



CONFERENCE OF SCOTTISH LOCAL DENTAL COMMITTEES **“The Conference”**

The Roles of Conference Agenda Committee members – the following is an outline of the tasks normally undertaken by the holders of these posts for the guidance of prospective candidates. It is not an exhaustive job description.

Conference Agenda Committee (Committee)

In preparation for each Conference, the Committee meets approximately seven times, usually on a weekday evening by teleconference for approximately one and a half hours from 18:30hrs. Two face-to-face meetings will be held, the first in March to review and agree Conference motions and the second on the Thursday afternoon immediately preceding Conference. Preparation for Conference has now evolved into a pattern thanks to the hard work of BDA Scotland staff. The Chair and Committee have the opportunity to decide on the key topics to be discussed at Conference and the rhythm of the Conference day.

Chair of Conference

The Chair will hold office for two years, chairing two Annual Conferences and installing the successor at the end of the second Conference. The Chair will have held the post of Chair Elect for two years previously and will become Immediate Past Chair for a further two years, amounting to a total of six years. The Chair is also responsible for drafting the introduction to the Conference report. The Secretary will draft the overall document and arrange for publication.

Chair at the Pre-Conference Dinner

The Committee may decide to invite an after-dinner speaker and it is the Chair's responsibility to welcome the speaker on arrival at the event. The Chair will be responsible for inviting honorary guests to sit at the top table, usually to seat ten people. The Chair is also responsible for welcoming all guests, speakers and delegates to the dinner. The Chair will then give a formal presentation, usually on the topical issues affecting the profession. The Chair will present Lifetime Achievement Awards and Past Chair medals to the recipients in any one year once dinner has been served.

Chair of the Conference

Is responsible for moderating debate on the day and ensuring the Standing Orders of Conference are observed. Any amendments to motions or late submission of motions will be accepted or declined at the Chair's discretion. (Refer to the Conference of Scottish Local Dental Committees Standing Orders). The Chair also acts as a focus and figurehead representing the interests of Scottish LDCs. The Chair is responsible for introducing all speakers and managing the question and answer sessions following each presentation. The Chair and Chair Elect attend the UK Annual Conference of LDCs (and the Conference Dinner).

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In addition, the Chair receives an annual honorarium of £500. It was discussed at a Conference Agenda Committee meeting on 4 June 2018 and agreed that the payment for the Chair should be increased to between £500 which will be increased with effect from 26 April 2019 to £550.

Miscellaneous pointers for the Chair during the Motions section of Conference:

Once a motion has been presented the Chair asks, 'Does anyone wish to speak for or against the motion?'

Once the motion has been debated the Chair asks 'Who is for (or in favour of) the motion?' A vote is taken.

'Who is against the motion?' A vote is taken.

'Are there any abstentions?' - A vote is taken.

The Chair will then announce whether the motion was:

Passed unanimously

Carried by a majority

Defeated unanimously

Defeated by a majority

Conference Charity Quiz

It will be at the Chair's discretion to choose a charity for Conference to support.

The Chair of Conference will be one of three nominated signatories for Conference accounts and cheques. The other signatories will be the Treasurer and the Chair Elect.

Chair Elect of Conference

Supports and shadows the Chair for the two years from his/her election by Conference until their inauguration as Chair. As a member of the Committee. The Chair Elect assists in the preparations for Conference and may be required to deputise in the Chair's absence.

On the day of Conference, the Chair Elect assists the Chair in keeping to the timetable by calling delegates into the conference room, bringing speakers to the attention of the Chair, timing delegates as they speak, counting votes on motions and keeping note of the results. The Chair Elect must be prepared to do all manner of tasks to assist the Chair.

The Chair Elect of Conference will be one of three nominated signatories for Conference accounts and cheques. The other signatories will be the Treasurer and the Chair.

The Chair and Chair Elect are voting members of the Scottish Dental Practice Committee (SDPC), which normally meets three times per year. As members of SDPC, they may also be appointed to other groups and working parties.

Both the Chair and Chair Elect should be familiar with content and meaning of the Conference Standing Orders.

The Chair and Chair Elect have the right to vote on committee matter.

Immediate Past Chair

At the end of the Chair's two-year tenure, he(s) will become the Immediate Past Chair and sit on the Committee for a further two years. There is also a requirement to become the Committee representative on the Scottish Dental Fund, (SDF). The SDF meets twice per annum. The meetings are held in the evening in Bridge of Allan. This member has the right to vote on committee matters. The SDF will reimburse travelling expenses for attendance at SDF meetings.

Conference Treasurer

The Conference Treasurer will hold office for three years and will assume responsibilities from 1 September in the year they are elected, this to allow a handover period with the previous Treasurer. The Treasurer is responsible for the collection, holding and disbursement of all monies as directed by the Committee and will submit audited accounts to the Conference.

The Treasurer will be one of three nominated signatories for Conference accounts and cheques has the authority to make payments. The other signatories will be the Chair and Chair Elect.

The Treasurer is responsible for inviting all LDCs to contribute to a Conference Fund at rates to be decided from time to time by the Committee. The Conference Fund is used to pay all costs properly incurred in organising the Conference, subject to conditions decided by the Committee. The Treasurer will arrange for the two Auditors of Conference to sign off the Conference accounts on an annual basis. The two auditors will be appointed by Conference on an annual basis to examine and report on the accounts.

The Treasurer will give a brief presentation to Conference providing an update of the accounts and proposing the next year's levy.

The Treasurer has the right to vote on Committee matters.

The Treasurer receives an annual honorarium of 4 sessional payments per annum.

Conference Auditors

Conference financial year ends on 31 August. The Treasurer aims to be organised with the accounts before the end of the year and will chase any outstanding issues before then. The conference accounts are not confidential.

When all paperwork is in order the Treasurer will email the first draft of the accounts to the Auditors. The Auditors may revert to the Treasurer with a couple of questions, a meeting is then arranged in order to sign off the accounts. The meeting takes place in Glasgow, usually over lunch and is held annually in November. There is no other obligation until the following August / September.

Two Committee Members

Two Committee members will be elected annually at Conference. The members will be expected to take on some of the roles and responsibilities of the work of the Committee, e.g. overseeing the Lifetime Achievement Award nominations, liaising and booking

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sponsors, arranging for Continuing Professional Development accreditation and inviting Vocational Dental Practitioners.

The two Committee members have the right to vote on committee matters.

Secretary

A Policy Adviser from BDA Scotland will act as Secretary to the Conference and to the Committee. The Secretary will be responsible for the overall planning, co-ordination and management of the annual Conference of Scottish LDCs, and associated events e.g. pre-conference dinner, liaison with the conference venue, speakers, guests, exhibitors, Scottish Dental press and internal BDA stakeholders. Also, will carry out post-event evaluation, draft the Conference Report, and draft any associated press releases following the event all under the direction of the Committee. Should BDA Scotland be unavailable, the Conference Agenda Committee may appoint a replacement.

SDPC Representative

The Chair of SDPC will sit on the committee as an observer during the SDPC Chair's three-year term of office. He(s) will be responsible for providing input regarding topical issues being dealt with by SDPC. He(s) will also provide a presentation to Conference on the work of SDPC from the following year, as well as providing an update on the actions taken by SDPC on the motions passed by Conference and subsequently passed as SDPC policy. This representative has no right to vote on committee matters.

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