - 2.1. Foster an inclusive culture within the education community that supports the recruitment and retention of faculty and staff.
 - 2.2. Facilitate the professional development of faculty and staff across all career stages.
 - 2.3. Promote broad, inclusive leadership and succession planning across the continuum of oral health education.
3. **Re-envision the Model for Oral Health Education**
 - 3.1. Drive innovation, scholarship and change in oral health education.

- 3.2. Support members in preparing future-ready graduates committed to providing access to high-quality oral health care.
- 3.3. Promote models of oral health education that increase affordability and sustainability.
4. **Position ADEA to Support its Mission and Members**
 - 4.1. Invest in the people, systems and infrastructure needed to effectively fulfill ADEA's mission.
 - 4.2. Serve as a trusted leader, recognized voice and valued partner on oral health education.
 - 4.3. Support a culture of innovation, excellence and engagement throughout the association.

ADEA COSRF Mission

The mission of the ADEA COSRF is to serve as the international voice and advocate for all students, residents and fellows in the dental education community by addressing the issues that shape the present and future of dental education.

ADEA COSRF Function

It is the function of the ADEA COSRF to serve as the voice and advocate for all predoctoral and allied oral health students, residents and fellows at dental schools and allied dental programs in the United States and Canada, as well as to provide a forum for them to communicate with other students, residents, fellows, faculty and administrators. Additionally, the ADEA COSRF offers a chance for student leaders to develop their skills. All student members will learn more about dental education and careers in dental education.

ADEA COSRF Objectives

Each ADEA Council sets objectives for its constituency. Those of the ADEA COSRF are:

- To facilitate meaningful contributions from students, residents and fellows within ADEA and the field of oral health education.
- To advance oral health education by encouraging student input and active participation in the Association's activities.
- To inspire students, residents and fellows to assume roles in oral health education and research.
- To support and promote the implementation of ADEA policies within member institutions.
- To collaborate with other student dental organizations to encourage the involvement of students, residents and fellows in advancing oral health education.

Who Can Become a Member?

All oral health students, residents and fellows enrolled in an advanced, allied, or predoctoral dental education program at an ADEA Member Institution are eligible for student membership. Student members can also join ADEA Sections and ADEA Special Interest Groups. Students must hold a membership to serve in the ADEA COSRF. Membership is free for students enrolled at ADEA Member Institutions.

Member Services and Benefits

ADEA offers the following member services and benefits:

- **Information about ADEA awards, scholarships and fellowships** (Save time and effort accessing these financial opportunities.)
- **Professional development and leadership development opportunities** (Get ahead of the curve with information that could significantly advance your career.)
- **Annual subscription to the *Journal of Dental Education (JDE)*** (This includes an online, fully searchable database of *JDE* abstracts and articles—plus access over 900 other related online journals!)
- **Access to MedEdPORTAL®**
- **Annual subscription to the *Bulletin of Dental Education*** (Stay in the loop on current events in dental education.)
- **Make the right contacts and share information through any of the 50+ ADEA Sections and Special Interest Groups—at no additional cost.** (These groups provide members with the opportunity to learn more about specialty areas and to meet others through groups of mutual interest.)
- **ADEA Connect** (Network with over 15,000 members who are committed to advancing oral health education.)
- **Member discounts** (Save money on the cost of attending ADEA events.)
- **Opportunity to present ideas at the ADEA Student Poster Session** (Get your work noticed by peers and leaders in dental education.)
- **Advocacy and legislation on Capitol Hill** (Help grow opportunities in dental education and help preserve the advances that have been made.)

ADEA Governance: Orientation for Members

Introduction

Details about ADEA's structure and policy-making procedures are available in the ADEA Bylaws, which are published annually on the [ADEA Governance web page](#).

ADEA House of Delegates (ADEA HOD)

The ADEA HOD is the Association's governing and legislative body. It convenes twice at the ADEA Annual Session & Exhibition. The ADEA HOD is comprised of the ADEA Board of Directors and members from the seven ADEA governing councils.

