

AAOMS Committee Chair and Member Resource Guide

The Board of Trustees	Page 1
AAOMS Senior Management Team	Page 1
House of Delegates	Page 2
Governing Rules and Regulations	Page 2
AAOMS Strategic Plan	Page 3
Committee Roles and Responsibilities	Page 3
AAOMS Staff Committee Liaisons	Page 4
Committee Appointment Process	Page 5
Procedure in Committee Meetings	Page 5
Effective Committee Chairs	Page 5
Effective Board Recommendations	Page 7
AAOMS Resources	Page 8
Operational Guidelines	Page 9
Legal Information	Page 10
Committee Travel and Reimbursement Policy	Page 11
Budget Allocation Process	Page 11
Contingency Fund Allocations	Page 12
Continuing Education Guidelines	Page 12

The Board of Trustees

Officers

Robert S. Clark, DMD, President
Charles A. Crago, DMD, MD, FACS,
President-Elect
Debra M. Sacco, DMD, MD Vice President
Jeffrey H. Wallen, DDS, Treasurer

J. David Morrison, DMD, Immediate Past
President
Karin K. Wittich, CAE, Secretary and Executive
Director (ex officio)
Steven R. Nelson, DDS, MS, Speaker of the
House

Trustees

Pushkar Mehra, DMD, BDS, FACS
Trustee, District I (Northeastern)
Martin E. Eichner, DDS
Trustee, District II (Middle Atlantic)
Daniel J. Gesek, Jr., DMD
Trustee, District III (Southeastern)

Gregory M. Ness, DDS, FACS
Trustee, District IV (Great Lakes)
Julia R. Plevnia, DDS, FACD, FACS
Trustee, District V (Midwestern)
W. Frederick Stephens, DDS
Trustee, District VI (Western)

AAOMS is administered by an 11-member Board of Trustees composed of five officers and six trustees. Each trustee represents a geographic membership district. The AAOMS executive director, serves as the board's secretary in an ex-officio capacity. The Speaker of the House of Delegates is also an officer of the Association.

Board's duties as they relate to committees

- Providing direction for committee goals and tasks as they relate to Association's strategic plan
- Review of conference call and meeting reports of committees and acting on recommendations
- Proposing resolutions to House of Delegates

AAOMS Senior Management Team

Karin K. Wittich, CAE, *Executive Director*
Mary Allaire-Schnitzer, *Associate Executive Director, Advanced Education and Professional Affairs, and COO OMS Foundation*
Samantha Jones, *Associate Executive Director, Continuing Education, Meetings and Exhibitions*
Jolene Kremer, *Associate Executive Director, Communications and Publications*

Kim Molley, MBA, CPA, *Chief Financial Officer and Associate Executive Director, Operations & Business*
Danielle Powers, *General Counsel & Associate Executive Director*
Vicky Rappatta, *Associate Executive Director, Governance and Membership*
Srini Varadarajan, JD, *Associate Executive Director, Practice Management, Health Policy and Governmental Affairs*

AAOMS House of Delegates

The AAOMS House of Delegates consists of 102 voting members – 100 who are fellows or life fellows in good standing and two (2) representatives from the Resident Organization Executive Committee. The House represents each state in the Union, the District of Columbia, Commonwealth of Puerto Rico, U.S. territories, and each branch of the five federal dental services.

Duties

- Consider annual reports of Board of Trustees and committees and act on resolutions
- Elect the officers and trustees
- Elect all categories of membership
- Adopt rules and regulations to conduct business of the Association

Governing Rules and Regulations

The association's governing rules and regulations are a set of established guidelines, policies, and procedures that dictate the operations, conduct, and decision-making processes within the association. These rules are typically outlined in the association's governing documents, which may include its articles of incorporation, bylaws, and other applicable policies or resolutions.

