



MEMBER VOLUNTEER OPPORTUNITIES GUIDE

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OVERVIEW.....	3
WHY YOU SHOULD VOLUNTEER.....	3
ABOUT THIS GUIDE	3
HOW TO VOLUNTEER.....	3
ABOUT THE NORTHERN VIRGINIA DENTAL SOCIETY.....	3
CONTACT.....	3
NVDS STANDING COMMITTEES	4
BUDGET AND AUDIT COMMITTEE *	4
CARING DENTISTS COMMITTEE	4
CONSTITUTION AND BYLAWS COMMITTEE *	4
CPR CERTIFICATION COMMITTEE	4
DENTAL BENEFITS PROGRAMS COMMITTEE.....	5
DENTAL HEALTH AND PUBLIC INFORMATION COMMITTEE	5
DENTAL TRADE AND LABORATORY RELATIONS COMMITTEE	5
ETHICS AND JUDICIAL AFFAIRS COMMITTEE	5
HONORS COMMITTEE	5
INFECTION PREVENTION AND ENVIRONMENTAL SAFETY COMMITTEE.....	5
INFORMATION TECHNOLOGY COMMITTEE.....	6
INVESTMENT COMMITTEE	6
LEGISLATIVE COMMITTEE	6
NEW DENTIST COMMITTEE	6
MEMBERSHIP COMMITTEE.....	6
PATIENT RELATIONS COMMITTEE	6
PEER REVIEW COMMITTEE.....	6
PROGRAMS COMMITTEE	7
RESEARCH COMMITTEE	7
RETIRED DENTISTS COMMITTEE	7
STRATEGIC PLANNING COMMITTEE *	7
STANDING COMMITTEE CHAIRS	8
APPOINTMENT	8
BUDGETING AND REPORTING	8
SUBCOMMITTEES	8
VIRGINIA DENTAL ASSOCIATION COMMITTEE MEMBERS.....	8
EXECUTIVE COMMITTEE	9
NVDS BOARD OF DIRECTORS	10
DELEGATE	10
COMMUNICATION AND NETWORKING	11
WHAT'S NEW WITH YOU?	11
MEMBER SPOTLIGHT	11
MEMBERSHIP MATTERS	11
NEW DENTIST EVENT.....	11
SOCIAL MEDIA.....	11
"THREE THINGS YOU SHOULD KNOW"	12
CONTINUING EDUCATION	12
CALL FOR LOCAL SPEAKERS	12
CALL FOR CE SESSION IDEAS.....	12
COMMUNITY ENGAGEMENT	13
NORTHERN VIRGINIA DENTAL CLINIC	13
SCIENCE FAIR JUDGES	13

OVERVIEW

Why You Should Volunteer

The Northern Virginia Dental Society (NVDS) offers numerous ways for you to connect with colleagues, enhance your practice, advance the profession, and make a positive impact on our community. Member engagement is essential for our Society's success and future. Below are reasons to engage with NVDS.

- Develop leadership skills by participating in and leading committees.
- Advocate for policies and legislation that positively impact the profession and patients.
- Play a role in shaping the future of dentistry at the local, state, and national levels.
- Participate in outreach programs to promote oral health awareness.
- Build the Society's robust network of colleagues.
- Make a positive impact on the oral health of patients.
- Earn recognition for your contributions to the profession and community.

About This Guide

The descriptions in this guide are intended to help you better understand the purpose and time commitment involved with each volunteer opportunity.

How to Volunteer

Members can volunteer by completing the forms or by contacting the NVDS central office.

NVDS Volunteer Form [LINK](#)

The American Dental Association ([ADA](#)) and Virginia Dental Association ([VDA](#)) provide additional opportunities for members to get involved.

About the Northern Virginia Dental Society

The Northern Virginia Dental Society was established in 1931 and is a local component of the Virginia Dental Association (VDA) and the American Dental Association (ADA). Our society boasts a membership of over 1,400 local dentists, encompassing both general practitioners and specialists serving communities in Arlington, Fairfax, Loudoun, Fauquier, Prince William, Stafford, Rappahannock, Culpeper, Madison, Orange, Greene, Spotsylvania, and neighboring cities.

