

Thank you for your interest in joining our team!

By becoming a volunteer, you are a part of making a difference for the Florida practitioners.

We promote the best education possible and are proud to be a support system for our members.

There are 3 different positions available.

Secretary (2 year position)

Create minutes for each FAOP conference call and Legislative lunch during the annual conference.

Create brochures and schedules handed out at the conference.

Create a contract with Hotels and entertainment venues for the annual conference.

Choose food and beverage selection for the annual conference.

Coordinate volunteers for each conference year (2 usually needed).

Pick give-aways and gifts for attendees and vendors at the conference.

Assist with conference set-up (Tuesday & Wednesday, week of conference)

Help BOD members research questions submitted by members via FAOP email or questions that arise during FAOP BOD conference calls.

Treasurer (2 year position)

Maintain licensing through the state for the business.

Promptly pay monthly bills as well as arrange payment for the conference site, credit tracking, and entertainment.

Submit applications for accreditation through ABC as well as the Florida Board of O&P.

Upload continuing education credits for the annual conference and on line courses to CE Broker and ABC.

Submit yearly taxes to our accountant.

Maintain a PO Box for physical mail.

Monitor the FAOP email account and forward questions and information to the BOD.

Maintain/Update Website.

Store office and conference supplies.

Monitor pricing and propose cost adjustments when needed.

Work on overall planning for the annual conference.

President-Elect → President → Immediate Past-President (6 year position)

Two years as President-Elect, two years as President, and two years as Immediate Past President.

Work closely with president in learning role and responsibilities to ensure continuity.

Help secure speakers and/or clinical presentations for the annual conference.

Assist with logistics for conference speakers and ensure lecture rooms/halls are properly equipped.

Assist with badge scans and providing directions to members during annual conference.

Handle postings on social media (Instagram, Facebook, LinkedIn, ListServe).

Work with Treasurer to prepare emailing and bulletins of importance to members

Identify opportunities, address difficult situations, and generate solutions for members.