## MEMBERSHIP

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(ADOPTED BOD 05-15-07, 04-23-09, 5-10-10, 4-11-11, 4-9-12, 6-16-14, 10-15-15)
MEMBERSHIP

I. ADMINISTRATIVE

A. Sale of E-mail Addresses (In accordance with APTA’s Policy shown below)

**DISSEMINATION OF MEMBER ELECTRONIC MAIL ADDRESSES BOD Y11-03-08-25 [Policy]**

Electronic mail (email) addresses of American Physical Therapy Association (APTA) members collected by APTA shall be used exclusively by APTA national for the dissemination of information about association business and activities. APTA components shall use e-mail addresses of their members exclusively for dissemination of information related to business and activities within their component.

Neither national nor components of APTA shall provide members' email addresses to any individuals or external organizations except as authorized by the APTA Board of Directors and exclusively for the exchange of information related to association business and activities.

Neither the national headquarters nor components of APTA shall provide members' email addresses to component organizations to which the members of the list do not belong.

II. RETENTION OF CURRENT MEMBERS

A. New Member Contact:
   i. The Orthopaedic Section’s preferred method of contacting current or prospective new members will be in the following order: electronic communication, United States Postal Service (USPS), facsimile, telephone.
   ii. New members who have an e-mail address will be e-mailed the Orthopaedic Section web site link in the new member information.
   iii. New members who do not have an e-mail address will be sent a new member packet within 3 weeks of joining.

III. RECRUITMENT OF NEW MEMBERS

A. Promotion of Section to Non-members:
   i. The Membership Committee will create and maintain an up-to-date brochure describing the benefits of Section membership. The brochure will be distributed to attendees at national conferences and continuing education programs sponsored by the Section.
   ii. The Membership Committee will create and maintain a slide presentation describing the benefits of Section membership for use during presentations given by Section sponsored speakers at various events.

B. Student Recruitment:
   i. The Section will maintain an active presence at the National Student Conclave.

C. New Graduate Recruitment:
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i. New graduates will be contacted within 2 months of leaving student Section member status welcoming them and inquiring into their interest for involvement in Section endeavors.

ii. A new graduate will be appointed to a three (3) year term on the Membership Committee with a new individual rotating on at the end of each term.

D. New Graduate Return to School Program:
A 50% reduction in membership dues will be offered to those new graduates who choose to give a presentation to their physical therapy school about their experiences as a new graduate and how the Orthopaedic Section has helped them.

How the Program will work
The Membership Committee will identify 2nd and 3rd year physical therapy students and New Professionals who will agree to return to their school as new graduates and give a presentation about their transition from student to graduate and how being a member of the Orthopaedic Section has helped them. The new graduate will prepare part of the presentation and part will be provided through the Orthopaedic Section. The new graduate will have the opportunity to present this information to students in his or her school within the first five years from the date of graduation from physical therapy school.

An e-mail from a faculty member of the physical therapy program will be sent to the Section office from the faculty member’s University e-mail account stating that a presentation was given prior to a 50% reduction in Section membership fees is granted. A new professional is eligible to receive an annual dues reduction twice within the first 5 years after graduating from physical therapy school.

Dues reduction of 50%
After all submissions (from above) have been received at the Orthopaedic Section office, the office will grant the 50% reduction in dues for one year only. The dues reduction will begin at the new graduate’s earliest APTA renewal deadline. The Orthopaedic Section will verify that the new grad has renewed his dues with the APTA and the Orthopaedic Section. The Orthopaedic Section will then refund the new graduate for 50% of his Orthopaedic Section dues for that year only.

E. Residents and Fellows

F. Volunteer Interest:
   i. The Membership Committee will be responsible for collecting data related to member desire to be involved via an electronic form located in Google Docs and also distributed via email (Osteoblast, New member Welcome email, etc.).
   
   ii. The form will help classify members into groups depending on their interest area. The Membership Committee will then communicate with the Section office to include this information on the Volunteer Interest Spreadsheet.

IV. MENTORSHIP PROGRAM

A. Recruitment
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In December each year, 20 students in their final year of school seeking mentorship and with plans to attend CSM will be recruited into the program.

Mentors will be recruited from Orthopaedic Section membership and matched to the individual needs and interests of the students.

B. Introduction of Mentors with Mentees

Proteges and mentors will be introduced via email in the weeks prior to CSM.

A Membership Committee representative will meet with the group of all proteges and mentors at the First Timers Breakfast at CSM.

C. Expectations

Proteges and mentors will be present at CSM and meet in person daily to briefly discuss the current day’s activities and plan for the next day. Mentors are encouraged to bring their proteges to any activities they may be participating in at CSM that would be beneficial to the protégé’s growth.

Proteges and mentors will communicate by phone monthly over the next 6 months and by email in-between phone communications.

Proteges and mentors will follow up with the Membership Committee at the end of the 6 month formal mentorship experience.

Mentors will each receive one free 3-monograph or 6-monograph ISC of their choice upon completion of the program.

