

ASSOCIATION OF RHEUMATOLOGY HEALTH PROFESSIONALS

FREQUENTLY ASKED QUESTIONS

Remember: When completing an application, select as many opportunities that you are interested in; not all applicants will be placed on a committee, and those not selected will be considered for the following year.

WHY VOLUNTEER?

What's in it for me?

- The list of benefits is endless; networking and mentoring are two of the most important.
- Get the satisfaction of being apart of the rheumatology solution
- Exchange ideas with a variety of Health Professionals
- Get a chance to make lifelong friends
- Experience opportunities for personal and professional growth
- Become a leader in your professional association

Will someone call me prior to deciding which committee I will be placed on?

- The President-elect will contact you and review your application and your skills and desires.

What if I'm interested in more than one committee or volunteer opportunity?

- Your interest will be matched with the current need of a committee; positions are filled quickly, select more than one committee, allowing us opportunity to place you.
- You can serve on only one committee per year but are allowed to:
 - Serve as a moderator for an Annual Scientific Meeting (ASM) session (you must attend the moderator's orientation which is held during the ASM).
 - Review abstracts or articles.
 - Submit potential articles for *The Rheumatologist* magazine.
- Term length varies from one year for ARHP committees to three years for ACR committees; not all positions are available each year.
- Based on the needs of a committee, you may be re-appointed to serve.

I've been chosen for a committee, now where do I start? I'm new to ARHP/ to Rheumatology, and have never served on a committee before.

- The ARHP welcomes new members' contributions to the Association.
- If you are selected as a volunteer, you will be invited to a Leadership Orientation and Luncheon held during the ARHP Annual Scientific Meeting (November).
 - During this luncheon, you will have an opportunity to meet the ARHP officers, staff, other ARHP volunteers and learn more about the ACR & ARHP organizational structure, objectives, and policies.
 - You will receive materials outlining your responsibilities as a committee member, your committee's responsibilities and expectations for the coming year, including your committee's plan of work.
 - If you are unable to attend the ARHP Annual Scientific Meeting, these materials will be mailed to you.
- All new committee members are paired with an experienced committee member who will mentor you throughout your term. They will contact you prior to your committee's first meeting.
- You may also contact your committee chair and/or assigned ARHP staff liaison any time you have questions, concerns or ideas.

I only want to serve as a committee member and have no desire to move up the ladder to Chair and/or an Officer position, will that hinder my chances to join a committee and how long may I serve?

- No, you do not have to become a chair or an officer.
- Committee appointments are made to reflect a balance of new and experienced volunteers representing a broad mix of professional disciplines, settings (clinical, academic, research, etc.) and geographic areas.
- The term of a committee assignment may vary from one to three years; not all positions are available each year.
- Some members may be reappointed to an additional term depending upon the needs of that committee.

How long do I serve on a committee prior to being eligible to be the Chair?

- 1-2 years minimum as a member of a committee.

What are the steps to becoming an Officer?

- To eligible for nomination for ARHP President Elect and Secretary-Treasurer, a member needs to have demonstrated leadership within ARHP and he/she must have completed a minimum of one (1) year of

service on the Executive Committee prior to assuming office and must have chaired a Division committee, subcommittee or task force. The President Elect automatically succeeds to the office of President upon the expiration of the President's term.

- To be eligible for nomination for ARHP Executive Committee Member-at-Large, a member needs to have demonstrated leadership within ARHP and he/she must have served for at least one (1) year on a Division committee, subcommittee, or task force prior to assuming office.
- Both self-nominations and nominations by colleagues are accepted for all ARHP leadership positions, including officer and chair positions. Please let us know your interests by completing an ARHP Volunteer Form, available on the ARHP Website at www.rheumatology.org.

EXPERIENCE NEEDED:

Does experience predict which committee I will be appointed to?

- No, all members are eligible to volunteer for any committee or other volunteer opportunities.
- Committee appointments are made to reflect a balance of new and experienced interprofessional disciplines representing various geographical areas/membership.

Committee Meetings:

How do I prepare for a meeting?

- You will receive an agenda and meeting materials prepared by the committee chair and ARHP staff liaison prior to the meeting allowing you sufficient time to prepare.
- All new committee members are paired with an experienced committee member who will mentor you throughout your term. They will contact you prior to your committee's first meeting.
- You may also contact your committee chair and/or assigned ARHP staff liaison any time you have questions, concerns or ideas.

Where and how often are meetings held?

- Meetings are held in hotel settings in major cities (U.S. and occasionally in Canada).
- In order to minimize the impact of volunteering on professional time, most meetings are held on weekends (Saturday and Sunday) and occasionally include a Friday or Monday.
- Several committees meet during the Annual Scientific Meeting (November).
- For convenience some ARHP meetings are in conjunction with ACR meetings.

Am I responsible for airline and hotel reservations?

- No, charges for airline and hotel reservations are paid directly by the College; even mileage to and from the airport is reimbursed (keep all your receipts).
- ARHP provides a travel agency to help you make your airline reservations.
- Your committee ARHP staff Liaison will send you a meeting reply form regarding your travel instructions with a time frame of completion.
- A hotel room will be reserved for you once you return your meeting reply form back to the committee ARHP staff liaison.
- You may bring someone with you to the meeting and share your hotel accommodations; they will be responsible for airline reservations, ARHP will not pay for a companion's travel.

Do I pay for my meals during the meetings?

- No, meals for the committees are already prearranged and paid for by ARHP.
- Essential meals that occur during travel to and from the meeting will be reimbursed; you will find a reimbursement form in your meeting material (keep all your receipts).

Who is responsible for the mailings, minutes and meeting support material?

- Each committee has a dedicated ARHP staff liaison assigned to help the committee and committee chair.
- As a committee member your job is to freely contribute and create.

I'm not in a position to travel; will that limit my opportunity to volunteer?

- No, there are opportunities to be a grant, abstract or manuscript reviewer which do not require travel.

If you have further questions or concerns that were not addressed please send them to Sharon Ross at sross@rheumatology.org. Depending on the question, she will respond within the week.