



RESPONSIBILITIES OF HPDA COMMITTEE MEMBERS

- To attempt to attend all meetings of the committee of which they are a member.
- To declare conflicts of interest should they have proprietary, financial or other interests of any nature in products, services and/or companies. Any declared conflict of interest may require the member to be absent from a discussion.
- To review the current CBL and P&P on the HPDA website.
- To participate in committee work as members of committees.

Committees of the HPDA

- The **Nominations Committee** shall consist of the Treasurer as Chair and a minimum of three other members. The duties shall be to review applications for and fill vacant Executive positions, to conduct all elections and to nominate committee chairs for approval by the Line Officers.
- The **Membership Committee** shall consist of a Chair and a minimum of three members. The duties shall be to promote and build the membership of the Association, to receive recommendations for all classes of membership and make appropriate recommendations to the HPDA Executive.
- The **Education Committee** shall consist of a minimum of three members, and chaired by the Vice President. This committee will select the speakers for the following year. The committee will meet at least once in the fall and finalize the event calendar by the first spring executive meeting. The Chair will consult the committee on additions and revisions to the event calendar.
- The **Mediations Committee** shall consist of the Immediate Past President as Chair. The Chair will choose at least one additional member, typically another Past President. The committee will mediate matters between patients and dentists that have been referred by the ODA through their mediation program. The duties shall be as stated in the ODA Mediations Manual. The chair shall report details of mediations to the executive with the strictest of confidentiality.
- The **Honours and Awards Committee** shall consist of a Past President as Chair and a minimum of three members, one of whom shall be the Immediate Past President. This committee will seek nominations for HPDA and ODA awards. They will submit nominations for ODA Awards to the ODA's Honours and Awards Committee before the application deadlines. They will plan how award recipients, past presidents and ODA years of service recipients will be honoured.
- The **Oral Health Committee** shall consist of a Chair and a minimum of two members. This committee will be responsible for planning events for April's Oral Health Month as well as community service initiatives throughout the year. This committee may include some of the duties and responsibilities outlined in the Government Relations Committee.



- The **Sponsorship Committee** will consist of at least three members. All Line Officers will be on this committee. This committee is responsible for obtaining sponsors for HPDA events and ensuring sponsor expectations are met.
- The **Constitution and By-laws Committee** will consist of a Chair and the President. This committee is responsible for updating the Constitution and Bylaws and Policies and Procedures documents when necessary and ensuring proper accordance. It should also ensure the updated CBL and P&P are posted on the HPDA website.
- The **Communications Committee** will consist of a Chair and a minimum of one to a maximum of three other members. This committee will send press releases to the media regarding selected events and submit post event articles to the Ontario Dentist journal when appropriate. This committee will create the calendar, and monitor and update the website and social media. This committee will ensure photographs are taken at all events. This committee will ensure all events are promoted through the ODA, HPDA, website and social media.
- The **Gala Committee** will consist of a minimum of three members to a maximum of six members. This committee will plan and participate in the Gala to ensure a successful event.
- The **Social Committee** will consist of a Chair and at least one other committee member. The committee will plan social events and determine the fee per guest.
- The **Government Relations Committee** will consist of a Chair and a minimum of one other member. This committee will ensure each MPP in Halton and Peel Regions is represented by a Political Contact Dentist. This committee will ensure HPDA is represented at the Political Action Conferences. This committee will work with government leaders and public health to advocate for the public and the profession.
- The **HPDA Charity Committee** will consist of a Chair and at least two members. The committee will select the charity and the funding target annually, and have both the executive and general membership separately vote and approve the recommendations from the committee. The committee will liaise with the approved charity, promote them, encourage donations and promote their events.
- The **HPDA Ethics Committee** will consist of a Chair and at least two members. The Secretary shall be the chair of the committee, and the remaining line officers will make up the committee. The committee shall promote and educate on ethical behaviour by dentists in the Halton and Peel Regions in conjunction with the ODA and the RCDSO.