



Faculty of Dental Surgery Executive Board

Terms of Reference

General

- 4.1 The College shall have a Faculty of Dental Surgery, comprising Fellows, Members, Associates, Affiliates and Student Members. References in these regulations to “the Faculty of Dental Surgery” shall, where the context so admits, be taken to refer to the individuals falling within those categories.
- 4.2 There shall be an Executive Board of the Faculty of Dental Surgery, which shall have power (under delegated authority from the Council)
- (a) to act on behalf of the College; and
 - (b) to advise and report to the College Office Bearers and the Council on matters relating to the dental profession .
- 4.3 For the avoidance of doubt, the Executive Board of the Faculty of Dental Surgery shall, in exercising its powers, act within the boundaries of the authority delegated to it from time to time by the Council and subject to any conditions attaching to such delegation of powers; without prejudice to that general principle, the Council of the Faculty of Dental Surgery
- (a) shall give effect to the strategies and policies determined from time to time by the Council of the College;
 - (b) shall comply with any specific direction issued to it by the Council of the College.

Roles and Responsibilities

- 4.4 The main role and responsibilities of the Dental Executive Board will be to report and make recommendations to College Council in respect of:
- (a) the strategic direction and development of the Faculty of Dental Surgery;
 - (b) all relevant Dental inter-collegiate business matters;
 - (c) clinical and policy development matters relating to:



- i. Dental Education, Training and Professional Development
- ii. Dental Examinations and Assessment (including standards and quality assurance)
- iii. Dental Membership (including recruitment, retention, regional and international networks and public policy consultations)

Composition of the Dental Executive Board

4.5 The Dental Executive Board shall comprise:

(a) Office Bearers (max 5)

- i. the Dean (who shall automatically also serve as Vice President (Dental) of the College);
- ii. the Dean Elect;
- iii. two Vice Deans;
- iv. the Honorary Secretary

(b) Ordinary Members (max 5)

- i. four Ordinary Members;
- ii. one Ordinary Member who obtained full registration with the General Dental Council less than 10 years prior to the date of his/her nomination

(c) *Ex officio* Members (max 5)

- i. Director of the Dental Education, Training and Professional Development Board;
- ii. Director of the Dental Examinations and Assessment Board;
- iii. Director of the Dental Membership and Global Engagement Board;
- iv. President/President Elect of the College;
- v. College Registrar



(d) Co-opted Members (max 3)

Co-opted Members may include representatives from:

- i. the Faculty of General Dental Practice (UK);
- ii. the network of dental international advisors;
- iii. the Lay Advisory Board

Eligibility to serve on the Dental Executive Board

- 4.6 Only Fellows of the Faculty of Dental Surgery shall be eligible to serve as Office Bearers as described in paragraph (a) of regulation 4.5.
- 4.7 Fellows and Members of the Faculty of Dental Surgery shall be eligible to serve as Ordinary Members as described in paragraph (b) of regulation 4.5.
- 4.8 Co-opted Members shall have the right to attend and speak but shall not be entitled to vote at any meetings of the Dental Executive Board.
- 4.9 For the avoidance of doubt, Associate, Affiliate and Student members shall not be eligible to serve on the Dental Executive Board.

Tenure and maximum period of office

- 4.10 The Dean shall hold office for a period of three years and shall not be eligible for re-election.
- 4.11 The two Vice Deans shall hold office for a period of three years and may stand for re-election to Dean Elect only.
- 4.12 The Dean Elect of the Faculty of Dental Surgery shall hold office for a period of one year during the third year of the Dean's term of office.
- 4.13 The Honorary Secretary of the Faculty of Dental Surgery shall hold office for a period of three years and shall be eligible for re-election for one further period of office.
- 4.14 Ordinary Members shall hold office for a period of four years, after which they will not be eligible for re-election for a period of one year.



