

MEMBERSHIP

<u>Category</u>	<u>Policy</u>
1	
2	
3 I. RETENTION OF CURRENT MEMBERS	A. Member Contact
4	
5 II. RECRUITMENT OF NEW MEMBERS	A. Promotion of Section to Non-members
6	B. Student Recruitment
7	C. New Graduate Recruitment
8	D. New Graduate Return to School
9	Program
10	E. Volunteer Interest
11	
12 III. STUDENT MEMBER	A. Intention
13	B. Schedule
14	C. Candidates
15	D. Selection
16	E. Expectations
17	
18 IV. MONITORING MEMBERSHIP SATISFACTION	A. Survey
19	B. Communication with Chapters,
20	Sections, and Students
21	C. Monitoring Membership Activities
22	
23	
24 V. MENTORSHIP PROGRAM	A. Recruitment
25	B. Introduction of Mentors with Mentees
26	C. Expectations
27	
28	
29 VI. GROWTH OF THE ACADEMY OF	A. Promote Section Leadership
30 ORTHOPAEDIC PHYSICAL THERAPY	B. Diversity
31	
32	
33 VII. MEMBERSHIP COMMITTEE OPERATIONS	A. Membership Committee Chair
34	Development
35	B. Membership Committee Member
36	Development
37	C. Membership Committee
38	Communication
39	D. Membership Chair Communication to
40	Section Board of Directors
41	
42 VIII. ADMINISTRATIVE	A. Sale of E-mail Addresses
43	
44	
45	
46	
47	

MEMBERSHIP

I. RETENTION OF CURRENT MEMBERS

A. Member Contact:

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

II. RECRUITMENT OF NEW MEMBERS

A. Promotion of AOPT to Non-members:

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

B. Student Recruitment:

- i. AOPT will maintain an active presence at the National Student Conclave.

C. New Graduate Recruitment:

- i. New graduates will be contacted within 2 months of leaving student AOPT member status welcoming them and inquiring into their interest for involvement in AOPT 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 AOPT 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 AOPT has helped them. The new graduate will prepare part of the presentation and part will be provided through AOPT. 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 AOPT's office from the faculty member's University e-mail account stating that a presentation was given prior to a 50% reduction in AOPT 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 AOPT's office, the office will grant the 50% reduction in dues for one year only. The dues reduction will

MEMBERSHIP

begin at the new graduate's earliest APTA renewal deadline. AOPT will verify that the new grad has renewed his dues with the APTA and AOPT. AOPT will then refund the new graduate for 50% of his AOPT dues for that year only.

E. 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.

III. 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 AOPT and begin on a leadership-track within AOPT. Two students will be part of the committee for a 1-year term

B. Schedule

- i. First Student: Immediately following National Student Conclave (late October) put out a call for candidates through Osteoblast, Student Assembly Pulse, and available electronic media.
- ii. 3rd weekend of November, call for candidates closes (exact date to be stated in call for candidates).
- iii. Nomination made to Board of Directors by December board meeting.
- iv. Second Student: Immediately after CSM as the recipient of the Outstanding PT student Award will be offered the opportunity of been part of the committee for 1 year

C. Candidates

Candidates must be currently enrolled as a full-time student in a CAPTE accredited PT program at the time of application. Candidates must be current AOPT 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 invited to sit in on the Board of Directors meeting and attend all AOPT functions.

MEMBERSHIP

IV. MONITORING MEMBERSHIP SATISFACTION

C0 Survey:

- Ⓚ CQRV members will be surveyed via e-mail and CQRV web site 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 increase their involvement, and assess the best methods of communication with members.

D0 Communication with Chapters, Sections, and Students

- Ⓚ A member of the Membership Committee will attend the membership recruitment/retention roundtable session conducted at CSM.
- Ⓚ The Membership Committee will communicate with a representative of the APTA Student Assembly Board of Directors on a monthly basis to determine how AOPT can further meet the needs of PT/PTA students.

E0 Monitoring Membership Activities

- Ⓚ Monthly audits of AOPT PT, PTA, and PT/PTA student membership numbers will be conducted.
- Ⓚ Monthly audits of bulletin board discussions will be conducted
- Ⓚ 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.

V. MENTORSHIP PROGRAM

A. Recruitment

- i. In December each year, up to 20 students in their final year of school seeking mentorship and with plans to attend CSM will be recruited into the program.
- ii. Mentors will be recruited from the AOPT membership and matched to the individual needs and interests of the students.

B. Introduction of Mentors with Mentees

- i. Proteges and mentors will be introduced via email in the weeks prior to CSM.
- ii. A Membership Committee representative will meet with the group of all proteges and mentors at the First Timers Breakfast at CSM.

C. Expectations

- i. 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.
- ii. Proteges and mentors will communicate by phone monthly over the next 6 months and by email in-between phone communications.
- iii. Participants are required to complete activities such as Facebook postings, discussion boards and other selected projects, as well as document their communication monthly
- iv. Proteges and mentors will follow up with the Membership Committee at the end of the 6 month formal mentorship experience.
- v. Mentors will each receive one free 3-monograph or 6-monograph ISC of their choice upon completion of the program.

MEMBERSHIP

VI. GROWTH OF THE ACADEMY OF ORTHOPAEDIC PHYSICAL THERAPY

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

VII. 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 AOPT 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 AOPT 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
- 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 AOPT office in advance.
 - ii. Communication will be on an as needed basis when projects and initiatives arise
- D. Membership Chair Communication to AOPT 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 AOPT Strategic

MEMBERSHIP

1 Planning Meeting (currently every 3 to 5 years), and any additional programming
2 developed by APTA for Membership Chairs.
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5 **VIII. ADMINISTRATIVE**

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

7 **DISSEMINATION OF MEMBER ELECTRONIC MAIL ADDRESSES BOD Y11-03-** 8 **08-25** [Policy]

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

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

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