



American Alliance
of Orthopaedic Executives

Membership Council

CHARGES

April 2022

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Purpose: Focus on 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 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 and the Mentoring Program. Evaluate the Mentoring Program and participant experiences to enhance and improve the program as warranted.

Promote membership in the AAOE by creating and implementing 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.
- Much of the work is self-directed and can be completed as best fits personal schedules but all assignments are time-sensitive so deadlines must be met.

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



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Composition: Board liaison, chair, and up to twelve members-at-large. Chair will be appointed by the President from within the Council's membership. Members serve a one-year term, renewable twice. Council members should be representative of the overall membership in the following areas:

- Orthopaedic practice sizes – solo physician practices, 2-5 physicians, 6-12 physicians, 13-20 physicians, 21 or more physicians
- Orthopaedic practice settings - Independent orthopaedic practices, hospital owned practices, and university owned practices.
- Orthopaedic practice experience – 10+ years, as well as 10 years or fewer
- Position in practice - Executive-level administrators and mid-level professionals
- Age tiers – 50+ years of age, 40-49 years of age, and under 39 years of age.

Qualifications:

- Strong interest in helping to build 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

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

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