Powers and Duties

The ADEA HOD has the following powers and duties:

1. To enact and, where appropriate, enforce policies of the Association;
2. To approve all resolutions, opinions and memorials in the name of the Association;
3. To elect active, provisional and honorary members;
4. To approve changes in the ADEA Bylaws, ADEA Policy Statements and ADEA Position Papers;
5. To approve new ADEA Sections;
6. To approve the Association's operating budgets;

7. To establish branch offices of the Association or change the location of the ADEA Central Office;
8. To elect the Chair-elect of the Association;
9. To elect nominees for representation in other organizations when so requested; and
10. To serve as an advocate on behalf of all Association policies and positions.

Reference Committees

Purpose of Reference Committees

Before each ADEA Annual Session & Exhibition, the ADEA Board of Directors appoints two Reference Committees: the ADEA Reference Committee on Association Administrative Affairs and the ADEA Reference Committee on Association Policy. Most resolutions to be considered by the ADEA HOD are referred to one of these committees. Resolutions dealing with administrative, procedural and business affairs of the Association are referred to the Reference Committee on Association Administrative Affairs. Resolutions dealing with the policies and public positions of ADEA are referred to the Reference Committee on Association Policy.

The Reference Committees hold hearings at the ADEA Annual Session & Exhibition, at which all individual members have an opportunity to discuss and debate the resolutions before they are considered by delegates at the Closing Session of the ADEA HOD. After their hearings, the Reference Committees write reports recommending specific actions on each resolution, and the reports are presented at the Closing Session.

Reference Committee Hearings

Hearings are open to all individual members and other ADEA Annual Session & Exhibition participants. Only ADEA members may speak; however, Reference Committee Chairs have the authority to determine whether a non-member may speak.

At their hearings, each Reference Committee provides an opportunity for discussion on each resolution referred to it. A Reference Committee must recommend action to the ADEA HOD on each resolution, even if there is no discussion at the hearing. However, if there is no discussion, a Reference Committee need not necessarily recommend approval of a resolution; it can recommend another action. Reference Committees have considerable authority; they may propose the adoption of a resolution, or they may recommend amendment, postponement or rejection. Each Reference Committee prepares a report at the end of its hearing, which will be given at the Closing Session of the ADEA HOD. Each Reference Committee must, in its report, explain its recommendations briefly, noting the reasons for agreement or disagreement with the original recommendations.

A Reference Committee Chair cannot permit motions or votes at hearings because Reference Committees are intended only to receive information and opinions. Further, a Chair may not debate points, either at the hearing or the Closing Session of the ADEA HOD.

Resolutions

Resolutions are the vehicles by which the Association's policies and administrative procedures are established, amended or deleted. Resolutions are powerful tools for expressing strong positions and driving change within ADEA. Whether you're proposing a new policy, seeking to modify existing guidelines or emphasizing a critical issue, every resolution begins with a vision

for a more responsive and effective organization. This section outlines the process, from the initial idea thorough research to the drafting of a concise, well-formatted proposal that includes necessary cost impact statements, ensuring that each resolution maintains the credibility and purpose of ADEA COSRF. Whether developed at the Administrative Board level or through collaboration at national meetings, resolutions provide a structured pathway for students, residents and fellows to influence the future of oral health education. See the Sample ADEA Resolution in the Appendix for reference, which exemplifies the format of an ADEA resolution. Also visit the [ADEA HOD Resolutions](#) web page for a 3-minute video on how to write a resolution.

Developing a Resolution

For the sake of completeness, it is important to note that resolutions may sometimes be introduced to convey a message rather than seek acceptance. This approach is typically used to emphasize a strong stance on an issue and should be reserved for significant matters to ensure that ADEA COSRF maintains its credibility and avoids the perception of introducing frivolous resolutions.

Researching Issues

Most resolutions presented by the ADEA COSRF are first developed at the Administrative Board level; a few are developed at national meetings, in collaboration with District Commissioners and ADEA Chapter leaders. However, all resolutions begin with someone's vision of a better and more responsive organization. If you are unsure whether an issue is of concern to students, residents or fellows across the oral health landscape, consider conducting a survey to gather insights and explore different perspectives on the issue.

If you are unsure whether your proposal would receive national support, consult with the Administrative Board members, District Commissioners and ADEA's professional staff. They can help determine if other students, residents, fellows or ADEA Councils have raised similar concerns. Additionally, they can assist you in formulating a background statement and formatting your proposal as a resolution.

Remember, the educational process (and factors that impact it) is not static. There will always be a need to respond to new developments, research and concerns. The ADEA Councils can affect the policy of ADEA.

