ALPS (AAOE Leaders in Practice Success) Committee

CHARGES

May 2017

**Purpose:** The ALPS Committee serves as ambassadors of the association through their new member outreach and mentoring program.

**Charges:** The ALPS Committee will regularly make calls to new members as assigned each month to introduce them 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.

Solicit both mentors and mentees to participate in the AAOE Mentoring Program, and assist with the matching process. Promote interaction of matched pairs to learn from one another. Serve as hosts of networking opportunities for program participants during the Annual Conference. Evaluate participant experience to enhance the program as warranted.

**Time Commitment:** The ALPS Committee is a working committee that requires a time commitment from each of its members. On average, the time commitment will break down as follows:

- Monthly conference calls (30-60 minutes each)
- Monthly calls (during the business day) and emails (sent from your business address and including your professional signature block) to new members as assigned (1 hour per month)
- Solicitation and matching of mentors and mentees (1 hour per month)
- Regular outreach to recruit new mentors and mentees
- Attendance at new member and first-time attendee functions during the Annual Conference.
- Additional time dependent upon number of new members to be onboarded, as well as mentoring requests and needs.
- 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.

*Committee volunteers missing three meetings within a 12-month period, for any reason, will forfeit their position on the committee.*

**Composition:** Board liaison and up to 10 members-at-large. Chair will be appointed by the President from within the Committee’s membership. Members serve a one-year term, renewable twice. Committee members will be representative of the overall membership in the following areas:

- Orthopaedic practice settings – single physician practices, small practices with 2 to 5 physicians, medium practices with 6-20 physicians, large practices with more than 20 physicians, independent orthopaedic practices, hospital owned practices, and university owned practices.
- Orthopaedic practice experience – more than 10 years, less than 10 years, executive-level administrators, and mid-level professionals.
- Age – a member under 45 years of age and a member under 35 years of age.
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Requirements:
- Friendly, outgoing, and a desire to connect and strike up a conversation with someone you do not know
- Strong interest in helping to build membership of AAOE
- Desire to provide assistance and to connect members
- Clear understanding of the value of AAOE membership
- Willingness to represent AAOE and its members during interactions with new members
- Ability to make phone calls to new members and follow up with email communications
- Participation in the ALPS program as a mentor or mentee strongly encouraged
- Participation in the annual AAOE Benchmarking Survey strongly encouraged
- Attendance at the Annual Conference strongly encouraged
- Prior participation in the AAOE mentoring program preferred
- At least two years of experience as an AAOE member preferred

Benefits to you as a Volunteer:
- Be a part of the development of your association
- Share the excitement and experience of membership in AAOE when introducing new members to the association
- Opportunities to connect with peers and for professional development

Relationships to Other Councils and Committees:

Membership Council
The ALPS Committee will reach out to lapsed new members during the beginning of the year to assist the Membership Council in bringing up the overall membership renewal rate.

Annual Conference Planning Committee
The ALPS Committee will provide input and feedback to the Annual Conference Planning Committee around the ambassador events and onsite mentor match program, as well as present any new initiatives they would like to see at the conference specifically for new members and matched mentoring pairs.