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GOVERNING & STRUCTURE

Who will determine whether it is a regional multi-state or state coordinating body?

The new model accommodates members who live and work in different states. The new model does not set up hard and fast boundaries because the essence of the concept is letting members connect locally. AADE will work with leaders in your state to discuss these issues.

How do we select the transition team?

The transition team is selected by the current chapter leadership within a state. It may be based on one representative from each chapter in the state or where there is only one chapter it may include the current leadership as a whole.

Has anyone used their current board of directors plus one region representative for the transition team?

We only have one transition team formed at this writing and it is from a state with 11 chapters, which naturally formed drawing one representative from each group. We expect that those states with few or just one chapter will select their transition team among their current leadership.

How are members of the coordinating body leadership team recruited and where do they come from?

The transition team – made up of leaders from your area – will lead the state in rolling out the new model. Working with AADE staff, this team will determine how the coordinating body (CB) members will be selected and the number of CB members that will be needed for the state.

How do we determine the size of the leadership team for our coordinating body?

The size of your leadership team is determined by the transition team that sets up the coordinating body based on the needs within your state. We expect that most coordinating body leadership teams will be made up of 3-7 members.

Where do we get MY AADE NETWORK documents that describe the role and responsibilities of each coordinating body?

Such document can be downloaded from the [Chapter Presidents e-community](#), under Document Archive >> MY AADE NETWORK Documents.

Will the coordinating body leadership team replace the current officers at the local levels?

The CB leadership team coordinates activities around the state. Local networking groups within state coordinate local, face-to-face events. Within each LNG, there will be one or more coordinators – they will replace chapter officers. In states with only one chapter, the CB in many ways appears to replace the chapter officers at the onset. The goal of the model is to nurture LNGs. So for a state with one chapter, the hope is that it will eventually have multiple LNGs who are coordinated – and supported – through a CB.

Will you have specific "job description" or roles for local networking groups?

Yes, the roles and responsibilities for the LNG are described in the MY AADE NETWORK Leadership Guide which can be found in the [Chapter Presidents e-community](#), under Document Archive >> MY AADE NETWORK Documents.

When will the job descriptions for the coordinating body be available, and is there a plan for who will be “minding the home fires” at the local networking groups?

All of this is described in the MY AADE NETWORK Guide available in the [Chapter Presidents e-community](#), under Document Archive >> MY AADE NETWORK Documents.

Since there will no longer be local chapters or officers, who will be the "go-to" person/people regarding putting on programs?

Each LNG should have one or more coordinator who will serve this role. Since the CB leadership team with AADE’s help will handle the administrative (including legal and accounting) tasks, the LNG will not have a formal board.

We are concerned that if in the new model, leadership is "shared", what if no one steps up to the plate to initiate projects, educational opportunities, etc?

The model doesn’t change the need for leadership nor the opportunities for becoming a leader or leading from any position. It only removes the hierarchy and paperwork. And whether we’re talking about the current traditional board or an action team, what gets “stuff” done is the excited group of people who are championing the work. Without excited people, neither system works. What will make the new system more likely to work is that we are focusing on doing stuff and not filling in forms. We’re starting the conversation not with a discussion on whether the bylaws are being adhered to but with *what do we want to do*. Think about the possibilities of being about to put the people who are serving on the nominating committee to work on a mentoring project instead. It’s shifting focus. So to the concern, if no one steps up to carry out a particular project then it wasn’t meant to be. Your excited colleagues gathering around the planning table will initiate projects that are meant to be.

While it's difficult to cultivate leadership now, if there is a further dissipation of leadership, we are afraid our local community will totally dissolve. For example, if there is to be an educational opportunity/speaker/program, someone has to determine who would be invited, contact the speaker, find a location, connect with

area educators, determine cost, if any, collect funds, etc. Is this a reasonable expectation from a very fluid organizational structure?

At the local level, rather than cajoling someone to take a position for a multi-year term, you will tap people to help on specific projects. So, you could start by hosting a planning meeting at the beginning of the year. Those who attend will help plan out the activities. In the conversation, leaders – co-coordinators for the leader – will emerge. Then you tap others for specific roles like help us put together this one event. This is the model that in many ways is already in play but doesn't have the freedom to grow because of the "rules" imposed by bylaws dictating board and governance.

