

SECTION 3

LEADERSHIP OVERVIEW

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District Officer Responsibilities

As a district officer of the Massachusetts Dental Society (MDS), you have specific duties and obligations related to conducting Society meetings and official business. You are a grassroots leader of organized dentistry, and we appreciate your time and efforts. This document is intended to help you and your District operate efficiently and engage, recruit, and retain more members. These suggestions and guidelines are evolving—feel free to adapt for your specific district's needs, as not all Districts have all positions. This description provides you with an overview. Refer to your District *Bylaws* for specifics within your District.

Massachusetts Dental Society Overview of District Leadership Responsibilities

I. District Chair: Shall be elected at the last meeting of the year for a one-year term unless stated differently in your District *Bylaws*.

Duties and Obligations

- Presides at all meetings; makes brief introductory remarks; welcomes guests; introduces the guest speaker. If unable to attend a meeting, the chair must appoint another officer (usually the district chair-elect) to stand in.
- Upholds high standards of local, state, and national dental associations.
- Has executive responsibility for Society business; communicates all necessary information.
- Welcomes new dentists into the district by paying a visit to their office; invites new dentists to attend the next district meeting. If unable to make an office visit, designate another officer for this task.
- Stresses that all district officers must be present for district and state Dental Society meetings; reminds them of their obligations and duties when necessary.
- Ensure that annual elections are completed by the secretary and chair-elect, and that the report is conveyed to the MDS and district members.
- Helps promote state programs to district members.
- Sets meeting dates, arranges for speakers, and makes all accommodations at meeting facilities (e.g., restaurant, country club, etc.); meets with food/banquet manager (or assigns to another district officer)

II. District Chair-Elect: Shall be elected at the last meeting of the year for a term as defined in your District *Bylaws*.

Duties and Obligations

- The district chair-elect should assist the chair as needed. Suggestions include coordinating meeting logistics and assisting with speaker selection.
- Identifies future leaders for the District Executive Committee.
- Supports the needs of the district chair.

III. District Secretary: Shall be elected at the last meeting of the year for a term as defined in your District *Bylaws*.

Duties and Obligations

- Takes minutes at District Executive Committee meetings and shares minutes with district members.
- Sends state officer and trustee candidates and District delegate list to Colleen Chase at cchase@massdental.org in preparation for the MDS Annual Session.
- Sends District election reports to Colleen Chase at cchase@massdental.org by June 1 in preparation for the new governance year, which begins July 1.

IV. District Treasurer: The treasurer shall have overall responsibility for the finances of the district. Specifically, the treasurer shall provide the necessary oversight to ensure that the district is conducting its business in accordance with its annual budget, the district accounting policy, and the rules for tax-exempt organizations.

Duties and Obligations

- Supervise the onsite collection of all non-dues receipts and prepare a reconciliation of attendee lists for each district event to the total receipts collected for the event.
- Approve all disbursements and contracts (venue, speaker, etc.) prior to such requests being sent to MDS for processing.
- Report on the year-to-date and comparative financial results for the district at each of the district board meetings and annually for the district membership. MDS accounting personnel will provide the treasurer with the district's financials when requested to be reported, at least annually.
- Prepare a budget for the district for each fiscal year and supervise the activities of the district throughout the year to ensure that the district is operating pursuant to the budget. The annual budget must be approved by the district board in advance of the commencement of the fiscal year. Separate budgets should also be prepared for each district event, and the treasurer should provide the necessary oversight to ensure each event is conducted in accordance with the approved budget.
- Oversee and advise the Executive Committee on the investment of district monies held in bank and investment accounts.
- Serve *ex officio* on the Executive Committee.

V. Assistant Treasurer: The assistant treasurer shall assist the treasurer as requested, act in the absence of the treasurer, be acquainted with the duties of the treasurer, and serve *ex officio* on the Executive Committee (*optional*).

VI. District Editor: Shall be appointed by the District Executive Committee with recommended responsibilities of the district newsletter and any social media announcements.

Note: These are suggested position guidelines. Please refer to your District *Bylaws* for more comprehensive roles and responsibilities. Your current District *Bylaws* can be viewed on your district web page. Please familiarize yourself with your corresponding *Bylaws*.

Overview of State Governance Responsibilities

The House of Delegates

The House of Delegates shall be composed of the Delegates elected by each district society. The House of Delegates shall also include as ex-officio members with power to vote the elected officers of the MDS, regional trustees, and the At-large trustees, of this Society, and the three immediate past presidents. The remaining past presidents, past speakers, the editor, and deans of Harvard School of Dental Medicine, Tufts University School of Dental Medicine, Boston University Henry M. Goldman School of Dental Medicine, and the president of the Forsyth Institute shall be ex-officio members of the House of Delegates without power to vote so long as such ex-officio members shall be active, retired, or life members of this Society. Honorary Members of the House of Delegates, without voting powers, may be elected by the House of Delegates.

