

Job Responsibilities Overview

This is basic list of required jobs by category. See how they fit into your organization's current executive structure and functional pathways. On the next page, there is a sample job structure.

Governance:

1. There is at least one person with administrative oversight.
2. There are clear lines of authority and responsibility
3. Someone can ensure continuity of the program administration

Planning

4. At least one person is responsible for the planning process
5. There is a separate planning committee composed of dental professionals
6. At least one member of the committee is a dental professional with no other obligations to the organization
7. Someone works with the advisory committee to choose appropriate educational methods, instructors, facilities and potential attendees.
8. Someone assures the student: instructor ratio is appropriate to the information presented and teaching method used.

Advertising

9. Someone is responsible for assuring compliance the PACE Standards (for advertising and all other PACE regulations.)

Educational Program

10. Someone ensures that there is an adequate number of qualified personnel to manage the program
11. Someone assures that facilities and equipment are adequate in good working order and can accommodate the size of the intended audience

Evaluation

12. Someone oversees the needs assessment and course evaluation processes
13. Someone on the planning committee reviews course objectives and outlines

Record Keeping

14. Someone maintains attendance information
15. Someone ensures participants are not violating any applicable laws and regulations when participating in a course
16. Someone provides the AGD with annual contact information

Podunk City Study Club Job Responsibilities

This is just **one possible arrangement** of the required list of jobs. These jobs need to be included as a baseline, but any **additional jobs that are part of your organization's mission**, for example, fundraising or scholarship support, should also be included. The titles are also just suggestions- you can call them Administrator, Commander or Head Honcho if that is what your group chooses.

What's important is that it's clear to anyone reading these that there are people designated to carry out the mission statement and goals of your organization.

The President:

- Has overall administrative oversight.
- Assures there are clear lines of authority and responsibility
- Ensures continuity of the program administration

The Vice-President:

- Has overall responsibility for the planning process for CE program
- Works with the Planning/Advisory committee to choose appropriate educational methods, instructors, facilities and potential attendees.
- Assures the student: instructor ratio is appropriate to the information presented and teaching method used.

The Secretary/Treasurer:

- Responsible for assuring compliance with all PACE Standards
- Maintains attendance information
- Ensures participants are not violating any applicable laws and regulations when participating in a course
- Provide the AGD with annual contact information

The Program Chair:

- Chairs the planning committee (*include specific description on how at least one member is the independent dentist, etc*)
- Ensures that there is an adequate number of qualified personnel to manage the program
- Assures that facilities and equipment are adequate in good working order and can accommodate the size of the intended audience
- Oversees the needs assessment and course evaluation processes
- Appoints someone on the planning committee to review course objectives and outlines