

ACTION ITEMS CHECKLIST ✓

Jumpstart Your Role by Completing These Action Items

- ☐ Review this manual at massdental.org/district-manual
- ☐ Review the Plan Your Year page (Introduction)
- ☐ Decide who will maintain a copy of District CE records, or decide if your District will be using the MDS record-keeping system to store your records in the cloud (Section 5)
- ☐ Decide your District program structures and venues (both CE and social). If you plan to conduct a virtual CE program in your District, email membership@massdental.org with your interest in purchasing a Zoom license.
- ☐ Check the MDS calendar and any religious holidays before scheduling program dates
- ☐ Assign a District Communicator. Send all District communication to districts@massdental.org (Section 6)
- ☐ Send your District CE calendar to the MDS to post on your District page (Section 6)
- ☐ Login to your District page to be sure all is correct and that your programs are all accounted for. Go to massdental.org and use the search feature to find the name of your District and locate your District page.
- ☐ Review your District *Bylaws* on your District webpage
- ☐ Ensure all your District finance procedures are in place (Section 4)
- ☐ Reach out to new members monthly (Request from ccarter@massdental.org)
- ☐ Assign a moderator for your District Facebook page and review new Facebook Administration rules (Section 6)
- ☐ Review MDS strategic plan
- ☐ Attend District chair meetings



Watch for these Blue Boxes throughout the manual for Action Items!