

OPERATION HEALTHY TEETH CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

8.03 (a) Appointive Standing Committee; Philanthropic Programs Committee

(5) Operation Healthy Teeth This committee shall be composed of the Chair and members as may be deemed necessary to facilitate the provision of dental treatment and/or dental hygiene education to referred individuals.

Program Chairman:

The chairman reports to the Vice President, Programs and manages all aspects of the program and guides achievement of the program's annual plan. The chairman:

- manages committee members and serves as resource to OHT
- activities
- manages budget, financial reserves, reviews treasurer's report
- communicates to schools, dentists and agencies
- maintains forms, communication documents and procedure book
- creates and updates Excel log of patients and estimate of expense, reviews actual expense on-going
- recruits dentists in our geographic area of need
- maintains dentist list and required business agreement and proof of malpractice insurance
- manages documentation retention
- communicates to committee regularly via email or face to face meetings
- reports to membership at chapter meetings and through chapter newsletter
- attends Programs Committee meetings and submits monthly and annual reports

Treasurer:

The committee treasurer works with the chairman to manage program budget, financial reserves and advises best practices:

- process OHT bills as received and approved, issues checks
- files case information for historical retention in binders

- maintains Excel log of patients for actual expenses paid

Liaison:

The liaison positions interact directly with dentist team, school districts and participating clinics:

- receive and process request for contribution for one time urgent dental treatment forms
- confirm child is qualified, may assist parent/counselor with dentist selection
- contact dentist of choice, confirm will accept new patient
- prepare and send letter of confirmation to parent, copy dentist and school or clinic and program chair
- maintains individual district or clinic log they represent
- Submits payment work to treasurer for payment, includes actual case information sheet/request/confirmation and approval for billing to be paid

Technology: Proficiency using MS Excel, Word and email.