Will decisions be made from the top down or come from the local networking groups?

It is the role of the CB to listen and respond to the needs of their local networking groups- so decisions will be based on open and on-going communication between the CB and the local networking groups.

What about state non-profit status paper work?

There will no longer be a need to state non-profit status under the new model since there will only be one tax ID number for AADE.

How responsive will AADE be to the coordinating body - not only in terms of what they provide, but how quickly.

AADE is committed to giving our volunteer members a timely response. In fact, at this point we're looking at all the procedures and processes to insure just that. We will have dedicated staff in addition to Pati Mangano to respond to your CB leader questions about the model. We are planning to have a session at the Annual Meeting for our leaders, as well as one for all members, to help you better understand the procedures, processes and, very importantly, the new online member community platform. We will also have a face-to-face leadership meeting in the fall of 2010.

If the local networking groups take the place of the chapters, will bylaws become obsolete?

One of the important features of the new model is that the burden of a traditional governance structure is now replaced by a more simple leadership body.

Can I get more info about this concept?

Please take a look at the MY AADE NETWORK Fact Sheet, the letter to Chapter Presidents (available in the [Chapter Presidents e-community](#), under Document Archive >> MY AADE NETWORK Documents) and the [videos](#) for more ideas. Also, please feel free to call us at the office.

WHY THE CHANGE?

What's in it for AADE and AADE board?

We are all AADE and have a responsibility for creating a great association for all of us now and in the future. The MY AADE NETWORK model provides new and more flexible way to affiliate with members.

What is the main purpose of making these changes?

There are two reasons driving this change. One is the need of the member for ease in connecting with other members locally, statewide and nationally. The second is the need of local groups to have assistance in serving members. This model addresses both.

How is it possible that these radical changes that will dissolve chapters be made without a membership vote? Are you planning to canvas the membership?

The radical change is in many ways not so radical. What we mean is that members still have a local connection and in fact have greater options for that. The change is structural, not content-based. It moves us to a new format, but does not take away anything from members.

This change was not overnight but rather the culmination of more than 10 years of listening and study on the part the AADE's board and leadership. Also, it reflects new trends in associations and volunteerism.

This change has been done in accordance with our bylaws which do not require a vote. The board did however get input via a survey to members on how they wanted to affiliate – this was an important step in the process.

The board understands that change is difficult and it was not an easy decision to undertake such a step, but we believe that it is in the best interest of our members. Of course the board will listen intently throughout the entire process and always welcomes feedback that will improve our ability to meet the members' needs.

What process did the board of directors follow?

The AADE board of directors has been listening over the past 10 years to Chapter leaders' input that the administrative burdens they face were overwhelming and that many chapters were struggling to find new volunteers to run for office and to have more new member engagement with their local Chapters.

In 2008, AADE's board of directors directed AADE staff to research options that would ease the challenges on chapters and respond to members. The board directed the Stakeholder/Membership Relations Committee, one of its governing committees, to review the situation and report back.

This led to contracting with Mariner Management and Marketing to conduct a series of independent research surveys beginning with focus groups of chapter leaders. The results were presented to the stakeholders group who in turn recommended the new model to the board. In November 2008, the board voted to move forward on creating what we now call MY AADE NETWORK.

In addition, in 2009 the board requested a member survey and chapter census be conducted and commissioned; and that a work group comprised of 10 members – who represented a cross-section of our chapters and membership – review all the research, the model recommendation and report back with final recommendations.

In December 2009, the model was formally approved by the board and the transition process began. Throughout the process the goal has been to create the best solution for members.

What is the timeline and why is there urgency?

AADE Chapters have until the end of the year to start the transition process to MY AADE NETWORK. AADE will move forward with the transition in each state and an AADE chapter can participate when contacted by AADE staff or wait until the later in the year. However, beginning January 1st 2011 all AADE Chapters will need to have transitioned or be well in the process of transitioning to the new model.

AADE is **you** and all of the other members that make up the association. The driving force to move forward with the new model is to do what is best for all members of AADE and having the ability to easily connect with one another is a key member benefit.

TRANSITION

What is required of the Chapter when transitioning to the new model? Do we have to submit reports, membership lists, etc?

