



Policies & Procedures Manual  
Revised January 2024

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# NATA OFFICERS AND EXECUTIVE DIRECTOR

## ***Presidential Nominating Committee***

The NATA Presidential Nominating Committee is comprised of eligible presidential candidates not seeking nomination. This includes the seated district director and the most immediate past director who is a member of the district. Each district will receive two votes from these two representatives. If one or both individuals is a candidate or unavailable, the district board or equivalent will appoint a replacement(s) who will receive a proxy vote. Those who declare candidacy shall not serve on the Presidential Nominating Committee and shall not vote.

When the Presidential Nominating Committee convenes at the Joint Committee Meeting, the committee will select two candidates to run on the presidential slate. Presidential Nominating Committee members each cast a first and second place vote via written ballot. The sitting president serves as chair and submits a sealed ballot to be used only to break a tie if needed. In the event the sitting president is filling an unexpired term and is a candidate, the immediate past president should chair the committee, lead the meeting and complete a sealed ballot to be used only in case of a tie.

When only one or two candidates run for office, the Presidential Nominating Committee does not convene. The board is not required to ratify the candidate(s).

Presentations will be made in open session during the NATA Board of Directors meeting.

### *Candidates*

Candidates will declare their intent to run for president in November. This will allow time for the candidates to interact with the membership and express their views through NATA and district communication channels.

### *Selection*

The president is selected by the certified membership in a general election held in September prior to the conclusion of the sitting president's term in June.

### *Term of Office*

The president of NATA shall serve a three-year, non-renewable term. A vice president who advances to fill a partial term as president will be eligible to declare their candidacy in the next election and, if selected, serve one complete term.

### *Duties of the President*

- Fulfill responsibilities enumerated in the Bylaws, Policies and Procedures Manual, Articles of Incorporation and other official NATA governance documents.
- Chairs board meetings.
- Serves as official spokesperson for the board of directors and the association.
- Informs the board of directors about association matters.

### *Stipend*

An annual stipend, approved by the board of directors via the annual budgeting process, shall be paid to the president, the president's employer or to the person hired to compensate for missed work time due to responsibilities as NATA president.

## Board of Directors

### *Selection*

Board members are elected by the districts they represent.

### *Term of Office*

The term of office for a director starts in June following the completion of the sitting director's term at the conclusion of the annual members' meeting held in conjunction with the NATA Clinical Symposium & AT Expo and shall be three years, followed by a two-year term if reelected. Board members filling a partial term are eligible to serve two full terms.

### *Duties*

1. Serve in accordance with the Bylaws, Policies and Procedures Manual, Articles of Incorporation and other official NATA governance documents.
2. Set policy and direction for the association and evaluate progress toward NATA's strategic goals and objectives.
3. All board members must have a National Provider Identifier number.
4. Attend and participate in board meetings.
  - a. A quorum, six of the 11 district directors, must be present to convene a board meeting.
  - b. Per the Articles of Incorporation, NATA's directors may vote outside of a meeting if majority of the full board approves the specific proposal. This vote is usually taken by an electronic ballot (e-ballot) through email. Board members have seven days to respond to a request. If no response is received, that director's vote is counted as a "yes" vote. If any director request discussion, the vote is tabled until the next board meeting. When an e-ballot is approved, it is put on the next board meeting's consent agenda for ratification, thereby providing a written record of the action in the board minutes.
5. Appoint the executive director.
6. Participate in executive director performance review as requested.
7. Serve on the Presidential Nominating Committee as requested.

### *Board Liaisons to Committees*

Each year, the president appoints every board member to serve as the liaison to one or more committees/groups. A board liaison is responsible for the following interactions with their assigned groups:

1. Communicate regularly with committee chair to stay up to date on committee projects and activities.
2. Contact the committee chair before each board meeting to become fully informed about relevant agenda items.
3. Submit and present committee agenda items to the board.
4. Promptly notify the committee chair of pertinent board discussion or action.
5. Manage committee matters as they arise.
6. Recommend/approve appointments of committee members and approve renewals of committee members and chairs.
7. Provide input to the president about current or past committee members who are potential chair candidates.

### ***Use of NATA-Issued Credit Card***

- A credit card will be issued to NATA board members and staff upon request and/or supervisor approval for the duration of their board, officer or employment term. At the conclusion of that service, the card must be destroyed and the individual's account will be closed.
- The card is to be used only for NATA-approved business and travel.
- If a personal charge is inadvertently put on the card, the cardholder is responsible for reimbursing NATA within seven days.
- Credit card expenses and receipts must be submitted via NATA's expense management system within seven days.
- The NATA president, treasurer and executive director will resolve disputes or discrepancies regarding expenditures.
- Anyone requesting a credit card will sign a form agreeing to adhere to the NATA-issued credit card policies.

## ***NATA Volunteer Agreement***

### *Assignment of Rights/Intellectual Property*

You agree that all material and/or information in any manner created, conceived or modified in whole or in part by you relating to your Group service (the "Work") shall be a "work made for hire," and that NATA, as the organization for which the Work is prepared, shall own all right, title and interest in and to the Work, including the entire and exclusive copyrights and patents in the Work and all rights associated with the copyrights and patents, including, but not limited to, reproduction rights, distribution rights, the right to prepare translations and other derivative works, moral rights and rights to the Works in all formats and media.

