

## Director Selection Process

Revised 3.17.22

### ABO Mission

The mission of The American Board of Orthodontics is to elevate the quality of orthodontic care for the public by promoting excellence through certification, education and professional collaboration.

### Structure and Expectations:

The American Board of Orthodontics consists of eight (8) Directors, each of whom represents one (1) of the constituents of the American Association of Orthodontists (the sponsoring organization of The ABO in accordance with rules established by the National Commission on Recognition of Dental Specialties and Certifying Boards). Board members are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission. Board members provide foresight, oversight and insight.

Each Director shall serve one term of eight (8) years plus one additional year as Past-President. The term of office of each Director shall begin at the end of the ABO Directors meeting during the American Association of Orthodontists annual convention following the official election of the new Director.

Officer hierarchy within the board is dictated through seniority, with each director moving up yearly as the next director is installed (most senior Director moves to the President position, second most senior Director moves to President-Elect position and the third most senior Director moves to Secretary/Treasurer; these three positions make up the 'Executive Committee' of the board). Each director serves a one year term in these positions until the next newly elected director is identified and installed.

### Qualities of ABO Director:

- The willingness to subjugate one's own personal agenda for the common good of the organization.
- Ability to think strategically and effectively communicate.
- Ability to work well with others as a member of a collaborative group with group decision-making authority.
- An understanding and commitment to the fiduciary duties of loyalty, care, and obedience.
- Commitment to the highest level of integrity, ethics and fairness as demonstrated through respect and honesty.
- Knowledge of current orthodontic concepts.
- Ability to think innovatively and remain open minded.

### Eligibility Requirements:

- Must be a Board Certified orthodontist in good standing with the ABO.
- Must be at least two years since ABO Initial Certification.
- Must be at least five years since graduation from a CODA Accredited Orthodontic program.
- Must be engaged in the full or part-time direct patient care and/or hold appointment as a full or part-time clinical faculty member in a CODA Accredited Orthodontic program. Minimum part time

requirements must equal 2 days per week of clinical practice and/or faculty appointment involvement.

- Involvement in orthodontic and dental organizations, orthodontic education, licensing boards, expert lecturing and scientific research or hold a board membership in organizations outside of dentistry is preferred.

\*No business or commercial involvement with orthodontic equipment, suppliers or management firms will be acceptable activity for a Director of the ABO.

**Time Commitment:**

As a Director of the ABO, a significant time commitment is necessary, and the Director must be willing and able to devote time as necessary to accomplish Board responsibilities. Time requirements vary in accordance with project and committee assignments. In addition to various board matters throughout the year requiring additional attention, the following are specific meetings which all directors are expected to attend.

- 3-4 virtual days each February and October for the Orientation/Grading of Clinical Examinations
- 7-8 days - AAO Annual Meeting in April/May
- 4-5 days - ABO Committee Meetings/Item Writing Sessions in June/July
- 3-4 days - CDABO Summer Meeting in July
- 4-5 days - ABO Strategic Business Meeting in August/September
- 3-4 days - Director’s fall Constituent Organization Meeting
- 2 Virtual ABO Board Meetings per year
- Virtual Committee Meetings as needed

**Suggested Timeline Leading to ABO Director Appointment**

<b>Stage One: The Constituent Organization’s Nomination</b>	
September – January (16 - 20 months prior)	ABO central office notifies the Board of Directors, via the President/Executive Director, of the constituent organization that the ABO Director Selection process should commence. The ABO recommends that an ABO Director Selection Committee is appointed by the constituent organization. The current ABO Director from the constituency may be included in the committee meeting(s) but only to act in an advisory capacity to the constituency.
February – November (6 - 15 months prior)	ABO central office is notified of committee appointments and the chairperson for future communication. Solicitation begins for ABO Director candidates from the constituent organization. The entire membership of the constituency should be notified that all ABO certified members of the constituent organization are eligible. A deadline for submission of the candidate names and their curriculum vitae is strongly recommended. The nominating committee should meet to discuss and schedule interviews for viable candidates.

By December 1 (5 months prior)	The committee chairperson is required to submit a list of <i>three to five</i> final nominees to the ABO President/CEO. The nominees should be informed and committed to the Director expectations and responsibilities.
<b>Stage Two: The American Board of Orthodontics' Nomination</b>	
By December 15 <sup>th</sup> (5 months prior)	Each ABO Director nominee will be asked to submit a personal statement to include areas of interest, qualifications and the nominee's potential contribution to the Board. If the nominee has a non-time limited certificate and the nominee has not already voluntarily recertified, the nominee must recertify prior to ABO Director interviews. The ABO staff will make arrangements with the constituent nominees and the chairperson of the constituent nominating committee to participate in interviews with the ABO Directors. All the curriculum vitae and personal statements will be forwarded to ABO Directors.
February - March (2-3 months prior)	ABO Directors will interview each nominee. The chairperson of the constituent nominating committee will be invited to attend the ABO interviews. The ABO President will notify the AAO Trustees of the selected nominee and provide the curriculum vitae following the ABO Directors' decision.
<b>Stage Three: The AAO Board of Trustees and House of Delegates Nomination</b>	
March (2 months prior)	The AAO Trustees will consider the ABO's nominee and pass the nominee to the House of Delegates for their consideration (as per Article XIX - American Board of Orthodontics of the Bylaws of the American Association of Orthodontists). If the Trustees reject the nominee, the ABO Directors will submit a new nominee for approval.
April/May Annual Meeting of the AAO (1 month prior)	At the meeting of the House of Delegates of the AAO, the ABO's nominee that has been approved by the AAO Trustees will be presented to the body and voted upon. If the House of Delegates rejects the nominee, the ABO Directors will submit a new nominee for approval. If the House of Delegates favorably supports the ABO's nominee from the constituent organization, that nominee is duly elected as a Director from the constituent organization and will assume the duties of the Director at the end of the AAO annual meeting.