

# Australasian Orthodontic Board Manual



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## **PREFACE**

Australasian Orthodontic Board is continually evolving and, in the past it has been a steep learning process with some aspects surprising the new executive. This document aims to raise the initial base by providing resources to more easily achieve consistent management of the Australasian Orthodontic Board and from this better able to further progress the Board.

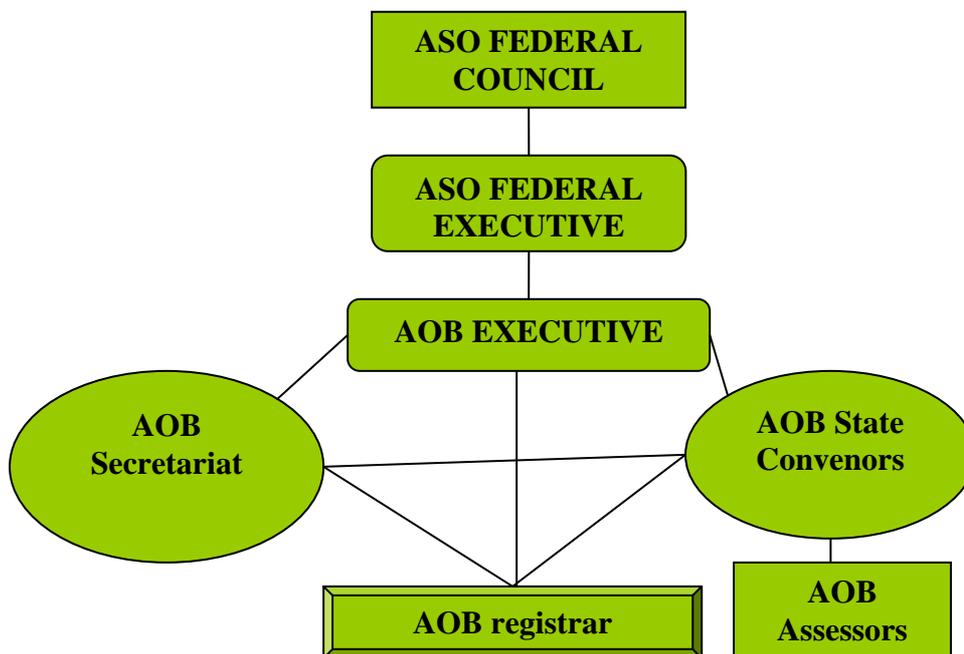
## PREAMBLE

The Australasian Orthodontic Board (AOB), in its present form, was founded in 1993. The current name of the board was adopted in 2007 to enable the inclusion of members of the New Zealand Association of Orthodontists (NZAO). Some appendices are attached regarding the history of the AOB.

Current Australian Society of Orthodontist (ASO) Policy, the Constitution and By-laws will take priority over this manual.

## AOB Organisation

### Structure-flow chart



## Rules

The AOB exists from the relevant by-laws in the ASO constitution. Other AOB rules are posted on the AOB website. Together, these rules form the framework and authority for the AOB executive. The AOB executive may ask ASO council to alter rules if circumstances require such action.

## Federal Council

- Federal Council has complete and final control and authority over all aspects of the AOB

## Federal Executive

### Responsibilities

- Federal Executive is responsible to Federal Council for the management and organisation of Congresses and has the authority to make interim decisions on Council's behalf.

## **AOB Executive**

### **Responsibilities**

- The AOB Executive is responsible to Federal Council for the proper functioning and maximizing the reach of the Australasian Orthodontic Board both
  - Within the orthodontic specialty as a path of continuing education and peer review as well as;
  - Outside the orthodontic specialty by promoting orthodontic board members as ASO members with a strong commitment to their continued expertise within the specialty.
- More detailed suggestions of the duties of the individual AOB executive members are presented below.

### **Duties**

1. organising the AOB award assessors;
2. liaising with conference organisers to arrange a suitable venue;
3. security for the presented materials;
4. liaising with the state liaison officers and heads of departments to organise drop off and pick-up times for the cases and presentations;
5. confirming the available award sponsors, currently 3M and TP, and liaising with their representatives to present the AOB awards;
6. organising the certificates for the AOB awards; and
7. presenting the AOB awards with suitable background visual material.
8. to make contact with registrar regarding membership stages and numbers
9. to make contact with the AOB webmaster to check on any issues to do with pending changes to the ASO-AOB lists, or any other changes to the AOB website.