One delegate and one alternate delegate from each Massachusetts dental school shall represent the dental students who are members of the American Student Dental Association (ASDA) attending the Massachusetts dental schools. These voting delegates, along with one at-large delegate, will comprise the student delegation. The school-specific delegates shall be chosen annually by those students from their membership. The at-large delegate shall be chosen annually by the school-specific delegates. Each school's first ASDA representative shall transmit the names of their school representatives to the secretary of this Society at least 60 days before the Annual Meeting.

Each district component shall be represented by at least 4 delegates. In addition, for every 100 active members in good standing exceeding 200 active members in good standing calculated in each district Society, one additional delegate will be added to that district delegation at the House of Delegates. The calculation of active members shall be made as of December 31 of the previous calendar year by the secretary of the Society. Each district society shall elect alternate delegates who may serve in the absence of the duly elected delegates for the year in which the alternate was elected.

If one of the three immediate past presidents are unable to attend, any past president may serve as an alternate.

House of Delegates Duties

- To elect the elective officers
- To receive and act upon the reports of officers and committee chairs
- To adopt an annual budget. The proposed annual budget that is submitted to the House of Delegates shall include a statement of the budgeted compensation proposed for the executive director.
- To establish a Board of Appeals when necessary to hold hearings and render a decision in disputes between the district societies
- To transact such other business as may legally come before it

Refer to the MDS *Constitution and Bylaws* for more information at massdental.org/bylaws.

Board of Trustees (BOT)

For the 2026-2027 governance year, the Board of Trustees will be comprised of the elected officers of this Society, six regional trustees, one at-large trustee (beginning in 2027 there will be two at-large trustees), and the CEO & executive director. The speaker of the House of Delegates, the treasurer, and the MDS CEO & executive director shall serve as members of the Board of Trustees, each without the power to vote. In addition, there are four guest board members who do not have voting privileges.

BOT Election and Term of Office

An officer's term is two years. The tenure of the office of secretary, treasurer, and speaker of the House is limited to two two-year terms. The term for the regional trustees is two years, and the tenure is also limited to two two-year terms. The term for the at-large trustee is one two-year term.

BOT Duties:

- To provide for the management, rental, maintenance, and supervision of all property owned by the Society and for the supervision of all funds, investments, and expenditures of the Society subject to the approval of the House of Delegates.
- To employ an executive director as hereinafter provided and described.
- To cause to be bonded by a reliable surety company all appointed or elected officers or employees of the Society entrusted with Society funds, for whatever amount deemed necessary.
- To cause to be audited by a reputable auditor all accounts of the Society at least annually.
- To receive and act upon a budget prepared by the Budget and Fiscal Planning Committee for carrying on the activities of the Society for each ensuing year subject to approval by the House of Delegates.
- To cause to be promulgated in the *Journal of the Massachusetts Dental Society* all policies of the Society adopted by the House of Delegates and to make certain that these policies become, in effect, the policies of the district components of the Society.
- To elect nonresident and associate members of this Society.
- To determine the date, time, and place for convening the scientific and business sessions of this Society, except as otherwise provided in these *Bylaws*.
- To submit a written report of each regular session of the House of Delegates.
- To nominate honorary members of this Society to the House of Delegates.
- To perform such other duties as are provided in the MDS *Bylaws*.
- To appoint special committees of this Society in accordance with Chapter VIII of the MDS *Bylaws*.
- To evaluate all group insurance or other insurance programs that may be offered to the membership and make necessary decisions on the same behalf of the membership.
- To review the reports of councils and committees of the Society and to make recommendations or actions regarding the same.

BOT Meetings:

To further enhance communication between the MDS, the Board of Trustees (BOT), and the districts, after Board of Trustees meetings, a summary of the major actions and discussions that occurred at the meeting is provided to the Trustees. This information may be used in district communications and newsletters. In addition, the district chairs are invited to attend one Board of Trustees meeting of their choice per year. An invitation is extended to district chairs typically sometime during the summer. Chairs are strongly encouraged to take action and attend one of these meetings. The Board of Trustees meeting dates for the governance year can be found on the [Board of Trustees page](#) on the MDS website or on the MDS web calendar.

A guest copy of the agenda materials is made available to each chair who attends on the day of the meeting. Questions regarding Board of Trustees meetings and agendas can be directed to MDS CEO & Executive Director Kevin Monteiro, MBA, CAE, at 508.480.9797.

