

# American Friends of Dental Volunteers for Israel

## Policies and Procedures Manual

June, 2024

Central Office

Saul Pressner, DDS; Secretary

57 East 72nd Street, Suite 1B

New York, New York 10021

201-336-0230

# MISSION STATEMENT

The mission of AFDVI is to improve the lives of underserved and at-risk populations in Israel, at no cost to our patients. Without regard to their religion, race or ethnic origin. DVI provides education, prevention and treatment through collaboration and support from international partners, local and international dentists.

**The aim and purpose of the American Friends of Dental Volunteers for Israel include:**

1. Fundraising (Sources of Funds)
  - a. Grants
  - b. Programming, events
  - c. Membership (annual clinical support)
  - d. Donations
  
2. Referring American Dentists to volunteer in the DVI clinic in Jerusalem.
  - a. Mentoring
  - b. Recruiting volunteer dentists

# ORGANIZATIONAL STRUCTURE AND LEADERSHIP

1. Executive Committee
2. Governance, Bylaws, Policy & Procedures
3. Continuing Education Committee
4. Membership Committee
  - a. Nominating Committee
  - b. Board Development
  - c. Volunteer Recruiting
5. Strategic Plan Steering Committee
6. Budget Committee
7. Development/Marketing and Fundraising Committee
8. Clinic Relations

# RESPONSIBILITIES OF THE BOARD AS A WHOLE

## **1. Support the Mission and Purposes of American Friends of Dental Volunteers for Israel and ensure alignment of DVI and AFDVI.**

The Board governance committee shall review the mission statement's adequacy, accuracy, and validity as needed. The Board can recommend at any time that the governance committee revise the mission statement and that at least every five years a revision be developed if necessary.

The statement of mission and purposes should serve as a guide to organizational planning, board and staff decision making, volunteer initiatives, and setting priorities among competing demands for scarce resources. It sets the stage for developing fundraising strategies and strategic planning as well as the board's many other responsibilities.

## **2. Select, support, and review the executive administrator**

The Board will agree on purposes and processes for the executive director. Annual goals will be mutually discussed and agreed upon and will become the primary criteria for annual review. The primary purpose is to help the executive director perform more effectively. The executive director is supervised by the President.

### **3. Ensure effective organizational planning**

The Board has primary responsibility for the annual planning process and long-term strategic planning. Board members must assume ownership of the plan and help to implement the plan's goals and objectives. Board members are expected to serve as resources in areas of personal and professional expertise.

### **4. Ensure adequate resources and manage resources effectively**

An organization is only as effective as it has resources to meet its purposes. The annual rite of developing and approving the annual budget is one of the Board's most significant policy decisions. The Board's fundamental role begins with the question of whether current and proposed programs and services are consistent with American Friends of Dental Volunteers for Israel's stated mission and purposes. The Board must decide among competing priorities. Financial and programming decisions should not be made independently.



## **5. Enhance the American Friends of Dental Volunteers for Israel's public image**

Written annual reports, informative press releases, consistent communication initiatives with government and other leaders, and timely presentation by appropriate Board members are important elements of a comprehensive public relations /marketing strategy.

The President is the organization's official spokesperson. No Board member should represent himself or herself as speaking for the Board or organization unless specifically authorized to do so.

## **6. Assess its performance**

Every three years, or more often if indicated, the Board and its executives should stand back and evaluate how the Board is meeting its responsibilities. This process should include a look at how its composition, organization, or structure, and overall performance can be strengthened. Goals should be based on input by the general membership.

# Responsibilities of Individual Board Members

The obligations of Board service are considerable and they extend well beyond the basic expectation of attending meetings. Individual Board members should commit themselves to:

1. Know the American Friends of Dental Volunteers for Israel's mission, purposes, goals, policies, programs, services, strengths, and needs
2. Financial contribution of \$1000 donation per year – this donation to be reviewed at least every three years concurrent with reviewing the strategic plan or as deemed necessary by the Board
3. A \$500 donation to the Endowment Fund is also the financial responsibility of the Board members
4. Undertake committee assignments willingly and enthusiastically when asked
5. Serve the American Friends of Dental Volunteers for Israel as a whole
6. Prepare for and participate in Board meetings, including appropriate organizational activities
7. Attendance is required at 75% of the board meetings unless there is an excused absence or extenuating circumstances
8. Suggest agenda items for Board meetings to ensure that significant policy-related matters are addressed
9. Ask timely and substantive questions at Board meetings consistent with their conscience and convictions, while supporting the majority decision on issues decided by the Board