Format and Wording

Resolutions must follow a specific format. Try to make the language of the resolution as concise and clear in its intent as possible. Do not hold up an important idea just because it is not fully developed. Help with wording is available from the Administrative Board and the professional staff at ADEA.

To begin with, a succinct background statement should precede each resolution instead of the "Whereas" clauses commonly used by many organizations. This statement (a short paragraph) contains the reason you feel this resolution is necessary and any pertinent background information followed by, "The ADEA COSRF asks the ADEA Board of Directors to approve this resolution and forward it to the ADEA HOD."

Those resolutions that are designed to add to or modify ADEA Policy Statements, ADEA Position Papers or ADEA Bylaws must specify exactly how those documents would be affected.

If the resolution is presented at the Opening Session of the ADEA HOD, the same format and wording described above apply, but the request to the ADEA HOD would be, "The ADEA COSRF asks the ADEA HOD to approve the following resolution."

Cost Impact Statement

Be aware that cost impact statements must accompany resolutions whose passage would require unusual expenditures of Association funds. The assistance of the ADEA professional staff will be required to estimate the total cost and define the period of expenditure. For example, a resolution requesting surveys would require a cost impact statement that takes into consideration increased staff time, online survey development and execution, as well as any costs involved in the statistical analysis of the data collected.

The ADEA HOD will not consider a resolution whose approval would lead to additional expenditure and is presented without a cost impact statement.

Introduction of a Resolution

Ideally, students should confer with the COSRF Administrative Board when considering a resolution and work with Administrative Board members to craft the resolution.

Any individual member may submit a resolution to the Board of Directors by Dec.1, prior to the next ADEA Annual Session & Exhibition, which, in its discretion, may or may not choose to forward the resolution for further consideration by the ADEA HOD.

Resolutions not brought before the last Board of Directors meeting prior to the ADEA Annual Session & Exhibition may be introduced at the Opening of the ADEA HOD and must be presented by a Delegate.

If an ADEA Council develops a resolution after the Opening Session, the resolution cannot be considered by the ADEA HOD until the following year. However, the resolution can be sent immediately after the ADEA Annual Session & Exhibition to the ADEA President and CEO who then presents it to the ADEA Board of Directors for consideration before the next ADEA Annual Session & Exhibition.

At its discretion, the ADEA Board of Directors may submit resolutions to an appropriate Association component group for advice before forwarding the resolution to the ADEA HOD.

ADEA COSRF Delegates

Function

The ADEA HOD is composed of delegates from all ADEA Councils.

As a voting member of the ADEA HOD, the ADEA COSRF delegate represents the student, resident and fellow voice in deciding issues concerning dental education. This is an extremely important position, and it is unique among any other student dental organizations. When you go to the ADEA HOD, you are deciding issues for dental education on the same level as other ADEA Council delegates.

Breakdown of Delegates

ADEA COSRF is represented by 26 delegates in the ADEA HOD. The breakdown is as follows:

- Administrative Boards—4 delegates: Chair, Vice Chair, Secretary and Member-at-Large.
- District Commissioners—12 delegates: One delegate for each of the 12 districts.
- Allied Dental Students—6 delegates: Students representing Dental Hygiene, Dental Assisting and/or Dental Laboratory Technology programs.
- Residents and Fellows—4 delegates: Advanced education students representing hospital Based and/or Non-Hospital Based programs.

ADEA COSRF Meetings

ADEA Annual Session & Exhibition

ADEA hosts its general meeting, the Annual Session & Exhibition, each year—typically in March—with proceedings later summarized in the July issue of the *Journal of Dental Education (JDE)*. As a student representative on ADEA COSRF, reviewing the *JDE* can provide valuable insights and context for the discussions at both the COSRF Interim Meeting and the ADEA Annual Session & Exhibition.

Council Business

ADEA COSRF business meetings are held during the ADEA Annual Session & Exhibition. During these meetings, resolutions are introduced and discussed, reports of the Board Director, Administrative Board and each region are given and elections are held.

The newly elected Administrative Board of the ADEA COSRF meets with the outgoing Administrative Board members prior to the Closing Session of the ADEA HOD.

