



Commonwealth Dental Association

Working for Oral Health in the Commonwealth

8th GENERAL MEETING (BIENNIAL)

5th and 6th May 2015

Manchester Central Convention Centre (MCCC)

Manchester

United Kingdom

Programme

Tuesday 5 May, 3pm

CDA Business meeting

Plenary debate

Election of officers

Installation of the President and CDA Officers for 2015-2017

Presentation of CDA Awards

Wednesday 6 May

Workshop: *Supporting vulnerable people and their carers*

Speakers: TBC

Presentations and working groups

Plenary session

Current CDA Officers (2012-2015)

President

Dr. William O'Reilly (Australia)

President-Elect

Dr. Anthony Kravitz OBE (UK)

Immediate Past-President

Dr. Hilary Cooray (Sri Lanka) (Kenya)

Executive Secretary

Prof. DYD Samarawickrama (UK)

Treasurer

Dr. Stuart Geddes (UK)

Regional Vice-Presidents

- Canada/Caribbean
- East, Central & Southern Africa
- Europe
- Pacific / Australasia
- South East Asia
- West Africa

Dr. Tania Mortemore (Bahamas)

Dr. Susan Maina (Kenya)

Dr. Sue Greening (UK)

Dr. David Crum (New Zealand)

Dr. Suresh Shanmuganathan (Sri Lanka)

Dr. Adeyemi Olusile (Nigeria)

Ex-Officio Members of the Executive

CDA NEWS Editor

Prof. Stephen Lambert-Humble

CDA Administrator

Ms. Ulrike Matthesius (UK)

The CDA is inviting all its member **National Dental Associations NDAs** to nominate individuals for positions in the **Executive Committee** (the **Executive**) of the CDA as listed below. Elected **Officers** will hold office for two years (2015 – 2017). Nominations cannot be proposed by the nominees themselves but must be made by another office-bearer of the relevant NDA.

The **Officers** will be elected at the **CDA Biennial General Meeting BGM** to be held in Manchester, UK, on 5th May 2015. The **Officers** listed on page 1 are eligible for re-election except the **President, the President-Elect and the Immediate Past President**.

The functions and responsibilities of, and the requirements for, the **Officers** are listed below. The list is not exhaustive:

The **Executive** will normally meet at least 3 times per year. A face-to-face meeting will be held immediately following the **BGM** and other face-to-face meetings will be held during the remainder of the Biennium as and when possible, if agreed by the members, with the advice of the **Treasurer**. Regular meetings of the **Executive** will be held by e-mail or by teleconference. **Therefore, ALL Officers** must be on e-mail as this is the main form of communication. Due to the need to accommodate several time zones, each **Electronic Meeting** will take place over a 14 day period.

The **President** is the **Chief Officer** of the Association and will act as its chief spokesman and also represent the Association at official functions and events. The **President** will report regularly to the **Executive** on the activities undertaken on behalf of the Association. The **President** will chair the **Electronic Meetings of the Executive**.

The **Executive Secretary** is responsible for the day-to-day administration of the CDA and for keeping a record of all meetings of the **General Assembly** and the **Executive**. He/she will be responsible for the setting of the agendas of the meetings of the **Executive**, in consultation with the **Administrator**. He/she will prepare an annual progress report of work and activities.

The **Treasurer** is responsible for the administration of the funds of the CDA, including the proper operation of the CDA's bank account(s) and the approval of invoices before payment. He/she will also prepare financial reports from time to time, for presentation to the members of the **Executive**. He/she will prepare an annual budget and have the accounts externally audited. Audited draft accounts for the period under review will be submitted to the **Executive** within one month of being received from the auditor, for approval, before finalisation by the auditor.

The **Regional Vice-Presidents** must be resident in their Region. They are responsible for promoting the aims and objectives of the CDA and will facilitate the implementation of CDA activities within their Regions. They will prepare a quarterly report of activities within their Regions. They will also keep in contact with the **NDAs** and are expected to assist the **Treasurer** to collect the **Annual Subscriptions** from the **NDAs** in their respective Regions.

Nomination Form

**Please complete and send as soon as possible and NOT later than 31 January 2015 to:
Ms. Ulrike Matthesius, CDA Administrator, Email: u.matthesius@bda.org Fax: +44 20 7563 4556**

National Dental Association	
Contact Name	
E-mail Address	
Fax Number	
Mailing Address	

Officer	Name of nominee	E-mail Address	Signature
President-Elect			
Executive Secretary			
Treasurer			

Regional Vice-Presidents

Officer	Name of nominee	E-mail Address	Signature
Europe			
South East Asia			
Pacific/Australasia			
Canada/Caribbean			
West Africa			
East, Central and Southern Africa			

Proposer's signature and date	Proposer's name (please print)	Position in the NDA