

Section 1. PRESIDENT

- a) Shall preside at all meetings of the Executive Committee and the Group.
- b) Shall be an ex-officio member of all committees.
- c) Shall make all required individual or committee appointments not otherwise provided.
- d) Shall appoint representatives in countries where needed to assist in the distribution of information and to perform other duties pertinent to efficient administration and effective accomplishment of the Group's objectives.

Section 2. PRESIDENT-ELECT

- a) Shall assist the President in the performance of his/her duties.
- b) Shall preside at the Group meetings when the president is absent.

- c) Shall be elevated to the office of President at the end of the annual meeting following the one at which he/she was elected President-Elect.
- d) Prepare symposium proposals for the forthcoming meeting.

Section 3. SECRETARY/TREASURER

- a) Shall keep records of Group and Executive Committee meetings and submit an annual written report of the proceedings.
- b) Shall maintain the financial records of the Group and submit an annual written financial statement.
- c) Shall be responsible for the collection and disbursement of all funds pertaining to the operation of the Group.
- d) Shall transfer to his/her successor all records, property and funds in his/her possession.
- e) Shall perform such other duties as may pertain to his/her office.

Section 4 GROUP PROGRAM CHAIR

Duties of the GPC with support of the Program Committee as defined by the IADR Central Office or implied from the working history of the committee:

- a) Shall appoint in consultation with the executive committee members for abstract review.
- b) Shall attend the annual IADR Group Program Chair luncheon (and also that at the AADR meeting when the meetings are split and if the Group GPC is acting as GPC for both meetings)
- c) Shall attend the Prosthodontics Group Executive Committee meeting and other special meeting when directed by the Group President
- d) Shall develop a cohesive Prosthodontics Group program based upon communication with the Central Office and the appointed Program Committee as outlined in the GPC handbook.
- e) Shall communicate with the Chair of the Frechette Prosthodontic Research Competition to ensure abstracts considered for the award are transferred to the Prosthodontics Group for programming.
- f) Shall communicate with the Prosthodontics Group Executive Committee necessary to ensure program issues are addressed.
- g) Shall communicate with GPCs and Prosthodontics Group Executive Committee members from other IADR groups regarding the development of symposia.
- h) Shall submit written committee reports to the Prosthodontics Group Executive Committee prior to the annual business meeting.
- i) Shall communicate the actions of the Program Committee to the membership at the annual business meeting.

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- j) Complete additional duties as assigned by the President to ensure effective Prosthodontics Group programming.

Section 5. IADR COUNCIL OBSERVER

Shall take part in all deliberations of the IADR Council and shall summarize the proceedings in reports to the Executive Committee and to the Group members attending the annual meeting. He/she shall also act as a liaison to the various prosthodontic organizations.