You further agree that to the extent a Work does not constitute a "work made for hire," you hereby assign and agree to assign to NATA ownership of all right, title and interest in and to the Work, including but not limited to ownership of the entire copyrights in the Work and all rights subsumed thereunder. With respect to any Work of visual art, you expressly waive any and all rights of attribution and integrity with respect to any and all uses of the Work. You also agree to assign all patent rights in any inventions created in connection with your membership on the Group. You agree to execute all papers, take all actions and provide assistance as reasonably requested by NATA to perfect its ownership of the entire copyright in each Work and the patent rights in each invention.

### *Confidentiality*

In connection with your Group service, you may be given or have access to confidential information of NATA or third parties ("Confidential Information"). Confidential Information is all information that NATA considers to be confidential or proprietary information of NATA or third-party sources. Confidential Information may include, but is not limited to, information regarding the organization, operations, programs, activities, policies, procedures, practices, financial condition, trade secrets, membership lists and standards of NATA, its members, or third parties. Confidential Information also may include, but is not limited to, unpublished or pre-release versions of NATA standards, examinations, white papers and other documents and information, or internal-use-only or limited-circulation documents and information. You covenant and agree that you will not disclose or permit to be disclosed any Confidential Information, and that you will not appropriate, photocopy, reproduce or in any fashion replicate any Confidential Information without the prior written consent of NATA. You agree that any disclosure of Confidential Information in violation of this agreement shall cause immediate and substantial damage to NATA and to any parties that provided the Confidential Information to NATA. You agree to use reasonable efforts to maintain the confidentiality of the Confidential Information. You also agree not to use any Confidential Information for your own benefit or that of your Employer unless authorized in advance in writing by NATA. Confidential Information shall not include information that you rightfully obtain from a third party without comparable restrictions on disclosure or use.

### *Conflict of Interest*

The Group must act at all times in the best interests of NATA and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, committee members shall identify the potential conflict and, as required, remove themselves from all discussion and voting on the matter.

To help avoid any conflicts of interest, on this form you are disclosing ownership or other proprietary interests, responsibilities, circumstances or other reasons why you (or, by extension, any member of your family) might have an actual, apparent or potential conflict of interest with your duty to NATA, both respect to the conflicts prohibited above and any others. You hereby invite further review by NATA of any aspects of these circumstances that might be considered appropriate. In addition, you agree to take other steps, such as avoiding deliberation and resolution of certain issues or even withdrawing from your membership on the Group, if it is determined that such steps are necessary to protect the integrity of the Group and avoid the breach of your fiduciary duty to NATA. Finally, during such time as you continue to serve on the Group, you agree to notify the NATA Executive Director promptly if and when you determine that any additional actual, apparent or potential conflicts of interest with your duty to NATA arise subsequent to the execution of this form.

Please indicate any relevant financial interests below, including sources of income, amount and impact. As it relates to the Athletic Training Strategic Alliance partners and/or external athletic training or sports medicine organizations, associations or societies, this extends to the volunteer's spouse/partner and includes any involvement during the past 24 months, whether or not still current. (If you have no conflicts to disclose, please type "N/A.")

Please specify any relevant interests of a non-financial nature below. List any volunteer appointments, elected positions or affiliations that you hold with other organizations. Please list the organization, position and term length, if applicable. As it relates to the Athletic Training Strategic Alliance partners and/or external athletic training or sports medicine organizations, associations or societies, this extends to the volunteer's spouse/partner and includes any involvement during the past 24 months, whether or not still current. (If you have no conflicts to disclose, please type "N/A.")

#### *Volunteer Agreement*

You and your Employer acknowledge and agree that your selection for service on the Group and the opportunities made available to you and your Employer by serving on the Group constitute good and valuable consideration for entering into this Agreement, the receipt and sufficiency of which you hereby acknowledge. You represent and warrant that you have the authority to bind your Employer to this Agreement. To the extent that any rights in patent or copyright in a Work created by you are not owned by your Group, you hereby assign and agree to assign all such rights to NATA as contemplated above so that NATA would own such rights.

## ***Directors-Elect***

### *Meeting Attendance*

Directors-elect are invited to participate (on a non-voting basis) in board meetings prior to taking office.

### *Meeting Expense Reimbursement*

NATA pays the cost of participation in web conferences and approved expenses to attend the in-person, off-convention board meetings preceding the NATA convention at which the director(s)-elect will take office. If a district wishes to send its director-elect to off-convention board meetings prior to that, the district funds the cost of the director-elect's travel, hotel and incidental expenses. NATA pays for the district director-elect's group meals.

## ***Proxy Voting During Board Meetings***

When a district director is absent from a meeting, a certified member designated by the district may take the director's place with full voting privileges. The proxy's name must be communicated in writing to the president and executive director at least 72 hours prior to the meeting.

## ***Executive Director***

The executive director serves as the association's chief executive officer. S/he strives to keep the association on track with its strategic initiatives and is responsible for the overall administration of the NATA office, including personnel, services, financial resources and property.

### *Selection*

Appointed by the board of directors.

### *Job Duties*

The executive director:

- Attends all board meetings.
- Works closely with the board in fulfilling its responsibility to set policy and direction.
- Helps the board formulate the organization's mission, goals and strategy.
- Keeps the board informed of matters requiring action and provides sufficient information to aid in decision-making.
- Oversees implementation and evaluation of programs and projects.
- Directs the association's organizational and staff structure.
- Provides oversight for the association's financial health.
- Identifies potential revenue sources and current or potential areas of financial concerns and opportunity.
- Maintains relationships with internal and external groups and organizations pertinent to NATA.
- Oversees negotiation of and executes NATA contracts.

