



Australian Rheumatology Association

Surveys of membership procedures

1. PURPOSE

To outline the ARA's procedure in relation to processing surveys of ARA membership requests from members and non-members of the Association.

2. SCOPE

This procedure applies to all where surveys of ARA membership requests are from members and non-members of the Association.

3. PROCEDURE

1. The applicant sends an email to request for survey of membership to admin@rheumatology.org.au together with:
 - A copy of the survey
 - The research protocol
 - Ethics approval
 - Detailed response and/ or evidence that consideration has been given to each of the following:
 - What are the broad aims of the survey?
 - Why are you doing the survey i.e. is it a trainee research project?
 - The target audience ie rheumatologists, trainees, non-medical members?
 - What are you trying to achieve?
 - Does the study have ethics approval? If so, please supply the HREC committee and the relevant ethics approval.
 - Is it endorsed by a member of the ARA or one of its committees or groups?
 - The time period of the survey ie when does it finish?
 - If you are planning for the responses to be anonymised, then it is best not to include the postcode as one of the questions. Due to the small number of ARA members, inclusion of a postcode will likely allow identification even if names are not included within the survey response.
2. The Executive Officer (EO) reviews the survey of membership request to ensure that the application is complete and sends it to the ARA Honorary Secretary (cc President) for review and/ or approval within two working days.
3. The Honorary Secretary reviews the survey of membership request and advises the EO the outcome of the application within five working days.
4. If the request is declined, the Honorary Secretary will provide an explanation to the EO, and the EO will return the declined application to the applicant with the explanation within five working days.

5. If the request is approved, the Honorary Secretary will advise the EO of such, and the EO will send out the survey of membership within five working days.
6. The survey of membership should clearly state the closing date.
7. The survey of membership will be featured once in the e-news unless the applicant specifies otherwise.

The surveys of membership procedures should be reviewed every two years.

This Procedures document was last updated in October 2020.

Date of next review: October 2022