

*NATA Foundation*

# Board of Directors

## *Open Call for Nominations & Applications*

Seeking to fill vacancies with terms beginning June 2020 for:  
VP Education & Professional Development Programs  
District Chairs, 4,5,7,8  
At-Large Director (1 position)

Positions with incumbents eligible to renew  
(and additional nominations accepted)  
VP of Operations (formerly VP of Governance)  
District 1 Chair  
At -Large Director (1 position)

*Deadline to submit application materials is October 11, 2019*



**NATA**  
**RESEARCH &**  
**EDUCATION**  
**FOUNDATION**

## A P P L I C A T I O N P R O C E S S

Applicants must submit a curriculum vitae that includes evidence of the minimum and preferred requirements

Applicants must submit 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.

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

Subject line of email should include "BOD Nomination" and title of position for consideration.

**Deadline for submission is October 11, 2019**

## **NATA Foundation Board Member Positions Requirements and Descriptions**

Ultimate responsibility for 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.

To be nominated and elected to the board, an applicant must have an NPI number and currently be an NATA member, BOC certified, and have a minimum of ten (10) years of experience as an athletic trainer. At Large positions are exempt from this requirement.

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

1. Develop or approve the policies that govern the operation of the NATA Foundation. The Board sets the course for the NATA Foundation and makes certain that it is maintained.
2. The Board carries the overall fiscal responsibility for the NATA Foundation, ensuring that it remains independent. The Board shall be responsible for the Foundation's financial health and security through regular review of its finances, investments, operating budget and fundraising efforts.
3. Actively support foundation fundraising and development initiatives to increase revenues of support for the Foundation's established and emerging programs.
4. Establish the mission, goals, objectives and strategies of the NATA Foundation. Assist with development and approve long-range strategic plans. Review and approve major programs as well as all grants and awards.
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 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 goals.
8. Elect Board members and officers.
9. Adhere to the board meeting attendance policy to ensure Foundation stability. Once a board member is elected, they are expected to attend all monthly board meetings, with frugal exceptions. If a board member is absent from 4 board related conference calls and /or two calls and one in-person meeting during a fiscal year, without due cause and prior notification to the Board President and Foundation Director, their term may be considered forfeited.

**VP Operations:** Two (2) year term, starting and ending in June, once renewable. To be eligible for a Vice President position, individuals must be or have been a board member or chair of one of the Foundation's major committees.

This position is a member of the Board Executive Committee, and under the direction of the NATA Foundation President, the VP of Operations will oversee the development and implementation of the Foundation strategic plan and will have responsibility for the day to day operations of the Foundation to ensure that all programs and initiatives are aligned with the strategic priorities approved by the Foundation's Board of Directors. The VP of Operations ensures that foundation operations are conducted in accordance with the organizations bylaws, and policies & procedures, and ensures that the Foundation is making progress towards achieving its objectives.

**Responsibilities:**

1. Support the NATA Foundation through individual donations to the NATA Foundation on a yearly basis.
2. Serve on the Foundation's Executive Committee and as an ambassador for the Foundation's mission, vision, strategic priorities and programs.
3. Serve as Vice President of Operations and chairs the Operations Committee, presiding over all Committee meetings and conference calls and providing leadership to the Foundation's strategic initiatives and operations.
7. Provide reports during Board conference calls and meetings.
8. Ensure that minutes are taken at all committee and sub-committee meetings and are submitted to the NATA Foundation office (Board Secretary) for permanent record.
9. Annually (prior to the June Board Meeting) work with the Operations Committee, NATA Foundation President, Executive Committee and Director to develop an annual list of goals for the Committee and its Sub-Committees.
10. Participates in all Board and Executive Committee meetings and calls and on other Committees as assigned by the Board President.
11. Assist with foundation fundraising and development activities to increase revenues of support for the Foundation's existing and emerging programs.

**VP Education & Professional Development Programs:** Two (2) year term, starting and ending in June, once renewable. To be eligible for a Vice President position, individuals must be or have been a board member or chair of one of the Foundation's major committees.

This position is a member of the Board Executive Committee, and under the direction of the NATA Foundation President, primarily oversees the development, implementation, and evaluation of the Foundation's education and professional development programs and initiatives ensuring they are aligned with the Foundation's strategic priorities (which have been approved by the Board of Directors).

**Responsibilities:**

4. Support the NATA Foundation through individual donations to the NATA Foundation on a yearly basis.
5. Serve on the Foundation's Executive Committee and as an ambassador for the Foundation's mission, vision, strategic priorities and programs.
6. Serve as Vice President of Education Programs and chair of the Education and Professional Development Committee, presiding over all Committee meetings and conference calls and providing leadership to the Foundation's programs in this area.
7. Ensure the activities of the Education and Professional Development Committee and its sub-committees are aligned with the strategic priorities of the Foundation.
8. Work with committee vice-chairs to develop policies and procedures to effectively implement and evaluate the Foundation's education and professional development programs.
9. Work with the Education and Professional Development committee to develop new programs aligned with the strategic priorities of the Foundation and the needs of the organization's stakeholders.
7. Provide reports during Board conference calls and meetings.
8. Ensure that minutes are taken at all committee and sub-committee meetings and are submitted to the NATA Foundation office (Board Secretary) for permanent record.
9. Annually (prior to the June Board Meeting) work with the Education and Professional Development Committee, NATA Foundation President, Executive Committee and Director to develop an annual list of goals for the Committee and its Sub-Committees.
10. Participates in all Board and Executive Committee meetings and calls and on other Committees as assigned by the Board President.
11. Assist with foundation fundraising and development activities to increase revenues of support for the Foundation's existing and emerging programs.

**District Chair:** Three (3) year term, starting and ending in June, once renewable.

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.

**Responsibilities:**

1. Support the NATA Foundation through individual donations to the NATA Foundation on a yearly basis.
2. Lead the organization's fundraising and development efforts through active involvement in district and national fundraising initiatives.
3. Utilize personal talents, expertise, influence, contacts and resources to the benefit of the organization.
4. Cultivate existing contributors and help identify and solicit prospective donors.
5. Monitor and approve the annual budget.
6. Assist in the development and assessment of NATA Foundation goals and objectives.
7. Monitor the NATA Foundation's strategic plan.
8. Assist in the establishment and review of organizational policies and procedures.
9. Actively participate within each assigned Committee and provide leadership and guidance when serving as chair of a Committee.
10. Take on projects and additional responsibilities as requested by the NATA Foundation President and/or Director.
11. Attend and participate in each scheduled Board conference call or meeting.
12. 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.
13. Help identify and recruit skilled Board volunteers and encourage the election of key individuals to the Board.

**At-Large Director:** Three (3) year term, starting and ending in June, once renewable.

This position is 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.

**Responsibilities:**

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 initiatives and projects.
3. Assist with foundation fundraising and development activities to increase revenues of support for the Foundation's existing and emerging programs.
4. Assist with the leadership, stewardship, and oversight of the foundations initiatives and programs.
5. Other duties and special project assignments as asked/assigned by the NATA Foundation President, District Chair or Director.