

Education Council Charges March 2025

Purpose: The Education Council guides the assessment, implementation and evaluation of a comprehensive education curriculum for orthopedic practice executives.

Charges: The Education Council will regularly review and provide suggestions for improvement of the established education curriculum and content.

The curriculum will include content that covers all aspects of practice management, including but not limited to,

- executive leadership
- human resources
- finance and accounting
- marketing and sales
- information technology
- medical records and billing
- patient care services
- clinical support
- office management

The Council will strive to ensure that AAOE produces relevant content for both new and experienced administrators, administrators of small, medium, and large practices, and administrators in private, academic, and hospital settings.

This group will provide blog posts, articles and presentations based on established industry trends and information.

The Education Council will review scheduled education events and resources, including webinars and conferences to make sure that they are in alignment with the education curriculum and effectively meet the professional development needs of orthopedic practice executives (and their staff where appropriate).

The Council will review an annual webinar calendar that (1) provides education on the knowledge, skills, and abilities that practice executives and administrators need to be successful; (2) is applicable to both new and experienced practice executives and staff; and (3) is relevant to practices of all sizes and settings.

For the Annual Conference:

1. Review 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. Review and update list of topics to include in the education schedule.
3. Review of session information submitted through the Call for Speakers process.
4. Assist in identifying speakers and/or subject matter experts for prioritized topics.

Time Commitment: The Education Council requires a time commitment of one to three hours per month. The time commitment will vary based on the amount of curriculum content being developed or revised. During an average month, council work will break down approximately as follows:

- Monthly teleconference council meetings (60 minutes)
- Network with potential speakers and subject matter experts (30 minutes)
- Read, review, and edit education curriculum components (60 minutes)

Council volunteers 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 8 members-at-large. Chair will be selected by the Council. Members serve a two-year term, renewable two times.

Qualifications:

- Desire to improve the education program delivered by AAOE
- 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
- Express interest in serving on the Education Council
- Submit all required documentation

- o Code of Conduct
- o Non-disclosure agreement

Requirements:

- Must be able to carry out the work of the Council
- Must be able to meet the attendance requirements
- Desire to advance the mission of AAOE
- AAOE member in good standing
- Ability to attend and actively participate in conference calls
- Participate in peer review surveys for term renewal and board nominees
- Ability to get involved on AAOE social media platforms
- Attendance at the Annual Conference is strongly encouraged
- Participation in the annual AAOE Benchmarking Survey is strongly encouraged
- Engagement on AAOE's Collaborate message board is strongly encouraged
- Willingness to help recruit and retain AAOE members is strongly encouraged

Benefits to you as a Volunteer:

- Contribute to the development of a comprehensive educational curriculum for orthopedic practice executives.
- Expand your understanding of the basic knowledge, skills, and abilities required to be a successful orthopedic practice executive.
- Remain up to date on the most recent developments in practice management strategies, techniques, and technology.
- Be part of the growth of your association.
- Opportunities to connect with peers and 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