### *Evaluation*

The Review Committee, consisting of the president, Finance Committee chair and the vice president, administers the executive director's annual evaluation, which includes the following elements:

- Members of the Review Committee and the board complete and sign an evaluation form.
- The executive director submits a self-appraisal specifying progress made toward goals established the previous year and proposes goals for the coming year. The Review Committee corroborates the proposed goals and may choose to add additional goals.
- The Review Committee may obtain or review other data it considers pertinent, including input from employees.
- The evaluation is presented at an in-person meeting of the executive director and the Review Committee.



### *Succession Plan*

To ensure continuous coverage of executive duties, the board has adopted the following procedures in the case of an extended absence or departure of the executive director.

#### Short-Term Absence

For a short-term, temporary absence of less than 90 calendar days, no changes will be made to the structure or reporting system. The office will be run in the same way it is when the executive director is on extended travel or using a block of vacation time. The associate executive director shall be the senior staff person in charge of the office.

#### Long-Term Absence

For a long-term absence, the executive director is expected to return, but after 90 calendar days.

- The president may name the associate executive director as acting executive director.
- The board shall adjust the acting executive director's salary (up to 20%) while s/he oversees the national office and fulfills other executive duties in the absence of the executive director.
- When the executive director returns to work, the acting executive director shall return to regular capacity and compensation.

#### Permanent Absence

A permanent absence is one in which the board conclusively determines the executive director will not return. If the executive director's departure is permanent, in addition to the steps stated above for a long-term absence, the following actions shall be taken:

- The president will appoint a search committee comprised of the president, president-elect (or immediate past president if there is no president-elect), three board members and a chair. The president may add one at-large member.
- A search consultant may be procured to assist with the search process. If circumstances warrant, the search committee or a qualified volunteer may fill this role.

#### Communication

When an acting executive director is appointed, a message from the president shall be sent to key stakeholders, including members, sponsors, key vendors and any other appropriate group or individual.

At the time this plan is needed, the president, vice-president and secretary/treasurer shall review this policy. If it needs to be updated, the officers shall recommend changes to the board.

## **COMMITTEES, COUNCILS AND COMMISSIONS**

### ***General Information***

#### *Composition and Eligibility*

Most committees, councils and commissions are district-based. The composition of some of these groups is dictated by relevant expertise or knowledge. Certified regular, certified student, certified international and certified retired members are eligible to serve on NATA committees, councils and commissions. All members except certified retired must maintain certified member status. (See Member Renewal under Membership Procedures.)

An exception to certified member status is the Student Leadership Committee, which is populated by noncertified student members.

A member serving on a district-based committee, council or commission who moves to another district must give up their position as a district representative. They are eligible to remain and fulfill their current term of service in a non-voting, at-large capacity, but the member's service as an official district representative ends when a replacement is selected. If a member changes districts and there is an immediate vacancy in their new district, the new district's director may select the moving member to represent the new district, at the director's discretion. In this case, the member's four-year term of eligibility will restart.

With the approval of the board, committees, councils and commissions may include other individuals who bring specialized knowledge or insight to their operations.

All appointed NATA volunteers must have a National Provider Identifier number and remain in good standing with membership throughout their term.

If a member or chair vacates a position during the year, the date the vacancy is filled determines the new person's service eligibility. Someone selected to fill an opening between June and December will be counted as having a full year of service the following June. This allows for three more years of eligibility (pending annual approval) for members. A chair would have one year remaining in their first two-year term.

A member who joins the committee between January and June will still have four years of eligibility in June. A chair will still have a full two-year term to serve.

To avoid overworking volunteers and to allow more members to serve, a general guideline is to limit volunteer assignments to two per member. This is not always possible but should be kept in mind when appointments are made.

To accept appointments, members commit to go to the convention and attend other committee, council and commission meetings. A Commitment to Serve form outlining duties and responsibilities is signed by all members and chairs.

#### *Joint Committee Meeting*

A meeting is held in Dallas each year in conjunction with the NATA Board of Directors meeting. The Joint Committee Meeting (JCM) provides enhanced synergy and communication between the board and volunteers; encourages volunteers to plan and work strategically; and gives staff the opportunity to present key information to multiple groups of leaders in a single location. Staff liaisons will include JCM travel expenses for their volunteers during the budgeting cycle.

#### *Selection and Approval Process*

**Chair Approval:** The year prior to a chair rolling off, a posting is typically created between January and February and posted for at least 30 days. If a chair position becomes immediately vacant, the group will be polled to determine if any member(s) are interested in the position. The president will consider these and other candidates, confer with the board liaison, the candidate's district director(s) and executive chairs (if applicable) and make a recommendation to the board for approval. An interview process may be conducted to identify the most qualified individual to serve as chair.

**Member Approval:** District director, chair and board liaison collaboration is essential when naming new members. The individual who takes the lead in filling a vacancy varies according to the type of committee. In district-based groups, the district director works closely with the chair and board liaison, with the assistance of the staff liaison, to locate and decide on candidates to fill district representative vacancies. In non-district-based groups, the chair leads the process; however, the appointee's district director ultimately has veto power in either case. **It is essential for all parties to communicate during the process to avoid misunderstandings.**

District-based positions are identified and posted for a minimum of 30 days between July and August. Non-district based positions are identified and posted for a minimum of 30 days between January and February. An interview process may be conducted to identify the most qualified individual to serve as member.

