



ADEE Board
The role, functions and person specific requirements of the
ADEE Membership Development Officer

The core functions of the **ADEE Membership Development Officer** is to oversee ADEE membership, criteria for application and benefits offered to members on a rolling basis. They will provide guidance and advice to the ADEE office on acceptance of membership status if required. They will also oversee ADEE Community Of Practices and Special Interest Groups.

They will work closely with the ADEE Treasurer to review on a three-year cycle ADEE membership fees and benefits and make appropriate recommendations to the ADEE board on membership costs and benefits so as to ensure membership packages are relevant and of value.

They will also act as chair of the ADEE Community of Practice oversight group. Within this function they are responsible for recommending to the ADEE board various COP's and once approved ensuring all COPs work towards the ADEE COP guideline. They will ensure the ADEE Board are consulted before approval of a COP and of each COP's progress at least twice per annum.

The specific expected tasks of the role include:

1. Act as the nominated ADEE Board member with responsibility for membership oversight and development
2. Assist the office in devising action plans for targeting membership in areas that need development
3. Connect with member schools via surveys and onsite at the annual meeting to gain insight into membership needs from ADEE
4. Provide oversight and leadership to the ADEE SIGS and COPs that ensures alignment with ADEE functions and activities
5. If formal voting is required at a General Assembly the role will be responsible all previous functions in this regard attributed to the Sec General

The **ADEE Membership Development Officer**, is expected to:

- I. Operate a collaborative leadership approach that enables consensus building and inclusiveness
- II. Provide coordinated leadership and strategic vision for ADEE membership that enables creative solutions to membership issues
- III. Work closing with the ADEE office ADEE Treasurer to ensure membership grows to be ADEE largest single income stream
- IV. Regularly update the ADEE Board on membership numbers and funding
- V. Ensure ADEE SIGs & COPs are appropriately approved and managed
- VI. Report at least twice a year on the work of SIGs & COPs
- VII. Provide oversight to SIGs & COPs and take corrective action should any SIGs & COPs not follow required approach and ethos

The application process is through a combination of proactive recruitment by the Nominations committee, self-nomination supported by two references in response to a public call for applications or suggestion of names to the nominations committee. In making a self-nomination, the candidate must:

- I. Include an abridged CV (4 sides A4) highlighting their career and contribution to the advancement of dental education
- II. Submit supporting references one on their academic and research merit the second on personal character and standing



- III. Submit a vision for their term on ADEE (no more than 500 words), highlighting the key areas they wish to focus on during their three year term with regards the Annual Meeting

Applicants are encouraged to consider the points made within the person specific skills, attributes and experience as outline below when formulating their application for the post. Finally, when evaluating and shortlisting submissions, and in making their recommendation for candidates to the ADEE Board the nominations committee will be cognisant of Gender, Country, and other diversity measure as well as expertise and European standing and recognition

Person Specific Key Experiences: The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE membership packages;
- experience of leadership and turning plans into action that are grounded in the understanding of financial management and budgetary planning;
- initiative, judgement, decision-making and change management and an ability to deal with cultural diversity issues that may arise within SIG/COPs
- experience of qualitative and quantitative research to enable membership package growth and development
- be a senior full time academic with a strong understanding of the European context and ADEE history and evolution

Person Specific Key Attributes and Skills: The applicant should demonstrate:

- proven capabilities as a team leader that included good negotiating skills, flexibility and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions in an inclusive and collegial management style;
- an ability to treat colleagues with respect and develop and maintain good working relationships while also ensuring alignment with strategic direction of ADEE
- operating to the principles of consultation, consensus making and collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE operational environment