

NATA Foundation

Board of Directors

Open Call for Nominations & Applications

Due to existing board members transitioning into newly elected positions, the Foundation is seeking to fill the following vacancies (with first terms beginning June 2021):

Vice President Operations

District 1 Director

**Deadline to submit all application materials is
January 8, 2021**



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 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.
- 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

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

Deadline for submission is January 8, 2021

BOARD OF DIRECTORS

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 nominated and 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.

Vice President of Operations

Purpose: 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 and procedures, and ensures that the Foundation is making progress towards achieving its objectives.

Eligibility in Addition to Other Board Requirements: Has served previously as an NATA Foundation Board Member or Major Committee Chair defined as Chair of the Research, Free Communication or Scholarship Committees.

Term & Limits: The Vice President 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. Oversees the development and implementation of the Foundation's strategic plan.
2. Ensures Foundation programs and initiatives are aligned with the strategic priorities approved by the Foundation's Board of Directors.
3. Ensures that Foundation operations are conducted in accordance with the organizations bylaws and policies and procedures, and ensures that the Foundation is making progress towards achieving those objectives.
4. Serves as the Chair of the Operations Committee, presiding over all committee meetings and conference calls and provides leadership to the Foundation's strategic initiatives and operations.
5. Provides Operations Committee reports during Board conference calls and meetings.
6. Ensures that minutes are taken at all committee and sub-committee meetings and are submitted to the NATA Foundation office (Board Secretary) for permanent record.
7. Oversees and coordinates recruitment and elections for the Foundation's Board of Directors positions in collaboration with Foundation staff and the Operations Committee.
8. Serves on the Foundation's Executive Committee and Finance Committee.
9. Serves as an ambassador for the Foundation's mission, vision, strategic priorities and programs.
10. Works 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 prior to the June Board Meeting.

Board Members: District Chairs

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 nominated and 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.

Number of Positions: The number of district directors will be based on Section 3.2 of the approved Foundation Bylaws.

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.