

Florida Dental Association – Editor

Job Description

The primary duty of the Florida Dental Association Editor is to provide the point of view of a member dentist, so that every communication of the FDA is relevant to our members' interests and continued success. The editor must strive to make these communications in language and format that ensures the message will reach all members. The FDA Editor is an ex-officio (without vote) member of the Board of Trustees (BOT).

Duties

- Approves all content for *Today's FDA* as advertisements and articles are received.
- Writes the column "Off the Cusp" for each issue of *Today's FDA*.
- Reviews PDF copy of *Today's FDA* and approves before sent to press.
- Approves all content and final copy of *News Bites*.
- Approves all content and final copy of each email blast.
- Approves social media content daily.
- Approves blog content each week.
- Works with FDA staff and Moore Communications to provide input and approve content and graphics for digital/social media campaigns.
- Serves as an ex-officio member of the BOT.
- Attends all BOT meetings (three in-person meetings and two virtual meetings per year).
- Attends the FDA House of Delegates Annual and Semi-annual sessions.
- Attends the AADEJ Conference each fall with the Director of Communications.
- Meets with FDA Communications staff annually to determine editorial calendar for following year, themes and content.

Meetings

(recommended but not required)

- FDA HOD Annual Session: held in conjunction with the Florida Dental Convention, typically a two-day meeting in June in Orlando
- BOT August Strategic Planning Meeting: Typically held in August (location moves around the state) with a full day Friday for Strategic Planning and a full day Saturday for general BOT business.
- BOT October Virtual Meeting: Typically held on a Wednesday night via Zoom from 6:00 – 7:30 p.m. EST
- AADEJ Conference: Held annually in the fall, location varies based on ADA Annual Meeting
- BOT December Business Meeting: Typically held at FDA headquarters in Tallahassee in early December with a half day Friday followed by a group dinner and full day Saturday.
- HOD Semi-Annual Session: typically, a one-day meeting held in January, location varies
- BOT May Business Meeting: Typically held at FDA headquarters in Tallahassee in mid-May with a half day Friday followed by a group dinner and full day Saturday.

- BOT March Virtual Meeting: Typically held on a Wednesday night via Zoom from 6:00 – 7:30 p.m. EST

Term

The Editors' term of office shall begin at the conclusion of the first HOD meeting after which an election takes place and shall end at the conclusion of the first HOD meeting two (2) years from that date after which another election takes place, or when a successor is seated. The office of Editor shall have no term limits.

Recommended Qualifications

- Must be an FDA member in good standing.
- Service as Editor at the Component level or in another organization preferred.