Contact

Please contact the NVDS central office with any questions or ideas for other volunteer opportunities:

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NVDS STANDING COMMITTEES

Volunteering to serve on an NVDS committee is an excellent way to contribute to the important work of the Society, learn about its broad array of programs, and gain experience for future leadership roles in organized dentistry. NVDS committees are led by chairs or co-chairs, who serve on the NVDS Executive Committee. Most committee work is conducted through email communication, typically occurring a few times annually. Occasionally, additional call, Zoom, or in-person meetings may be needed to fulfill the functions of the committee or facilitate more in-depth discussions and decision-making processes. Committee size varies. Committee terms typically begin and end with the NVDS Annual Business Meeting in September. Committee members may serve on the committee for multiple terms and on more than one committee, if approved by the President.

The following descriptions are excerpts from Article VII of the NVDS Bylaws.

** Involvement in this committee is restricted to designated leadership positions.*

Budget and Audit Committee *

The duties of this committee shall be to determine the annual financial requirements and resources of the Society; to submit an itemized budget for the coming fiscal year to the Executive Committee for approval prior to each annual meeting; to make recommendations to the Executive Committee regarding the investment of reserve funds of the Society and to supervise the administration of such investments in cooperation with the Secretary-Treasurer of the Society. Members shall include the President, the President-elect, the Vice President, the Secretary-Treasurer, the Programs Chair, the Programs Chair Designate(s), and the Investment Committee Chair. The Budget and Audit Committee Chair will also serve on the Society's Investment Committee.

Caring Dentists Committee

The duties of this committee shall be to educate the members of the Society about dentists' health, well-being, and chemical dependency, appropriate responses to different levels and kinds of distress, and appropriate sources for prevention, treatment, and rehabilitation; to serve as an information source for concerned persons seeking help for the chemically dependent individual and to render guidance and support to the chemically dependent dentist, through verification, intervention and motivating the individual to seek treatment and establish a means for follow-up evaluation.

Constitution and Bylaws Committee *

The duties of this committee shall be to keep the CONSTITUTION and BYLAWS of this Society in a consistent and accurate condition by proposing new and appropriate amendments to the Executive Committee and the membership for their approval and to keep the Policy Manual of this Society in a consistent and accurate condition by proposing appropriate changes in policy to the Executive Committee. Members shall include the Immediate Past-President, who shall serve as chair, the President, President-Elect, Vice President, the Parliamentarian and two other members appointed at-large by the President of the Society.

CPR Certification Committee

The duties of this committee shall be to provide CPR certification courses for the Society members, to arrange dates and sites for CPR courses; to establish appropriate fees for CPR courses and for rental of Society CPR equipment; to recruit and train CPR instructors; to maintain the Society CPR equipment; to purchase necessary CPR equipment with funds obtained from CPR courses and CPR equipment rental and to determine course content and educational materials for CPR courses.

Dental Benefits Programs Committee

The duties of this committee shall be to formulate and recommend policies to the Executive Committee relating to the planning, administration and financing of all dental care programs, private, state and federal; to study, evaluate and disseminate information regarding these programs to the membership.

Dental Health and Public Information Committee

The duties of this committee shall be to establish and promote a dental health education program; to disseminate information on dental practice, preventive dentistry and dental public health to the public, press, radio, television and other news media; to interpret the dental profession and its dental health goals to the public; to initiate public information programs, with the approval of the Executive Committee; to cooperate with and assist school boards and interested public service organizations in establishment of preventive dental education programs and to coordinate the annual National Children's Dental Health Month Program – Give Kids A Smile, to include the coordination of lending Society owned equipment to members for use at a dental outreach community program. Subcommittees for this committee are as follows:

- Dental Health Month (GKAS)
- Speakers Bureau
- Science Talent Award Fairs
- Community Outreach

Dental Trade and Laboratory Relations Committee

The duties of this committee shall be to encourage and develop harmonious relations with the various organizations representing the dental trade and laboratories; to maintain high ethical and legal standards of both the trade and the profession and to mediate disputes which may arise between dental trade and laboratory organizations and members.