#### *Chair Term of Office/Evaluation*

The term for chairs is two years. The chair is evaluated annually by the board liaison, members and staff liaisons and may be considered for one additional term. Renewals are not automatic, but are based on the chair's evaluation, involvement, contribution and ability to participate.

Chair term limitations are not affected by prior service as a member.

Exempt from this policy are chairs of the District Secretaries'/Treasurers' Committee (appointed for a two-year, non-renewable term), Finance Committee (appointed by the president and endorsed by the board for a one-year term) and task forces (appointed by the president and endorsed by the board for the length of the task forces' service). Also exempt are

the chairs of the Executive Council for Education (term aligns with the term of the president) as well as chairs of Journal Committee and Education Journal Committee, whose two-year terms may be renewed up to two times, for a maximum of six years.

#### *Removal of Committee Chair*

The president can recommend to the board of directors' removal of a chair currently serving.

#### *Chair Duties*

- Direct the work of the committee, council or commission to advance the charge set forth by the board of directors. Any modification to the charge purpose must be approved by the NATA Board of Directors.
- Submit annual board reports, plus additional reports as requested. These reports detail progress toward the defined charge and include any recommendations for board consideration (i.e., committee structure changes).
- Consult with staff about any new budget requests.
- Communicate regularly with board and staff liaisons to keep them apprised of activities and requests, and to receive updates on any board decisions relevant to the group.
- To avoid any misunderstandings, the chair communicates with the staff and board liaisons and the district director to determine in advance the best way to collaborate regarding member appointments, including communicating openings and the application and interview processes.
- Evaluate members annually. After reviewing the evaluation results, work with board and staff liaisons to fill vacancies and submit an updated roster to the national office.

#### *Communication With NATA Office*

The group's staff liaison is the chief point of contact with the NATA office.

#### *Member Term of Office/Evaluation*

Member terms are one year. Members are evaluated annually by the chair, board liaison and staff liaison and may be considered for up to three additional terms. Renewals are not automatic and are based on the member's evaluation, involvement, contribution and ability to participate. The chair and board liaison decide which members will be renewed to serve additional terms. If a member needs to be removed in the middle of a term, the chair and board liaison will discuss with the president the appropriate course of action.

Upon completing service on one group, a member may serve on a different group. A member may serve on the same group after a one-year hiatus.

#### *Exceptions:*

- ATs Care Committee (five years minimum service; up to eight)
- District Secretaries'/Treasurers' Committee (elected by district; term dependent on district policies)
- Finance Committee (appointed by president)
- Journal Committee (selected by editor-in-chief; no term limit)
- Education Journal Committee (selected by editor-in-chief; no term limit)
- Student Leadership Committee (may serve two one-year terms)

#### *Committee/Council/Commission Member Duties*

Members fulfill the charge of the committee, council or commission under the direction of the chair. This involves attending/participating in meetings, including in-person meetings, web conferences and conference calls; completing work assignments; and keeping up to date on activities and events.

#### *Meetings*

Committees, councils and commissions usually convene annually at the NATA convention to conduct business. Other meetings are generally held via web conference or conference call. To accept appointments, members commit to go to the convention and attend other committee, council and commission meetings. A Commitment to Serve form outlining duties and responsibilities is signed by all members and chairs.

## ***ATs Care Committee (ATs Care)***

### Composition

The ATs Care Committee is comprised of one member from each district with up to an additional three at-large members at the discretion of the committee's chair and board liaison. Committee members will consist of ATs from a variety of practice settings and preferably those with experience in group or individual crisis intervention.

### Vice Chair

A vice chair, or chair designate, may be appointed by the chair as necessary.

### Purpose

To provide educational resources and organizational methods relative to Critical Incident Stress Management (CISM) at the district and state level and help assist athletic trainers following a critical incident.

### Duties

- Provide peer-to-peer CISM assistance in the aftermath of a critical incident, such as a catastrophic injury or fatality.
- Oversee CISM teams based at the district and/or state level.
- Work to create additional member resources related to CISM.

## ***Career Advancement Committee (CAC)***

### Composition

The Career Advancement Committee is a district-based committee comprised of members from a variety of practice settings and who are anywhere in their seventh to 12th year of initial AT licensure/certification.

### Purpose

The Career Advancement Committee addresses issues affecting athletic trainers as they advance in their careers from early professionals. The committee focuses on development resources, programs and initiatives that support work-life balance, career satisfaction, career growth and professional retention for athletic trainers within their seventh to 12th year of initial AT licensure/certification.

### Duties

- Study the unique concerns, opportunities and responsibilities associated with ATs who are advancing in their careers and transitioning from early professionals into more seasoned practitioners.
- Develop resources, programs and initiatives to address these concerns.

## ***Committee on Professional Ethics (COPE)***

### Composition

The district-based Committee on Professional Ethics is comprised of district-based and non-district-based members with an interest or background in ethics.

### Purpose

To uphold the NATA Code of Ethics and NATA Membership Standards, eligibility requirements and membership sanctions and procedures. Educate the membership about athletic training and ethics.

### Duties

- Address ethics complaints.
- Ascertain that the NATA Code of Ethics and NATA Membership Standards, eligibility requirements and membership sanctions and procedures are up to date and not in conflict with federal or state laws, rules and regulations or NATA policy.

- Inform the membership about ethics and the ethics complaint process.

