

## Annual Conference Council Charges February 2025

**Purpose:** The Annual Conference Council supports the creation of a rewarding and useful professional development experience at the annual conference and exhibit hall for members, prospective members, and ancillary populations' needs at this annual educational event.

**Charges:** The Council supports the development of credible, relevant, and cutting-edge educational programs; creates fruitful networking events and social opportunities; understands and manages the needs of both attendees and exhibitors; adheres to the conference budget as approved by the Board of Directors.

1. Develop program content utilizing input from a wide range of sources including:
  - a) Members
  - b) Staff
  - c) Vendors
  - d) Responses from the last year of educational surveys
  - e) Partner and complementary organizations/associations
2. Provide input to the theme of the conference.
3. Reach out as necessary to members for increasing speaker submissions and registrations.
4. Walk the exhibit floor on-site and personally thank exhibitors as volunteered for or assigned.
5. Provide input on the education strategic plan and year-long education curriculum offered to members through webinars or other formats.

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

- One on-site debrief meeting at the conference (typically scheduled on the last day of conference immediately following the last scheduled event).
- One 1-day on-site meeting at the conference location during the summer prior to conference, if financially feasible and may not include all council members.
- Seven to eight conference calls (30-60 minutes)

- Speaker evaluation and topic selections (5-7 hours once a year for conference and as needed for non-conference education selection and vetting)
- Keynote selection (1-2 hours once a year)
- Outreach to members (30 minutes, 4 times per year)
- Outreach to vendor partners with which you work as needed (2-4 hours once a year)
- Review of webinar program for the year (2-3 hours once a year)

*Council volunteers missing two meetings within a 12-month period, for any reason, may forfeit their position.*

**Composition:** President, President-Elect, chair, and up to 7 at-large members. Unofficially, the scoring of the education submissions will be completed, in tandem with the council members, remotely and at the volunteers' leisure by 25-50 member volunteers. The chair will be the immediate Past President. If they are unable to serve, the AAOE President will appoint another past president. Members (including chair and course directors) serve a two-year term, renewable once.

**Qualifications:**

- Express interest to serve on the Annual Conference Council
- Experience with the administrative functions that exist within orthopedic practice, either directly or in a management role
- Ability to identify and articulate the knowledge, skills, and abilities needed to contribute effectively in an administrative role within an orthopedic practice
- Experience training orthopedic practice administrative staff
- Willingness to identify and recruit qualified speakers with expertise in various elements of the education curriculum
- Willingness to help AAOE's Membership Council with member recruitment and retention activities is strongly encouraged
- Submit all required documentation
  - Code of Conduct
  - Non-disclosure agreement

**Requirements:**

- Friendly, outgoing, and willing to strike up a conversation to encourage members to speak and attend the conference, vendors to participate, and speakers to apply
- Capable of devoting the time, and performing the work of the committee
- Must meet the attendance requirements

- Desire to advance the mission of AAOE
- AAOE member in good standing
- Attend in-person meetings as well as the Annual Conference the council is planning (strongly encouraged)
- Attend and actively participate in video conference calls
- Participate in peer-to-peer evaluation for term renewal and board nominees as part of election process.
- Engage with AAOE social media platforms
- Participate in the AAOE benchmarking survey (strongly encouraged)
- Engagement on AAOE's Collaborate message board (strongly encouraged)

### **Benefits to you as a Volunteer:**

- Enrich your conference experience
- Have a voice in the education provided to AAOE members
- Contribute to your peers and the industry
- Gain experience by assisting with the organization, planning, and implementation of this large-scale educational event
- Get behind the scenes of the AAOE conference

### **Volunteer Recognition:**

- Listed in volunteer directory on [aaoe.net](http://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