NBC
National Board for Certification in
Dental Laboratory Technology

2019 NBC Board of Trustees Information and Application

The National Board for Certification in Dental Laboratory Technology (NBC) is seeking individuals to fill open seats on the 2019 NBC Board of Trustees. New board members are elected, or appointed, in the fall of 2018 and will take office on January 1, 2019. Each would be appointed or elected to serve a three-year term on the NBC Board of Trustees in accordance with the bylaws.

The members of the NBC board are stewards of the organization and are responsible for reflecting the views and interests of all constituents. The board guides the organization through proven leadership, a shared vision and support for the missions of the association. In addition, they are also responsible for the organizations' fiscal health. Service on the board is a serious commitment, but offers an educational and rewarding experience for those serving.

All candidates for the NBC Board of Trustees must be a CDT in good standing. Some positions on the Trust require that the CDT must be actively working in a commercial dental laboratory. Other positions are reserved for a representative from a formal Dental Laboratory Technology education program, and from the dental community. Trustees work to support the mission of the NBC, which states, that NBC provides professional certification to both dental technicians and dental laboratories.

Qualities of an Effective Board Member

Leadership requires knowledge, talent, skill, vitality and the ability to make a difference. In the association environment, that translates into a solid track record of contributing to the success of programs, events or projects. Serving as an association leader is both an honor and a reward. It requires a proven commitment to the organization and its missions and goals.

Participating fully in board activities requires extra time and expense for attending meetings. Working together can prove vital in reaching an organizations goals and objectives. Well-developed interpersonal skills and ability to communicate are essential to effective teamwork.

Often, leaders emerge because of their special expertise or effective representation of a specific constituency. Leadership, however, may require subordinating those interests for the greater good of the organization. In essence, an effective board member brings their expertise and experience to provide value, but such experience and expertise should not drive the policy-making process.

Intuitive and interpretive skills enable leaders to understand the people around them, internalize the data they receive, recognize the relationships that exist between systems within their world, and integrate all these elements into a coherent whole. Focusing on policy-making, not the day-to-day operations of the organization is what makes an effective board.

By virtue of their position, current leaders serve as mentors and teachers to future leaders. Enthusiasm - a zest for serving the association is an important ingredient that leaders must possess.

Duties of an Effective Board Member

- The Duty of Obedience – forbids acts outside the scope of corporate powers. The governing board of the organization must comply with state and federal law, and conform to the organization's charter, articles of incorporation and bylaws.

- The Duty of Loyalty – dictates that officers and trustees must act in good faith and must not allow their personal interests prevail over the interests of the organization

- The Duty of Care – requires trustees and officers to be diligent and prudent in managing the organization's affairs. The individuals charged with governing must handle the organizational duties with such care as an ordinary prudent person would use under similar circumstances.

The minimum level of participation required of Trustees is that they read all relevant materials, and ask questions about any matter they do not understand.

NBC Board of Trustees Time Requirements

Board terms are staggered and a board member can serve up to two, three year terms in a trustee position. Officers are one-year terms and are determined by the Trust each year.

Service on the NBC board requires attendance at up to two in-person meetings a year. This is a one-day meeting in spring; the location rotates around the country, and a two-day meeting in Chicago, IL in August. NBC Trustees can be reimbursed for travel and lodging for attending official meetings within the organization's travel policy.

The NBC board also meets by teleconference 3 - 4 times a year in the interim. These calls are during the day and are traditionally 1 - 2 hours.

NBC Policies on Campaigning and Trustee Behavior

It is the policy of NBC that in the event of a slate of nominees that candidates will be afforded the right to campaign within the following parameters:

- Candidate Biographies of approximately 150 - 300 words to be placed in the *Journal of Dental Technology (JDT)*. Word count will be set by the editor of the JDT in advance and all candidates will have the opportunity to review their biography.

It is the policy of NBC that in the event of a contested election those candidates will be afforded the right to campaign within the following parameters:

- Candidate Biographies of approximately 150 - 300 words to be placed in the *Journal of Dental Technology (JDT)*. Word count will be set by the editor of the JDT in advance and all candidates will have the opportunity to review their biography.

