

BRIEF OVERVIEW OF SECRETARY GENERAL DUTIES AND RESPONSIBILITIES

Overview: The Secretary General of the College shall serve as Executive Director of the College and Registrar of the Section XX. The duties of the Secretary General are those assigned in the By-laws of the College which shall include representing the College to the health professions of the world, most notably the dental profession, its ancillary groups and academic divisions, under the direction of the Officers and Councilors of the College.

There is an annual salary that is paid in 12 equal installments monthly. The total compensation package will be similar to what is presently paid, subject to adjustment based on experience and skill sets the new SG may have. In addition, there is a travel budget, determined in each fiscal year's budget, for travel to carry out the duties of Secretary General. In exchange for this compensation, the Secretary General shall work three (3) eight (8) hour days, or the equivalent, per week for the College.

Duties and Responsibilities:

1. Direct the internal and external relationships of the College.
2. Manage the finances of the College, together with the College Treasurer and the Finance Committee, including accounts payable, reserve account oversight and budget development.
3. Section XX Administrator whose duties include evaluating and assisting the performance of the Regions, establishing communications, and supporting individuals assigned to be mentors to the Regions.
4. Monitor and facilitate the implementation and submit an annual report of the directives and policies of the College.
5. Follow the policies and procedures in the College Office operations, develop new policies and procedures as needed, and supervise the performance of the College Office Administrator, Staff, and Directors in consultation with the Executive Committee.
6. Oversee the performance of, and assist when appropriate, the Sections of the College.

7. Maintain College Office Protocols by evaluating the staff, provide timely updates regarding College Office activities, and serving as counsel to Officers and Councilors.
8. Act as Secretary of the International Council and Executive Committee being responsible for the records, documents, correspondence, delegation of the recording of the minutes, and being responsible for the accuracy of such records.
9. Maintain College Communications by managing the flow of information for the College and its Executive Committee and act as representative of the Executive Committee in day to day printed and electronic communications.
10. Assist the Executive Committee, International Council and the College Committees in the development and implementation of a strategic plan to enhance the growth and advancement of the College.
11. Negotiate and exercise contract agreements with third parties and vendors in consultation with the Executive Committee when needed.
12. The Secretary General may reside and work remotely from the College Office but must maintain close contact and visit the Office on a periodic basis, established by the Executive Committee.