

# MEMBERSHIP

<u>Category</u>	<u>Policy</u>
1	
2	
3 I. Administrative	A. Sale of E-mail Addresses
4	
5 II. Retention of Current Members	A. Contact New Member
6	
7 III. Recruitment of New Members	A. Promotion of Section to Non-members
8	B. Student Recruitment
9	C. New Graduate Recruitment
10	D. New Graduate Return to School Program
11	E. Residents and Fellows
12	F. Volunteer Interest
13	
14 IV. Mentorship Program	A. Recruitment
15	B. Introduction of Mentors with Mentees
16	C. Expectations
17	
18 V. Student Member	A. Intention
19	B. Schedule
20	C. Candidates
21	D. Selection
22	E. Expectations
23	
24 VI. Growth of the Orthopaedic Section	A. Promote Section Leadership
25	B. Diversity
26	
27 VII. Monitoring Membership Satisfaction	A. Survey
28	B. Communication with Chapters, Sections, and Students
29	C. Monitoring Membership Activities
30	
31 VIII. Membership Committee Operations	A. Membership Committee Chair Development
32	B. Membership Committee Member Development
33	C. Membership Committee Communication
34	D. Membership Chair Communication to Section Board
35	of Directors
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	

# 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:

# MEMBERSHIP

- 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

# MEMBERSHIP

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

3  
4 Mentors will be recruited from Orthopaedic Section membership and matched to the  
5 individual needs and interests of the students.  
6

## 7 B. Introduction of Mentors with Mentees

8 Proteges and mentors will be introduced via email in the weeks prior to CSM.  
9

10 A Membership Committee representative will meet with the group of all proteges and  
11 mentors at the First Timers Breakfast at CSM.  
12

## 13 C. Expectations

14 Proteges and mentors will be present at CSM and meet in person daily to briefly discuss  
15 the current day's activities and plan for the next day. Mentors are encouraged to bring  
16 their proteges to any activities they may be participating in at CSM that would be  
17 beneficial to the protégé's growth.  
18

19 Proteges and mentors will communicate by phone monthly over the next 6 months and  
20 by email in-between phone communications.  
21

22 Proteges and mentors will follow up with the Membership Committee at the end of the  
23 6 month formal mentorship experience.  
24

25 Mentors will each receive one free 3-monograph or 6-monograph ISC of their choice  
26 upon completion of the program.  
27  
28

## 29 **V. STUDENT MEMBER**

### 30 A. Intention

31 To annually identify potential future APTA leaders and offer an opportunity for them to  
32 gain insight into the daily management of the Orthopaedic Section and begin on a  
33 leadership-track within the Section. Two students will be part of the committee for a 1-year  
34 term  
35

### 36 B. Schedule

37 First Student: Immediately following National Student Conclave (late October) put out a  
38 call for candidates through Osteoblast, Student Assembly Pulse, and available electronic  
39 media.  
40

41 3<sup>rd</sup> weekend of November, call for candidates closes (exact date to be stated in call for  
42 candidates).  
43

44 Nomination made to Board of Directors by December board meeting.  
45

# MEMBERSHIP

1 Second Student: Immediately after CSM as the recipient of the Outstanding PT student  
2 Award will be offered the opportunity of been part of the committee for 1 year  
3

## 4 C. Candidates

5 Candidates must be currently enrolled as a fulltime student in a CAPTE accredited PT  
6 program at the time of application. Candidates must be current Orthopaedic Section  
7 members.  
8

## 9 D. Selection

10 First Candidate: Candidates will be reduced to several finalists by examination of their  
11 Curricula Vitae. The Membership Chair will then contact each finalist for interview and  
12 decide on who will be recommended to the Board of Directors for appointment.  
13 Second Candidate: By virtue of selection for the Outstanding PT student award.  
14

## 15 E. Expectations

16 The term will last for one year until the appointment of the next Membership Committee  
17 Student Member at the December Board of Directors Meeting. The Student Member will  
18 work directly with the Membership Chair and be expected to participate in all Membership  
19 Committee discussions (primarily via email). If the student is able to attend the CSM  
20 immediately following his or her appointment, the student will be reimbursed for his or her  
21 CSM registration cost. At CSM, the student will be expected to sit in on the Board of  
22 Directors meeting and attend all Orthopaedic Section functions.  
23  
24