The governing rules and regulations of the association serve several key purposes:

- **Establishing Structure and Organization:** They provide a framework for how the association is structured, including its leadership roles, committees, and membership requirements.
- **Defining Membership Rights and Responsibilities:** They outline the rights and responsibilities of association members, including eligibility criteria, voting procedures, and membership dues.
- **Guiding Decision-Making Processes:** They establish procedures for making decisions within the association, such as how meetings are conducted, how votes are taken, and how policies are enacted or amended.
- **Ensuring Compliance and Accountability:** They set forth standards of conduct and ethical guidelines for association members, leaders, and staff, helping to ensure compliance with legal requirements and ethical standards, as well as fostering accountability for actions taken.
- **Resolving Disputes and Conflicts:** They often include procedures for resolving disputes and conflicts that may arise among association members or between members and leadership.
- **Protecting the Association's Interests:** They may include provisions for protecting the association's assets, intellectual property, and reputation, as well as mechanisms for managing risks and liabilities.

The association's governing rules and regulations are essential for maintaining order, promoting transparency, and facilitating effective governance within the organization. They provide a roadmap for how the association operates and how decisions are made, ensuring that it functions efficiently and in accordance with its stated mission and objectives.

The Governing Rules and Regulations are available to members via the Member Center on AAOMS.org/Resource Documents.

AAOMS Strategic Plan

Mission

Advancing, promoting and preserving the specialty of oral and maxillofacial surgery as well as the skills and professionalism of AAOMS members to ensure patient access to safe and effective care.

Vision

- AAOMS members practice at the highest level of safety, quality and professionalism.
- AAOMS members make a demonstrable difference in the lives of their patients and communities.
- AAOMS members are informed and professionally fulfilled.
- AAOMS members are fully engaged in advocacy.
- AAOMS members are essential members of the healthcare community.

Strategic Priorities

- Preserve OMS Anesthesia Team Model – Promote standards, training and research
- Advance the Specialty of Oral and Maxillofacial Surgery – Position OMS to thrive in future environments
- Increase Member Value and Engagement – Align benefits/value to membership
- Protect the Integrity of Practice Through OMS-led Care

Committee Role and Responsibilities

Chairs

- Review charge/goals against Strategic Plan
- Lead committee to accomplish the tasks from agenda
- Review with staff liaison any ongoing projects
- Note any overlap with other committees
- Attend all appropriate hearings of reference committees and all sessions of the House of Delegates. [AAOMS Bylaws, Chapter IX. Committees and Sections, 20. C.]

Members

- Review agenda materials in advance of virtual and in-person meetings
- Seek clarification of any items that are unclear
- Actively participate during meetings

Board Liaisons

- Voice of the committee at Board meetings
- Presents committee report and recommendations
- Provides insight to committee on Board positions
- Provides insight on feasibility of proposed committee direction

Staff Liaisons

- Serves as valuable resource to committee
- Prepares and distributes agendas
- Prepares meeting minutes
- Prepares committee reports to Board

AAOMS Staff Committee Liaisons

Standing Committees

Advisory Committee on Awards Nominations

Karin Wittich

Commission on Professional Conduct

Danielle Powers and Eleni Hernandez

Committee on Anesthesia

Mary Allaire-Schnitzer and Jennifer Scofield

Committee on Cleft, Craniofacial & Pediatric OMS

Mary Allaire-Schnitzer and Jennifer Scofield

Committee on Constitution and Bylaws

Vicky Rappatta and Lisa Marino

Committee on Continuing Education & Professional Development and CCEPD Subcommittee on Dental Implant Education

Samantha Jones and Amy Chambers

Committee on Education and Training

Mary Allaire-Schnitzer and Laurie Oddo

Committee on Facial Cosmetic Surgery

Mary Allaire-Schnitzer and Jennifer Scofield

Committee on Governmental Affairs

Srini Varadarajan, Jeanne Tuerk and Sandy Guenther

Committee on Healthcare Policy, Coding and Reimbursement

Srini Varadarajan and Patty Serpico

Committee on Membership

Vicky Rappatta and Catherine Lopes

Committee on Oral, Head and Neck Oncologic and Reconstructive Surgery

Mary Allaire-Schnitzer and Jennifer Scofield

Committee on Practice Management and Professional Staff Development

Srini Varadarajan and Bridget Treccia

Committee on Public and Professional Communications

Jolene Kremer

Committee on Research Planning & Technology Assessment

Mary Allaire-Schnitzer and Laurie Oddo

JOMS Editorial Board

Jolene Kremer and Heidi Bonfield

OMS Faculty Section

Mary Allaire-Schnitzer and Laurie Oddo

ROAAOMS Executive Committee

Mary Allaire-Schnitzer and Laurie Oddo

Special Committees

Special Committee on OMS Parameters of Care

Mary Allaire-Schnitzer

AAOMS Committee Rosters are available for viewing at aaoms.org/committees.