- Candidate Statements of approximately 150 - 300 words to be emailed out to all constituents with a right to vote prior to the election deadline.

It is the policy of NBC that the *Journal of Dental Technology* and one email through NBC should be the only means by which a candidate provides written communication to prospective voters regarding their desire to

serve on the respective boards. No candidate should engage in written attempts to campaign to the respective voting base of constituents outside of the approved means. This includes writing letters, sending emails, purchasing advertisements, etc. If the candidates do not follow the previous policy regarding campaigning, they may become ineligible at the discretion of the board. The NBC board reserves the right to determine if the campaigning policy has been breached by a candidate.

While the NBC appreciates passion and commitment in its leaders, it is expected that members seeking office will conduct themselves in a manner that is a reflection of their character and respects the integrity of the organizations. It is NBC's policy that members seeking office shall campaign in a positive manner, avoiding ad hominem attacks, disparagement and negative campaigning directed at others seeking office, and shall not encourage or allow anyone else to do so on their behalf.

Candidates are encouraged to communicate their own experience, plans and vision to the voting body through established means. Negative campaigning not only discredits the candidate who engages in it, but poisons the well, discouraging others from seeking office, and discouraging many constituents from getting involved in the associations, as everyone prefers to be part of a positive organization. If you are aware of legal or ethical concerns about a candidate, that information should be brought confidentially to the attention of the Executive Director or a Trustee.

NBC
National Board for Certification in
Dental Laboratory Technology

NBC Trust Candidate Nomination Form

Name: _____ CDT Number: _____
Organization: _____
Title: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

If elected/appointed, I, _____, recognizing the important responsibility I am undertaking in serving as a member of the National Board for Certification (NBC) Board of Trustees, hereby personally pledge to carry out in a trustworthy and diligent manner all the duties and obligations inherent in my role as a Trustee.

I understand that I am accepting a three-year commitment to serve on the NBC Board which involves my attendance at a minimum of two out-of-town meetings each year. I further understand that reasonable travel expenses to attend meetings will be reimbursed by NBC. I have notified my employer that I have submitted a nomination for this position.

My Role

I acknowledge that my primary role as a Trustee is to (1) contribute to defining the NBC mission and policies and procedures governing the fulfillment of that mission; (2) carry out the functions assigned to me as a Trustee as delineated in the NBC bylaws, policies, and procedures; and (3) contribute to the formation and fulfillment of a strategic action plan to move the organization toward its mission and vision.

My role as a Trustee will focus on the development and fulfillment of the strategic plan, policies, and procedures that are consistent with the direction of the program and NBC's mission and vision statements. This role is separate and distinct from the role of the Executive Director to whom the responsibility for administration and implementation of policy is delegated.

My Commitment

I commit to:
(Please initial each item to denote that you have read and agree to perform each item.)

_____ Exercise the duties and responsibilities of this position with integrity, collegiality, and due care.
_____ Attend all meetings of the NBC Board.
_____ Come prepared to contribute to the discussions of issues and business to be addressed at scheduled meetings, having read the agenda and all support materials relevant to the meeting.
_____ Complete all assignments within time frames established by the Board.
_____ Represent NBC and the goals and decisions of the organization in a positive and supportive manner at all times and in all places.
_____ Support in a positive manner all actions taken by NBC even when I am in a minority position on such actions.

_____ Notify the NBC Board promptly of a change in employment to a field unrelated to dental technology with the understanding that such a change may make me ineligible to continue as a trustee.
_____ Observe the parliamentary procedures outlined in Roberts Rules of Order and procedural rules established by NBC and contained in the NBC bylaws and display courteous conduct in all meetings.
_____ Abide by the bylaws, policies and procedures of the organization.
_____ Avoid conflicts of interest between my position as a Trustee and my personal and professional life as outlined in the NBC Non-Disclosure Agreement and Conflict of Interest Statement below.

Non-Disclosure Agreement and Conflict of Interest Statement

This statement applies to all NADL/NBC personnel, staff and volunteers, members of the Board of Trustees, Board of Directors and contracted vendors that are involved with the examination process, policy making, or any aspect of NADL, the Certified Dental Technician (CDT), Recognized Graduate (RG) or Certified Dental Laboratory (CDL) certification/certificate programs.