### **Initial actions**

1. Organize a meeting with the previous executive. Normally this is best done as soon as possible after the AGM at which you are elected. At this meeting, any final details regarding issues current at the time of transition can be ironed out. This can be a fairly informal meeting as you will have been “in the loop” for several months.
2. Organize a meeting with the ASO Executive Officer and other personnel from the ASO Secretariat if available. Normally, this would be immediately after the meeting with the former executive, or as soon as practicable after that.

## **AOB Registrar**

### **Responsibilities**

- To supervise the AOB list comprising of :
  - first stage AOB candidates;
  - certified AOB members
- Monitors that the certification for AOB members remains current;
- Enrolls student candidates; and
- Issues candidate numbers.

## **AOB Secretariat**

The AOB Secretariat will provide secretarial and logistical backup to the:

- AOB executive;
- AOB registrar;
- AOB state convenors;
- To hold the signed patient confidentiality agreements; and
- To collect material from the State convenors and to forward them to the ASO executive.

## **AOB State Convenor**

Each state recommends to the AOB executive a person to act as state convenor. The convenor has records sent to him/her from the candidate and then forwards these to the State assessors. The convenor cross checks the materials from the candidate's forms for consistency and forwards these to the secretariat.

## **AOB Assessor**

These assessors are appointed by the State convenors. There are two categories.

- State assessor. These are appointed by each state to view cases sent to them and to evaluate whether the records, treatment and results are of acceptable quality for AOB membership.
- Meeting assessor. These appointees are not convenors or state assessors. Their role is to assess student and award of merit cases at ASO congresses and ASO FRE meetings.

## ***Past Australian/Australasian Orthodontic Board officers***

Australian Orthodontic Board executive				
Years	President	Secretary	Treasurer	
2002-4	E Crawford	D Fuller	J Armitage	
2004-6	A Shields	P Hannan	C Nelson	
Australasian Orthodontic Board executive (2007)				
2006-8	FS Fryer	M Cordato	T Baisi	
2008-10	JM Razza	C Sim	C Daniels	

## ***AOB Registrar***

2006 - present: E. Crawford

# AOB President

## Tasks and Duties

This can never be a complete or even thorough explanation of duties as they must vary all the time but below is an overview which may give you some assistance in your role.

The role of the AOB president is as follows:

- To be accountable to ASO Executive and ASO Council.
- To promote the AOB at meetings.
- To oversee and support the AOB secretary and AOB treasurer when required.
- To deal with the AOB secretariat and sign certificates and correspondence where indicated.

## Tasks

1. Review and modify the secretary's agenda prior to meetings.
2. Sign-off on results and sign certificates for AOB awards.
3. Submit minutes of AOB meetings to council.
4. Meetings include:     AOB executive meetings several times a year  
                                  AOB lunches at Congress and Foundation meetings.
5. Present two times at Congress and Foundation meetings. To have a presentation available as a background while speaking, delegate the preparation of the presentation if necessary.
6. Anticipate forthcoming events and facilitate the others in the executive to perform their tasks effectively and with the least difficulty.
7. As and ASO council member, participate in ASO council meetings.
8. Use his/her leadership to direct progression of the AOB

# AOB Secretary

## Tasks and Duties

This can never be a complete or even thorough explanation of duties as they must vary all the time but below is an overview which may give you some assistance in your role.

The role of the AOB secretary is as follows:

- To be accountable to ASO Executive and ASO Council.
- To facilitate awareness of the AOB in ASO and ADA publications.
- To support the AOB president and help the AOB treasurer when required.

### Tasks

1. Set the agenda prior to meetings and adjust it with input from the rest of the executive.
2. Oversee the AOB web site.
3. Prepare certificates for AOB awards.
4. Prepare material for the ASO secretary's newsletter from the AOB awards
  - a. who presented each Award;
  - b. what the award was;
  - c. who received the award
5. Write minutes for the AOB president to submit to council.
6. Meetings include:     AOB executive meetings several times a year.  
                                  AOB lunches at Congress and Foundation meetings.
7. Anticipate forthcoming events and facilitate the others in the executive to perform their tasks effectively and with the least difficulty.
8. As an ASO council member, participate in ASO council meetings.
9. Oversee the AOB membership lists and have these lists available at congress and foundation meetings, preferably accessible on computer to allow searches.

# AOB Treasurer

## Tasks and Duties

This can never be a complete or even thorough explanation of duties as they must vary all the time but below is an overview which may give you some assistance in your role.

The role of the AOB treasurer is as follows:

- To be accountable to ASO Executive and ASO Council.
- To be responsible to the ASO Council for AOB finances and budgets.
- To support the AOB president and help the AOB secretary when required.

