

Greater New York Dental Meeting Volunteer Policy

PURPOSE:

The Organizing Committee of the Greater New York Dental Meeting (“GNYDM”) recognizes the need to incorporate a volunteer program to support the GNYDM. The GNYDM provides state of the art information, exhibitions, industry support and education to dental professionals from around the world, and is sponsored by two nonprofit entities, the Second District Dental Society and the New York County Dental Society (“Societies”). These policies are intended to clarify the roles and responsibilities of Volunteers (as defined below) to ensure the GNYDM benefits from the cooperative contribution of Volunteers.

POLICY:

1. **General Policy Statement:** Volunteer services may be performed at the sole discretion of the Organizing Committee of the GNYDM. The Organizing Committee of the GNYDM may, in its sole discretion, authorize Volunteers to perform services on behalf of the GNYDM, and release Volunteers from the performance of services, with or without prior notice or cause. The General Chairman and the Executive Director of the GNYDM may also authorize or release Volunteers from service, subject to final approval by the Organizing Committee. Volunteers may voluntarily end their volunteer service for any reason at any time (although Volunteers are asked to provide as much advance notice as possible if they are unable to fulfill any commitment to the GNYDM). The GNYDM does not intend for Volunteers to perform or displace work that is presently being performed by GNYDM employees. Volunteers do not have an employment relationship with the GNYDM, or its constituent, the Societies, and are not covered by any laws, rules or regulations that apply to employees. Employees of the GNYDM may not serve as Volunteers in any capacity related to their employment.

2. **Terms:**

- a. *Volunteer:* Anyone who, without promise, expectation, or receipt of compensation or benefits, performs a task under the direction of or behalf of the Organizing Committee of the GNYDM.
- b. *Presiding Chairman Volunteer:* A Volunteer position open to experienced Volunteers, past and current Second District and New York County Dental Society Board members, Committee Chairs and Officers, and past members of the Organizing Committee. The Executive Director (as directed by the Organizing Committee and subject to its final approval), will assign a Volunteer as the Presiding Chairman Volunteer.
- c. *General Volunteer:* Volunteer positions open to all GNYDM attendees. General Volunteers will assist the Presiding Chairman Volunteer as needed, including, but not limited to, taking course tickets, answering questions, and assisting speakers.

3. **Scope:** This policy applies to all Volunteers of the GNYDM and to all volunteer programs undertaken by or on behalf of the GNYDM, wherever located.

4. **Volunteer Schedule:** The Executive Director and/or the Organizing Committee of the GNYDM and Volunteer will mutually agree upon the dates and times that a Volunteer will perform tasks for the GNYDM. Volunteer will not be required to perform services any specific number of hours or days but will be expected to check into the Executive Office and be present on the hours and days on which he or she has agreed to be present for the full duration of the agreed-to programs. The Organizing Committee reserves the right to reappoint or release those Volunteers that do not attend agreed-to programs.

5. **No Expectation of Compensation or Employment:** Volunteers should have no expectation of compensation for volunteer services rendered or expectation of employment with the GNYDM or the Societies following their Volunteer service.

VOLUNTEER POLICIES:

1. **Equal Opportunity:** The Organizing Committee of the GNYDM provides equal opportunities to Volunteers without regard to race, creed, color, religion, sex, sexual orientation, age, marital or familial status, national origin, genetic carrier status, disability, military status, domestic violence victim status or any other characteristic that might be protected under federal, state, or local laws. This applies to all aspects of a Volunteer’s relationship with the GNYDM. Any Volunteer who believes that he or she is subject to harassment or adverse treatment in violation of this policy should promptly report the same to the Executive Director or a member of the Organizing Committee of the GNYDM.

2. **Conference Conduct Policy:** The Organizing Committee of the GNYDM is committed to providing Volunteers a professional, safe, and secure volunteer environment, free from harassment. Accordingly, all Volunteers are expected to act professionally and abide by the Greater New York Dental Meeting Conference Conduct Policy.