Committee Appointment Process

Outlined in *Governing Rules and Regulations* Chapter IX, COMMITTEES AND SECTIONS, Section 10.

Name, Composition, Term of Appointments and Duties

- Committee appointments made by President-Elect with Board approval
- Volunteer applications reviewed and considered along with recommendations from current committee chairs, members and Board members
- Mid-term vacancies filled by President for remainder of term

Effective Committee Chairs

- Start the meeting on time
- Come fully prepared and ready to engage participants
- Guides and stimulates discussion, moves committee to a decision after an appropriate period of discussion
- Seek consensus, not necessarily unanimity
- Duty to act in best interests of AAOMS
- Close on time and on positive note
- Serve as advisors to Board
- May make recommendation(s) to Board
- May not directly speak on behalf of Association
- May not make policies or policy decisions
- May not commit funds

Procedure in Committee Meetings

Calling the Meeting to Order

- The Chair of the committee is the presiding officer and says, “The meeting will now come to order,” signaling the start of the meeting of the agenda.

Approval of the agendas

- The Chair should ask committee members if there are any additional items for consideration or any items suggested for removal on either the consent or regular meeting agendas.
- Following review, the chair should call for a motion to approve the agenda(s).

Handling Motions

- Making Motions: Voting members should clearly state their motions, specific action or decision for the committee to consider, and provide rationale.
 - Example: After the minutes from the previous meeting are read or circulated, a member might say, “I move to approve the minutes as presented.”
- Seconding Motions: Ensure that motions are seconded before discussion.
 - Example: Another member seconds the motion by saying, “I second the motion.” This enables discussion and voting on the proposal.
- Discussion: Allow members to discuss the motion, sticking to the point and avoiding repetition.

- Example: Following a motion, the chair opens the floor for discussion. Members might debate the merits of the motion, with each speaker addressing the chair and contributing their views.
- Members should remain seated and speak only when recognized by the chair and address the chair, not other members.
- Although procedure is more relaxed than the AAOMS House of Delegates, the Chair may want to set time limits for speeches to avoid prolonged discussions. Chair should ensure discussions are relevant to the current motion or agenda item.
- The Chair should ensure balanced participation by all committee members and discourage domination of the meeting by individuals or small groups
- Chair can participate in discussion, but should not vote unless permissible per the Committee's bylaws.
- Amendments: A member might propose an amendment to a motion. The chair then calls for a second, and if seconded, the amendment is discussed and voted on separately.
 - Example: "I move to approve the minutes as amended."
- Voting: Once discussion is complete, the chair calls for a vote.
 - Chair should ensure the method of voting (e.g., voice vote, roll call) is clear.
 - Example: Members might vote verbally, by show of hands, or by roll call. For instance, the chair says, "All those in favor of the motion, say 'aye.' Those opposed, say 'no.'"
 - Specific rules for voting, such as the required majority or type of vote, are outlined in the Association's Bylaws.

Point of Order

- Example: If a member believes that parliamentary rules are being violated, they might say, "Point of order," and then specify the issue. The chair will address the point of order to ensure proper procedure is followed.

Point of Information

- Example: A member might say, "Point of information," to ask for clarification on a matter related to the motion or discussion. The chair or the member who made the motion provides the necessary information.

Point of Privilege

- Example: If a member has a personal concern that affects their ability to participate, such as a disturbance or a need for a break, they might say, "Point of privilege," and the chair will address the concern.

Tabling a Motion

- Example: If a member believes the motion should be postponed, they might say, “I move to table the motion until the next meeting.” Another member seconds the motion, and the chair calls for a vote.

Unfinished Business

- Example: At the end of the agenda, the chair might say, “We will now address any unfinished business.” This allows the committee to revisit any items from previous meetings that were not resolved.

New Business

- Example: After handling old business, the chair might say, “We will now move on to new business.” This is the time for members to introduce new topics or motions.

