



ARHP MEMBER VOLUNTEER FORM

Thank you for your membership with the ARHP. We are looking for qualified and willing members to volunteer. Typically, committees and task force members, reviewers and annual meeting moderators are selected each summer and begin their term immediately following the fall annual scientific meeting. Occasionally, time-limited tasks arise throughout the year, and a list of potential volunteers is extremely helpful for filling all vacancies.

We look for new talent each year and many members are appointed for a second term or to other committees. Committee assignments are followed up by conference calls and electronic correspondence. When meetings are required, volunteers' travel expenses are covered by the ACR/ARHP.

Complete and return this form, attention ARHP Nominations Staff Liaison, or go to our website and complete a volunteer application. **Forms received by April 1st 2012 will be considered for appointment to 2013-2014 standing committees.** Of course, expressions of interest are welcome at any time, and will be retained for consideration as opportunities arise.

PRINT: Name: _____ Degree(s): _____

Title/Position: _____ Type of Professional License: _____

Primary Professional Discipline: _____

Areas of Interest: _____

Employer Institution & Department: _____ Type of Facility: _____

Work address: _____ E-mail: _____

City: _____ State/Province: _____ Country: _____ Postal Code: _____

Telephone number: () _____ Fax number: () _____

Briefly summarize previous volunteer experience: (Attach an additional sheet if needed or attach CV)

ARHP/ACR (positions held): _____

Arthritis Foundation (positions held): _____

Other professional organization (positions held): _____

Check if you have development experience or skills in the following, and would consider assisting:

Research Grant reviewer **Online Learning** **Marketing Expertise** **Fundraising / Development**

If you are recommending the individual named above, print your name and address below. Attach additional comments.

Name _____

Address _____

Telephone _____ Fax _____ E-mail _____

Check group(s) on which you are willing to serve.

(Descriptions of all volunteer opportunities are listed on the reverse side).

- ARHP Executive Committee
- ARHP Representative to ACR or REF committee
- ARHP Representative to ACR Government Affairs Committee
- Membership and Nominations Committee
- Practice Committee
- Research Subcommittee
- Annual Meeting Program Subcommittee
- E-Learning Subcommittee
- Clinical Focus Course Task Force
- State of the Art Symposium Precourse Task Force (SOTA)
- Annual Scientific Meeting Abstract Reviewer
- Annual Scientific Meeting Moderator
- Grant Reviewer
- Arthritis Care & Research Manuscript Reviewers
- Patient Education Brochure Reviewer
- Contribute article(s) to “*The Rheumatologist*” magazine

Research and Education Foundation (REF)

- REF Development Advisory Council (fund raising initiatives)
- REF Scientific Advisory Council (award criteria and selection, grant reviews)

DESCRIPTIONS OF ARHP VOLUNTEER OPPORTUNITIES

Committees Meet on Fridays and Weekends

Executive Committee is the governing body of the Association of Rheumatology Health Professionals and determines appropriate plans, policies, and programs for the Division, consistent with the policies and procedures of the ACR. The ARHP Executive Committee supervises, controls, and directs the business, budget, and affairs of the ARHP, its committees, its products, its education, and its publications. The ARHP Executive Committee is comprised of the ARHP President, President-Elect, Member-at-Large Finance, Member-At-Large, Immediate Past-President, ACR Board Liaison (appointed by the ACR President), the chair of the ARHP committee on Practice, the chair of the Research Subcommittee and Representatives to the ACR Education and Government Affairs Committees. The Executive Committee meets three times a year plus 8-9 conference calls.

Membership and Nominations Committee is responsible for overseeing the nominations process to ensure election and appointment of qualified leaders, representative of the diversity of the membership. The committee is responsible for reviewing nominations and presenting a slate of qualified candidates for ARHP elected and appointed volunteer positions and for reviewing nominations and selecting recipients for the Graduate Student Awards, Merit and Lifetime Achievement Awards. In addition, handles all membership marketing responsibilities. The committee meets twice a year, plus conference calls.

Practice Committee includes representatives from each of the major disciplines in the association. The committee oversees the health professional practice papers and ensures that all ARHP educational products and programs meet the practice needs of membership. The committee explores member needs regarding clinical practice issues and promoting the interdisciplinary model of care. It is the oversight committee for all ARHP practice issues. Committee meets two times a year, plus conference calls.

Research Subcommittee is recognized for their research presentations and publications. They present research education and mentoring programs at the annual scientific meeting. Subcommittee meets once a year, during the Annual Scientific meeting, plus conference calls.

Annual Meeting Program Subcommittee designs and implements the ARHP Annual Scientific Meeting and oversees the Clinical Focus Course Task Force. Committee meets two times a year, and one of those is during the Annual Scientific meeting, plus conference calls.

E-Learning Subcommittee designs and implements online educational sessions and products. The subcommittee meets once a year, plus conference calls.

Clinical Focus Course Task Force is responsible for the development of the pre-conference course, based on a topic chosen by the Executive Committee. Committee meets once a year, plus conference calls.

State of the Art Symposium Precourse Task Force (SOTA) is responsible for the development of the preconference course before the April ACR State of the Art Symposium. The task force meets once at the Annual Meeting, plus conference calls.

OTHER OPPORTUNITIES

Annual Scientific Meeting Abstract Reviewers assist the Annual Meeting Program Subcommittee by reviewing and scoring abstracts in specific specialty areas. No travel is required. Abstracts reviewed in June.

Annual Scientific Meeting Moderators are members who are registered for the meeting and assigned to moderate a session. They introduce speaker(s), keep the session on time and distribute handouts, if necessary.

Grant Reviewers are members with research or grant-specific experience who provide peer reviews of applications for funding to the ACR's Research and Education Foundation or similar agencies. REF reviewers meet once per year.

Arthritis Care & Research Manuscript Reviewers are experienced authors who assist the AC&R editor by reviewing manuscripts submitted in their particular area of research or practice expertise.

Patient Education Brochure Reviewers review and edit patient education brochures on various rheumatology topics. No travel is required. Requests to review brochures occur at various times throughout the year.

The Rheumatologist magazine, Contributing article(s) to share practice, research, or other information pertinent to the health professional rheumatology community. The Rheumatologist is published monthly.