Ethics and Judicial Affairs Committee

See Bylaws Article 1, Section 5-C. The duties of this committee shall be to educate and motivate dentists to be ethical practitioners; to function as a review, counseling and appeal committee; to disseminate and interpret information regarding ethics and the ADA Principles of Ethics and Code of Professional Conduct or its replacement to our members; and to work with the VDA and ADA to enhance the ethics of the dental profession.

Honors Committee

The duties of this committee shall be to seek qualified members for dental honors, not bestowed by this Society, but that require nomination by this Society or its members and to help guide these individuals through the nomination process. The chair will add committee members as needed.

Infection Prevention and Environmental Safety Committee

The duties of this committee shall be to disseminate information on potentially harmful conditions in the working area affecting dentists, auxiliaries and patients, and to recommend procedures to maintain a healthy working environment.

Information Technology Committee

The duties of this committee shall be to guide and serve the Publications and Website Committees. The committee shall be chaired by the President-Elect and shall include, but is not limited to, the President, President-Elect, Vice President, Website Chair, Publications Chair, Immediate Past Website Chair, and Immediate Past Publications Chair. Subcommittees for this committee are as follows:

- Publications Committee. The duties of this committee shall be to secure and edit suitable copy for the publication of the Society newsletter and serve as this Society's contributing editors to the Virginia Dental Journal.
- Web Site Committee. The duties of this committee shall be to enhance the effectiveness of web site communication and public awareness; to explore areas of non-dues revenue as it relates to the Society web site; and to explore new technologies and advise the Executive Committee and membership on these advances and issues.

Investment Committee

The duties of this committee shall be to manage NVDS funds and manage the purchase and sale of NVDS assets in accordance with the Investment Policy. The Committee shall consist of the Secretary-Treasurer, Budget & Audit Committee Chair, and one to two Executive Committee member(s) appointed by the Board of Directors to serve two-year terms. The President will be an ex officio member of the Committee. The Committee shall elect its own chairperson. Investment Committee policy philosophy is that there shall be a reasonable return on investment while capital is preserved through diverse investing in low volatility vehicles.

Legislative Committee

The duties of this committee shall be to protect the interests of the dental profession and the public in all matters relating to dentistry in the state and federal legislatures; to maintain liaison with elected officials; securing new legislation of benefit to the public and dental profession and keep members of the Society informed of pertinent information on all legislative matters.

New Dentist Committee

The duties of this Committee shall be to assist in design and implementation of recruitment and retention programs directed to young dentists; to study and determine the current needs and concerns of new dentists and to promote and develop policies and programs that respond to new dentists' needs; and to promote the involvement of new dentists in organized dentistry. All committee members shall be in practice less than ten (10) years.

Membership Committee

The duties of this committee shall be to recruit and retain members for the Society; to conduct orientation meetings for new members of the Society; preside at the induction of new members; to work in liaison with the New Dentists Committee to recruit and retain new dentists.

Patient Relations Committee

The duties of this committee shall be to mediate disputes that may arise between a patient and a member of the Northern Virginia Dental Society. Committee members must have at least five years of private practice experience. The chair must have at least ten years of private practice experience and previous experience as a member of the Patient Relations Committee.