10. Maintain close communication with any committee, task force, or external organization to which a liaison assignment has been made. Assure that the liaison entity's concerns and interests are conveyed to the Board and report back to the entity on relevant Board decisions; When requested, evaluate the effectiveness of the entity and the performance of the chair
11. Maintain confidentiality of the Board's executive sessions and speak for the Board only when authorized to do so
12. Exercise prudence with the Board in the control and transfer of funds
13. Read and understand the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibilities
14. Counsel the executive director as appropriate to offer support in their relationships with groups or individuals
15. Avoid asking for special favors of the Executive director
16. Avoid prejudiced judgments based on information received from individuals and urge those with grievances to follow established procedures
17. Avoid even the appearance of a conflict of interest that might embarrass the Board or the organization and disclose any possible conflicts to the Board in a timely fashion
18. Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate even though not necessarily obliged to do so by law, regulation, or custom
19. Abide by AFDVI policies and the AFDVI Conflict of Interest Guidelines



# Position Descriptions

**Term Limits: Executive Board Positions will have a term of two years that may be renewed for another two-year term.**

## President

- (a) The President shall preside at all board and executive board meetings
- (b) The President shall appoint all standing and ad hoc committees.
- (c) The President shall have general supervision of the work of all committees and shall be ex-officio member thereof.
- (d) The President shall perform such duties as appertain to their office by custom

## Vice President

- (a) There will be two vice-presidents

## Treasurer

(a) The Treasurer shall take charge of all monies of AFDVI, keep an account of the same and pay bills approved by the Board, present an official audit of the financial affairs of AFDVI each year and report the same to the AFDVI General meeting

(b) The Treasurer shall be a member of the Budget Committee which shall develop an itemized budget for the ensuing fiscal year for approval by Board

# Secretary Or Executive Director

The Secretary shall record all official proceedings and decisions of the Board and a copy of the minutes shall be provided to the members of Board within thirty (30) days of each meeting, unless a more immediate response is required

1. The Secretary shall keep a record of the AFDVI Meetings and of the Board Meetings. The Secretary shall notify members of meetings, nominations for membership and similar matters, and prepare official ballots for election of officers and members of the Board, keep a list of members delinquent in the payment of dues, keep current copies of the Constitution and Bylaws on hand at all times and poll the Board on all matters of policy and in an emergency.
2. The Secretary shall be responsible for maintaining the Policies and Procedures Manual.
3. The Secretary shall be a member of the Bylaws Committee to facilitate compliance with the Bylaws and to maintain the Bylaws as a living document through timely updates and necessary changes. The Secretary shall obtain recommendations for updates and changes from the Chair of each Committee, and the Secretary shall subsequently present these recommendations to the Bylaws Committee for consideration.
4. The Secretary or executive director shall receive a copy of all correspondence of AFDVI. AFDVI correspondence shall be directed to the Secretary with copy to the Executive Director.

# Past President:

1. The Past president shall remain on the executive Board for a term of one year.
2. Past president shall provide counsel to the Board.

# Policy for Board and Committee Vacancies

1. Vacancies among Officers and Members of the Board: In the event of an unexpected vacancy of one of the elective offices, it shall become the Board's responsibility to fill the vacancy for the unexpired term
2. It will be the responsibility of the Nominating Committee to resolve any vacancy within the progression of Officers leading to the Office of President
3. Vacancies on Committees: Vacancies on Committees shall be filled by the President

# The following are the types of membership for AFDVI: Board member, general member, dental volunteer member, student and new dentist