### ***Connection and Engagement Committee (CEC)***

#### Composition

The Connection and Engagement Committee is a district-based committee.

#### Purpose

The charge given to the Connection and Engagement Committee by the NATA Board of Directors is to be membership ambassadors by engaging and linking ATs with the resources, information and support available from the national office. Additionally, the committee will facilitate information flow and feedback across the state, district and national levels.

#### Duties

- Dissemination and promotion of general national information (Knowledge Initiatives, Governmental Affairs, MARCOM, Membership, etc.) to states and district members.
- Increase awareness and participation of athletic trainers at the state and district level in national initiatives and campaigns.
- Educate athletic trainers on national resources as appropriate.
- Facilitate two-way conversation and feedback between states, districts and national office on trends, needs, subject matter experts, compelling stories and initiatives.
- Champion value of state, district and national membership.
- Support and empower members to engage with communities on issues most needed at the local level.

### ***Council on Practice Advancement (COPA)***

#### Composition

Council on Practice Advancement is comprised of 10 committees encompassing a variety of settings in the athletic training profession, including: physician practice, public safety, analytics and outcomes, health care administration, performing arts, armed forces, private and emerging practice, public safety, rehabilitation clinic, occupational and community outreach.

The council additionally has at-large members who support the overall council function, with the ability to have up to four at-large members, as well as a staff and board liaison.

Council members will consist of ATs from a variety of practice settings who are content experts and those with experience in billing, revenue generation and insurance reimbursement. While committee member selection is based on expertise in the field, COPA will maintain district representation to ensure at least one member from every district.

#### Purpose

To represent the diverse professional practice settings of athletic training by increasing awareness, demonstrating value and assisting in efforts to expand and advance the profession.

#### Duties

- Study the unique opportunities and concerns of athletic trainers practicing in these settings. Develop resources, programs and initiatives to address these needs and opportunities.
- Advocate for athletic trainers employed in the settings represented by the COPA committees.
- Promote and enhance revenue generation by collaborating with other NATA groups and settings and providing information on these topics.

- Develop and provide resources to help athletic trainers create health care models that maximize business opportunities and return on investment.
- Liaise with athletic training educators to ensure knowledge, skills and abilities needed to work in emerging practice areas are included in the professional education standards.

### ***Convention Program Committee (CPC)***

#### Composition

The Convention Program Committee is district-based with up to three additional non-district-based members. These three at-large positions will be filled at the discretion of the chair in instances where adding a member or retaining a member who is changing districts enhances the effectiveness and continuity of the committee's functions. Committee members will have the suitable background and credentials to plan and work at the NATA convention.

#### Vice Chair

A vice chair, or chair designate, may be appointed as necessary.

#### Purpose

The purpose of the Convention Program Committee is to oversee development, planning and implementation of the educational program for the NATA Clinical Symposia & AT expo.

#### Duties

- Develop educational content and select speakers and moderators for NATA convention educational sessions.
- Review and select submitted program proposals.
- Ensure educational program content falls within the domains of athletic training and meets the BOC standards.
- Maintain communication with speakers throughout the educational program development process.
- Provide on-site oversight of educational program during the NATA convention.
- Make recommendations to the board regarding the benefits to speakers, facilitators and moderators who present or assist at the convention.

### ***Diversity, Equity, Inclusion and Accessibility (DEIA) Council***

#### Composition

Members of the Diversity, Equity, Inclusion and Accessibility Council will consist of the DEIA chair, vice chair, Ethnic Diversity Advisory Committee (EDAC) chair, LGBTQ+ Advisory Committee (LGBTQ+AC) chair, chair of Accessibility Work Group, chair of any additional work groups and two at-large members who are thought leaders. These council members will be supported by a board liaison, the new NATA DEIA staff member, and one additional staff liaison.

#### Purpose

The purpose of the DEIA Council is to develop and recommend efforts to ensure the implementation and integration of the DEIA commitments and principles approved by the NATA Board of Directors.

#### Duties

- Support mission/purpose of EDAC, LGBTQ+AC and additional work groups within the DEIA Council to ensure DEIA work continues to align with the NATA's overall strategic plan and contribute to advancing the NATA DEIA Commitments listed below:
  - Cultivating an inclusive and welcoming environment.
  - Providing programming, research, and resources to support cultural competency and ensure athletic trainers are equipped with the knowledge and skills to better serve diverse populations.

- Ensuring that the values of diversity, equity, inclusion, and access are embedded in continuing education, conferences, communications, and the work of the association.
- Examining processes, policies, practices, communications, structures, and barriers with an equity lens to promote authentic engagement, access, and inclusion of diverse individuals.
- Increasing transparency and accountability on diversity, equity, inclusion, and access by sharing data and information about our journey and commitments.
- Supporting and intentionally promoting a diverse athletic training profession.
- Expectations and ongoing projects for the DEIA Council and/or its subgroups include:
  - Serve as a resource to the NATA Board of Directors, committees, councils, districts, staff and membership.
  - Represent NATA on the Strategic Alliance DEIA.
  - Share annual ableism presentation/initiatives to NATA Board of Directors and membership.
  - Provide NATA convention program support to ensure inclusion of DEIA principles and presentations.
  - Lead DEIA updates and presentations at district and national meetings.
  - Pathway to Leadership Project.

### ***District Secretaries'/Treasurers' Committee (DST)***

#### Composition

District Secretaries'/Treasurers' Committee is comprised of the district secretaries and treasurers elected or appointed by the 11 NATA districts.

