



On behalf of the NATA Foundation 2017-2018 Board of Directors, thank you for your interest in service.

Included in this packet is:

A listing of our 2018 open positions and the roles associated with each

A NATA Foundation Board of Directors Candidate Nomination Form (this must be submitted along with a current CV by no later than September 1st)

The NATA Foundation Conflict of Interest Questionnaire for your review (should you be elected to serve, we will need this filled out at the beginning of your term)

The NATA Foundation Board of Directors Member Commitment to Serve (should you be elected to serve, we will need this filled out at the beginning of your term)

Should you have any questions about the process or the positions, please contact Robert D. Kersey, PhD, ATC, Vice President, Governance at [rkersey@fullerton.edu](mailto:rkersey@fullerton.edu).



## Board Purpose and Open Positions for a term beginning June 2018

The NATA Foundation Board of Directors is currently seeking nominations to fill the recently vacated **District I Chair Position**

District I members may nominate colleagues who meet the criteria or they may also self-nominate for these opportunities. The individual elected to this role-representing District I, will immediately assume the duties as Chair.

The NATA Foundation Board of Directors is currently seeking nominations regarding terms for three other Board of Director leadership roles will end in June of 2018. One **At-Large Director** NATA Foundation position is currently open. Our **District IX Chair** final term will also end next June. Lastly, the **VP for Governance** position will become vacant at the annual meeting in 2018.

Applicants may either be nominated by another member or self-nominate for these opportunities.

### Board of Directors

#### Purpose:

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.

#### Duties:

- 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.
- The Board carries the overall fiscal responsibility for the NATA Foundation, ensuring that it remains independent, including:
  - its financial health and security through regular review
  - finances, investments and operating budget and
  - fundraising, and ensuring it is funded as needed.
- Establish the mission, goals, objectives and strategies of the NATA Foundation. Assist with development and approve long-range plans. Review and approve major programs as well as all grants and awards.
- 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.
- Serve as legal custodian for all tangible assets of the NATA Foundation.
- Disburse funds in the form of grants, scholarships and NATA Foundation-sponsored programs according to organizational policies and goals.
- Elect Board members and officers.

NATA Foundation Board of Director members must be a NATA member, BOC certified, and have 10 years of experience (except for At-Large members). To be eligible for President or one of the open Vice President positions, per NATA Foundation bylaws, one must be or have been a board member or chair of one of the Corporation's major committees.

### **Executive Committee**

#### **Purpose:**

To have and exercise, when the Board of Directors is not in session, all of the authority and powers of the Board of Directors in the affairs of the NATA Foundation as provided in the NATA Foundation's bylaws. Members of the Executive Committee should be active financial supporters of the NATA Foundation.

#### **Chair:**

Board President

#### **Members:**

Elected by the Board to include the following NATA Foundation officers:

- a. Vice President of District Relations
- b. Vice President of External Affairs
- c. Vice President of Finance
- d. Vice President of Governance
- e. Secretary

**Term:** Two (2) year term, starting and ending in June, once renewable

### ***Vice President of Governance (1 position open) – Serves on the Executive Committee***

#### **Duties:**

*In addition to those required of Board members*

- Support the NATA Foundation through individual donations to the NATA Foundation on a yearly basis.
- Serve as Vice President of Governance and chair of the Governance Committee, presiding over all Committee meetings and conference calls.
- Provide reports during Board conference calls and meetings.
- Ensure that minutes are taken at all meetings and are submitted to the NATA Foundation office (Board Secretary) for permanent record.
- Annually (prior to the June Board Meeting) work with the External Affairs Committee, NATA Foundation President and Director to develop annual goals for the Committee.
- Member of the NATA Foundation's Executive Committee.

### **Board Members: District Chairs - District 1 Open, District 9 Open**

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

**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 more than two (2) consecutive full terms may serve as a district chair again after a one-term hiatus. S/he is immediately available to serve on a NATA Foundation Board or committee.

**Number of Positions:**

There will be one Board member to represent each of the National Athletic Trainers' Association's (NATA) ten districts.

**Position Concept:**

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.

**Duties:**

*In addition to those required of Board members*

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

### ***At-Larger Director (1 position open)***

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

**Term Limits:**

At-large representatives to the Board of Directors may serve two (2) consecutive three (3) year terms. Any person who has occupied an at-large position for more than two (2) consecutive full terms may serve in such position again after a one-term hiatus. S/he is immediately available to serve on a NATA Foundation Board or committee.

**Position Concept:**

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.

**Duties:**

*In addition to those required of Board members*

- 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.
- Support the district chairs and other Board members in their initiatives and projects.
- Other duties and special project assignments as asked/assigned by the NATA Foundation President, District Chair or Director.



## NATA Foundation Board of Directors Candidate Nomination Packet

### Board of Directors Candidate Nomination Form

**Position:** \_\_\_\_\_

#### Candidate Information:

**Name:** \_\_\_\_\_

**Credentials:** \_\_\_\_\_ **NATA Member Number:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

#### Nominated by:

**Name:** \_\_\_\_\_

**NATA Foundation Position:** \_\_\_\_\_

**Acknowledgement:** (If this is a self-nomination, please leave blank and make sure you have signed under the nominated by section)

I have personally spoken to the candidate nominated for this position. He/she understands the duties involved with membership on the NATA Foundation Board of Directors.