To get started, you will need to share information such as your current mailing lists and recent financials. We work with each chapter to make this as easy as possible. All the steps are outlined in the transition checklist located in the [Chapter Presidents e-community](#), under Document Archive >> MY AADE NETWORK Documents.

We are a “border” (close to multiple states) chapter. If we say we are ready to start working toward the transition, what is required in time? Do we network with only certain states? What is the purpose of the proposed networking – won’t we all maintain our own identity?

The model is flexible but initially the idea is to have each state form a CB. For border chapters you may choose to affiliate with one CB or another but in any case collaborate with neighboring CBs. The MY AADE NETWORK is designed so that AADE members may participate in any LNG close to where they live or work.

If you are ready to start, contact AADE. We’ll help you in turn connect with appropriate groups. We anticipate the entire process for the state to be up and running can take six months- but the transition team’s work may last longer depending on how quickly they are able to form their CB leadership team and hand it over to them.

Many local areas do not have meetings to get all information passed down. Shouldn't this be explained more upfront, perhaps at Annual Meeting?

We understand that chapters are all in different phases and will work with each chapter to facilitate the process. We believe that one-on-one connections will help you get your specific situation addressed. The general model rollout is planned for the Annual Meeting.

How large will the regions be i.e. the northeast has run several regional meeting using New England, New York and as far down as Pennsylvania which used to be the old seven regions.

This model does not affect regional designations.

How should we handle our chapter elections?

You can do what makes the most sense to keep your members engaged. If you have not yet begun the transition process to the new model, you can continue to conduct your elections – business as usual. You will be able to involve the newly elected officers as

part of new coordinating body leadership team once you start transitioning to the new model.

If the election process has been difficult for your chapter or you are about to start the transition process to the new model, you may want to select a leadership team instead of electing 2011 officers. Each coordinating body leadership team may be different in size to reflect the need of local networking groups.

Can AADE connect chapters in state via conference call?

AADE would be happy to connect chapters via conference call to assist in the transition. After the transition, the CB will be responsible for setting up systems to ensure good communications throughout the state. AADE will gladly assist as it can.

Will the bugs be ironed out before the model is totally launched?

We are working to insure that the bugs are ironed out before the total launch to all AADE members, however as with any IT product, some "bugs" are inevitable. We will have ongoing upgrades and updates to address these.

FINANCIAL

How will Chapters access their money?

Your chapter's money will be reserved for your local group's use and the request to access the funds will be coordinated through your state's CB. We have developed simple fund requests and, where possible, the funds can be provided electronically (extremely helpful for direct payments to vendors for example). The actual process within the state will be developed and coordinated through the CB. Most likely, your local networking group will contact your designated CB leader who will complete the needed form and send it to AADE for processing. AADE is not deciding how you should use your funds, but doing the financial reporting and payment of all local networking group and state expenses.

How quickly will it be accessed?

From AADE's end we will make every effort to provide a timely response and will use options such as EFTs (electronic fund transfers) to expedite payments. Where EFTs are available, the transfer will usually be done two days after receipt of the request at AADE. If a check is requested, it will be within five days of receipt.

Would we have to submit an annual budget? If so, would it be a line item or global budget?

CBs will not need, in most cases, to prepare a traditional budget, but rather focus on revenue and expenses for projects/activities. As for the overall accounting practices, at this point the money will all be kept and reported in the overall global AADE budget with the states showing as line items.

Collecting money from students and friends at meetings where CE is given...can we charge or just no CE for them?

You can continue to charge students and friends for CE Programs. MY AADE NETWORK allows you to do online registration for events and to charge different amounts for members and non-members. Registrants will be able to pay by credit card and checks and all processing will be handled by AADE.

What if the chapter wanted to make a donation to ADA for a local fund raiser, could we do that?

It will be up to the CB working with its LNG to determine how to use the funds. If it is common practice now, it could certainly be acceptable moving forward.

What happens when we are doing our annual spring conference in April and recruit known members nationally as speakers – need planning money or reservation money for space...do we do the industry grant request or all have to go through national?

The grant requests will use AADE's tax ID number but the grant funds will be credited to your CB's account.

Will we have the ability to request corporate funding as a chapter or state for programs or will we need to go through AADE for all our funding?

