

INTRODUCTION

As a District leader, you play a crucial role within the organization. Depending on your specific position on the District board, you may be responsible for finance, continuing education, Annual Session reports, recruitment, retention, member communication, and more. It is essential to familiarize yourself with the tools available in the Massachusetts Dental Society (MDS) Regional and District Operating and Policy Manual. This manual contains valuable information on the topics mentioned, along with helpful best practice tips. Additionally, you will find a District Checklist of priority "to-do" items to ensure your leadership year runs smoothly.

MDS contact information is listed in each section throughout this manual. The contact information will help guide you as questions arise. We truly appreciate the time and effort you are taking to lead your District!

ADA CODE OF ETHICS

The ADA Code has three main components: The **Principles of Ethics**, the **Code of Professional Conduct**, and the **Advisory Opinions**.

The **Principles of Ethics** are the aspirational goals of the profession. They provide guidance and offer justification for the Code of Professional Conduct and the Advisory Opinions. There are five fundamental principles that form the foundation of the ADA Code: patient autonomy, non-maleficence, beneficence, justice, and veracity. Principles can overlap with each other, as well as compete with each other, for priority. More than one principle can justify a given element of the Code of Professional Conduct. Principles may at times need to be balanced against each other, but otherwise, they are the profession's firm guideposts.

The **Code of Professional Conduct** is an expression of specific types of conduct that are either required or prohibited. The Code of Professional Conduct is a product of the ADA's legislative system. All elements of the Code of Professional Conduct result from resolutions that are adopted by the ADA's House of Delegates. The Code of Professional Conduct is binding on members of the ADA, and violations may result in disciplinary action.

The **Advisory Opinions** are interpretations that apply the Code of Professional Conduct to specific situations. They are adopted by the ADA Council on Ethics, Bylaws, and Judicial Affairs to provide guidance to the membership on how the Council might interpret the Code of Professional Conduct in a disciplinary proceeding.

The ADA Code is an evolving document and by its very nature cannot be a complete articulation of all ethical obligations. The ADA Code is the result of an on-going dialogue between the dental profession and society, and as such, is subject to continuous review.

Although ethics and the law are closely related, they are not the same. Ethical obligations may—and often do—exceed legal duties. In resolving any ethical problem not explicitly covered by the ADA Code,

dentists should consider the ethical principles, the patient's needs and interests, and any applicable laws.

Why is a Code of Ethics an important benefit? It provides a common set of rules or standards for all in the profession to adhere to and to uphold the highest professional standards.

To Uphold the Highest
Professional Standards

Go to www.ada.org/ethics to
review the Code of Ethics



PLAN YOUR YEAR

Take the time to plan out your year.

