
**INTERNATIONAL
ASSOCIATION OF
DENTAL STUDENTS**



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REGULATIONS

of

IADS WORKFORCE

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THE INTERNATIONAL ASSOCIATION OF DENTAL STUDENTS IS A NON-GOVERNMENTAL ORGANISATION REPRESENTING INTERESTS OF DENTAL STUDENTS WORLDWIDE SINCE ITS FOUNDATION IN AUG 1951



PREFACE

This legalistic manual has been produced by the executive committee of the International Association of Dental Students (IADS) 2021/2022 and reviewed by the Executive Committee of the International Association of Dental Students (IADS) 2022/23. It aims to define the strategic and administrative framework of the emerging task forces of IADS which are forcefully introduced to assist, liaise, and execute the assigned tasks aimed to pursue the mission of the organisation. The principal objective of establishing the IADS Workforce (WF) was and is still to enable the elected leadership to execute the work of IADS at a higher level which may only happen with the help of an institutionalised structure of qualified personnel. After this principle objective, several advantages and benefits for the organisation can be enlisted which forcibly advocate to invest greater resources to promote, motivate and improve the workforce members. From another perspective, the workforce can be seen as a very positive qualifying environment for passionate students who would like to undertake leadership positions as they can learn and experience the nature of issues they have to deal with in the near future.

The human resources issue is and will be an integral part of interest for all levels of organisations and companies which are concerned with their end-product quality and mission fulfilment. In our case, our end-product is the interests of dental students worldwide and our mission to successfully represent and advocate for these interests and keep channels for multicultural collaboration wide open and accessible to all parties. Therefore, increasing the capacity of human resources in our 71 years old organisation should be taken cautiously because it is a long-term task that requires sustainable strategy in order to maintain the functionality of appointed task forces according to the mission and strategic objectives of the organisation.

We believe that this manual may, hopefully, serve as a cornerstone for future efforts that should be dedicated to maintaining the quality and functionality and improve the IADS Workforce. Moreover, it should be considered as an open call to all stakeholders and organisation delegates to contribute efforts in order to help IADS have highly motivated and reasonably skilled personnel.



Deniz Devrim Kaya
Vice President of Internal Affairs 2022/23



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DESCRIPTION

The IADS Workforce (WF), is the working personnel of the International Association of Dental Students who are appointed for a definite period of time, which doesn't exceed 12 months, to pursue precisely assigned tasks independently or collaboratively with a group of peers working for the same task force. All WF posts are honorarily occupied, which means that they are not financially payable. Students are getting hired on the basis of qualification and motivation.

VISION

The International Association of Dental Students (IADS) works as a global community of dental students encouraging active multiregional involvement in order to build capacity and enhance work efficiency among its members.

MISSION

- To enable accomplishment of strategic objectives through affording the sufficient human resources.
- To secure sustainability of work and pass experience among successive generations.
- To establish a network of motivated and trained potential leadership members for the future.
- To enhance the delivery of the organisation's projects and initiatives to member organisations globally.

TASK FORCES

Workforce is composed of nine task force teams and five associates that are working under the auspices of the elected leadership members. Each task force has its own mission, strategic objectives, assigned tasks and privileged functions. Two categories of task forces are available to distinguish the broad scope of their work field and priorities.

I. Sectoral Task Forces

- I.I. Internal Affairs Bureau; *chaired by the Vice President of Internal Affairs*
- I.II. Editorial Board; *chaired by the Vice President of Public Relations*
- I.III. Scientific and Research Board; *chaired by the Vice President of Science and Research*
- I.IV. Exchange Board; *chaired by the Vice President of Exchanges*
- I.V. Training Committee; *chaired by the Training Committee Chairperson*
- I.VI. Public Health Committee; *chaired by the Public Health Committee Chairperson*
- I.VII. Voluntary Committee; *chaired by the Voluntary Committee Chairperson*

II. Individual Positions

- II.I. Coordinator of International Cooperation *under direct supervision of the President*
- II.II. Associate Vice President of Finances *under direct supervision of the VP of Finances*

III. Regional Associates

- III.I. Regional Associate of Africa (RAAF); *Assist the Regional Ambassador of Africa*
- III. I. I. Junior Regional Associate of Africa (JRAAF); *Intern to Regional Ambassador and Associate*
- III.II. Regional Associate of the Americas (RAAM); *Assist the Regional Ambassador of Americas*
- III. II. I Junior Regional Associate of Americas (JRAAM); *Intern to Regional Ambassador and Associate*
- III.III. Regional Associate of Asia Pacific (RAAP); *Assist the Regional Ambassador of Asia Pacific*
- III. III. I Junior Regional Associate of Asia Pacific (JRAAP); *Intern to Regional Ambassador and Associate*
- III.IV. Regional Associate of Europe (RAEU); *Assist the Regional Ambassador of Europe*
- III.IV. I Junior Regional Associate of Europe (JRAEU); *Intern to Regional Ambassador and Associate*
- III.V. Regional Associate of Middle East (RAME); *Assist the Regional Ambassador of Middle East*
- III.V. I Junior Regional Associate of Middle East (JRAME); *Intern to Regional Ambassador and Associate*



GENERAL REGULATIONS: ELIGIBILITY CRITERION

- *Applicants* have to hold the membership of IADS; either through a full, a corresponding or an affiliate member organisation or as a personal member
- Each applicant should provide a letter of confirmation from their local organization regarding their membership in the organization.
- *Applicants* have to be an undergraduate dental student, or a graduate dentist who has graduated less than 2 years from the date of enrollment at the prospective task force.
- *Applicants* have to pass an entrance interview, in which their motivation and qualification are thoroughly assessed by the future mentor (the committee chairperson or the regional director) and either the President, VPIA or an advisory board member.
- *Applicants* have to fulfil the specific eligibility criteria (if any) of the prospective task force.
- *Applicants* can't work for more than One task force at the same term.
- *Applicants* can't be a former IADS leadership member who got expelled, or whose report wasn't approved by the General Assembly.