Council Programs

The ADEA COSRF has developed programs, in past years, that focus on topics of interest to students, residents and fellows. Extensive development is involved, requiring a full year of planning and preparation but provides a favorable high-profile for the ADEA COSRF. Guidelines and deadlines for program submissions for the next ADEA Annual Session & Exhibition are available on the [ADEA website](#) at the beginning of the current conference.

ADEA COSRF Interim Meeting

This meeting is held in conjunction with other ADEA Council meetings at the ADEA Fall Meetings in October. This meeting tends to be highly interactive, with numerous joint sessions with the other ADEA Councils in addition to ADEA COSRF programming. COSRF leaders and members spend considerable time during this meeting sharing information to develop and grow ADEA Chapters for Students, Residents and Fellows.

ADEA Joint Council Administrative Boards Meeting

The Administrative Board meets in Washington, DC, in January. This meeting is held in a joint session with the other ADEA Council Administrative Boards and the ADEA Board of Directors. Expenses for attending the meeting are provided by the Association. During the meeting, ADEA COSRF business is discussed, the Board Director provides updates on ADEA Board of Directors activities, planning for the ADEA Annual Session & Exhibition is finalized and projects are developed and tracked for progress. The meetings are intense, and informal discussions late into the evening are common.

Delegate-level Leadership Opportunities

ADEA COSRF Administrative Board

The Administrative Board consists of five positions, all of which are open for election during the ADEA Annual Session & Exhibition. Any ADEA member is eligible to hold a board position. Before each ADEA Annual Session & Exhibition, the Vice-Chair and two Council members who are not on the Administrative Board nominate one or more individuals for the roles of Member-at-Large, Secretary, Vice-Chair, Chair and Board Director. Additional nominations can be made from the floor during COSRF business meetings at the ADEA Annual Session & Exhibition. Both nominators and nominees must be ADEA members.

Qualifications and Position Descriptions

ADEA Board Director for Students, Residents and Fellows—Nominees are preferred to have at least one year of experience on the Administrative Board. This position can be held for up to three years by the same person. This person serves both as an ex-officio member of the ADEA COSRF and a member of the ADEA Board of Directors as the student representative. There is extensive time commitment for this position, including personal time (phone calls, correspondence, mailings, etc.) and time away from school (up to three weeks a year to attend meetings in addition to the Fall Meeting and ADEA Annual Session & Exhibition).

Chair of the ADEA COSRF Administrative Board—Nominees are preferred to have at least one year of experience on the Administrative Board. This position can only be held for one year.

The Chair is responsible for coordinating all activities of the ADEA COSRF. In terms of time commitment, this position involves serving as liaison between the Board Director and the ADEA COSRF, planning and coordinating the schedule of meetings and activities for the ADEA COSRF during the ADEA Annual Session & Exhibition and the ADEA COSRF Interim Meeting and maintaining communication among the Board members. Including the Fall Meetings and ADEA Annual Session & Exhibition, time away from school to attend meetings can be up to three weeks a year.

Vice Chair of the ADEA COSRF Administrative Board—Nominees are preferred to have at least one year of experience on the Administrative Board. This position can only be held for one year.

The Vice Chair is responsible for assisting the Chair in fulfilling responsibilities for the ADEA COSRF and serves in the position of Chair in the absence of the Chair. The Vice Chair is also responsible for coordinating and conducting elections during the ADEA Annual Session & Exhibition. There is considerable time commitment for this position, as determined by the Chair and ADEA COSRF. Including the Fall Meetings and ADEA Annual Session & Exhibition, time away from school to attend meetings can be up to two weeks a year.

Secretary of the ADEA COSRF Administrative Board—Nominees are not required to have previous experience on the Administrative Board. This position can only be held for one year.

This person is responsible for all written information for the ADEA COSRF, including minutes during Administrative Board meetings, correspondence with other organizations, monthly written announcements, social media management, reminders, articles for the *Bulletin of*

Dental Education, etc. In addition, the Secretary works with the ADEA COSRF Staff Liaison to ensure that ADEA COSRF online resources found on the ADEA website and the ADEA COSRF website are updated and accurate. There is considerable time commitment for this position in terms of maintaining active correspondence for the ADEA COSRF. The Secretary is also responsible for the ADEA COSRF Newsletter. Including the Fall Meetings and ADEA Annual Session & Exhibition, time away from school to attend meetings can be up to two weeks a year.