**Signature of Nominator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Complete and Return with Candidate CV by September 1, 2017 to:**

Robert D. Kersey, PhD, ATC, Vice President, Governance at [rkersey@fullerton.edu](mailto:rkersey@fullerton.edu)



**NATA Foundation**  
**CONFLICT OF INTEREST QUESTIONNAIRE – PAGE 1**

Name

\_\_\_\_\_

NATA Foundation office or position held

In responding to these questions, please note that a “yes” answer does not imply that the relationship or transaction is/was necessarily inappropriate.

*Please attach additional pages if necessary.*

1. Are you an officer or director of any corporation with which the NATA Research & Education Foundation has business dealings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is “yes,” please list the names of such corporations, the office held and the approximate dollar-amount of business involved with the NATA Research & Education Foundation last year:

2. Do you, or does any member of your family, have a financial interest in, or receive any remuneration or income from, any business organization with which the NATA Research & Education Foundation has business dealings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is "yes," please supply the following information:

a. Name of the business organization(s) in which such interest is held, and the person(s) by whom such interest is held:

b. Nature and amount of each such financial interest, remuneration or income



**NATA Foundation**  
**CONFLICT OF INTEREST QUESTIONNAIRE – PAGE 2**

3. Did you, or any member of your family, receive during the past twelve months, any gifts or loans from any source from which the NATA Research & Education Foundation buys goods or services, or with which the Foundation has significant business dealings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is "yes," list such gifts or loans by name of source, item and approximate value:

FOR REVIEW

4. Were you involved in any other activity during the past year that might be interpreted as a possible conflict of interest?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," please describe:

NEEDED FOR NOMINATION

I certify that the foregoing information is true and complete to the best of my knowledge.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# NATA Foundation

## Board of Directors

### Expectations and Commitment to

Mission Statement: The NATA Foundation champions research, supports education, and enhances knowledge to optimize the clinical experience and outcomes within the diverse patient populations served by the athletic training profession.

It is the belief of the NATA Foundation that a knowledgeable and committed Board focused on the mission of the Foundation is one of our keys to success. With that belief, the following policy statement establishes the expectations for Board members as well as their commitment to serve.

As a member of the NATA Foundation Board of Directors, I pledge to perform the duties and obligations inherent in my role. I understand I am accepting a two/three year commitment to service, and that this requires my leadership at in-person and online meetings and conference calls. I am aware that not meeting the commitments outlined below may lead to dismissal and that I must receive a majority vote by my fellow board members to serve a second term.

#### Expectations

NATA Foundation board members should

- Uphold and help fulfill the NATA Foundation's mission by overseeing and/or assisting with projects and activities that align with the organization's bylaws, policies and procedures and strategic plan
- Carry out the functions assigned to me by the NATA Foundation Board of Directors and/or staff
- 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
- Remain up-to-date on events and circumstances affecting the NATA Foundation, the NATA and those both groups serve.
- Attend activities and events sponsored by the Foundation whenever possible.

#### Meetings

NATA Foundation board members should

- Attend all meetings of the Board in person or by phone unless there are significant issues preventing a member from attending. I understand if I miss four board-related conference calls and/or two calls and one in-person meeting during a calendar year I will forfeit my position on the board to allow an individual with more time to serve in my place.
- Prepare for and participate in Foundation Board meetings.
- Ask timely and substantive questions at Board meetings with personal conscience, convictions, and ethics, while supporting the majority decision on issues decided by the Board.
- Maintain confidentiality of the Board's decisions.
- Suggest agenda items for Board meetings to ensure that significant policy-related matters are addressed.
- Submit reports to my district (if applicable), plus additional reports if requested, detailing NATA Foundation activities.

- Represent the NATA Foundation in a positive and supportive manner.
- Display courteous conduct in meetings.

### **Avoiding Conflicts**

NATA Foundation board members should

- Recognize and carry out the responsibility of placing the Foundation's interests above any other service commitment during term.
- Serve the Foundation as a whole rather than any special interest group or constituency.
- Avoid conflicts of interest in my position as an NATA Foundation volunteer. When appropriate, I agree to abstain from being present and/or discussing and/or voting on such matters.

### **Fiduciary Responsibility**

NATA Foundation board members should

- Exercise prudence and sound fiscal practices with the Board in the control of and disbursement of funds.
- Recognize the leadership role the Board plays in fund raising
- Assist the Foundation with development of and implementation of fund raising strategies.
- Consider the Foundation one of your giving priorities and financially support the NATA Foundation annually.
- Actively promote Foundation programs, solicit participation and work to solidify funding from others
- Leverage personal network and make introductions of possible donors to NATA Foundation staff I will exercise the duties and responsibilities of this appointment with integrity, collegiality and due care.

\_\_\_\_\_ Yes, I commit to the above and would like to serve on the NATA Foundation Board of Directors.  
If I am unable to carry out my duties, I agree to resign my position.

\_\_\_\_\_ No, I am unable to fulfill the duties above and regret I cannot serve in this capacity.

---

Signature

Date