- 4.15 *Ex officio* Members shall serve on the Dental Executive Board for the period of time stipulated by their particular office.
- 4.16 Co-opted Members shall hold office for a maximum period of four years.
- 4.17 For the purposes of calculating the period of office of a member of the Dental Council, the following shall apply:
- (a) the period between the date of appointment of a member and the annual general meeting of the Faculty of Dental Surgery which next follows shall be deemed to be a period of one year, unless it is of less than 6 months' duration (in which case it shall be disregarded);
 - (b) the period between one annual general meeting of the Faculty of Dental Surgery and the next shall be deemed to be a period of one year;
 - (c) if a member of the Dental Executive Board ceases to hold office but is re-appointed as a member within a period of six months, he/she shall be deemed to have held office as a member continuously.

Election/appointment

- 4.18 Election of the Office Bearers and Ordinary Members of the Dental Executive Board shall, except in the case of election to fill a casual vacancy, be by online or postal vote.
- 4.19 In the event of any casual vacancy arising in the Dental Executive Board, or if any of the positions referred to in paragraphs (a) and (b) of regulation 4.5 remain unfilled following an annual general meeting of the Faculty of Dental Surgery, the Dental Executive Board shall be entitled to appoint another individual who satisfies the relevant eligibility criteria under regulations 4.6 to fill that vacancy or position.

Voting in elections to the Dental Executive Board

- 4.20 All Fellows and Members of the Faculty of Dental Surgery who pay the subscription applicable to residents of the United Kingdom shall be eligible to nominate and vote for Office Bearers and Ordinary Members of the Dental Executive Board.
- 4.21 For the avoidance of doubt, Associate, Affiliate and Student Members of the Faculty of Dental Surgery do not have the right to vote in any Faculty of Dental Surgery elections.



Meetings of the Dental Executive Board

- 4.22 The Dental Executive Board shall meet four times a year, or as often as is considered necessary, and will be chaired by the Dean; in the absence of the Dean, the Dental Executive Board will be chaired by the Dean Elect, and in the absence of a Dean Elect, by one of the Vice Deans.
- 4.23 Meetings shall be held at such time and in such place as may be specified in the notice convening the meeting.
- 4.24 A member may participate in a meeting of the Dental Executive Board by way of telephone or video conference call.
- 4.25 No business shall be dealt with at a meeting of the Dental Executive Board unless a quorum is present; the quorum for meetings of the Dental Executive Board shall be 5, of whom not fewer than 4 must be elected Office Bearers or Ordinary Members.
- 4.26 Notices of all meetings of the Dental Executive Board, together with an agenda of the matters to be discussed and any relevant papers, shall be distributed at least seven days before the date of the next meeting.
- 4.27 The minutes of each meeting of the Dental Executive Board shall be recorded by a nominated member of College staff and shall be submitted to the meeting of the College Council which next follows.
- 4.28 Subject to the provisions of regulations 4.22 and 4.25, the provisions of regulations **Error! Reference source not found. - Error! Reference source not found.** (inclusive) shall apply to meetings of the Dental Executive Board, subject to any necessary modifications.

Annual general meeting of the Faculty of Dental Surgery

- 4.29 An annual general meeting of the Faculty of Dental Surgery shall be held in the autumn of each year.
- 4.30 The provisions of paragraphs 2.1 to 2.21 (inclusive) of the byelaws shall apply to the annual general meeting of the Faculty of Dental Surgery, subject to any necessary modifications.



Transition Period (October 2018 – October 2020)

- 4.31 All existing members of Dental Council as of 31 October 2018 will automatically become members of the new Dental Executive Board until their current term of office expires.
- 4.32 The existing ten Ordinary and Regional Councillors as of 31 October 2018 will become elected Ordinary Members of the Dental Executive Board.
- 4.33 Five of the existing Ordinary and Regional Councillor posts as of 31 October 2018 will not be replaced when the current term of office expires. This is expected to be no later than 31 October 2020.