Member-at-Large of the ADEA COSRF Administrative Board—Nominees are not required to have previous experience on the Administrative Board. However, prior District Commissioner experience is strongly recommended, as the Member-at-Large is in charge of the District Commissioners. This position can only be held for one year.

This person is responsible for communication between the Administrative Board and the District Commissioners. This position is especially important before the ADEA COSRF Interim Meeting and the ADEA Annual Session & Exhibition, as the Member-at-Large assimilates district reports for the meetings. Time commitment for this position mainly requires good communication throughout the year with all District Commissioners and the Administrative Board. The Member-at-Large also serves as a member of the Junior Faculty Award selection committee. Including the Fall Meetings and ADEA Annual Session & Exhibition, time away from school to attend meetings can be up to two weeks a year.

Note: The biggest concern for the Administrative Board is consistency. In the interest of having consistency on the Board, students, residents and fellows are encouraged to hold positions on the Board that will allow for the greatest amount of time that can be served. For example, first-year students are encouraged to apply for positions of Member-at-Large and Secretary so they can possibly move up and hold other positions while they are in school and possibly in graduate programs.

Administrative Board Election Procedures

Succession is not automatic for the ADEA COSRF Administrative Board positions. Elections are held every year. Nominations will be taken in advance of the ADEA Annual Session & Exhibition until Jan. 31. Nominees must submit the candidate information form to the Vice Chair by the deadline of Jan. 31. Candidates for elected positions (Board Director, Chair, Vice Chair, Secretary and Member-at-Large) will be given an opportunity to speak in front of the Council before elections. All candidates must submit one PowerPoint slide with their application that includes information from their candidate information form. Speaking time will be limited to three minutes for Vice Chair, Secretary and Member-at-Large and five minutes for Chair and Board Director.

Voting will take place following the speeches. Each school in attendance at that time will have one equal vote to be placed on a written ballot and collected and counted by the ADEA COSRF Staff Liaison. In the event of a tie, the ADEA COSRF will follow parliamentary procedure to decide the tie vote (*American Institute of Parliamentarians Standard Code of Parliamentary Procedure*, 2nd Edition, 2023). Accordingly, members will recast votes as described above until a majority vote is decided. Another method can be used but must be approved by the Chair of the Board or the presiding officer as designated.

ADEA COSRF District Commissioners

There are 12 delegate positions for 12 districts. Elections are held during the ADEA Annual Session & Exhibition and are coordinated and run by the Vice Chair. Each position is open for election annually. Nominations come from the district in which the delegate is located (e.g., District 1 delegate must attend a school in District 1) and can only be made by ADEA members. Nominees must be ADEA members. Any member can hold a District Commissioner position within their given district.

The District Commissioners are responsible for serving as the liaison to the Administrative Board for students, residents and fellows at schools in their district, making sure that they know about meetings and issues concerning the ADEA COSRF. Additionally, and central to the position, they mentor new ADEA Chapters as they form and grow. The District Commissioners are delegates in the ADEA HOD. It is strongly recommended that the District Commissioner attend both the fall and annual meetings.

Hospital-based/Non-hospital-based Delegates

There are four delegate positions available for advanced dental education students in these programs. All elections are held during the ADEA Annual Session & Exhibition among qualified applicants from these groups. Each position is open for election annually. Nominations come from the floor and can only be made by ADEA members. Nominees must be ADEA members.

Allied Dental Program Delegates

There are six delegate positions available for dental hygiene, dental assisting and dental laboratory students. Each allied group is allowed two delegates. All elections are held during the ADEA Annual Session & Exhibition among qualified students, residents and fellows from these groups. Each position is open for election annually. Nominations come from the floor and can only be made by ADEA members. Nominees must be ADEA members.

Other Leadership Opportunities

In addition to the Administrative Board and District Commissioner roles, there are leadership opportunities available through liaison and representative positions. These roles are appointed by the Administrative Board and play a vital role in advancing the mission and initiatives of the organization.

Liaison positions are established to support specific areas of focus and are appointed for a one-year term. However, the positions themselves remain active for a four-year cycle. Every four years, the incoming Administrative Board determines which liaison positions will continue, be retired, or be newly created for the next cycle.

Representative positions, on the other hand, are appointed to ADEA committees to ensure the student voice is represented in various aspects of the organization's work. These representatives serve as key advocates for student perspectives in decision-making processes.

