



November 13, 2020

Dear Provincial Associations,

For several months, the CDAA Board of Directors has been considering how to increase engagement between the CDAA, its Organizational Members and Provincial Associations. Similar to other federated not-for-profits, the CDAA has decided to open our Committees and invite members from our Organizational Members and Provincial Associations to participate.

Attached you will find the terms of reference for our Research & Knowledge Transference (RKT) Committee and our Bylaws & Governance (B&G) Committee. The RKT committee is involved in a myriad of activities, from drafting position statements, to providing feedback on Government of Canada stakeholder consultations, to evaluating research opportunities and connectivity with the broader oral health academic community through the Network for Canadian Oral Health Research (NCOHR). The B&G committee has a more internal focus and is tasked with evaluating and strengthening CDAA bylaws, policies and governance to improve the stability and sustainability of the CDAA.

The CDAA invites you to reach out to your members who are dental assistants in good standing. We would ask that interested candidates provide their contact information, curriculum vitae as well as a brief description of how they would be a good fit and why they would like to participate in one of the two CDAA Committees noted above. **Submissions should be sent to the CDAA Executive Director via email at skavanagh@cdaa.ca by December 7, 2020. Submissions will be evaluated by Committee members and successful candidates will be contacted by end of January 2021.**

Thank you for your assistance and we look forward to receiving applications from candidates.

Best regards,

Dianne Hennig, OSTJ RDA MFR
President, CDAA

Heather Brownlee, RDA
Vice President, CDAA Director, Manitoba
Chair, B&G Committee,
Chair, RKT Committee

Encl. 2 (*Committee Terms of Reference*)