

*NATA Foundation*

# Board of Directors

*Open Call for Applications*

Seeking to fill vacancies with terms beginning June 2021 for:

President  
Vice President Finance  
Vice President Development

Positions with incumbents eligible to renew  
(with additional applicants accepted)

Vice President Research Programs  
District 9 Chair  
District 10 Chair  
At -Large Director (1 position)

***Deadline to submit application materials is October 9, 2020***



# Application Process

Applicants must submit the following:

- 1) A cover letter that includes the board position for which they wish to be considered and describes their potential value to the NATA Foundation in terms of contribution to the athletic training profession. Cover letter must include NPI number for all positions except At-Large Director.
- 2) A curriculum vitae or resume that includes evidence of the minimum and preferred requirements for the position in which they are applying.

Application materials should be condensed to one (1) electronic file and emailed to: [FNDNStaff@nata.org](mailto:FNDNStaff@nata.org)

Subject line of email should include “BOD Application” and title of the position for consideration.

**Deadline for submission is October 9, 2020**

## **NATA Foundation Board Member Positions**

### **Requirements and Descriptions**

**Purpose:** Ultimate responsibility for the success and governance of the National Athletic Trainers' Association Research & Education Foundation (NATA Foundation) rests with the Board of Directors, as recognized by both state and federal statute. The Board is the primary force pressing the NATA Foundation to the realization of its opportunities for service and the fulfillment of its obligations to all its constituencies and stakeholders.

**Eligibility:** To be elected to the board, an applicant must have an NPI number and currently be a NATA member, BOC certified and have a minimum of ten (10) years of experience as an athletic trainer. Current NATA members who have retired their BOC certification after 20 years or more are also eligible to be nominated or elected but they must have an NPI number at the time of nomination. At Large positions are exempt from these requirements.

#### **General Responsibilities of all Board Members:**

1. Establish the mission, goals, objectives and strategic priorities for the NATA Foundation. Assist with the development and approval of long-range strategic plans. Review and approve major programs as well as all grants, scholarships and awards.
2. Develop and/or approve the policies that govern the operations of the NATA Foundation. The Board sets the course for the NATA Foundation and makes certain that it is maintained.
3. Ensure overall fiscal responsibility for the NATA Foundation as an independent non-profit organization. The Board shall be responsible for the Foundation's financial health and security through regular review of its finances, investments, operating budget, program costs and fundraising and development efforts.
4. Actively support foundation fundraising and development initiatives to increase revenues in support of the Foundation's established and emerging programs and strategic priorities.
5. Develop and participate in a process of regular self-evaluation including an assessment every 3-5 years of the environment of the athletic training profession in order to develop new initiatives in response changing stakeholder needs as warranted.
6. Serve as legal custodian for all tangible assets of the NATA Foundation.
7. Disburse funds in the form of grants, scholarships and NATA Foundation-sponsored programs according to organizational policies and strategic priorities approved by the Board of Directors.
8. Evaluate and elect Board members and officers, and appoint committee chairs and committee members.
9. Attend all meetings of the Board in person or by phone unless there are significant issues preventing a member from attending. Absence from four board-related conference calls or two calls and one in-person meeting during a calendar year can be cause to forfeit position on the board, allowing an individual with more time to serve. Such action would require the review and recommendation of the Executive Committee.
10. Support the NATA Foundation through individual donations and development initiatives on an annual basis.

## **President:**

**Purpose:** The President serves as the chief executive officer for the Foundation. The president provides overall leadership to the organization and works with internal and external stakeholders to advance the Foundation's mission and achieve its strategic priorities. The President leads external outreach activities and initiatives with the Strategic Alliance (NATA, CAATE, BOC), professional societies, and industry and non-profit partners.

**Eligibility in Addition to Other Board Requirements:** Has served previously as an NATA Foundation Board Member or Major Committee Chair.\*\*

**Term & Limits:** The President of the Board of Directors may serve two (2) consecutive two (2) year terms. After serving as President, the President agrees to serve in a non-voting "Past President" capacity for 1-year (at the end of their term), as a source of reference/mentorship to the incoming President (as requested/needed).

After serving in a "Past President" capacity, a one-term hiatus is required. After a one-term hiatus, a Past President may serve in any position elected to the board. After serving as President, s/he is immediately eligible to serve on an NATA Foundation committee, task force, or advisory council.