Peer Review Committee

The duties of this committee shall be to evaluate disputes between members, insurance companies and their patients and rendering a fair and equitable resolution of those disputes. The Peer Review Committee shall be composed of five general practitioners, each with at least five years of general practice. Members shall be elected by the membership of the Society for five years, with terms staggered. Interim appointments can be made by the President. The President shall nominate, and the Executive Committee approves a lay representative as a sixth member of this committee. The lay representative shall serve for one year with a maximum of five one-year terms and shall serve in an advisory capacity to evaluate procedures and mechanics for fair and equitable resolution of disagreements. The lay representative will not make any judgments on the technical aspects of dentistry. The President shall designate which committee member shall serve as its chair. The committee shall be guided by the ADA Guidelines for Peer-Review or its replacement. The Chair of the Patient Relations Committee, the chair of the VDA Peer Review and Patient Relations Committee, or a third-party payer may refer cases to the Peer Review Committee for their evaluation.

Programs Committee

The duties of this committee shall be to select and procure clinical and other presentations for the meetings of the Society with approval of the Executive Committee; to procure the meeting sites; to make any necessary local arrangements; to arrange for any necessary publicity; to procure sponsorships for meetings with approval of the Executive Committee and to submit a programs budget for approval by the Executive Committee.

Research Committee

The duties of this committee shall be to familiarize our relationship with NIDCR and push research programs in conjunction with NIDCR.

Retired Dentists Committee

The duties of this committee shall be to keep retired members involved in the Society and organized dentistry.

Strategic Planning Committee *

The duty of this committee shall be to annually review the Society Strategic Plan. Members shall include the two most recent Past Presidents, the President, the President-elect, the Vice President, and the Executive Administrator or Executive Director. The Immediate Past President shall serve as the chair.

STANDING COMMITTEE CHAIRS

Below is general information about standing committee chairs, as adapted excerpts from Article VI, Section 3 of the NVDS Bylaws:

Appointment

The President shall appoint the chair of the standing committees. The standing committee chairs also serve on the NVDS Executive Committee. See the next page.

Budgeting and Reporting

At the request of the Budget and Audit Committee, the standing committee may be asked to submit an itemized budget request for the next fiscal year. Not all standing committees are allocated funds in the budget. Each standing committee shall submit an annual written report of the activities and recommendations of the committee to be included in the annual report of the Society.

Subcommittees

Standing committees may appoint subcommittees of their own members. These subcommittees are directly responsible to the committee and have no power except that delegated to them by the committee that created them or the Executive Committee. Subcommittees may report to their committee or the Executive Committee as necessary.

Virginia Dental Association Committee Members

Each member representing this Society on a committee of the Virginia Dental Association shall be a member of the corresponding committee of this Society.

EXECUTIVE COMMITTEE

Membership

The NVDS Executive Committee shall consist of the following members, as noted in Article VI of the NVDS Bylaws. All members shall have the right to vote except where noted.

- **Immediate Past President** - Serves as chair of the Executive Committee.
- **President**
- **President-Elect**
- **Vice President**
- **Secretary-Treasurer**
- **Society Director to the VDA Board of Directors**
- **Chairs of All Standing Committees**
- **Subcommittee Chairs** - Publications and Website
- **Recording Secretary** - The primary duty of this member is to record the activities of the Executive Committee for publication in the Society newsletter.
- **Members at Large (9)**- Four (4) with a maximum of (6), shall be appointed by the President to one-year terms. Three (3) shall be elected by the membership for three-year non-concurrent terms.
- **Parliamentarian** - Does not have the right to move or vote.
- **Member-at-Large Under the Age of 40** - One member for a one-year term. Nominations from the general membership must be received no later than one month prior to the voting at the annual business meeting of the Society.
- **Program Chair Designates** - Does not have the right to move or vote.
- Any Society member while holding elected office with the VDA or the ADA

Powers and Duties

The Executive Committee determines the policies of the Society and periodically reviews the financial affairs of the Society as reported by the Secretary-Treasurer or by the chair of the Budget and Audit Committee. The Executive Committee shall approve a yearly budget before presenting it for a membership acceptance vote at the annual meeting. Appropriations for non-budgeted expenditures exceeding ten thousand dollars (\$10,000) shall have the majority vote of the membership at the next business meeting. The Executive Committee shall meet at least five times each year. In the case of extreme and/or urgent circumstances, the Executive Committee may establish interim policies and/or make interim decisions which shall remain in effect until the next Annual Business Meeting, at which time, they shall be reviewed and affirmed or rejected by the membership.