#### Chair

Eligible candidates must either have been on the DST Committee for at least two years in January or off the DST Committee for no more than one year in January (using date of meeting).

#### Vice Chair

Two vice chairs, one from the district secretaries and one from the district treasurers, are selected by the current committee members.

#### Purpose

To serve as a resource to the national office on membership recruitment, retention and related procedures. To engage, collaborate and serve NATA members and leadership with focused coordination of efforts to increase association membership and promote financial stability through effective communication. The committee facilitates communication with NATA members and leadership through transparency of actions in order to recruit, retain and engage members; create resources; and provide fiduciary responsibility to achieve strategic outcomes.

#### Duties

- Assist with membership recruitment and retention by contacting past-due, former and prospective members and others as requested by the national office.
- Facilitate placement of members who volunteer for district or state service (via NATA's call for involvement).
- Ensure eligible members are submitted for NATA awards, specifically underrepresented constituencies.

### ***Early Professionals' Committee (EPC)***

#### Composition

The Early Professionals' Committee is a district-based committee.

#### Purpose

The purpose of the Early Professionals' Committee is to support athletic trainers in the early stages of their career by fostering leadership, developing educational initiatives and promoting professional and ethical values. The committee

addresses issues around transition to practice, creates opportunities to develop career skills and leadership development opportunities and foster professional networking and mentorship for athletic trainers in the first six years of initial certification.

#### Duties

- Provide support to early professionals as they transition and navigate the transition into the workforce to establish foundational individuality.
- Provide tools to create a healthy work balance lifestyle that will promote career longevity early on and beyond their first six years as a certified athletic trainer.
- Foster leadership among early professionals who value representation and inclusivity to ensure a platform for their voice to be heard.
- Identify and recognize opportunities for members to engage with the community at the state, district and national level.
- Market resources available for early professionals allowing them to continuously build their foundation and grow through their experience.

### ***Education Journal Committee (EJC)***

#### Composition

Education Journal Committee includes:

- Editor (chair)
- Senior associate editors
- Associate editors
- Managing editors

The committee helps set the direction of the journals.

The editor-in-chief serves a three-year term, once renewable, for a maximum of six years. The senior associate editors and associate editors have unlimited terms and are appointed by the editor-in-chief.

Editorial board members are appointed by the editor-in-chief with advice and input from the journal editors. It is loosely a three-year term that is renewable. Editorial board members are selected based on the quality of their past guest reviews as well as their scholarly productivity and contributions to athletic training (*Journal of Athletic Training*) and/or athletic training education (*Athletic Training Education Journal*).

#### Purpose

The mission of the *Athletic Training Education Journal* is to publish high-quality scholarly works that addresses and advances the continuum of teaching and learning from educational preparation to professional development and continuing education. The goal of the journal is to provide significant contributions to the health care professions by focusing on teaching and learning for the educator, preceptor and program administrator.

#### Duties

- Establish the *ATEJ*'s strategic direction.
- Determine *ATEJ* content.
- Implement and maintain best practices in scholarly publishing.
- Develop, oversee and administer editorial procedures.
- Recruit *ATEJ* authors, reviewers, editorial board members and editors.
- Educate authors and reviewers about writing and evaluating scholarly publications.
- Represent the *ATEJ* and NATA in the global scholarly publishing community



## ***Ethnic Diversity Advisory Committee (EDAC)***

### Composition

The Ethnic Diversity Advisory Committee is a district-based committee with an additional at-large member. The committee may also have one qualified graduate student member who can commit to one year of service (renewable once) and who attends the NATA convention and joint committee meeting and Joint Committee Meeting. This is to ensure the graduate student member can participate in the committee meeting at the convention as well as on conference calls.

### Purpose

The Ethnic Diversity Advisory Committee serves in an advisory capacity to the NATA Board of Directors, aiming to identify and address issues relevant to the ethnically diverse populations to better serve the needs of both patients and fellow athletic trainers. EDAC advocates sensitivity toward cultural diversity, development of cultural competence within the profession and promotion of athletic trainers as leaders in issues related to cultural competence and professional diversity within the health care professions.

### Duties

- Create an environment conducive to the positive growth and development of a multiethnic and multicultural membership.
- Increase the body of knowledge and disseminate information on key health care issues and conditions that affect physically active, ethnically diverse individuals (including, but not limited to, exertional sickling, lactose intolerance, at risk populations, Blount's Disease and hypertension).
- Advocate for ethnically diverse athletic training students through student mentoring and establishing grants and scholarships.
- Administer the Bill Chisholm Professional Service Award.

## ***Executive Council for Education (ECE)***

### Composition

The Executive Council for Education is comprised of the education committee chairs. The terms of chair committee members are determined by their term as committee chair. The Convention Program Committee, Professional Development Committee, the Education Advancement Committee, the Post-Professional Education Committee the Professional Education Committee and the AT EducATionalist Cabinet operate under the ECE umbrella. The Board of Certification for the Athletic Trainer, Commission on Accreditation of Athletic Training Education and the NATA Research & Education Foundation each designate a representative to serve as liaison to ECE. The Athletic Training Educators' Conference chair also liaises to the council. NATA will pay a stipend to the council chair or grant to the institution and fund administrative support. Support and expertise will also be provided by national office staff.

### Purpose

Informs and assists the profession in setting the direction for athletic training education. Emphasizing a commitment to improving patient care through an evidence-based approach, ECE proactively influences best educational practices that reflect athletic training's interprofessional nature and commitment to learning.

