

Executive Director/Treasurer

The Executive Director/Treasurer will be responsible for the administration, operation and management of membership services and finances. They shall also have the following responsibilities:

1. Will be responsible for the development, coordination and administration of existing and new programs and services that will be of benefit to the membership of the CDSS.
2. Develop a knowledge base about activities and policies emanating from the dental profession and other health professions provincially and nationally.
3. Take a pro-active role in providing information/advice to the Council of the CDSS, the membership and others as required about policies, trends and development of organized dentistry.
4. Develop and maintain knowledge of government legislation and regulations relating to the dental profession.
5. Perform speaking engagements as required to dental societies, special groups, College of Dentistry, and other interested public forums.
6. Report to Registrar/CEO, Council, Committee chairpersons
7. Coordinate CDSS office functions
8. Prepare annual budgets, monitor revenue/expenses, facilitate annual audits, ensure relevant accounting policies and practices are in place

Duties:

1. Work with Third Party (Economics) Committee with respect to: fee guides, surveys, statistics, practice management, patient communications, economic issues
2. Work with Health Care Committee with respect to oral health promotion: Oral Health Month, Provincial Coordinators meetings, media
3. Manage human resources with respect to: employee reviews, administering health/dental/RRSP plans, professional development and talent acquisition/termination
4. Represent CDSS at CDSPI AGM, CDSPI Members Assistance Program
5. Manage annual and day to day finances of the CDSS
6. CDSS Newsletter (quarterly)
7. CDSS Website (development, maintenance)
8. Report to Spring and Fall Council Meetings of Council
9. Report to CDSS AGM
10. Represent CDSS at President/CEO meetings
11. Represent CDSS at Registrar/CEO meetings
12. Represent CDSS at CDA Strategic Planning/AGM

13. Represent CDSS at Network of Independent Regulatory Organizations
14. Represent CDSS at Saskatchewan Oral Health Coalition (Treasurer)

Tasks:

Daily

1. Manage member requests by phone and email
2. Monitor CDSS bank activity/investments
3. Provide direction to staff in areas of HR, registration, licensing, IT, interpretation of CDSS guidelines and policies when appropriate

Weekly

1. Weekly management meeting
2. Interview new CDSS registrants
3. Weekly review of finances
4. CDA Future of Dentistry committee

Monthly

1. Monthly bank reconciliation
2. Review investments
3. Review revenue and expenses
4. CDA Dental Issues Group committee
5. Attend interprovincial/national meetings on behalf of CDSS