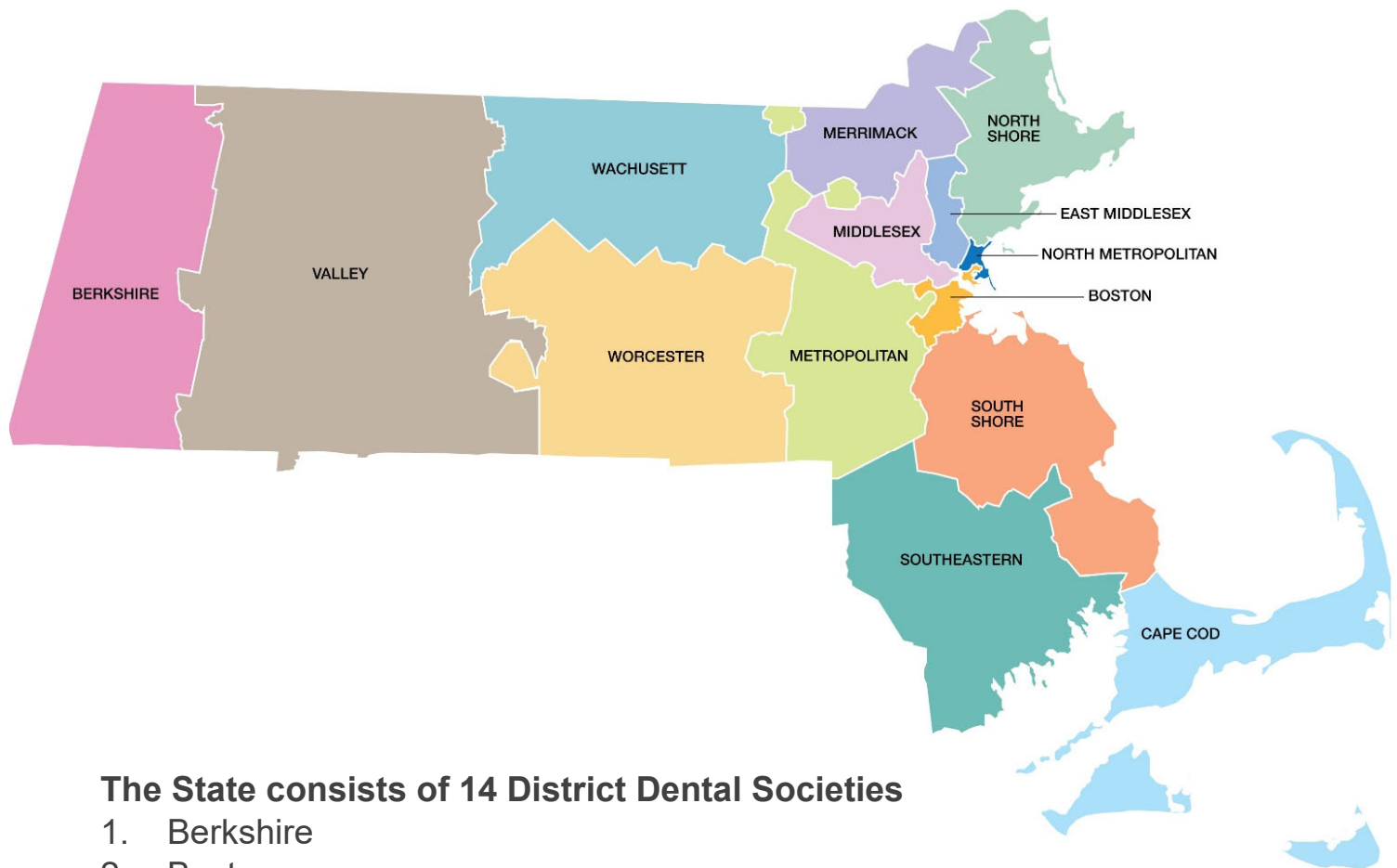
The MDS recommends the following:

- Hold an Executive Committee meeting to discuss your ideas and plans for programs. This will keep everyone in the loop on the year's programming plans and allow others to assist you as needed.
- Work with the Treasurer to look at your District's finances and create a budget for the year's programming and initiatives.
- Finalize your programming for the early in the governance year:
 - Discuss what programs you plan to offer (social, CE, etc.)
 - In-person vs. virtual
 - Find speakers for CE programs
 - Find a venue or acquire Zoom
 - Select dates that work for everyone involved (ensure the venue is available on the same date the speaker is available, etc.)

Benefits of planning all your events at the beginning of the governance term:

- Helps anticipate expected costs and revenue for the year (total venue fees, speaker honorariums, etc.)
- Allows plenty of time for marketing events to District members
 - Consider producing a newsletter with save the dates for the entire calendar of events for the year

MASSACHUSETTS DENTAL SOCIETY DISTRICTS



The State consists of 14 District Dental Societies

1. Berkshire
2. Boston
3. Cape Cod
4. East Middlesex
5. Merrimack Valley
6. Metropolitan
7. Middlesex
8. North Metropolitan
9. North Shore
10. South Shore
11. Southeastern
12. Valley
13. Wachusett
14. Worcester

MASSACHUSETTS DENTAL SOCIETY REGIONS

