

Section on Geriatrics (SoG)

Our Mission: To further our members' ability to advocate for optimal aging and to provide best practice physical therapy.

Position Title: Membership Committee Member

Section Board Liaison: Membership Chair

Program Goal(s): To promote membership in the Section on Geriatrics, and to work to promote retention of current members.

Benefits To You:

- Become familiar with resources available to members through the Section on Geriatrics, and become more familiar with APTA resources.
- Use your creativity to benefit consumers and PTs
- Participate as a member of the committee throughout the year via e-mail and phone conferences, and at national meetings.
- Make lasting contacts and friendships with outstanding PTs and PTAs from all over the US with an interest in geriatrics.
- Learn how to get involved in the leadership of an APTA Chapter or Section, with opportunities to expand your involvement in the Section on Geriatrics.

Responsibilities:

1. Familiarize yourself as much as possible with the member benefits of the Section on Geriatrics and APTA, so that you can become an advocate for APTA/Section membership.
2. Participate in the following committee tasks, as lead by the Chair:
 - a. Plan and implement a membership drive at least once per year, to encourage APTA members to join the Section on Geriatrics.
 - b. Monitor membership statistics provided by Chair.
 - c. Oversee Section booth at CSM and Annual Conference. Whenever possible, improve the appearance and effectiveness of the booth and booth materials.
3. Creatively promote SoG membership, by taking on at least one project for yourself each year. Projects can be completed in a team of up to two committee members, or on your own, and should be approved by the Chair. Examples:
 - a. Review the materials sent to new and dropped members by the Executive office at least annually, and help to make improvements.
 - b. Oversee review and selection of winners for Consumer Brochure Contest. Assign mentors to winners.
 - c. Promote the Student Membership Award, collect submissions, and assign mentors to winners. Assemble *GeriNotes* article for the March issue including the nomination statements.
 - d. Focus on retaining current Section members: develop strategies to advertise benefits of Section membership to current members. This should at least include writing an ad for each *GeriNotes* to spotlight a Section member benefit or resource.
 - e. Recruit and educate volunteers for the SoG booth at AC and CSM. The Section Office will assist in sending out blast e-mails: you will maintain the schedule of volunteers and send an e-mail to volunteers (including all Membership Committee Members) before conference giving them basic instruction.

- f. Serve as Editor for the Section's blast e-mail, which comes out four times per year.
 - g. Work with your state's SoG Advocate to promote SoG membership in your state. Ex: host the booth at your Chapter meeting, conduct a special mailing to non-Section members in your Chapter, visit a practice or a school, etc.
4. When attending CSM, attend SoG Member's Meeting if possible. When attending courses or conferences where PTs and PTAs may be present, take copies of SoG member brochures to distribute.

Qualifications:

Must be a member of the Section on Geriatrics.

Must maintain a working e-mail address in APTA's database.

Must generally be able to respond to member and officer queries sent via e-mail or phone within one week.

Training and Guidance: The Section Executive will provide an orientation packet. The Chair will arrange to talk over the telephone with you within two weeks of receipt of the orientation packet. The Chair will provide support throughout the term and is available to answer any questions.

Job Support:

- Membership Committee resources at www.apta.org- click on "communities" and "component leadership." These include "On Target Online" newsletter and APTA's Membership Recruitment and Retention Handbook

Commitment: 3 year term, estimated 2-3 hours per month.

I have read and understood my responsibilities according to this job description. My activity for 2007 is (see #3 above):

1.

Volunteer- Membership Chair

Date

(please feel free to type your signature as follows and return via e-mail.)

Ex: Jane Smith <signature>