I realize that I will be afforded access to propriety information, confidential documents, examination items and generally related test development items, and hereby agree that I will hold safe and will not disclose or reveal, intentionally or unintentionally, to any person, individual, or entity, any information to which I have been made privy . I will not divulge any confidential information including, but not limited to, private financial matters, the test, working notes, draft copies, intellectual property, general reference materials or any indicators as to my involvement of any NADL/NBC assigned projects to any person, individual, or entity, unless so released and authorized in writing by NADL/NBC.

I agree to:
(Please initial each item to denote that you have read and agree to perform each item.)
_____ Express any actual, past or future personal conflict of interest or commercial links I have with any applicant and/or accredited individuals or companies involved with NADL/NBC. In addition, I agree to secure myself from grading, deliberation and/or vote on any matter with respect to which I may have an actual or potential conflict of interest. On the attached sheet of this agreement is listed all currently known conflicts of interest that may be related to the NADL and its programs, Certified Dental Technician (CDT) certification program, Recognized Graduate (RG) certificate program or Certified Dental Laboratory (CDL) certification program.
_____ Not engage in actions which may constitute an actual, apparent or potential conflict of interest with any individual, business, financial, or organizational interest and affiliations which are or could be construed to be a conflict of interest.
_____ Accurately reference my participation with respect to the NADL, NBC, Foundation, DAMAS, CDT, RG and CDL programs.
_____ Not participate in any educational program that directly prepared a candidate to take an NBC examination in any area to which I have been exposed for a period of five (5) years without written permission from NADL/NBC. I understand that this agreement does not prohibit me from providing training to dental laboratory technicians as part of a general educational program or continuing education program.
_____ Not sit for certification examinations in any area to which I have been exposed for a period of five (5) years without written permission from NADL/NBC.
_____ Keep all confidential information in my possession in a safe and secure place and take all reasonable steps to protect it against inadvertent disclosure or theft.
_____ Immediately inform the Chair of the Board or the Executive Director if materials have been compromised due to theft, loss or exposure to a non-approved third party.
_____ Promptly return to NADL/NBC staff, by courier, UPS, Fed-Ex or registered mail, the confidential information that I have received or acquired and will not retain copies of this information.

_____ Consider materials I prepare for NADL/NBC as works-for-hire under the Federal Copyright Act and therefore owned by NADL/NBC.
_____ Uphold the NADL and NBC policies and procedures.

Breach of this agreement, intentional or unintentional, shall be grounds for civil proceedings should NADL and/or NBC pursue legal remedies to said breech.

I understand and will abide by these statements of confidentiality and conflict of interest and that the above restrictions shall apply at all times and in any circumstance, even after my work with NADL and/or NBC has concluded, unless otherwise directed by the Board of Trustees.

I accept the direct responsibility to fully disclose and to state below any conflicts of interest or possible perceptions of conflicts of interests.

Conflict of Interest Disclosure

Use the space below to disclose any conflicts of interest or possible perceptions of conflicts of interests.

Name of Individual/Business	Relationship to Individual/Business and Reason for Conflict of Interest

Required Questions

Please respond to the following questions to the best of your ability. Feel free to use an additional sheet of paper if you run out of room.

1) Why do you have an interest in serving on the NBC Board of Trustees?

2) What specific skills, talents, expertise, and experience do you believe you can share with the NBC Board of Trustees?

3) What challenges to dental laboratory technology and certification do you see in the future and how would your participation positively impact the program and NBC's constituents?

Letter of Intent

I have read the information contained in the document titled 2019 NBC Board of Trustees Information and Application and agree to adhere to the policies set forth in this document.

By submitting this application, I agree that I will work to uphold the mission and vision of the NBC.

Printed Name: _____

Signature: _____

Date: _____

All applications must be submitted along with a short candidate biography and digital headshot. Please return all pages of this document, signed and initialed, to the NBC office at dcaldwell@executiveoffice.org by 12:00 pm EST on Friday, March 30, 2018.