### Tasks

1. To liaise with the ASO secretariat regarding the AOB budget.
2. Organise with Congress committee and Foundation committee for
  - a. Facilities to display student cases
  - b. Facilities to display merit case candidates
  - c. Two places on the lecture programme
    - i. A position to promote the AOB
    - ii. Present awards
3. Write minutes for the AOB president to submit to council.
4. Meetings include: AOB executive meetings several times a year.  
AOB lunches at Congress and Foundation meetings.
5. Co-ordinate with the president and secretary to manage the calendar.
6. As and ASO council member, participate in ASO council meetings.
7. Have a backup of AOB membership lists at congress and foundation meetings, preferably accessible on computer to allow searches.

# Appendices

## **Bylaws**

Transcribed from the ASO constitution May 2007, please keep this synchronised with the current version of the constitution.

### **2.4. Australasian Orthodontic Board**

The Australasian Orthodontic Board (AOB or the “Board”) is essential to the long-term evolution of orthodontic education and treatment standards at a national level.

Full Members, Student Members and Overseas Members of the Australian Society of Orthodontists, Inc. and Full Members of the New Zealand Association of Orthodontists will be accepted by Council as candidates. The aim of AOB participation, which is voluntary, should be a rewarding professional pursuit by Full Members wishing to provide the highest standards of professional care.

The granting of AOB Certification will be by presentation of prospectively nominated case reports and a demonstration of a commitment to an active continuing education philosophy.

Details relating to the Board and how it functions are available on the Web site:

<http://www.aso.org.au/aob>

#### **(a) Composition**

The Board will be managed by an Executive Committee, comprising a Chairman, Hon. Secretary and Hon. Treasurer. The Federal President will be an ex-officio member of the committee. The Chairman of the Board, who will be the Vice President of the Society, will choose two AOB Participating Members to comprise the AOB Executive Committee. It will be the task of this committee to administer the Board until the next Congress, at which time the Board Chairmanship will be passed on to the incoming Vice President.

Council will appoint one Participating AOB Member in each state as the “State Convenor”. It will be the task of the State Convenor to co-ordinate the assessment of case records for AOB First Stage and Certification. Assessors will be appointed by Council (on recommendation of the State Convenor) for the task of case records assessment.

#### **(b) Objectives**

To provide the incentive and means for Full Members of the ASO Inc. to improve and develop their expertise during their period of active professional practice.

To provide a cooperative environment of review which encourages participation of all Full and Student Members of the ASO Inc. and Full Members of the NZAO.

To be active in promoting excellence in orthodontics

To encourage excellence in the performance of postgraduate orthodontic students in Australian University Schools with suitable performance awards.

To liaise with the Australian University Dental Schools in developing teaching and research opportunities for teachers in orthodontics

To ensure a commitment to continuing education by requiring that Certified AOB Members commence the process of re-certification within five (5) years of becoming Certified.

#### **(c) Student First Stage**

Postgraduate orthodontic students in Australian and New Zealand Universities will have the opportunity to become Certified AOB Members on the successful completion of their course and on becoming Full Members of the ASO/NZAO, or

Overseas Members in the case of foreign graduates leaving Australia. Prior to applying for "Student First Stage", a student candidate must first be a Student Member of the ASO/NZAO. The procedures leading to AOB Certification for these candidates will be exactly the same as for Full Members of the ASO/NZAO. except that the submission of a log of Professional Development Points will not be required.

These (graduate) recipients of AOB Certification will have two (2) calendar years after the completion of their course in which to commence the process of recertification.

**(d) Acceptance of Decisions Relating to First Stage, Certification and AOB Awards**

Candidates for AOB First Stage and AOB Certification and candidates for AOB awards (including Orthodontic Departments, Heads of Orthodontic Departments and Australasian University Orthodontic Schools) shall accept all decisions of the AOB and the Council of the ASO Inc. relating to AOB First Stage, AOB Certification and the granting of AOB awards.

### ***Award Certificates***

These are contained in a 'Resources' directory residing with the AOB Executive

- 3M Unitek Postgraduate Clinical Research Award
- Assessor certificate
- Case assessments
- Merit award
- Quality award
- TP clinical award

### ***Pro-forma documents***

These are contained in a 'Resources' directory residing with the AOB Executive

- "Almost Lapsed AOB member"
- "Lapsed AOB member"

### ***Presentation***

Power Point format

- AOB Promotion- for use early in congress or FRE meeting
- AOB Student Awards- for use later in congress or FRE meeting

### ***Other materials***

AOB Logo in various formats