Special Orders

- Example: If a specific topic requires special attention or a predetermined time for discussion, the chair might say, “We will now proceed with the special order to discuss the annual budget.”

Adjourning the Meeting

- Example: When the meeting’s business is complete, a member might say, “I move to adjourn the meeting.” Another member seconds the motion, and the chair calls for a vote. Once approved, the chair says, “The meeting is adjourned.”

These procedures help ensure that meetings are orderly, fair, and efficient, providing a structured way for committees to make decisions and conduct their business.

[Additional information on parliamentary procedure](#), recorded by AAOMS Speaker of the House of Delegates, Dr. Steve Nelson, is available for optional viewing.

Effective Board Recommendations

General Guidelines

- Must support Strategic Plan
- Concise and freestanding
- Consider cost-benefit to AAOMS and membership
- Consider feasibility
- Always include a fiscal note
- Contingency funds should only be requested for opportunities not apparent at the time of budget development
- Remain confidential until Board action taken
- Note option “For Immediate Action”
- Less is more; keep the number of recommendations down whenever possible
- Keep the recommendations brief
- Attention to language and grammar
- Be as specific and detailed as possible
- Be sure the recommendation is “actionable”

Example of poorly written recommendation:

- Recommendation 1: that the Board of Trustees promote the Annual Meeting to the membership.

Example of a better recommendation:

- Recommendation 1: that the Board of Trustees approve promotion of the AAOMS Annual Meeting to the membership through the President’s e-news, AAOMS social media, *AAOMS Today* and other appropriate communications beginning 12 months prior to each Annual Meeting.

Always ask yourself if the action really needs to be taken to the Board

- Can it be accomplished internally?
- Is it already being done?
- Is there policy that already covers the action?
- Is there policy that *precludes* the action?

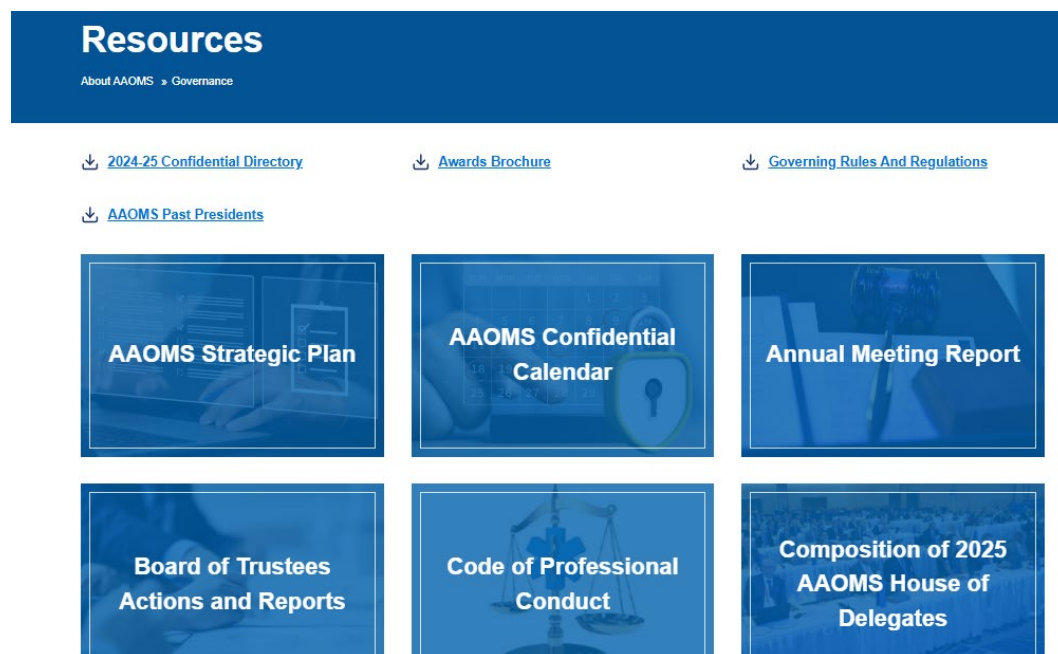
Elements to Keep In Mind

- Board does not actually carry out activities, but rather it *directs* committees and staff to execute activities
- Board cannot take action on a recommendation that is not detailed and specific, unless the request is to “approve in principle”
- Committees should not recommend adding items to the Strategic Plan unless it is a recommendation for a major change in direction

