

Membership Council Charges **February 2025**

Purpose: Focus on member recruitment as well as evaluating and enhancing the member experience in AAOE. Serve as an advisory body to the Board of Directors on matters involving any aspect of membership. Monitor existing member value and recommend to the Board of Directors enhancements through new products, services, and benefits.

Charges: Serve as second-tier reviewers for any membership applications with questions of eligibility. Determine follow up with applicant including, but not limited to, personal interview by a council member to gain information needed to approve or decline membership.

Regularly make calls to approved ~~new~~ members as assigned. Introduce new members to the organization (welcome them, answer questions they may have, and help them with specifics of how to get engaged in the association). Follow up with emails to assigned new members with invitation to contact as needed for assistance as a peer. Respond to their requests as soon as possible and/or direct inquiries to appropriate staff or other volunteers.

Facilitate mentoring connections between members online and in-person.

Promote and support the online community Collaborate.

Promote membership in the AAOE by reviewing strategies to retain current and recruit new members. Regularly review membership types and requirements for each, as well as alignment of membership benefits and services. Research opportunities for new member types. Research opportunities for adding or improving member benefits and services. As warranted, make written recommendations to the Board of Directors for their action.

Time Commitment: The Membership Council is a working council that requires a time commitment from each of its members. On average, the time commitment will break down as follows:

- Monthly conference calls (60 minutes each)
- Weekly calls (during the business day) and emails (from your business address and including your professional signature block) to newly approved members as assigned (1-2 hours per month).
- Review of membership applications with questions of eligibility and any additional follow-up needed (approx. 15 minutes each occurrence).
- Attendance at new member and first-time attendee functions during the Annual Conference.



- Additional time as necessary including but not limited to outreach to prospective members (approx. 6 hours per year).
- Calls (during the business day) and emails (sent from your business address and including your professional signature block) as needed and directed by the committee.

Council members missing three meetings within a 12-month period, for any reason, may forfeit their seat on the council.

Composition: Board liaison, chair, and up to 14 members-at-large. Chair will be selected by the Council. Members serve a two-year term, renewable twice.

Qualifications:

- Strong interest in helping to build and improve the value of membership of AAOE
- Collaborative approach to ensuring members are well-vetted
- Clear understanding of the value of AAOE membership
- Willingness to represent AAOE and its members during interactions with new and prospective members
- Ability to make phone calls to members and prospective members
- Submit all required documentation
 - Code of Conduct
 - Non-disclosure agreement

Requirements:

- Friendly, outgoing, and a desire to connect and strike up a conversation with someone you do not know
- Capable of performing the work of the council
- Meet the attendance requirements and actively participate in conference calls
- Desire to advance the mission of AAOE
- AAOE member in good standing
- Participation in the annual AAOE Benchmarking Survey strongly encouraged
- Attendance at the Annual Conference strongly encouraged
- Willingness to help recruit and retain AAOE members
- Engagement on AAOE's Collaborate message board is strongly encouraged

Benefits to You as a Volunteer:

- Contribute to the development of AAOE
- Support your organization's growth





- Share the excitement and experience of membership in AAOE when introducing new and prospective members to AAOE
- Connect with peers
- Take advantage of opportunities for professional development

Volunteer Recognition:

- Listed in volunteer directory on aaoe.net
- Listed in AAOE publications when volunteers are listed (i.e. Annual Conference Final Program, Annual Report, etc.)
- Bylines for written blog posts and other materials
- Press release announcing appointment to the Council



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