# MEMBERSHIP

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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

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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, 6-8-17)
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.
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IV. MONITORING MEMBERSHIP SATISFACTION

A. Survey:
   i. AOPT members will be surveyed via e-mail and AOPT 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.

B. Communication with Chapters, Sections, and Students
   i. A member of the Membership Committee will attend the membership
      recruitment/retention roundtable session conducted at CSM.

   ii. 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.

C. Monitoring Membership Activities
   i. Monthly audits of AOPT 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.

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.
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VI. GROWTH OF THE ACADEMY OF ORTHOPAEDIC PHYSICAL THERAPY

A. Promote AOPT Leadership:
   i. Leadership opportunities will be promoted and advertised to all AOPT members on the AOPT’s website.
   ii. A search for new graduates and enthusiastic members willing to volunteer for various positions within the AOPT will be ongoing.
   iii. A list of mentors for individuals who have identified an interest in AOPT leadership will be developed and maintained by the AOPT 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 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
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Planning Meeting (currently every 3 to 5 years), and any additional programming
developed by APTA for Membership Chairs.

VIII. 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.