The leadership positions outlined below reflect both past and potential future opportunities. The Administrative Board retains the authority to create new liaison or representative positions

beyond those listed here. For the most up-to-date information on active roles, please contact the Secretary of the Board or the ADEA COSRF Staff Liaison.

ADEA Annual Session Program Committee (ADEA ASPC) Student Representative

The ADEA Annual Session Program Committee (ADEA ASPC) Student Representative helps plan the ADEA Annual Session & Exhibition. The Representative is required to attend two planning meetings with the ADEA ASPC Representatives from other ADEA Councils and give input on what students, residents and fellows would like to see at the ADEA Annual Session & Exhibition. It is important for the Representative to promote the ADEA Annual Session to the students, residents and fellows and collect feedback from ADEA COSRF to improve future meetings.

Applicants for this position need to submit an information form and are selected by the newly elected Administrative Board through an interview process.

Advocacy and Government Relations (AGR) Liaison

The ADEA COSRF Liaison for AGR is responsible for familiarizing themselves with the legislative issues that relate to dental education. Applicants for this position need to submit an information form and are selected by the newly elected Administrative Board through an interview process. The selected applicant should plan to attend the ADEA Advocacy Day on Capitol Hill held in the spring following their appointment and will submit a written report for the COSRF newsletter(s).

Note: Applicants for the positions of ADEA ASPC Student Representative and COSRF Liaison for AGR should choose only one of these positions for which they would like to be considered by the new Admin Board.

Allied Dental Education Liaison

The Allied Dental Education Liaison is responsible for recruiting and engaging allied dental students in ADEA COSRF initiatives. This role includes raising awareness about allied dental professions within dental education, providing updates to allied dental programs on national events and supporting local ADEA COSRF Chapters. The liaison should attend the ADEA COSRF May Leadership Orientation, the ADEA Fall Program and the ADEA Annual Session & Exhibition.

Chapter Liaison

The Chapter Liaison acts as a key contact for registered ADEA Chapters, collaborating with District Commissioners to increase engagement and direct Chapter leaders to ADEA resources and events. This position focuses on enhancing communication and growing the number of registered Chapters. The liaison should attend the ADEA virtual onboarding session, the ADEA Fall Program and the ADEA Annual Session & Exhibition.

Diversity, Equity, Inclusion and Belonging Liaison

The Diversity, Equity, Inclusion and Belonging (DEIB) Liaison works to advance DEIB initiatives within dental academia. This role includes assisting with the Student Leaders for Social Change (SLSC) program, serving on the ADEA Data Portal Workgroup, and supporting DEIB efforts at

the ADEA Annual Session & Exhibition. The liaison should attend the ADEA COSRF May Leadership Orientation, the ADEA Fall Program and the ADEA Annual Session & Exhibition.

Pre-dental Liaison

The Pre-dental Liaison promotes ADEA GoDental initiatives and fosters collaboration between ADEA Chapters and pre-dental organizations. This position encourages pre-dental engagement and participation in ADEA programs. The liaison should attend the ADEA COSRF May Leadership Orientation, the ADEA Fall Program and the ADEA Annual Session & Exhibition.

Sections Liaison

The Sections Liaison works to connect students with ADEA Sections and Special Interest Groups (SIGs) within the Council of Sections. This role involves creating an action plan to engage students, distributing information about ADEA Sections through social media and encouraging student participation via ADEA Connect. The liaison collaborates with the ADEA COSRF Secretary to promote opportunities and should attend the ADEA COSRF May Leadership Orientation, the ADEA Fall Program and the ADEA Annual Session & Exhibition.

ADEA Associated American Dental Schools Application Service (ADEA AADSAS®) Task Force Student Representative

The ADEA AADSAS Task Force student representative offers a student perspective on the predoctoral application service. The goal of the ADEA AADSAS Task Force is to ensure that the ADEA AADSAS application process meets the needs of applicants, health professions' advisors and dental school admissions officers. Responsibilities include participation in conference calls and attendance at the ADEA AADSAS Task Force Meeting during the ADEA Sections on Admissions Officers and Student Affairs and Financial Aid (ADEA AFASA) Meeting and at the ADEA Annual Session & Exhibition. All interested individuals must apply through the online ADEA Call for Nominations for Appointments, which is released in the summer.