### Duties

- Facilitate quality professional, post-professional and continuing athletic training education.
- Coordinate the delivery of educational programming for the athletic training profession.
- Serve as a resource to groups interested in athletic training education.

## ***Education Advancement Committee (EAC)***

### Composition

The Education Advancement Committee is a district-based committee consisting of one member from each district. In addition, the NATA Foundation Research Committee chair and *ATEJ* editor-in-chief liaise to the committee.

### Purpose

EAC identifies and supports research priorities, advances, scholarship and promotes best practices in athletic training education that impact clinical practice and patient care.

### Duties

- Enrich professional education by identifying best, evidence-based and pedagogical practices in didactic and clinical settings that facilitate effective transition to practice for athletic trainers and enhance patient care.
- Advance evidence-based scholarship and clinical practice specific to athletic training education.
- Create an ongoing assessment plan that considers and prioritizes evolving issues in athletic training education that impacts best clinical practice.

## ***Post-Professional Education Committee (PPEC)***

### Composition

The Post-Professional Education Committee is a district-based committee comprised of members from post-professional graduate degree programs and residency training programs.

### Purpose

To provide strategic vision and guidance for athletic training post-professional education. The promotion of lifelong learning and professional development will impart advanced knowledge and skills of athletic trainers to achieve career goals and fulfilment while also excelling in clinical practice, research and scholarship that enhances the quality of patient care, optimizing patients' health-related quality of life.

### Duties

- Develop and execute a strategy for initiating the first specialty certification for athletic training.
- Define and differentiate the various types of doctoral level educational programs (research, clinical, professional) for consumers.
- Create recommendations to assess the quality and quantity of post-professional education outcomes for advanced clinical practice, research and scholarship in the athletic training profession.

## ***Professional Development Committee (PDC)***

### Composition

The Professional Development Committee is a district-based committee comprised of members from various settings as well as a liaison from the Convention Program Committee.

### Purpose

Provides leadership in the creation, development, implementation and evaluation of continuing education and professional development plans for athletic trainers. The committee promotes unique, innovative and purposeful continuing professional development activities and programs to meet the dynamic and individual needs of the health care community.

### Duties

- Develop content and identify speakers for a range of live and online professional development events.
- Work with staff to develop quality professional development for athletic trainers that is innovative, meets good standards of adult education and is in line with the BOC standards.
- Vet potential professional development and/or certificate (not certification/credential) partners as needed to determine if the quality and validity of their content and delivery meet NATA standards.

## ***Professional Education Committee (PEC)***

### Composition

The Professional Education Committee is comprised of 11 district-based members and a preceptor at-large member.

### Purpose

To support the collaborative relationship between the athletic training profession and the educational process. PEC emphasizes best practices in didactic and clinical education, faculty and preceptor development and the overall enhancement of professional education to prepare athletic trainers who are uniquely qualified to excel within a dynamic health care system.

### Duties

- Establish best practices in education for faculty and preceptors.
- Create educational opportunities for AT faculty and preceptors.

## ***Finance Committee (FC)***

### Composition

The Finance Committee is comprised of current board members. The number of members shall be determined and appointed by the president. The president will appoint one member of the Finance Committee to serve as secretary/treasurer and Finance Committee chair, with board approval. The president is an ex-officio member of the committee.

### Term of Office

Finance Committee members serve one-year, renewable terms.

### Purpose

To oversee association finances and its investment program.

### Duties

- Examine monthly financial statements to keep apprised of the association's current financial standing and investments.
- Review the proposed annual operating budget and capital budget presented by staff. After appropriate revisions, the committee recommends the budget to the board of directors for approval.
- Review staff recommendations for registration, exhibit and other fees for the NATA convention as part of the annual budget process.
- Review the association's financial and investment policies (Appendix B) annually and recommend changes to the board of directors as needed.
- Review the draft audit and 990 tax returns before they are finalized and recommend them to the board of directors for approval.
- Select and recommend to the board the investment manager and audit firm.
- Monitor investment returns via regular updates from NATA's investment manager.
- Review and recommend off-budget cycle funding requests to the board for approval.

## ***Governmental Affairs Committee (GAC)***

### Composition

The Government Affairs Committee is district based and composed of members with interest or expertise in state legislative or regulatory affairs.

### Purpose

The committee advocates for state regulation favorable to athletic training by monitoring legislative and regulatory trends in states by providing resources to state leaders and regularly collaborating with state and national athletic training organizations on a proactive basis.

#### Duties

- Serve as a resource on the governmental affairs process and support member activities pertaining to state regulation of athletic training.
- Generate and distribute resources to assist with state legislative and regulatory advocacy.
- Work with state and local regulatory bodies to facilitate state regulations and laws compatible with athletic training.
- Recommend positions to the board on specific athletic training regulatory and governmental matters, such as preferred wording for practice acts.
- Recognize state association legislative programs with the annual Daniel L. Campbell Awards and individuals demonstrating legislative leadership with the Impact Advocacy Award and the William T. Griffin Award.

### ***Honors and Awards (H&A) Committee***

#### Composition

The Honors and Awards Committee is comprised of a chair, plus the chair of each committee under its jurisdiction: Fellows, Hall of Fame, Most Distinguished Athletic Trainer, Athletic Trainer Service Award, Specialty Awards and Special Considerations. The Hall of Fame, Most Distinguished Athletic Trainer, Athletic Trainer Service Award, Specialty Awards and Hall of Fame Special Considerations committees are district-based. The Fellows Committee is made up of NATA fellows. The Special Considerations Committee is made of up Hall of Fame members.