## 1. AFDVI Board membership includes dentist and non-dentist:

- a.) \$1000/annual board member yearly clinic support; invoice sent to each board member November of the current year and due January 1 for the upcoming year
- b.) \$500/annual endowment; due January 1 for the upcoming year; invoice sent to each board member November of the current year
- c.) \$360/annual support of DVI clinic in Jerusalem if dentist and scheduled or intend to schedule to volunteer at the clinic in Jerusalem for the upcoming year; board members would have option of 2 weeks at clinic if approved by clinic based on need, etc.; invoiced November and due January 1 of upcoming year
- d.) Access to library of recorded CE and past programs
- e.) Mentorship with other members

## 2. AFDVI dental volunteer membership (non-board members):

- a.) \$360/annual support; If a dentist signs up to volunteer any time during the upcoming year, the \$360 clinic support fee is renewable by January 1 of that year; invoice sent November of each year and due January 1 of upcoming year
- b.) Provides opportunity to volunteer 1 week that year
- c.) Access to library of recorded CE and past programs
- d.) Mentorship with other members

## 3. Dental student and new dentist membership:

- a.) \$18 annual membership to dental students and for first three years in practice
- b.) Access to library of recorded CE and past program
- c.) Access to live on-line CE and programs at 25% fee reduction
- d.) Mentorship with other members

## 4. General member:

- a.) Any person (dentist or non-dentist) may become a member of AFDVI by paying the annual clinic support; invoiced on November 1st of each year for providing opportunity to help sustain clinic operations for the upcoming year
- b.) \$360/annual support; invoice sent November of each year and due January 1 of upcoming year
- c.) Access to library of recorded CE and past programs
- d.) Mentorship with other members

**\*Dental Volunteer**-Any dentist who has reserved a time to perform volunteer oral health care at the DVI Clinic in Jerusalem, Israel, paid the required clinic support fee, and has submitted all documentation required by the Israel Minister of Health. If the volunteer must cancel for any reason less than six months prior to their week they will be assessed a cancellation fee by DVI.



# Annual/Periodic Board Meetings

The order of business at the Annual Board Meeting of the AFDVI shall be as follows, with approval of all reports by majority vote:

1. Call to Order, by President
2. Roll Call
3. Approval of Minutes of the Previous Board Meeting
4. Report of the Secretary
5. Report of the Treasurer
6. Report of the President
7. Report of Standing Committees
8. Report of Ad Hoc Committees
9. Vote on executive board for the upcoming year.
10. Committee assignments for the following year reported by the President
11. Vote on Proposed Bylaws amendments
12. Old Business
13. New Business
14. Adjournment

Periodic Board Meetings are held at a minimum of one meeting per quarter, additional meetings to be determined by the President.

Note: Special meetings of the Board are to proceed according to an agenda as proposed by the Presiding Officer and distributed to the Board at least two (2) weeks prior to the meeting.

# EXECUTIVE AND COMMITTEE ACTIONS

## **President-Elect**

- Select new or continue with current committee chairs
- Establish new initiatives
- Appoint new members to committees at the annual meeting
- Ensure new member orientation is scheduled and conducted

## **Treasurer**

- Present budget to Board at annual meeting Report budget at General Membership Meetings

## **Secretary**

- The Secretary shall provide a copy of the minutes of all proceeding to the members of Board within thirty (30) days of each meeting, unless a more immediate response is required.

# BUDGET

## **Budget timetable**

A budget should be prepared and presented to the Budget Committee at least 30 days prior to the annual meeting. The budget will then be presented to the Board for review at the annual meeting. The budgets for Committees will be considered by Board during the review of annual budget and will be changed in post-meeting communications as necessary.

## **Authorized signature policy**

The Treasurer is authorized to sign for any AFDVI expenditures based on Board approval. The President has the authority to approve expenditures up to \$500 without the prior approval of the full board.

## **Reserve funds policy**

Board decides how to appropriate reserve funds.

## **Investment policy**

Board decides on investment strategies for AFDVI.

## **Member and non-member reimbursement policy for expenses**

The Board must review and approve any reimbursement for Committee purposes.