MDS Committees and Task Forces

Each year, the MDS President, along with the Board of Trustees, selects which committees will be in place for this year. The president and the BOT shall also have the authority to establish task forces and special committees for the Society. The establishment of a task force or special committee should be only for those cases where an existing agency of the Society cannot be assigned a matter for which a special committee is apparently needed. A task force or special committee should have a specific charge, scope of work, and formal start and end dates before convening.

Committees and Task Forces are comprised of volunteer member-dentists.

The president has the duty to annually appoint the chairs and the members of all committees and task forces with the approval of the BOT. All members of committees must be active, lifetime, or retired members in good standing of this Society. Except as otherwise provided, no person who is serving as an officer or trustee of this Society shall be eligible to serve as a member of a committee. Under unusual circumstances, this policy may be waived. The term of office of members of committees shall be one year and for a maximum of four one-year terms.

The president may remove, subject to approval by the BOT, any chair or committee member whom the president has authorized.

Committees

Appointed annually as needed by the MDS President and approved by the BOT

- Audit Committee *(partially appointed by the President)*
- Budget & Fiscal Planning Committee *(partially appointed by the President)*
- Business Development Committee
- Committee of District Chairs and Chairs-Elect *(not appointed by the President)*
- Constitution and Bylaws Committee *(partially appointed by the President)*
- Dentist Health and Wellness Committee
- Dental Practice & Benefits Committee
- Ethics Committee *(not appointed by the President)*
- Executive Director Performance Review & Compensation Committee *(not appointed by the President)*
- Government Affairs Committee
- Investment Subcommittee *(partially appointed by the President)*

- Membership Committee
- Peer Review Committee *(not appointed by the President)*
- Trustee Selection and Vetting Committee *(not appointed by the President)*
- Waiver Review Committee
- Yankee Oversight Committee *(not appointed by the President)*
- Additional Yankee Volunteer Committees *(not appointed by the President)*

District Leadership Development

Are your district members interested in getting more involved in organized dentistry and volunteering their time and talents to the MDS? There are plenty of opportunities for member dentists to become leaders within the MDS community through district leadership roles and MDS committee participation.

The MDS suggests districts identify potential leaders within their district and create a pipeline of future leaders. The MDS encourages district leaders and prospective leaders to attend the Yankee Dental Congress leadership development courses to increase your leadership skills. Districts need to help develop future leaders who can respond to the rapidly shifting landscape in organized dentistry. Additional information will be provided in Yankee Dental Congress materials.

For more information on other MDS committees or MDS leadership, refer to www.massdental.org/leadership.

2026-2027 MDS Trustees			Region 1 Trustee Dr. Colleen Chambers colleen.chambers@gmail.com Districts Berkshire & Valley
Region 2 Trustee Dr. Mary Danko mchalino@wesleyan.edu Districts Wachusett & Worcester	Region 3 Trustee Dr. Mark Doherty mark.e.doherty@cmohs.us Districts Cape Cod, South Shore & Southeastern	Region 4 Trustee Dr. Paul Caselle paul@drpaulcaselle.com Districts Metropolitan & Middlesex	
Region 5 Trustee Dr. Dylan Weber dylanjwdds@gmail.com Districts Boston & North Metropolitan	Region 6 Trustee Dr. Albert Sandler ajsandler@comcast.net Districts East Middlesex, Merrimack Valley & North Shore	At Large Trustee Dr. Andrew Tonelli tonelli37@gmail.com	

2026-2027 MDS Board of Trustees



Dr. Steven Spitz
President



Dr. Jennifer Korzeb
Vice President



Dr. David Samuels
Speaker of the House



Dr. Maritza Morell
Secretary



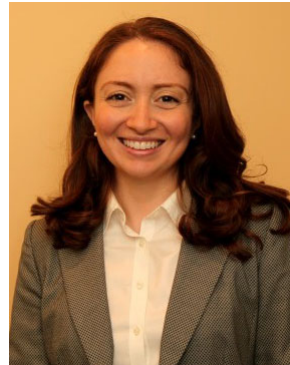
Dr. James Lee
Treasurer



Kevin Monterio
CEO & Executive Director



Dr. Colleen Chambers
Region 1 Trustee



Dr. Mary Danko
Region 2 Trustee



Dr. Mark Doherty
Region 3 Trustee



Dr. Paul Caselle
Region 4 Trustee



Dr. Dylan Weber
Region 5 Trustee



Dr. Albert Sandler
Region 6 Trustee



Dr. Andrew Tonelli
At-Large Trustee

**20267-2027
District Leadership**

Berkshire

Chair

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Boston

Chair

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Cape Cod

Chair

Dr. Warren Woods, Jr.
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East Middlesex

Chair

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