GENERAL REGULATIONS: ENROLLMENT PROCESSING

- All task forces shall be recruited annually, according to a recruitment timeplan proposed by the Executive Committee and approved by the General Assembly during the Annual Congress.
- The call for hiring new task forces shall be placed within 15 days from the official start of the new leadership board term.
- The application deadline shall be after 15 days from the day of call opening.
- Entrance interviews shall take place immediately after the application deadline according to the agreed schedule between applicants and interviewers.
- Entrance interviews shall be undertaken in order to evaluate applicants fitness to pursue the expected duties and comply within the team, beside personal qualities, time capacity, readiness and motivation to work and represent strategic objectives of IADS.
- New task forces members shall be hired on the basis of Executive Order and officially announced at IADS website and social channels within 45 days from the new leadership board mandate.
- In special cases, like sudden vacancies or highly qualified personnel deemed, an exceptional call can be approved by the Executive Committee to be placed after investigating the significance of the need for hiring additional personnel.

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- An Employment Contract shall be signed to define the duties and rights of workforce members. The contract can be used as an official document in front of concerned organisations, institutions and sponsors proving the relationship of the student and IADS.
 - Certain posts require the applicant to sign an NDA prior to employment.

GENERAL REGULATIONS: OFFICE TERM

- Office term of IADS Workforce shall begin after 45 days from the day of the corresponding leadership board mandate.
- Office term shall normally last for 12-months or until the new task forces get recruited.
- For exceptionally appointed personnel, the office term ends by recruiting new task forces.
- The principle of recruiting the task forces after election of the leadership board is simply to let the leadership handover process take place properly with minimal possibility of missing tasks meanwhile. On the other hand, this lag period supposedly helps the newly elected leadership officers to develop their annual plans of action for the prospective term according to the strategic plan of IADS.

GENERAL REGULATIONS: HIERARCHICAL STRUCTURE

- Internal structure of each task force shall be dynamically designed according to IADS strategic plan and the current action plan of the respective mentor.
- By default, all sectoral task forces are composed of working members who are expected to execute assigned tasks collaboratively. Beside the working members, some liaising, coordinating or managerial positions are required.
- *Liaising position*; shall be the title of any workforce member who helps in organising the workflow among his/her task force colleagues, e.g, *Liaison Officer of Editorial Board*.
- *Coordinating position*; shall be the title of any workforce member who helps in approaching members delegates or partner organisations, e.g, *IDRP Coordinator*.
- *Managerial (Directing) position*; shall be the title of any workforce member who is assigned to moderate specific ongoing projects throughout the office term, e.g, *Magazine Design Director*.
- *Associate (Assisting) position*; shall be the title of any workforce personnel who is assigned to support the documentation, archiving, implementation of any specific mandates by the responsible mentor in IADS leadership structure.



GENERAL REGULATIONS: EVALUATION SYSTEM

- Workforce Performance shall be the chief concern of the Executive Committee and General Assembly Delegates as it prognoses the outcome quality of IADS work during the respective terms.
- Monthly ranking reports shall be submitted by each task force mentor to the Vice President of Internal Affairs regarding the overall performance of the committee, and the individual performance of each member.
- The report shall cover aspects of responsiveness, success/assigned ratio, failure/assigned ratio and adhering to time frame (deadlines respect) levels. Numerical rating from 0 to 5 shall be used in assessment of interesting aspects.
- Privileged offers that are occasionally presented to IADS Workforce will highly consider the mean monthly ranking of each member.

SPECIFIC REGULATIONS

- Beside these previously mentioned General Regulations, there are several specific regulations for each task force that outlines its vision, mission, nature of work and additional regulations.
- In all cases, the specific regulations have to be compatible with the general regulations.

SPECIFIC REGULATIONS: COORDINATOR FOR INTERNATIONAL COOPERATION	CLICK HERE
SPECIFIC REGULATIONS: INTERNAL AFFAIRS BUREAU	CLICK HERE
SPECIFIC REGULATIONS: ASSOCIATE VICE PRESIDENT OF FINANCES	CLICK HERE
SPECIFIC REGULATIONS: EDITORIAL BOARD	CLICK HERE
SPECIFIC REGULATIONS: SCIENCE AND RESEARCH BOARD	CLICK HERE
SPECIFIC REGULATIONS: EXCHANGE BOARD	CLICK HERE
SPECIFIC REGULATIONS: TRAINING COMMITTEE	CLICK HERE
SPECIFIC REGULATIONS: PUBLIC HEALTH COMMITTEE	CLICK HERE
SPECIFIC REGULATIONS: VOLUNTARY COMMITTEE	CLICK HERE
SPECIFIC REGULATIONS: REGIONAL ASSOCIATE	CLICK HERE