You do not need to go through AADE and in fact we encourage you to seek support in your communities and through your connections.

When we start, do we have to turn in our treasury money to AADE or just that they will keep our dues collection for 2011 year?

Turning over your chapter's treasury funds will occur as part of the transition process. It will be business as usual for the collection of chapter dues in 2010.

How will the transfer of funds occur?

The funds would be transferred to AADE as soon as feasible. If needed the leadership is asked to sign a letter of intent. Any existing CDs or long-term investments would continue to earn interest for the CB. At maturity the total would be in the CB's account.

Will we still be able to provide AADE Annual Meeting registrations for chapter leaders as well as provide local scholarship drawings?

Once your chapter is an LNG and your chapter funds have been turned over, your LNG would have either indicated the need for these registration or scholarship funds when the CB is planning its annual expenses, or would request these funds as an activity request to the CB at any time throughout the year.

If CEs are free, what items will we pay to AADE online besides our member fee, which we already do online now?

We do not anticipate any other fees to be paid to AADE. The new system will allow you to set up and collect registration fees for your own events through online registration.

Would interest on funds accrued after the launch of this new network be directed to the national organization or to the local organization?

AADE will be offering interest on funds accrued after the launch.

Would there be liability insurance for our chapter through the national organization?

Yes- AADE will include this type of coverage for CB/LNG volunteer leaders as part of their risk management insurance program.

MEMBERSHIP & DUES

Our current chapter dues are very low. If the national will only have one dues for chapters that is an average, our local dues will definitely be higher...is there any phase in for the increase?

The unified dues will not occur in 2010. When we go to unified dues, it will be based on a formula that includes national dues and an average chapter dues amount. For the most part, for any AADE member who currently pays chapter dues, it will be the same - for some it may be less. There will be an increase when we go to unified dues for AADE members who are not currently chapter members.”

We realize that some chapter dues are very low. However, the unified dues will enable any AADE member to participate in LNGs nationwide, so that the average chapter dues amount is actually enabling AADE members to have a wider access to all AADE local activities.

What about local Pharma or Devise rep. “associate” member fee or a vendor fee for an event like a vendor fair? Do we have to send that to AADE or keep?

You will continue to be able to charge a fee to vendors for their participation/exhibiting at your meeting as you have done in the past. You can collect their checks and mail them to AADE’s lockbox to be deposited. The vendor may mail them directly to AADE’s lockbox as well. The pharma or device reps can also pay a unified due as an associate member.

Chapter members complained that they could not pay chapter dues online because they could not find their chapter in state where they looked (we share a border with more than one state).

This is solved in two ways. First, it will be a unified dues so members are not required to find the chapter and discern the amount due and to select that affiliation. Second, finding the chapter will be easier as all LNGs will be listed under their state CB. Every AADE member will be assigned to a CB based on his/her preferred mailing address. Every member can subscribe to any LNG nationwide so that state borders will no longer be a concern.

What about the need for POs or a statement for a hospital check for national and state dues?

AADE unified dues will be collected the same way under the current system - with the option to pay by check or credit card. As needed, we can offer POs and all will receive statements of dues paid.

Can you give us an idea as to what those dues will be?

The AADE board will be considering the options and will be making the decision at an upcoming board meeting, but the average chapter dues are approximately \$25.

Many members pay for dues out of their own pocket, will this new process result in increased dues?

Based on recent survey, about 60% of members pay their national dues. The new dues will include both the national and the local dues so for those not currently paying local dues, it will be an increase. For many who are currently paying chapter dues, it will be the same. Some will experience a decrease or slight increase.

If your state chapter does not join the new model, can you still join AADE as an individual?

Yes.

Will this new model increase our membership on a local level?

It is anticipated that yes it will. Initially, you'll likely have new members simply based on the fact that many national members are not currently local members and will be automatically joint members.

Our chapter has corporate memberships that allow for us to provide educational programs at our quarterly meetings as well as at our annual workshop. It also allows the corporate members to inform and keep us current our new products. How will this fit into the dues structure?

The new model does not take over or eliminate your corporate sponsorship options; in fact it may be larger now that corporations could now sponsor statewide events. Please note that AADE does have a member category, Associate Member, for anyone who has an interest or involvement in diabetes education, which is appropriate for the corporate member.

