

IODA committees' structures and responsibilities:

### **1. Members Affairs Committee**

- Proposing membership strategies to Executive Committee for the upcoming year
- Updating and maintaining members database
- Creating Email lists according to membership categories
- Communication with members regarding membership renewals, membership certificates, receipts, etc
- Promoting membership using website and social media
- Co-ordination with the IT department for its activities
- Communication between our Gold members and IODA's webmaster for practice listings
- Professional counselling and guidance for Gold members
- Keeping track of non-licensed dentists and students to see when they obtain their Ontario license hence change in membership category
- Membership benefits: Event discounts (IODA or third party hosted CE and/or social events), Group discounts by third party businesses

### **2. Academic and Scientific Affairs Committee**

- Plan and organize quality continuing education events throughout the year
- Maintain records of participants' attendance
- Issue certificates of attendance to participants
- Oversee student chapters at University of Toronto and Schulich Dental School
- Collaborate and work closely with the appointed chair of the Symposium

### **3. Social Events and Cultural Committee**

- Plan and organize Nowruz gala
- Plan and organize other social and cultural events for members