



## Board of Directors

### Open Call for Applications - Terms Effective June 2023

The NATA Research & Education Foundation creates, fosters, and advances a culture that values diversity, equity, and inclusion in all its activities. Our stakeholders come from all walks of life and so should we. We want committed people from a wide variety of backgrounds involved with the Foundation's leadership and programs. Our mission and stakeholders are best served when people bring a variety of views and backgrounds together to advance our strategic priorities. Please join us.

The Foundation is seeking to fill the following 5 board vacancies with terms beginning June 2023:

- Vice President, Finance
- Vice President, Research Programs
- District 11 Chair
- Up to 2 At-Large Directors (all At-Large positions are not required to be elected/filled)

In addition, there are 6 board positions with incumbents eligible and desiring to be re-elected for a second term beginning June 2023. However, per the Foundation's policies and procedures, additional applications will be accepted for consideration. The 6 positions are:

- President
- Vice President, Development
- Vice President, Operations
- Chairs for Districts 5, 7, 8

#### **All new applicants (not current incumbents) must submit the following:**

- ❖ 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 advancing the athletic training profession through the NATA Foundation. Cover letter must also include NPI number and a statement of their commitment to DEI (diversity, equity and inclusion).
- ❖ A curriculum vitae or resume that includes evidence of the minimum and preferred requirements for the position in which they are applying.

#### **All current incumbent applicants seeking re-election must submit the following:**

- ❖ A letter providing explanation why the incumbent wishes to be re-elected, and a statement of their commitment to DEI (diversity, equity and inclusion). Letter may include a description of the value they have provided or plan to provide to the NATA Foundation if re-elected.

**Deadline for all applicants to submit all application materials is October 6, 2022**

- ❖ ALL 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 include the title of the position for consideration.
- ❖ Board vote will occur the last week of October, with selections announced the first week of November, 2022.
- ❖ All terms will officially begin during the NATA convention in Indianapolis, June 2023.

# NATA Foundation Board Member Positions

## Requirements and Descriptions

### All Board Members

**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:

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 the strategic priorities are achieved.
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

## **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 Programmatic Committee Chair (currently defined in the P&P as Chair of the Research, Free Communications or Scholarship Committee).

**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, the Past President 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. Ensures that minutes are taken at all board meetings and are submitted for permanent record.
5. Serves as Chair of the Executive Committee
6. Serves as Chair of the Service Awards Committee
7. Serves as Chair of the President's Advisory Council
8. Serves on the Finance and Development Committees.
9. 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.
10. Serves as a representative of the Foundation at annual NATA district meetings, when possible.
11. Execute for and in the name of the Foundation, such written instruments and financial documents and transactions, as may be necessary or desirable.
12. The President is responsible for measuring and evaluating the Board's performance. The President helps set the standards and procedures whereby the Board's self-evaluation can occur on a regular basis.
13. The President is responsible for measuring and evaluating the Foundation's fiscal health.

## **Vice President, 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 Programmatic Committee Chair (currently defined in the P&P as Chair of the Research, Free Communications or Scholarship Committee).

**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. The Vice President 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 notes are taken at all committee meetings and are submitted to the NATA Foundation office (Board Secretary) for the committee file.
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, 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 Programmatic Committee Chair (currently defined in the P&P as Chair of the Research, Free Communications or Scholarship Committee).

**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. The Vice President 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:
  - Develop, review and approve annual operating budget;
  - Review the annual audit;
  - Review the annual tax return; and
  - 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 notes are taken at all meetings and are submitted to the NATA Foundation office (Board Secretary) for the committee file.
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, 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 bylaw 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 Programmatic Committee Chair (currently defined in the P&P as Chair of the Research, Free Communications or Scholarship Committee).

**Term & Limits:** The Vice President of Operations 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. The Vice President 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 notes are taken at all committee and sub-committee meetings and are submitted to the NATA Foundation office (Board Secretary) for the committee file.
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.

## **Vice President, 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 Programmatic Committee Chair (currently defined in the P&P as Chair of the Research, Free Communications or Scholarship Committee).

**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. The Vice President 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 Committee
  - 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.
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8. Makes recommendations to the Board for programmatic changes to research programs as needed.
9. Participates in and provides input on the operating budget in support of the Foundations research programs through the Finance Committee.
10. Identifies research program funding priorities and works with the development and finance committees to ensure financial support for the Foundations research programs.

### **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. The District Chair 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.

### ***At-Large Directors***

**Purpose:** At-Large Director positions provide the Board an opportunity to engage leaders who bring special skills, relationships, and perspectives, as active members of the Board of Directors. At-Large Directors may be asked to take on special duties to meet the needs of the Foundation based on the unique skills each At-Large director brings to the Board.

**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. The At-Large Director 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. Assume other duties and special project assignments as asked/assigned by the NATA Foundation President or executive committee.
4. Serve on Foundation committees and work groups as assigned by the Board President.

**REMINDER: Deadline to submit all application materials is October 6, 2022**

**Email to: [FNDNStaff@nata.org](mailto:FNDNStaff@nata.org)**