In our chapter, we have members who cannot afford the national membership fee, but want to be part of our chapter meetings. They pay a membership fee and are recognized as "Friends". These members do not have the full rights of bona fide members, but add a great deal to our organization. We are concerned about this category of our membership. If there is no local chapter, then will the member only pay an AADE membership or will they have to pay to join a local network?

Of course our goal is for all non-AADE chapter members to join AADE. However, non-AADE chapter members will be able to register for all educational events at a non-member fee, see the calendar of events and participate in meet-ups. Each state will have a public site in addition to MY AADE NETWORK. A non-member will be able to access state information at the public site. Non-AADE members will not, however, be able to access MY AADE NETWORK, or be part of your local or state leadership unless they join AADE.

WEBSITE & COMMUNICATIONS

What can be posted on MY AADE NETWORK?

The website allows for group announcements, calendar of events, document library and group discussions. Each state and LNG can have a website administrator trained to post announcements, calendar events and news. Any member can start a discussion. Additionally, each page includes space for links and other information.

Do we have option to post job listings and resumes for example?

As a LNG member you can post job listings, etc. as an attachment to an LNG discussion thread. All newsletters can also be added to the state's document file library. You do need to be an AADE member to have access to the MY AADE NETWORK; however, non-AADE local members will be able to view upcoming events and programs on the state's public website.

Who can access our chapter web site – will it be limited just to members?

You do need to be an AADE member to have access to the full MY AADE NETWORK; however, non-AADE local members will be able to view upcoming events and programs on the state's public website.

What about chapter newsletter and mailing lists and those with limited email access or firewalls – we are in a state with dial up in rural areas or may not have access to printer connected to computer being used to print things from web.

You can still send regular mailings and in fact the system will provide the ability to download mailing labels to conduct regular mailings. One advantage is that you'll have more accurate data to use.

How do we do marketing to non-members in the area, like RDs or RPhs in chain pharmacies or large grocery store based pharmacy who may be getting diabetes management contracts?

All states will have a public website to market all events and programs to non-AADE members.

If there is no local leadership, who would determine what and who could post information on the site? Would there be a gatekeeper?

Each state will have volunteers who have administrative access for the site. It is best not to have one person as the gatekeeper so that no one is overburdened. The transition team may initially decide some of the state wide discussions or announcements, but each LNG administrator can post calendar events for their LNG.

EVENTS & ACTIVITIES

We have held biannual diabetes education conferences in the past. Would the local groups still be in a position do this?

There is no reason you shouldn't be able to; this is a decision for the LNG and CB to make.

How will we obtain CEUs for our education programs? Though AADE?

You will follow the same process. The only difference is that CEUs through AADE will be at no cost.

How soon will the CEU feature be available?

All coordinating bodies (CB) which have submitted to AADE a signed CB charter will be eligible to receive CEU approval for their state and local networking groups' educational programs at no cost. Volunteer Services staff will notify the CB that their eligibility for free CEUs will be effective beginning the first of the following month (from receipt of the signed contract).

It is my understanding local live chapters will not exist. If we currently have a strong local chapter for live networking and continuing education programs, will we be able to continue these activities in some way?

Absolutely. What is changing is not the content or the community but the formality of structure and the many legal and accounting burdens.

Will you continue with the monthly AADE Newsletter?

Yes. There will be no change to the e-FYI.

On one hand we can focus on any topic we want, but on the other hand we must focus on networking, professional development, local public awareness and outreach and grassroots advocacy. Who determines what takes precedence?

You – as in your coordinating body – determine what takes precedence. Your coordinating body will be made up of leaders across your state that will be asking and responding to local member needs in your state. AADE will not be determining what your state focuses on – that it entirely based on the needs of the members in your state.

If we resort to networking using technology will it have the same result as face-to-face networking where relationships begin and develop?

Yes, networking face-to-face is where relationships are sealed. This model is built with the goal to increase face-to-face interaction. Networking using technology is not a replacement for face-to-face meetings. It is a tool to that can be used to quickly get the word out that members are meeting at Starbucks or a local restaurant for a meet-up, for example, to provide timely reminders of events and to build on events by sharing knowledge (and the fun through pictures and videos) after the event.