## 25 **VI. GROWTH OF THE ORTHOPAEDIC SECTION**

### 26 A. Promote Section Leadership:

- 27 i. Leadership opportunities will be promoted and advertised to all Section members on the  
28 Section's website.
- 29 ii. A search for new graduates and enthusiastic members willing to volunteer for various  
30 positions within the Section will be ongoing.
- 31 iii. A list of mentors for individuals who have identified an interest in Section leadership  
32 will be developed and maintained by the Section Office.
- 33 iv. A leadership area on the website will be developed and maintained.  
34  
35

### 36 B. Diversity:

37 At least one minority member will be actively recruited for participation on each Section  
38 committee.  
39  
40

## 41 **VII. MONITORING MEMBERSHIP SATISFACTION**

### 42 A. Survey:

- 43 i. Section members will be surveyed via e-mail and Section web site annually or on as  
44 needed basis as determined by the Board of Directors and/or Membership Chair, to  
45 measure membership satisfaction, obtain suggestions, identify members willing to  
46

# MEMBERSHIP

1 increase their involvement, and assess the best methods of communication with  
2 members.  
3

## 4 B. Communication with Chapters, Sections, and Students

- 5 i. The Section office will send an e-mail blast to all Chapter Liaisons at the beginning of  
6 each month containing the most recently approved Board of Directors Meeting Minutes,  
7 Osteo-Blast, and any other pertinent information as directed by the Section President  
8 with advice from the Membership Chair and Practice Chair.
- 9 ii. A member of the Membership Committee will attend the membership  
10 recruitment/retention roundtable session conducted at CSM.
- 11 iii. The Membership Committee will communicate with a representative of the APTA  
12 Student Assembly BoD on a monthly basis to determine how the Section can further  
13 meet the needs of PT/PTA students.  
14

## 15 C. Monitoring Membership Activities

- 16 i. Monthly audits of Section PT, PTA, and PT/PTA student membership numbers will be  
17 conducted.
- 18 ii. Monthly audits of bulletin board discussions will be conducted
- 19 iii. Audits to determine the success of our mentoring programs, student and new graduate  
20 recruitment initiatives and lapsed membership inquiries will be conducted and assessed  
21 as appropriate.  
22  
23

## 24 VIII. MEMBERSHIP COMMITTEE OPERATIONS

### 25 A. Membership Committee Chair Development

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

### 34 B. Membership Committee Member Development

- 35 i. The Membership Chair shall attempt to maintain a full committee (up to 15 Members +  
36 1 Chair + 1 Student) through transitioning new committee members into vacant  
37 Committee positions, seeking individuals of diverse clinical experience, practice setting,  
38 and ethnicity.
- 39 ii. Potential Membership Committee Members shall be directed by Section Leadership and  
40 Staff to the Membership Chair for discussion of responsibilities/commitments.
- 41 iii. The Chair shall nominate prospective committee members by submitting a motion to  
42 the Board of Directors including the Nominee's curriculum vitae and a support  
43 statement.
- 44 iv. The Board will review and vote to approve or deny the appointment of members to the  
45 Membership Committee  
46  
47

# MEMBERSHIP

- 1 C. Membership Committee Communication
- 2 i. Communication of the committee will take place primarily through email, but may
- 3 occasionally take place via conference call. The Membership Chair may schedule and
- 4 arrange for a conference call through the Section office in advance.
- 5 ii. Communication will be on an as needed basis when projects and initiatives arise
- 6 D. Membership Chair Communication to Section Board of Directors
- 7 i. Primary communication to the Board of directors will occur electronically through the
- 8 designated Board liaison.
- 9 ii. Any points of action from the Committee should be presented as a motion to the Board
- 10 of Directors to be discussed at the next Board Meeting.
- 11 iii. The Membership Committee Chair will attend the Board of Directors meeting annually
- 12 at CSM, the Membership Roundtable Meeting at CSM annually, the Orthopaedic
- 13 Section Strategic Planning Meeting (currently every 3 to 5 years), and any additional
- 14 programming developed by APTA for Membership Chairs.