**Duties:** *In addition to those required of all Board members*

1. Provides overall leadership and direction to the foundations operational and programmatic committees through the executive committee.
2. Serves as the official spokesperson for the NATA Foundation.
3. Calls meetings of the Board, presides over them and is responsible for maintaining agenda integrity and keeping the meetings focused.
4. The President shall vote only to break ties for all Board votes.
5. Ensures that minutes are taken at all board meetings and are submitted for permanent record.
6. Serves as Chair of the Executive Committee
7. Serves as Chair of the Awards Committee
8. Serves as Chair of the President's Advisory Council
9. Serves on the Finance and Development Committees.
10. Serves as the Foundation chief representative and liaison to the AT Strategic Alliance partners (NATA, the BOC, and CAATE) attending each organization's board of director's monthly calls and annual face-to-face meetings. If unable to attend, the president may assign a Foundation board member liaison to represent the Foundation.
11. Serves as a representative of the Foundation at annual NATA district meetings, when possible.
12. Execute for and in the name of the Foundation, such written instruments and financial documents, as may be necessary or desirable.
13. The President is responsible for measuring and evaluating the Board's performance. S/he helps set the standards and procedures whereby the Board's self-evaluation can occur on a regular basis.
14. The President is responsible for measuring and evaluating the Foundation's fiscal health.

### **Vice President of Finance:**

**Purpose:** Under the direction of the NATA Foundation President, the VP of Finance serves as the chief financial officer for the Foundation. The VP of Finance oversees budgeting and forecasting, works with Foundation and NATA staff to coordinate financial reporting, oversees financial audits, and implements policies and procedures for non-profit financial management that are aligned with best practices.

**Eligibility in Addition to Other Board Requirements:** Has served previously as an NATA Foundation Board Member or Major Committee Chair.\*\*

**Term & Limits:** The Vice President of Finance may serve two (2) consecutive two (2) year terms. Any person who has occupied any particular director position for two (2) consecutive full terms may serve in such position again after a one-term hiatus. S/he is immediately eligible to serve on the NATA Foundation Board in a different position or on an NATA Foundation committee.

**Duties:** *In addition to those required of all Board members*

1. Serves as the chief financial officer for the Foundation.
2. Works with the NATA Foundation President, Director and Finance Committee to:
  - a. Develop, review and approve annual operating budget;
  - b. Review the annual audit;
  - c. Review the annual tax return; and
  - d. Review monthly financial statements.
3. Develops and implements policies and procedures for non-profit financial management that are aligned with best practices.
4. Serves as Chair of the Finance Committee, presiding over all Committee meetings and conference calls.
5. Serves on the executive committee, operations committee, and development committee.
6. Provides finance and audit reports during Board conference calls and meetings.
7. Ensures that minutes are taken at all meetings and are submitted to the NATA Foundation office (Board Secretary) for permanent record.
8. Works with the NATA Foundation President and VP of Development each year to develop an annual list of Financial goals for the Board. Discuss this list with the Board and works with them to achieve goals.
9. Reviews investment strategies and makes recommendations regarding investment of the NATA Foundation's assets.
10. Reviews and refines the NATA Foundation's financial policies and make recommendations for Board approval.

### **Vice President of Development:**

**Purpose:** Under the direction of the NATA Foundation President, the VP of Development will create and oversee the implementation of a development plan that is aligned with the Foundation's strategic priorities approved by the Board of Directors. The VP of Development is a key fundraiser responsible for expanding and diversifying the organization's funding base through strategic development activities and programs.

**Eligibility in Addition to Other Board Requirements:** Has served previously as an NATA Foundation Board Member or Major Committee Chair.\*\*

**Term & Limits:** The Vice President of Development may serve two (2) consecutive two (2) year terms. Any person who has occupied any particular director position for two (2) consecutive full terms may serve in such position again after a one-term hiatus. S/he is immediately eligible to serve on the NATA Foundation Board in a different position or on an NATA Foundation committee.

**Duties:** *In addition to those required of all Board members*

1. Serve as the chief development strategist, and provides oversight for all staff and volunteer fundraising activities.
2. Works with the NATA Foundation President and Director to create, implement and adhere to a strategic development plan, which provides funding for all Foundation programs, initiatives and operations.
3. Expands the funding base to grow the reach and impact of the Foundations programs.
4. Chairs the Development and District Relations Committees.
5. Serves on the executive committee and finance committee.
6. Provide Development Committee and District Relations Committee reports during Board conference calls and meetings.
7. Ensure that minutes are taken at all committee meetings and are submitted to the NATA Foundation office (Board Secretary) for permanent record.
8. Works with the Operations Committee, NATA Foundation President, Executive Committee and Director to develop annual development goals, strategies and activities, each of which will be communicated to the Board at the annual meeting.
9. Serves as the board liaison to the National Athletic Trainers Student Challenge (NATSC).

### **Vice President of Research Programs:**

**Purpose:** Under the direction of the NATA Foundation President, the VP of Research Programs will oversee the development, implementation, and evaluation of Foundation research related programs, committees and initiatives that are aligned with the Foundation's strategic priorities approved by the Board of Directors. These programs and committees include Research, Free Communications, AT Research Agenda, and Pronouncements, the Distinguished Scholar Lecture Exchange.