Role of Staff Liaison

- Provide historical background on actions and policy
- Be sure recommendations take on all of the attributes noted earlier (i.e., are “grounded in reality”)
- Ask the Board Liaison to weigh in as necessary

AAOMS Resources




There are many useful documents available in the Resources section of AAOMS.org, including:

- The AAOMS Confidential Calendar includes Association-specific events, state OMS society meetings, activities of the American Board and International Association of OMS, and other related organizations events. Please note the special password needed to access the AAOMS calendar.
 - Direct link: www.aaoms.org/calendar
 - Password: **aaomscal**
- AAOMS Strategic Plan
- Governing Rules and Regulations, including the Association's Bylaws, Policies and the AAOMS Code of Professional Conduct


AAOMS.org/Committees

AAOMS Committees


About AAOMS » Governance Print



[2025-2026 AAOMS Conflict of Interest and Disclosure Forms](#)



[AAOMS Committees Listings](#)



[AAOMS Committee and Chair Resource Guide](#)

Visitors to the Committees section of the website will find:

- A membership roster for each of AAOMS's standing and special committees
- Links to resident and faculty committee information
- The Association's current Conflict of Interest and Disclosure forms

Operational Guidelines

- Often requests from the Board of Trustees and House of Delegates will include a deadline for implementation, as well as the date for a report back to the Board or House.
- If a request requires an additional in-person meeting of the committee beyond what had been planned or budgeted, the chair, Board liaison and executive director should be consulted for approval.

Responsiveness to Requests

- Respond in a timely manner to requests for reports, recommendations and programs by Board of Trustees and House of Delegates.
- When the Board refers an action for implementation to a committee, this request should include a deadline for implementation and date a report with recommendations is to be provided to the Board.
- Committees or other entities may convene conference calls or, if necessary, in-person meetings at the discretion of the Chair, Board Liaison and Executive Director to expedite matters of this nature.
- Agencies meeting 15 days or less before a Board meeting will provide their final reports to the subsequent Board meeting or conference call.

- Committee reports must be submitted in their entirety to the Board of Trustees. Individual items or recommendations should not be separately broken out and submitted for Board review and approval.

Virtual Meetings/Conference Calls

- Select a quiet place for the meeting
- Announce when you join the meeting, and if you have to depart early
- Mute your device when not speaking
- Do not put the call on hold if you have hold music or messaging
- Use a landline telephone, if possible. If you must use a cell phone, use it from a location with a strong signal
- Avoid speakerphones when speaking
- Notify committee chair or staff liaison if unable to participate
- Encourage participants remain on-camera to promote engagement

Conflict of Interest

- Completed annually by all Officers, Trustees, committee members, staff & consultants
- List potential conflicts involving financial gain or loss that could result from an action taken in their capacity as an AAOMS representative
- Failure to comply with disclosure provisions may result in dismissal from AAOMS activities.
- Any new conflicts should be disclosed throughout the year
- May be asked to abstain from any agency vote or action related to subject of the conflict

Fiduciary Duty and Confidentiality

- Exercise reasonable care in performing functions for the Association, including exhibiting care, loyalty and good faith in all communications
- Maintain in confidence whatever information the Association desires to keep confidential; especially items discussed in Executive Session
- Actions may not be reported as official until after actions of board have been reviewed and ratified by full Board of Trustees
- Board members and other volunteers can adhere to fiduciary duty and maintain appropriate confidentiality in communications by
 - Placing the AAOMS's interests first in dealings on the Association's behalf
 - Preserving the confidentiality of any information that is designated or treated as such by the Association
 - Seeking consultation from the President or Executive Director should questions arise

Legal Information

Sexual Harassment

- Includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct based upon an individual's gender when
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual

- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment
- Any action or conduct meeting any of above criteria may constitute sexual harassment.

Other Harassment

Harassment based on race, creed, religion, color, age, gender, national origin, sexual orientation, veteran status, disability or any other classification prohibited by law is also unacceptable. This type of behavior includes, but is not limited to, making slurs or derogatory statements about any category of individuals.