## **Travel policy**

Board must review and approve any form of travel reimbursement for Committee purposes. All expenses must be reasonable and individual expenses over \$25.00 must be documented with receipts in accordance with the IRS and AFDV

# GENERAL POLICIES AND POSITION STATEMENTS

## COMMITTEE POLICIES AND PROCEDURES

### Authority to Establish Committees

The AFDVI Bylaws authorizes the following standing committees:

1. Executive Committee
2. Governance/Constitution & Bylaws/ Policy & Procedures
3. Continuing Education Committee
4. Membership Committee
  - Nominating Committee
  - Board Development
  - Volunteer Recruiting
5. Strategic Plan Steering Committee
6. Budget Committee
7. Development/Marketing and Fundraising Committee
8. Clinic Relations

The AFDVI Bylaws also authorizes the President the ability to establish *ad hoc* committees as needed to complete specific activities of the AFDVI.

### Committee Appointment Process and Timeline

Committee appointments, including the committee chair, should be made at the time of the annual meeting. When there is a transition to a new chair, both the immediate past chair and the new chair will be at the annual committee meeting and the meeting will be chaired by the immediate past chair.



## Committee Chair responsibilities

1. Reports to the President and the AFDVI Board. Communicates with the Secretary, Executive Director and subcommittee chairs and committee members
2. Represents the AFDVI on matters that relate to committee activity
3. Reviews with the President any new or ongoing projects of the committee
4. Reviews the Bylaws and the Policy and Procedure Manual for the committee and suggests revisions to them as needed
5. Ensures that any projects of the committee from the past year are completed prior to the meeting and prepares to discuss the actions planned for the upcoming year
6. Prepares an agenda for the meeting in cooperation with the President that should address the duties and projects of the committee. Requests feedback from subcommittee chairs and committee members. The final agenda should use the standard AFDVI format for committee meetings
7. Contacts each committee member to ensure that they know the date and time of the committee meeting. Discusses the agenda with them and asks if they have specific agenda items
8. Presides at all meetings of the committee
9. Prepares a committee report of the actions of the committee to present to the Board at their meeting
10. On request, prepares a report for publication in the AFDVI newsletter and website on committee activity

## Committee Member Responsibilities

Committee members are appointed by the President or the Committee Chair and approved by the President based on the member's knowledge, interest, and ability to accomplish the goals of the committee. The committees complete ongoing projects and implement new initiatives as set by the current president, the Board, the committee chair and its members.

The specific responsibilities as a member of a committee include the following:

1. Attend committee meetings. Participate in any conference calls that occur. If for some reason the committee member is not able to attend the meeting, they need to contact the committee chair.
2. Review with the committee chair any specific goals and objectives that need to be completed by the committee for the AFDVI. Discuss with the chair any specific progress on projects, establishing an agenda for the meeting, and completing the committee report for the Board.
3. Ensure that one's contributions to any projects of the committee from the past meeting are completed prior to the meeting and that you are prepared to discuss the actions planned for the upcoming year.
4. Contribute to the agenda for the next committee meeting.
5. Contribute to the committee report to present to the Board at their meeting.

## Format for Agenda for Committee Meetings

1. Roll call and introduction of new members
2. Review of purpose and duties of the committee
3. Report by the chair of important developments
4. Review of prior report to Board on decisions and developments
5. Review of activities in immediate past
6. Review of budgetary expenditures and requests for committee
7. Report of subcommittee chairs (if any)
8. Old Business
9. New Business
10. Budget
11. Adjournment

Special Committee Meetings: Special/AD Hoc Committees shall proceed according to an agenda as proposed by the Chair of the committee and proceedings shall be recorded and become part of that committee's report to Board. Special Meetings are defined as any meeting in addition to the regularly scheduled committee meetings.

## **Format for Report to Board:**

**American Friends of Dental Volunteers for Israel**

*Please insert Office or Committee:*

*Please insert month and year:*

### **Item I. Officer or Roster of Committee Members**

Officer or Chair(s):

Committee Members:

### **Item II. General Report of Activities including old and new business (Please insert general text of report)**

-Board Action Request:

### **Item VI. Budget Request**

-Total Budget Request for Committee:

### **Item VII. Revision of Policies and Procedure Manual Needed**

**(Please list any changes to the Bylaws or P&P for your office of committee)**

-No changes necessary

-Board Action Request

### **Item VIII. Action Plan:**

-Attached