Meetings

The Executive Committee meets 5-6 times per year (**Oct, Nov, Jan, Feb, April, May, June**). In the case of extreme and or urgent circumstances, the Executive Committee may establish interim policies and/or make interim decisions which shall remain in effect until the next Annual Business Meeting, at which time, they shall be reviewed and affirmed or rejected by the membership.

NVDS BOARD OF DIRECTORS

The Board of Directors is a subset of the Executive Committee, as noted in Article V of the NVDS Bylaws. Additional details about the responsibilities of Board officers is noted in the NVDS Bylaws and available upon request.

Members of the Board

The Board of Directors shall be composed of the following member roles:

- Immediate Past Presidents (5)
- President
- President-elect
- Vice President
- All Society members that are VDA or ADA officers, delegates, or alternate delegates to the ADA
- Society Director to the VDA Board of Directors

Powers and Duties

The Board of Directors shall:

- Identify future NVDS and VDA leaders working with the New Dentist and Membership Committees as needed.
- Serve in an advisory capacity as requested by the President of the Society.
- Be charged with oversight of the Strategic Planning Committee.
- Advise the Budget and Audit Committee on employee salaries and be authorized to appoint or dismiss an Executive Director and other paid employees, as it shall deem necessary by a two-thirds vote of all members by secret ballot, voice, or written vote.
- Meet as required to function as a nominating committee to assist in the election of officers of the Society, elected members of the Executive Committee, elected members of the Peer Review Committee, delegates to the VDA annual meeting, candidates for VDA officers and ADA delegates and alternate delegates.
- Report on its actions to the Executive Committee.

Meetings

The Board of Directors typically meets immediately after the Executive Committee at least once per year.

DELEGATE

The House of Delegates is the authoritative and legislative body of the VDA. By serving as a delegate and representative of our Society (component 8), you can make a difference in the legislative process of our professional organization. If you volunteer and are selected to serve as one of our esteemed delegates, you will be invited to an orientation with NVDS and VDA leaders, and will make a commitment to attending the in-person HOD meeting (dates and locations vary). Our component is entitled to approximately 56 Delegates and 56 Alternate Delegates. Full participation by all component delegations is required for the HOD to operate efficiently and for the deliberations to be efficient. For information about other VDA leadership opportunities, visit the [VDA website](#).

COMMUNICATION AND NETWORKING

It only takes a few minutes to contribute to the Society's outreach efforts by volunteering for one or more of the following communication roles. Contact Tracey Dougherty at tdougherty@nvds.org with your newsletter updates at any time.

What's New with You?

Help us build our dental community by letting us know what's happening in your world, both professionally and personally! We would love to learn about your milestones, activities, volunteer work, achievements, and more for future issues of NOVA News. Take a few minutes to send 1-4 sentences and any related photos you may have. Below are just a few examples of the types of updates you could share with us.

- A recent publication, presentation, or award
- An exciting hobby or activity outside of dentistry
- A recent wedding or new addition to the family
- A travel adventure
- A new trick or gadget that has enhanced your practice

Member Spotlight

Every issue of the NVDS newsletter, NOVA News, features one of our esteemed members who briefly responds to a few questions via email to help our members get to know each other and further build connections in our community. Responses should only take 20-30 minutes. Visit the NVDS website or contact NVDS staff to view examples of past member spotlights.

Membership Matters

Share a few words about why your NVDS/VDA/ADA (tripartite) membership matters to you. Help us build our community by sharing the tangible or intangible benefits of membership that have meant the most to you. With your permission, we will share your reflections via our newsletter, social media, website, or messaging with both members and non-members.