ADEA/ASDA Representative on the Commission on Dental Accreditation (CODA)

The ADEA/ASDA representative on CODA is a two-year position that alternates between ADEA and the American Student Dental Association (ASDA). ADEA has selected the current Student Commissioner, and the next Student Commissioner will be selected by ASDA to serve the two-year term, 2025-2027. ADEA will select the representative for the subsequent two-year term, 2027-2029. The term begins at the conclusion of the corresponding American Dental Association (ADA) Annual Session and end at the conclusion of the ADA Annual Session two years later. All interested individuals must apply through the online ADEA Call for Nominations for Appointments. The online application will be available at the ADEA website, [adea.org](https://www.aede.org), in the summer of the year before the appointment. An email reminder will be sent to the ADEA COSRF email list.

ADEA Postdoctoral Application Support Service (ADEA PASS®) Task Force Student Representative

The ADEA PASS Task Force student representative helps to bridge the gap between students, schools and the ADEA PASS administration. Serving on the ADEA PASS Task Force is a way to ensure that students' perspectives are being heard. The goal of the ADEA PASS Task Force is

to make ADEA PASS easy to use and a place where students can feel they are being represented to graduate programs in the best possible way. Responsibilities include conference calls and meetings at the ADEA Annual Session & Exhibition. All interested individuals must apply through the online ADEA Call for Nominations for Appointments, which is opened in the summer.

ADEA COSRF May Leadership Orientation

All newly elected ADEA COSRF leaders (Administrative Board members, District Commissioners, and Liaisons) are required to attend the ADEA COSRF Leadership Orientation that takes place in May. The orientation takes place at ADEA headquarters in Washington, DC, and is an opportunity for COSRF leaders to learn about the operational and programmatic functions. During this two-day session, District Commissioners and Liaisons will formulate goals to accomplish during their tenure and establish a timeline for their individual and collective work. ADEA covers the cost of attendance for this meeting, including travel and hotel.

ADEA Chapters for Students, Residents and Fellows

The primary goal of ADEA Chapters is to promote knowledge of and interest in academic careers. ADEA Chapters are stand-alone entities located at ADEA member institutions with membership comprised of students, residents and fellows. ADEA Chapter members must be ADEA members. The [ADEA Chapter Toolkit for Students, Residents and Fellows](#) is an online resource that provides guidance for chapter development and sharing of resources among chapters. The toolkit includes templates and useful information that relate to chapter organization and leadership, fundraising, community outreach, events and activities to promote interest in academic careers and chapter registration.

ADEA COSRF Chapter Awards

ADEA chapters vary in their stages of development and levels of participation across different institutions. The purpose of the chapter awards is to recognize and honor outstanding efforts at the local level. There are two award categories: Chapter-level Designations and Distinguished Chapter Awards.

Chapter-level designations (Bronze, Silver, and Gold) recognize chapters based on their efforts to establish and promote ADEA Chapters for Students, Residents, and Fellows at ADEA Member Institutions. These awards highlight initiatives that increase awareness of and interest in dental academic careers.

Distinguished Chapter Awards (Vision, Innovation, Chapter Growth, Achievement and Best Overall) honor chapters that go above and beyond in advancing oral health education. These awards recognize outstanding contributions in fostering innovative ideas, enhancing student engagement and participation, improving the quality of events and making a significant impact on oral health and education.

Appendix

Sample ADEA Resolution

The following fictitious statement and resolution exemplifies the format of an ADEA resolution.

Sample ADEA Resolution
ADEA Board of Directors Quorum

The present American Dental Education Association Bylaws provide that a majority of the members of the ADEA Board of Directors constitutes a quorum for the transaction of business. It is believed that the quorum requirements should be increased because it is presently possible for only six individuals to make important decisions affecting the Association. The following resolution is therefore presented for consideration.

Resolved, that the quorum requirement for the ADEA Board of Directors be increased from a majority of the members to two-thirds of the members; and be it further

Resolved, that the bylaws Chapter IV (ADEA Board of Directors), Section E (Quorum), which reads:

Section E. Quorum, A majority of the members constitutes a quorum for the transaction of business at regular or special sessions.

Be amended to read:

Section E. Quorum. Two-thirds of the members constitute a quorum for the transaction of business at regular or special sessions.