Antitrust and Legal Due Diligence

- Associations are under special scrutiny by Federal Trade Commission
- Heightened risk for potential legal action, including antitrust violations, just because of how we are organized
- Cannot be seen or even perceived as engaging in fee-setting
- Cannot be seen or even perceived as engaging in excluding competition or competitors
- Cannot be seen or even perceived as engaging in restraint of trade
- Err on the side of caution!

Committee Travel and Reimbursement Policy

- Airline tickets must be in non-refundable economy class purchased 21 days in advance. For tickets outside of these guidelines, reimbursement limit is \$400 unless prior approval was obtained from AAOMS for extenuating circumstances.
- Staff typically handles lodging reservations in advance of meeting
- Travel expenses between home and the local airport reimbursed up to a maximum of \$200
- Round-trip transportation costs from airport to meeting destination reimbursed 100%
- Committee members receive \$185 per day of official business to cover meals, gratuities and travel costs not covered by policy

Budget Allocation Process

- Committees should work with staff to develop the following year's annual budget requests by the end of March
- AAOMS Strategic Plan should support all budget requests
- The Finance and Audit (F&A) Committee of the Board of Trustees meets in May to review all budget requests
- In June, the Board of Trustees reviews the budget requests following modification by the F&A Committee
- Board-approved budget presented to the House of Delegates at the Annual Meeting
- HOD reviews, modifies (if necessary) and approves final budget
- New Course requests - exceptions may occur but it should not be considered normal business to plan events less than seven months after final BOT approval. Approval process is as follows:
 - Committee completes the Probability of Project Success (PPS) Form
 - Program concept is presented to the Board including titles, topics, number of planned speakers, number of proctors needed, what, if any, Board representation is necessary, city, venue, dates, staffing needed
 - Board reviews the form and approves the program in concept only

- Budget is developed and submitted to the F&A Committee for review as part of the annual budget process
- F&A makes a recommendation to the Board as part of the budget review. F&A may adjust the requested expenses after consulting with SMT
- Board approves the course as part of the budget review.
- Budget goes to the HOD for approval. Planning for an approved course need not be held pending HOD approval as HOD historically does not remove revenue producing programs from the budget.

Contingency Fund Allocation Policy and Guidelines

Section XI, 2.a.(1) of AAOMS *Policies* reads as follows:

- The operating budget includes revenues and expenses related to the day-to-day operations of the Association. Included in the operating budget is a contingency fund to cover required expenditures that were not anticipated when the budget was prepared and approved. No funds are to be allocated from the contingency fund without the approval of the Board of Trustees.
- All Contingency Fund allocations must be approved by the AAOMS Board of Trustees.
- Allocations should involve expenditures of \$1,000 or more (lesser amounts should be charged to the existing budget).
- Contingency Fund requests must meet one of the following criteria:
 - A financial need has arisen that could not have been anticipated when the budget was prepared and approved
 - An unexpected opportunity exists that was not known at the time the budget was prepared and approved
 - Expenses for a critical initiative exceed the amount that was estimated when the budget was prepared and approved
- If a funding need or opportunity exists on a regular basis (e.g., an annual educational opportunity), requests should be deferred until next annual budget allocation process.

Continuing Education Guidelines

While many of the continuing education opportunities at AAOMS are planned by the Committee on Continuing Education and Professional Development, or CCEPD, other AAOMS Committees can develop an educational program for continuing education credit.

With the help of your staff liaison, Committees can submit an application which contains all of the educational content, speakers, planners, and preferred format. Keeping in mind that all planning for the activity must be independent of commercial interests.

- AAOMS is a recognized ADA CERP Provider and accredited by Accreditation Council for Continuing Medical Education (ACCME)
- Committees can develop an educational program
- Submit CDE/CME application to include educational content, speakers and disclosure information, methodology and preferred format — independent of commercial interests
- CCEPD determines that all policy/criteria has been met, assigns appropriate CDE/CME credit and submits for Board approval
- Once Board approved, speakers are contacted

- Timeframe is typically 6-9 months
- For more information, contact your staff liaison or contact the continuing education department at conteducate@aaoms.org