AAOE
American Alliance of Orthopaedic Executives

Industry Relations Advisory Board (IRAB)
Charges
October 2026

Purpose: Members of the Industry Relations Advisory Board have a voice in the development of AAOE vendor programs and work to continue partnerships between the vendors and members.

Charges: The Industry Relations Advisory Board will provide recommendations on specific aspects of AAOE's exhibitor, sponsor, and advertising programs to better serve the AAOE membership and improve vendor's experiences with AAOE.

Time Commitment: The Industry Relations Advisory Board is a working committee that requires a time commitment from each of its members. On average, the time commitment will break down as follows:

- In-person at the AAOE summer planning meeting if held (or virtually if in-person is not held)
- Monthly teleconference committee meeting (60 minutes)
- Onsite Ambassador at the Annual Conference (includes welcoming exhibitors, monitoring issues and helping staff to correct, asking vendors to complete surveys, etc.)
- Annual Conference attendee and Membership recruitment
- Additional time as necessary between meetings to complete assigned tasks including, but not limited to, reviewing new programs and projects, research, and completing surveys. (60 minutes)

Advisory board members that miss six meetings for any reason within a 24-month period, including in-person meetings, for any reason, may forfeit their position.

Composition: Board liaison, Chair, Vendor-Get-A-Member (VGAM) Champion, and up to eleven industry relations members. Chair will be appointed by the President with recommendation from the Annual Conference Council Chair and must have served a minimum of one year on the advisory board.

Industry relations members serve a two-year term, renewable once. If a member leaves their company during their term, another representative from that company may be asked to take their place.

- The Annual Conference Council will blind rank applicants by skill set, experience, and involvement with AAOE
- Limit of one representative per company
- Members will represent the following vendor categories:
    - Three vendors that have served on the Industry Relations Advisory Board within the last two years
    - Representatives (booth staff) that have exhibited with AAOE for 2-3 years, 4-5 years, or 6+ years
    - Members will be representative of both product and service types

Designated Seat: Vendor-Get-A-Member Champion

The VGAM Champion serves a one-year term and is designated based on the rules and procedures of the VGAM program.

Qualifications:

- Express interest to serve on the Industry Relations Advisory Board.
- Desire to advance the mission of AAOE.
- Willingness to support marketing of AAOE's Annual Conference, education, and vendor programs.

Requirements:

- Capable of performing the work of the advisory board
- Meet the attendance requirements
- Desire to advance the mission of AAOE
- AAOE vendor in good standing
- Attend all in-person meetings – including the AAOE summer planning meeting
- Attend and actively participate in conference calls
- Participate in vendor and exhibitor surveys
- Engage with AAOE social media platforms
- Exhibit at the upcoming AAOE Annual Conference
- An exhibitor, sponsor, and/or supporter of AAOE, within the last two years

Volunteer Recognition:

- Listed on volunteer webpage on aaoe.net
- Listed in AAOE publications when volunteers are listed (i.e. Annual Conference Final Program, Annual Report, etc.)

Benefits to You as a Volunteer:

- The advisory board can make an impact on AAOE's industry relations programming and have a hand in the decision-making process
- Advisory board members can gather knowledge on how to enhance their company's presence at the Annual Conference and to AAOE members
- The Industry Relations Advisory Board can stay up to date on what's happening with AAOE and its members – help them to make better connections with prospective clients
- Visit the AAOE Annual Conference venue at the summer planning meeting
- Meet and form relationships with the Annual Conference Council members and AAOE staff
- Opportunity to contribute to AAOE's success

Relationships with Other Councils and Committees:

Annual Conference Council

The Industry Relations Advisory Board will work with the committee to develop the exhibit hall experience to engage attendees and provide the exhibitors' perspective.

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