



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 2010 will be considered for appointment to 2010-2011 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 **On-Line 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 Officer
- ARHP Representative to ACR or REF committee
- ARHP Representative to ACR Section on Rehabilitative Rheumatology
- ARHP Representative to ACR Section on Pediatric Rheumatology
- ARHP Representative to ACR Government Affairs Committee
- Education Committee
- Membership and Nominations Committee
- Practice Committee
- Research Committee
- Program Subcommittee
- E-Learning Subcommittee
- Advanced Practice Skills Training Task Force
- Clinical Focus Course Task Force
- 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
- Contribute to Quality Indicators / Practice Guidelines Projects

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

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, Secretary-Treasurer, Member-At-Large, Immediate Past-President, ACR Board Liaison (appointed by the ACR President) and the chairs of the ARHP committees on, Practice, Membership and Nominations, Education and Research. The Executive Committee meets three times a year plus 8-9 conference calls.

(Please refer to the ARHP website's Frequently Asked Questions – "What are the steps to becoming an Officer?" for further information.

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 once a year, plus conference calls.

EDUCATION COMMITTEE The ARHP Education Committee is responsible for overseeing the educational offerings of the ARHP. Develop future topics for the Clinical Focus Course and web-based cases, oversee the ARHP Annual Meeting Program Committee, develop new ideas for educational products and services, and work with the ACR education committees. Committee meets twice a year, plus conference calls.

PRACTICE COMMITTEE The ARHP 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 COMMITTEE members are recognized for their research presentations and publications. They work with the ACR Committee on Research, the Arthritis Foundation and the National Institutes of Health to promote the research efforts of rheumatology health professionals. They present research education and mentoring programs at the annual scientific meeting and conduct pre-reviews of Arthritis Foundation grant applications. Committee meets once a year, during the Annual Scientific meeting, plus conference calls.

PROGRAM SUBCOMMITTEE designs and implements the ARHP Annual Scientific Meeting and oversees the Clinical Focus Course Task Force. Committee meets three times a year, in January; in June or July and 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.

ADVANCED PRACTICE SKILLS TRAINING TASK FORCE is responsible for the development and implementation of the Advanced Practice Skills Training course (pre-conference) that is being offered during the annual scientific meetings and the ACR State of the Art Conference. The Task Force 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 specific topic chosen by the Education Committee. Committee meets once a year, plus conference calls.

SHORTER-TERM OPPORTUNITIES

ACR SECTION ON PEDIATRIC RHEUMATOLOGY is comprised of voting members of the ACR, both physicians and non-physicians, who spend the majority of their time caring for children with rheumatic diseases and related conditions.

ACR SECTION ON REHABILITATIVE RHEUMATOLOGY is comprised of voting members of the ACR, both physicians and non-physicians, who have experience in the field of rehabilitative rheumatology.

ANNUAL SCIENTIFIC MEETING ABSTRACT REVIEWERS assist the 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 REVIEWER The Patient Education Brochure reviewer will assist the Education Committee by reviewing and editing 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.

CONTRIBUTOR TO QUALITY INDICATORS OR PRACTICE GUIDELINES are members interested in the College's activities to develop, review, publish and promote quality practice and can represent a health professional perspective to developing, evaluating or implementing these types of documents. Committee meets once or twice a year.

RESEARCH & EDUCATION FOUNDATION (REF)

The REF makes these appointments, and the ARHP recommends health professional volunteers. Terms are typically 3 years.

REF DEVELOPMENT ADVISORY COUNCIL are members who review, modify and implement the individual giving program adopted by the REF; and promote the individual giving program.

REF SCIENTIFIC ADVISORY COUNCIL serves as an advisory resource to the REF Board; covering issues regarding the scope and benefit of established and future award programs. Develop and implement policies and methods for reviewing and making recommendations to the REF Board of Directors on grants, scholarships and awards.