New Dentist Event

Connect with new dentists by attending or hosting a New Dentist Committee event! The events, such as happy hours, are typically offered 3 times per year and are limited to 20-30 members who have been practicing for 10 years or less. Hosting expenses vary based on the venue, activity, and attendance. These events are typically free for new dentist members. NVDS staff will share any offers to host an event with the New Dentist Committee.

Social Media

NVDS is currently active on Instagram and LinkedIn @novadentalsociety. Members can play a crucial role in bolstering the Society's presence on social media by actively engaging with our posts. We invite you to follow us, like our posts, and re-share them on your own social media accounts. You can also tag us in your posts and provide suggestions to staff on how we can enhance our presence on these platforms.

"Three Things You Should Know"

NVDS invites members to contribute newsletter articles for a new series titled, "Three Things You Should Know." This NOVA News series will showcase bite-sized, practical insights on contemporary topics in dentistry to enrich and inform our member community.

Each article should focus on a specific, well-defined topic within dentistry and highlight the top three essential insights, considerations, or practical tips that any dentist should know. Aim for a friendly and informal tone, rather than a peer-reviewed paper. If the article discusses specific procedures or approaches to patient care, we encourage you to briefly share your relevant experience, certifications, publications, and/or past presentations as a separate note. Articles should not endorse or promote individual dentists or practices. However, the published articles will feature the author's name, area of practice, and practice location (city). Articles are limited to 500 words. NOVA News plans to feature one article in the series per issue.

Send your article submissions to Tracey Dougherty at tdougherty@nvds.org. Our newsletter editors will consider submissions on a rolling basis. We look forward to your insights and thank you for helping NVDS create a valuable resource for our community.

CONTINUING EDUCATION

Call for Local Speakers

If you are an NVDS member interested in presenting a continuing education (CE) lecture, please let the NVDS office know so we may share your information with the Program Committee.

Call for CE Session Ideas

Do you have a suggestion for a speaker or session topic that would resonate with our membership? Send your ideas to the NVDS staff and help us to ensure that our continuing education (CE) programs remain relevant, enriching, and beneficial for members. Suggestions will be shared with the Programs Committee.

COMMUNITY ENGAGEMENT

Northern Virginia Dental Clinic

The Northern Virginia Dental Society (NVDS) supports the Northern Virginia Dental Clinic (NVDC), which provides oral health care services to low-income residents in the region with access to its facilities in Fairfax and Loudoun. The NVDC accepts only those individuals deemed eligible through an established network of referring social service agencies. Emergency and initial appointments must be scheduled through designated referring agencies only. Individuals must be 18 years or older and individual/family income must be at or below 200% of the federal poverty guidelines. To be eligible, a patient must be a resident of Arlington County, Fairfax County, Loudoun County, City of Alexandria, City of Fairfax, and City of Falls Church. Visit the NVDC website to learn more. NVDC relies on members and community support to provide essential oral health care services to underserved residents in our community.

- **Monetary Donations:** You can offer your critical support through a monetary donation! Donations significantly contribute to NVDC's ability to maintain and expand its mission. Every dollar helps to ensure that individuals in need have access to the dental care they require. Donations are tax-deductible! Visit <https://donation.novadentalclinic.org/> to donate online or send a check to the Northern Virginia Dental Clinic, 8221 Willow Oaks Corporate Drive, Suite #450, Fairfax, VA 22031.
- **Volunteer:** The clinic can accommodate your availability and scheduling preferences. Patients are appointed at 45-minute intervals with extended hours until 8:00 pm on Tuesdays and Thursdays (Fairfax only). Volunteer online at <https://fs24.formsite.com/D61d4H/NVDCVolunteer/index>.

Science Fair Judges

NVDS is dedicated to honoring the impressive research efforts of our community's budding scientists. We invite you to become a vital part of this celebration by volunteering as a science fair judge for our regional high school science fairs. No prior experience is required. The time commitment is a few hours during one Saturday in the spring (dates vary). We wish to thank the NVDS Dental Health and Public Information Committee for leading this annual endeavor and for all who support this inspiring program. Watch for the latest volunteer form from the NVDS office.