

Board position on the use of ADEE titles

Version 1.0 - Issued September 2026

Association for Dental Education in Europe (ADEE)

Board position on the use of ADEE titles

Originally Issued: September 2026

Approved by Board: August 2026

Contents

SECTION 1: CONTEXT	2
SECTION 2: ENTITLEMENT TO TITLE USE	2
SECTION 3: IMPORTANT CONSIDERATIONS WHEN USING ADEE	2
SECTION 4: WHEN YOUR ADEE TERM ENDS	3
SECTION 5: KEY POINTS TO NOTE	3
SECTION 6: POLICY ENACTMENT	4

Section 1: Context

Being appointed to the board of ADEE at a General Assembly of its members signifies that the assembly is placing its trust and authority in you to act on their behalf in the best interests of the association.

Titles such as, Board Member, President, President-Elect, Immediate Past President, Secretary General, Treasurer, European Affairs Officer, Quality Assurance Officer, Curriculum Development Officer, Annual Events and Meetings Officer, Co-Opted Member, and any other title that may evolve over time, brings with it a responsibility to protect that title and its role within the ADEE board.

Section 2: Entitlement to title use

During your time in service of these roles you are entitled to use them in your CV, Email Signature and also to use the ADEE board Member Logo.



Section 3: Important considerations when using ADEE Titles

It is important to note the following concerning ADEE Board titles:

1. Titles are entrusted to you for time-limited durations.
2. They should only be used when acting in your role as specified within your title, i.e. on ADEE related business as approved by the board.
3. They should not be used within other associations without the express opinion of the ADEE board or when you are explicitly representing the ADEE Board.

4. If you are requested to disassociate your title by the ADEE board with any particular association you will be expected to do so immediately to protect the integrity of ADEE and its board.

Section 4: When your ADEE Term ends

Upon completion of your term, or if you are removed from the board, your right to use the title ends immediately.

All external communication channels that cite the title be that e-mail signature, website bios etc. should be updated immediately by you, stating a clear end point to your appointment. If you continue to use the title (although this is not recommended as it can lead to confusion with current holder):

1. Ensure when citing your position, you include the year of appointment and duration so there can be no doubt about your role and position within ADEE.
2. You may document your title and position within your CV indefinitely once relevant years of appointment are noted.

Section 5: Key points to note

You must not allow your ADEE title/position to be exploited or abused by other organizations, be that by implicit or explicit association.

It is your responsibility to ensure other organisations do not inadvertently exploit the goodwill of ADEE by associating your name and position with its association or group.

As a title holder you are expected to protect that title to the utmost extent. If you have concerns that others are exploiting this title and its association with your name, you should immediately report it to the ADEE board and manage the external use of your ADEE title directly, so that they align with this board position document.

The board reserves the right to request any of its members to cease using any title externally, should it have concerns around the integrity of its usage by others.

Section 6: Policy enactment

This board policy comes into effect on 1st October 2026, to allow members ensure their use of title is in compliance and is retrospectively applied to all historic position holders. The office will also post the policy on adee.org.



Association for Dental
Education in Europe
Advancing Education
and Oral Health

Association for Dental Education in Europe

International Office

Dublin Dental University Hospital

Trinity College, Lincoln Place

Dublin 2, Ireland

Contacts:

administrator@adee.org

www.adee.org