

FLC Policy: Volunteers

Approved by the FLC Executive Board on April 27, 2021

1. VOLUNTEERS

The Federal Laboratory Consortium for Technology Transfer (FLC) operates through the combined effort of many individuals that may be by position, elected, staff, subcontractors, or interested stakeholders from industry, academia, and state and local government. Volunteers from a variety of sources are key to the ongoing function of the FLC. This policy describes how the FLC will recruit, manage, and work with volunteers.

2. VOLUNTEER POSITIONS

Volunteers are defined in this policy as unpaid positions that provide of their time and talent to help guide and implement FLC programs that are otherwise not serving in a specific FLC position defined and governed by the FLC Bylaws. Volunteers may be Consortium Representatives and Participants or others as approved. Those serving in positions that are otherwise described in the Bylaws may also serve as volunteers in other areas.

3. VOLUNTEER ELIGIBILITY, RECRUITMENT, AND APPROVAL

- a. Volunteers will serve on the FLC subcommittees or other ad hoc committees to support the overall direction of the FLC.
- b. Only Consortium Representatives and participants may serve in volunteer leadership positions such as Subcommittee Chair or equivalent titles that designate a leading role.
- c. The Support Partner will create a web page to allow people to volunteer. All volunteers will be forwarded to the requested committee for consideration. If no specific interest is noted, the volunteer may be referred based on skills and vacancies.
- d. Volunteers will be reviewed and approved by Committee Chairs (Promote, Educate, Facilitate, and Executive Committees).
- e. Volunteers may serve on multiple subcommittees, but the Committee Chairs may need to limit participation in order to promote broader representation if subcommittees are filled.
- f. As the FLC supports US Federal laboratories, volunteers will generally need to be US citizens.
- g. Persons that are otherwise barred from serving or working with the US Federal Government may not serve as FLC volunteers.

4. GENERAL REQUIREMENTS AND EXPECTATIONS

- a. Volunteers are required to follow FLC Bylaws and policies.
- b. Volunteers should be available for calls and activities for which they volunteered.
 - i. Subcommittee Chairs should expect to spend at least 6 hours monthly to coordinate with the Committee Chair, the Support Organization to organize Subcommittee activities and a monthly call of the subcommittee.
 - ii. Subcommittee members should expect to participate at least one hour monthly on a call of the subcommittee.
 - iii. The subcommittee may have more frequent meetings or task forces that address a special topic. These may require more time and would be with the agreement with the volunteer.
- c. Committee Chairs may develop internal policies that may be used that are not in conflict with this policy.

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5. SEPARATION OF VOLUNTEERS FROM FLC

- a. As an unpaid position, volunteers may resign from service to the FLC at any time without any justification.
- b. Committee Chairs may remove volunteers that are in violation of this policy or as needed if it is deemed necessary to protect the visibility and vitality of the FLC.
- c. The Committee Charters are renewed annually and the subcommittees may change. All volunteers will be reconsidered annually by the Committees.
- d. Volunteers on multiple committees may be required by Committee Chairs to limit participation to make room for others if subcommittees are otherwise full.
- e. Repeated absence from the minimum subcommittee activities may result in separation.
- f. FLC Representatives or Participants may appeal separation to the FLC Chair for reconsideration. The FLC Chair and the Committee Chair will meet to discuss the reasons for separation and next steps.
- g. There is no appeal available to volunteers that are not FLC Representatives or Participants.

6. CONFLICTS OF INTEREST

- a. While it is expected that volunteers will represent a point of view, individuals that are volunteering to serve with the FLC must act at all times in the best interests of the FLC and not for personal or third-party gain or financial enrichment. Volunteers are expected to disclose conflicts of interest. When encountering potential conflicts of interest, individuals shall identify the potential conflict and remove themselves from discussion and voting on matters.
- b. A conflict of interest arises when a volunteer may benefit financially from a decision he or she could influence in that capacity, including indirect benefits such as to family members or third parties or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

7. PARTICIPATION AS A VENDOR TO THE FLC OR FEDERAL LABORATORIES

- a. Volunteers can participate in a Request for Proposal (RFP) process and otherwise offer goods or services to the FLC for a fee only in the event of full compliance with this policy:
- b. If a volunteer has an interest in a proposed transaction with the FLC in the form of a direct or indirect personal financial interest or other personal interest in the transaction, he or she must make full disclosure of such interest before any discussion or negotiation of such transaction.
- c. The volunteer would-be vendor must be "in the business" of providing the goods or services which such volunteer seeks to provide to the FLC.
- d. Any volunteer who has such an interest in the proposed transaction shall not be present at any meeting for any discussion of or vote in connection with the proposed transaction. Moreover, such volunteer must not participate, directly or indirectly, as an advocate on his or her own behalf, either formally at meetings or informally through private contact, communication and discussion, except to the extent permitted for non-Member vendors to the association.
- e. A volunteer that becomes a vendor to the association, is no longer a volunteer but a contractor to the FLC.
- f. Committees and subcommittees need to evaluate:
 - i. Is the FLC paying more or getting less than it would from a non-interest seller or buyer or comparable goods or services?

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- ii. What efforts have been made to develop “comparables” to help establish “fairness” (e.g., surveys, competitive bids)?
 - iii. Will the vendor provide the best quality goods/services at the most competitive price?
- g. If a volunteer becomes a vendor to the FLC they may not participate as a volunteer
- 8. Discrimination
 - a. FLC prohibits discrimination or harassment on the basis of race, color, religion, sex (including sexual harassment), sexual orientation, gender identity or expression, pregnancy, ancestry, age, physical or mental disability, marital status, veteran status, military status, or other protected category under federal law, such as opposing discrimination or participating in any complaint process at the EEOC or other human rights agencies. FLC will not tolerate discrimination of any sort, and this is a grounds for removal or other action permitted by law.
- 9. Harassment (suggest this is its own numbered topic)
 - a. FLC will not tolerate harassment or derision of any sort directed by or at Members, staff, volunteers, or at others who may work with FLC or attend off-premises functions. This includes but is not limited to:
 - i. Spreading malicious gossip and/or rumors
 - ii. Using obscene or abusive language or engaging in disorderly, antagonistic conduct
 - iii. Threatening, intimidating, or coercing others
 - b. Sexual harassment will be grounds for separation and potentially other actions as allowed by law.
 - i. Sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when, for example:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
 - ii. Sexual harassment may encompass a range of subtle and not so subtle behaviors, including, for example,
 - 1. Physical and verbal sexual advances or repeated demands for dates
 - 2. Sexually derogatory or demeaning remarks or names
 - 3. Off-color jokes, vulgar comments, offensive language, and teasing about sexual preferences
 - 4. Unwelcome touching, such as hugging, kissing, pinching or patting
 - 5. Displaying, storing or transmitting pornographic or sexually oriented materials using FLC equipment.
 - 6. A hostile environment can be created by the use of inflammatory and patently offensive epithets and slurs. People have differing perceptions of what is offensive and all need to be sensitive to these differences in our dealings with others.