



GUIDELINES FOR DANCE PARADE COMMITTEE MEMBERSHIP

Committee work entails far more than showing up at meetings: committee members are each expected to participate in the planning and execution of at least one goal of a committee's business plan. It's a lot of hard work, but the rewards can be great—increasing your professional standing and visibility, improving your knowledge base, strengthening professional and personal friendships, not to mention the satisfaction of maintaining and upgrading the high standards that Dance Parade Inc. ("DP") represents to the international dance Community.

With the honor of the work comes the responsibility of being the very visible representative of a respected non-profit organization. For the good of the organization, committee members must abide by certain precepts. The principles below constitute the general responsibilities, obligations and instructions that govern the work of all of our committees. By accepting the appointment to a committee, you agree to abide by these principles. Stipends are available to those earning revenue or for outstanding performance. Your committee's chair will work with you to help you achieve these goals as effectively as possible.

SUMMARY OF RESPONSIBILITIES:

By taking on the responsibility of a membership in a committee, members agree to:

- 1.) **Further DP's Mission:** "Dance Parade exists to promote dance as an expressive and unifying art form by showcasing all forms of dance, educating the general public about the opportunities to experience dance, and celebrating diversity of dance in New York City by sponsoring a yearly city-wide dance parade and dance festival."
- 2.) **DP's Values:** Achieving our mission requires great people who are bright, creative, energetic and with the following values:
 - * Integrity and honesty
 - * Team players
 - * Willingness to take on big challenges and see them through
 - * Selfless, positive attitude, committed to personal excellence
 - * Passion about Dance and enhancing the lives of people in our communities
 - * Accountable for commitments, results, and quality to DP performers, sponsors, government and staff.
 - * Promoting innovation
 - * Embracing others' differences with respect
 - * Delivering excellence
 - * Communicating openly and often
- 3.) **Be Available:** As an all-volunteer organization, DP recognizes the needs of staff to attend to personal and job matters however, committee members agree to participate in meetings and conference calls to the best of their ability, and to be available by email and by phone for planning purposes.
- 4.) **Actively participate in planning and preparation:** Committee members will participate in planning and implementation sessions to the maximum extent possible to develop and execute committee's work for the year.
- 5.) **Confidentiality:** I understand that some of the information I receive as a DP volunteer may be of a sensitive nature, such as any DP financial, strategic or personal information. I agree not to share any such information with any and all third parties outside of DP.
- 6.) **Avoid Conflicts of Interest and Personal Inurement:** To satisfy our obligations to the public and IRS as a 501©3 charity, volunteer work should be done without expectation of personal benefit or financial gain
- 7.) **Allow Ownership of created materials to stay with DP:** Any and all worldwide intellectual property rights in any creations and/or contributions I perform as a volunteer of DP shall belong to DP and be considered a "work made for hire" under U.S. law, with DP as the sole and exclusive owner of all rights, title and interest thereof. All information and contacts gathered by DP staff is to be shared appropriately. All images and artwork created as a volunteer is to be stored in a central location for multiple personnel use.

This Agreement shall go into effect upon member's signature and date below and remain in effect as long as member is a volunteer of DP. A member's failure to adhere to these responsibilities can result in his or her dismissal from the committee.

AGREEMENT TO ABIDE BY COMMITTEE GUIDELINES:

I have reviewed the document "GUIDELINES FOR DANCE PARADE COMMITTEE MEMBERSHIP" and agree to abide by all its terms.

Signed: _____ Address: _____

Name / Date: _____

Committee Name: _____ Phone: _____

Best Available Meeting Day/Time: _____ Email: _____