



ADEE Executive Committee
The role, functions and person specific requirements of the
ADEE Treasurer

The core functions of the ADEE Treasurer are set out in the Associations governance document, the Constitution and Byelaws of ADEE. The most recent revision of these documents was 2016.

This 2016 edition state that the functions of the ADEE Treasurer are:

1. serve as custodian of all monies, securities and other financial assets of ADEE
2. prepare an annual budget of ADEE's income and expenditures
3. submit the financial records of ADEE to a professional registered auditor selected by the Executive Committee
4. report annually to the Executive Committee and the General Assembly, such reports to be circulated in advance
5. collect membership fees and dues
6. provide the Secretary General with an annual list of paid-up members of ADEE.

Over time as ADEE has evolved much of this work is performed in collaboration and consultation with the ADEE Office and the role of Treasurer is one of oversight of the financial function of ADEE.

The ADEE Treasurer is an unpaid role, however all out of pocket expenses incurred by the incumbent in discharging the role are reimbursed or in the case of travel and accommodation prepaid by ADEE.

The Treasurer also serves as a named Trustee of ADEE under the Charities Act 2014 (a legal role with specific responsibilities under Irish legislation)

While it is hard to quantify the time commitment involved, recent incumbents estimate that, were all the time they spend on ADEE business recorded, it would likely equate to one day per week.

Specifics of the work include:

- I. Preparation for the monthly Executive zoom meeting
- II. Preparation for the annual audit
- III. Preparation for annual general assembly
- IV. Regular and ongoing communication with the ADEE Office in Dublin

The role of Treasurer involves a number of days travel and representation of ADEE. Specifically, and at a minimum he/she will attend:

- I. The ADEE Spring Executive (2 day meeting attendance, including travel in late February)
- II. The ADEE Summer Executive and General Assembly meeting (now equates to approximately a full weeks' attendance)
- III. Attend the Dublin office if required by audit or other regulatory purposes

Given the standing and responsibilities of the ADEE Treasurer any incumbent is expected:



- I. Have a strong administrative and strategic focus with a solid understanding of the diversity in approach to dental education in Europe
- II. Have a demonstrated understanding of financial strategies and operations from a practical level
- III. to have the full support of their superior/governing body to apply for the role of ADEE Treasurer, and to have clearly communicated the expected workload that the post entails
- IV. To be willing to travel to discharge their ADEE duties
- V. Understand the challenges and complexities of being a membership based association
- VI. Understand and have vision on how ADEE can better balance regulatory and legislative compliance while also ensure it grows its relations with industry and corporate partners

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.

The role will be filled from those who have a proved experience on the ADEE executive committee in the first instance. 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 period as Treasurer of ADEE (no more than 500 words), highlight the key areas they wish to focus on during their two year term

Applicants are recommended to consider the points made within the person specification when formulating their application for the post.

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When evaluating candidates for consideration and in making their recommendation for candidates to the ADEE Executive the nominations committee will be cognisant of:

- Gender balance
- Regional balance
- Expertise and European standing and recognition



Person Specification – Treasurer of the Association for Dental Education in Europe

The nominee will have considerable experience of working with the ADEE executive and understand the complexities of the operational environment of the Association. The Treasurer will play a significant role in ensuring ADEE has at a minimum a breakeven at year end annually and will work with the ADEE office to ensure same.

Key Experiences: The applicant should demonstrate:

- the ability to think strategically and develop vision for the future of the ADEE and in particular its financial health,
- experience of leadership and turning plans into action;
- understanding of financial management and budgetary planning;
- understand regulatory compliance and the impact of non compliance on statutory obligations
- initiative, judgement, decision-making and change management;
- a track record of facilitating quality assurance of process
- a track record of successful co-operation and collaborative working relationships,
- success of building close relationships and partnerships with key influencers in corporate and other fields relevant to the ADEE

Key Attributes and Skills: The applicant should demonstrate:

- good negotiating skills, flexibility and open-mindedness;
- strong written and oral communication skills for written work, public relations, networking and team building;
- ability to make logical, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- a willingness to travel both nationally and internationally;
- an ability to treat colleagues with respect and develop and maintain good working relationships with colleagues and external groups;
- an understanding and application of the principles of consultation, collegiality and maintaining the ADEE at the forefront of dental education internationally
- an understanding of the complexity and diversity of the ADEE and the stakeholders with whom it co-operates and the ability to adapt his/her approach and style accordingly.