

# Volunteer Commitment Agreement

Welcome to the Volunteer Program for the American Marketing Association Washington DC Chapter. Volunteers like you are a vital part of all aspects of the chapter's work, and we greatly appreciate your willingness to donate your valuable time. This agreement details what AMADC offers in return for your volunteer service, as well as the policies and procedures that guide our volunteer efforts.

Please read the following provisions carefully, and submit this form to indicate your acceptance of these terms. If you have questions or concerns, or do not understand any part of this agreement, please contact us at [info@amadc.org](mailto:info@amadc.org) or 703.683.4883. The AMADC staff and Executive Committee would be happy to answer any questions you have.

We look forward to working with you!

## Definition of "Volunteer"

A "volunteer" is anyone who, without compensation or expectation of compensation beyond reasonable reimbursement for approved expenses, performs a task at the direction of and on behalf of the chapter. A "volunteer" must be active member of headquarters and chapter prior to performance of the task. If you're not a member yet, visit [amadc.org/membership](http://amadc.org/membership) or call (800) AMA-1150 and join today. Volunteers are not considered "employees" of the chapter.

## Volunteer Benefits

As a volunteer, you will receive the following benefits in appreciation for your service to the chapter: Please note that the scope and nature of these benefits may change from time to time. You must get prior approval before receiving discount.

- Discounted admission to most of AMADC signature and special events where you are assisting the chapter
- Complimentary admission to up to (2) two programming events per year for as long as you are an actively volunteering

## Representing the Chapter

Volunteers are asked to not contact organizations or individuals on behalf of AMADC unless requested to do by the committee chair, or as required to fulfill the core functions of their volunteer position. Before making any statement that might affect or obligate the chapter, volunteers should seek prior consultation and approval from their committee chair, the VP of MarComm or the sitting President. These actions may include, but are not limited to, public statements to the press, coalition or partnership efforts with other organizations, or any agreements involving contractual or other financial obligations.

## **Confidentiality**

AMADC respects the privacy of its members and volunteers. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information that obtained while serving as a volunteer. AMADC may take corrective action if a volunteer fails to maintain confidentiality, regardless of whether the failure occurs by accident or by intent.

Volunteers must treat all information they receive, directly or indirectly, relating to AMADC and its members or operations as confidential unless they receive written permission otherwise. The chapter will not release a volunteer's personal information to anyone outside of AMADC or to other volunteers without that volunteer's permission. We may recognize volunteers and their contributions on the AMADC website and may remove any or all of this information for a particular volunteer per that person's request.

## **Conflicts of Interest**

AMADC understands and expects that many volunteers will have personal and professional interests in the same areas where the chapter operates. Volunteers are expected to act in the best interests of the chapter by disclosing potential conflicts of interest and by excusing themselves from respective discussions.

## **Commercial Gain**

Use of any information about AMADC, including membership contact information, intellectual property and other resources for personal financial gain or with the intent to provide the data to the volunteer's employer, clients or associates is absolutely prohibited and is grounds for corrective action and immediate dismissal from volunteer responsibilities. Theft of AMA member data and/or intellectual property may also result in legal action against the volunteer.

## **Copyright/Ownership Issues**

Material produced by volunteers for the chapter, including but not limited to graphics materials, web page designs, narratives, research, compilations, instructional texts becomes the property of AMADC. Volunteers will be recognized and receive credit for these and any other contributions.

## **Contacting Others**

Volunteers may need to contact other volunteers, members and external parties with regard to their activities. We expect all such communications to follow commonly accepted principles of etiquette, netiquette, and professional communication. We expect volunteers to use common sense and courtesy when communicating with other members.

## Inappropriate Communications

If at any point you receive e-mail or other communications that you feel are inappropriate, for any reason, and you believe you have received it in conjunction with your involvement with your volunteer service with the chapter, please notify your committee chair and the sitting President as soon as possible.

## Ending Your Volunteer Role

You may cease volunteering at any time. We request that you complete any volunteer assignment or make arrangements to transition responsibilities to another volunteer/committee member prior to resigning. You may remain a member after ceasing your volunteer role regardless of your volunteering status. Volunteers who have resigned may return to their original project or to a different project at a later date. Please email Mary Linnell-Simmons, VP of Volunteer Engagement, on [mary.linnellsimmons@amadc.org](mailto:mary.linnellsimmons@amadc.org) if you decide to cease your role.

## Grounds for Dismissal

Volunteers who do not adhere to the bylaws, policies and procedures governing the chapter or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. The volunteer will have an opportunity to discuss the reasons for possible dismissal with another AMADC representative prior to termination. Possible grounds for dismissal may include, but are not limited to, gross misconduct or insubordination, theft of property or misuse of chapter materials, abuse or mistreatment of members, staff or other volunteers, failure to abide by chapter policies and procedures, and failure to satisfactorily perform assigned duties.

## Signatures

Volunteer Signed Name: \_\_\_\_\_

Volunteer Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



AMADC VP of Volunteer Engagement Signature:

AMADC VP of Volunteer Engagement Printed Name: Mary Linnell-Simmons

Date: \_\_\_\_\_