V. STUDENT MEMBER

A. Intention

To annually identify potential future APTA leaders and offer an opportunity for them to gain insight into the daily management of the Orthopaedic Section and begin on a leadership-track within the Section. Two students will be part of the committee for a 1-year term

B. Schedule

First Student: Immediately following National Student Conclave (late October) put out a call for candidates through Osteoblast, Student Assembly Pulse, and available electronic media.

3rd weekend of November, call for candidates closes (exact date to be stated in call for candidates).

Nomination made to Board of Directors by December board meeting.
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Second Student: Immediately after CSM as the recipient of the Outstanding PT student Award will be offered the opportunity of being part of the committee for 1 year

C. Candidates
Candidates must be currently enrolled as a fulltime student in a CAPTE accredited PT program at the time of application. Candidates must be current Orthopaedic Section members.

D. Selection
First Candidate: Candidates will be reduced to several finalists by examination of their Curricula Vitae. The Membership Chair will then contact each finalist for interview and decide on who will be recommended to the Board of Directors for appointment.
Second Candidate: By virtue of selection for the Outstanding PT student award.

E. Expectations
The term will last for one year until the appointment of the next Membership Committee Student Member at the December Board of Directors Meeting. The Student Member will work directly with the Membership Chair and be expected to participate in all Membership Committee discussions (primarily via email). If the student is able to attend the CSM immediately following his or her appointment, the student will be reimbursed for his or her CSM registration cost. At CSM, the student will be expected to sit in on the Board of Directors meeting and attend all Orthopaedic Section functions.

VI. GROWTH OF THE ORTHOPAEDIC SECTION

A. Promote Section Leadership:
   i. Leadership opportunities will be promoted and advertised to all Section members on the Section’s website.
   ii. A search for new graduates and enthusiastic members willing to volunteer for various positions within the Section will be ongoing.
   iii. A list of mentors for individuals who have identified an interest in Section leadership will be developed and maintained by the Section Office.
   iv. A leadership area on the website will be developed and maintained.

B. Diversity:
   At least one minority member will be actively recruited for participation on each Section committee.

VII. MONITORING MEMBERSHIP SATISFACTION

A. Survey:
   i. Section members will be surveyed via e-mail and Section website annually or on as needed basis as determined by the Board of Directors and/or Membership Chair, to measure membership satisfaction, obtain suggestions, identify members willing to
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increase their involvement, and assess the best methods of communication with members.

B. Communication with Chapters, Sections, and Students
   i. The Section office will send an e-mail blast to all Chapter Liaisons at the beginning of each month containing the most recently approved Board of Directors Meeting Minutes, Osteo-Blast, and any other pertinent information as directed by the Section President with advice from the Membership Chair and Practice Chair.
   ii. A member of the Membership Committee will attend the membership recruitment/retention roundtable session conducted at CSM.
   iii. The Membership Committee will communicate with a representative of the APTA Student Assembly BoD on a monthly basis to determine how the Section can further meet the needs of PT/PTA students.

C. Monitoring Membership Activities
   i. Monthly audits of Section PT, PTA, and PT/PTA student membership numbers will be conducted.
   ii. Monthly audits of bulletin board discussions will be conducted
   iii. Audits to determine the success of our mentoring programs, student and new graduate recruitment initiatives and lapsed membership inquiries will be conducted and assessed as appropriate.

VIII. MEMBERSHIP COMMITTEE OPERATIONS

A. Membership Committee Chair Development
   i. In the final year of the out-going Chair’s term, a New Professional will be identified by Section leadership as Membership Vice Chair.
   ii. The out going Chair shall mentor the incoming Chair into the role during the remaining time of his/her term.
   iii. The Membership Chair shall attend the Membership Roundtable Meeting at CSM and any other meetings that may be developed by APTA specifically for Membership Chairs and member recruitment/retention. If the Chair cannot attend s/he should attempt to have another Membership Committee member attend.

B. Membership Committee Member Development
   i. The Membership Chair shall attempt to maintain a full committee (up to 15 Members + 1 Chair + 1 Student) through transitioning new committee members into vacant Committee positions, seeking individuals of diverse clinical experience, practice setting, and ethnicity.
   ii. Potential Membership Committee Members shall be directed by Section Leadership and Staff to the Membership Chair for discussion of responsibilities/commitments.
   iii. The Chair shall nominate prospective committee members by submitting a motion to the Board of Directors including the Nominee’s curriculum vitae and a support statement.
   iv. The Board will review and vote to approve or deny the appointment of members to the Membership Committee.
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C. Membership Committee Communication
   i. Communication of the committee will take place primarily through email, but may occasionally take place via conference call. The Membership Chair may schedule and arrange for a conference call through the Section office in advance.
   ii. Communication will be on an as needed basis when projects and initiatives arise.

D. Membership Chair Communication to Section Board of Directors
   i. Primary communication to the Board of directors will occur electronically through the designated Board liaison.
   ii. Any points of action from the Committee should be presented as a motion to the Board of Directors to be discussed at the next Board Meeting.
   iii. The Membership Committee Chair will attend the Board of Directors meeting annually at CSM, the Membership Roundtable Meeting at CSM annually, the Orthopaedic Section Strategic Planning Meeting (currently every 3 to 5 years), and any additional programming developed by APTA for Membership Chairs.