**Eligibility in Addition to Other Board Requirements:** Has served previously as an NATA Foundation Board Member or Major Committee Chair.\*\*

**Term & Limits:** The Vice President of Research Programs may serve two (2) consecutive two (2) year terms. Any person who has occupied any particular director position for two (2) consecutive full terms may serve in such position again after a one-term hiatus. S/he is immediately eligible to serve on the NATA Foundation Board in a different position or on an NATA Foundation committee.

**Duties:** *In addition to those required of all Board members*

1. Provides overall leadership and guidance to the Foundation's research programs and activities.
2. Serves on the Foundation's Executive Committee and Finance Committee
3. Serves as Board Liaison to all Foundation Research Programs/Committees including:
  - Research Committee
  - Free Communications Committee
  - AT Research Agenda
  - Pronouncements Committee
  - Distinguished Scholar Lecture Exchange Program
4. Annually (prior to the June Board Meeting) works with the Foundation Research Program Committee Chairs and vice chairs, NATA Foundation President and Director to develop an annual list of goals for the Committees/Programs.
5. Works with Foundation staff and Research committee chairs and vice chairs to evaluate the impact and effectiveness of the Foundation's research programs annually.
6. Aligns research programs and initiatives with the AT Research Agenda and Foundation Research priorities.
7. Makes recommendations to the Board for programmatic changes to research programs as needed.
8. Participates in and provides input on the operating budget in support of the Foundations research programs through the Finance Committee.
9. Identifies research program funding priorities and works with the development and finance committees to ensure financial support for the Foundations research programs.

**\*\*Major Committee Chair (for executive board position eligibility) is currently defined as having served as Chair of one of the NATA Foundation's following committees: Research, Free Communications or Scholarship.**

### **District Chair:**

**Purpose:** District Chairs should be individuals who are, or have been, active in their respective NATA districts and are known to and supported by the district and state leadership and the general membership of the district. District chairs serve as the primary Foundation Liaison to their district and as the primary fundraiser for District and National development initiatives in their respective district.

**Eligibility:** To be elected to the board as a District Chair, an applicant must have an NPI number and currently be a NATA member, BOC certified and have a minimum of ten (10) years of experience as an athletic trainer. Current NATA members who have retired their BOC certification after 20 years or more are also eligible to be nominated or elected but they must have an NPI number at the time of nomination.

**Term & Limits:** District representatives to the Board of Directors may serve two (2) consecutive three (3) year terms. Any person who has occupied any particular director position for two (2) consecutive full terms may serve in such position again after a one-term hiatus. S/he is immediately eligible to serve on the NATA Foundation Board in a different position or on an NATA Foundation committee.

**Duties:** *In addition to those required of all Board members*

1. Lead the organization's fundraising efforts in their districts.
2. Recruit and effectively utilize state ambassadors to facilitate development and fundraising efforts with each member's district.
3. Utilize personal talents, expertise, influence, contacts and resources to the benefit of the Foundation.
4. Cultivate existing contributors and help identify and solicit prospective donors.
5. Assist in the development and assessment of NATA Foundation goals and objectives.
6. Actively participate within each assigned Committee and provide leadership and guidance when serving as chair of a Committee.
7. Take on projects and additional responsibilities as requested by the NATA Foundation President, Executive Committee, and/or Director.
8. Serve as a recognized ambassador of the NATA Foundation to the public, while enthusiastically encouraging financial support of the mission and goals of the NATA Foundation, whenever possible.



### **At-Large Director:**

**Purpose:** These positions are generally intended for those individuals who can bring special skills, relationships and/or a broad outreach in the athletic training profession. At-large representatives should be those with a history of service, experience and influence within various aspects of NATA, the athletic training profession and athletic health care.

**Eligibility:** At Large positions are exempt from the general eligibility requirements to serve on the Foundation board, in order to provide the flexibility to recruit members with specialized skills or experience that could benefit the Foundations strategic priorities, initiatives, and programs.

**Term & Limits:** At-large representatives to the Board of Directors may serve two (2) consecutive three (3) year terms. Any person who has occupied any particular position for two (2) consecutive full terms may serve in such position again after a one-term hiatus. S/he is immediately eligible to serve on the NATA Foundation Board in a different position or on an NATA Foundation committee, if all other general requirements are met.

**Duties:** *In addition to those required of all Board members*

1. Be willing to share information and act as a resource for other Board members and staff based on personal and work experience, expertise, and past experience with the NATA Foundation, NATA, Inc. and the athletic training profession.
2. Support the district chairs and other Board members in their Foundation related initiatives, projects, and fundraising efforts.
3. Other duties and special project assignments as asked/assigned by the NATA Foundation President, District Chair or Director.
4. Serve on Foundation committees and work groups as assigned by the Board President.