#### Purpose

To oversee and evaluate the association's honors and awards program.

#### Duties

- Provide direction to the honors and awards committees.
- Establish nomination submission deadlines and candidate evaluation timelines.
- The H&A Committee chair serves as an advisor and resource for other NATA committees and departments wishing to administer awards specific to their groups.

#### *Fellows, Hall of Fame, Most Distinguished Athletic Trainer, Athletic Trainer Service Award, Specialty Awards and Hall of Fame Special Considerations Committees*

- Evaluate and revise nomination forms and candidate evaluation materials annually.
- Evaluate nominations and recommend recipients to the NATA Board of Directors annually.

### ***Intercollegiate Council for Sports Medicine (ICSM)***

#### Composition

The Intercollegiate Council for Sports Medicine is an athletics conference-based council comprised of sports medicine professionals from each level in the college setting, including NATA members and liaisons from relevant external organizations. Each division chair (NCAA Division I, NCAA Division II, NCAA Division III, National Association of Intercollegiate Athletics and two-year institutions) serves as a council member and as the chair for their division-based subcommittee that includes representatives from the appropriate sports conferences and organizations. This is not a district-based council nor are its committees.

#### Purpose

To identify relevant, timely issues and address those affecting athletic trainers in the college and university setting. To work

in collaboration with organizing bodies of collegiate and intercollegiate athletics to improve athlete safety, well-being and health care through influencing policy.

#### Duties

- Study and discuss the unique concerns associated with the college/university practice setting.
- Develop programs and activities to address concerns and enhance the effectiveness of college/university athletic trainers and the patients they serve.

#### *Division I, Division II, Division III, NAIA, and 2 yr. Institution Committees*

- Represent the athletic trainers in the collegiate setting and their patients in each respective district and/or conference/region.
- Develop programs and activities to address concerns and enhance the effectiveness of athletic trainers in the collegiate setting and the patients they serve.

### ***International Committee (IC)***

#### Composition

The International Committee is comprised of members who have worked overseas or who have international expertise and interests. The 11 funded seats includes NATA's liaison to the Canadian Athletic Therapists' Association. The committee also has unfunded liaisons from other sports athletic training societies/organizations with international exposure. Current societies/organizations that have liaisons to the international committee and sit on the committee as an ex-officio member:

- Japan Athletic Trainers' Organization
- Professional Baseball Athletic Trainers' Society
- Armed Forces Athletic Trainers Society
- CATA International Relations Committee Liaison
- BOC
- CAATE

#### Purpose

To address issues of members who live, work or are stationed outside the United States. Assist with international membership recruitment as appropriate. The mission of the International Committee is to develop resources and execute strategies that increase exposure to the AT profession and its viability as a lifelong career avenue internationally.

#### Duties

- Develop programs, policies and alliances to assist international members and certified members living outside of the United States.
- Promote the NATA brand and the athletic training profession in the international job market.
- Review and recommend patronage and sponsor requests by other international organizations, and generally support activities related to World Federation of Athletic Training and Therapy and other partner organizations globally.

### ***Journal Committee (JC)***

#### Composition

Journal Committee includes:

- Editor (chair)
- Senior associate editors
- Associate editors
- Clinical applications editor
- Digital applications editor
- Managing editor

The committee helps set the direction of the journals.

The editor-in-chief has a two-year term, twice renewable, for a maximum of six years. The senior associate editors and associate editors have unlimited terms and are appointed by the editor-in-chief.

Editorial board members are appointed by the editor-in-chief, with advice and input from the journal editors. It is loosely a three-year term that is renewable. Editorial board members are selected based on the quality of their past guest reviews as well as their scholarly productivity and contributions to athletic training (*JAT*) and/or athletic training education (*ATEJ*).

#### Purpose

The mission of *JAT* is to advance the science and clinical practice of athletic training and sports medicine. Athletic training is a health care profession that encompasses the prevention, examination, diagnosis, treatment and rehabilitation of emergent, acute and chronic injuries, illnesses and pathologies in athletes and other physically active individuals.

#### Duties

- Establish the strategic direction of *JAT*.
- Determine journal content.
- Implement and maintain best practices in scientific publishing.
- Develop, oversee and administer editorial procedures.
- Recruit journal authors, reviewers, editorial board members and editors.
- Educate authors and reviewers about writing and evaluating scientific publications.
- Represent *JAT* and NATA in the global scientific publishing community.

### ***LGBTQ+ Advisory Committee (LGBT+AC)***

#### Composition

The LGBTQ+ Advisory Committee district-based committee comprised of members of the LGBTQIA+ community, allies and experts in improving diversity, equity and inclusion.

#### Purpose

To advocate for an environment of inclusion, respect, equity and appreciation of differences in both athletic trainers and their diverse patient populations. The committee will identify, explore, address and provide educational resources regarding emerging topics and concerns relevant to diverse sexualities, gender identities and gender expressions within the profession and health care topics affecting patients in the LGBTQIA+ community.

#### Duties

- Champion an environment of inclusivity and equal opportunity for every AT and patient, regardless of an individual's sexuality, gender identity or gender expression.
- Increase the body of knowledge on health care concerns and conditions that affect patients in the LGBTQIA+ community.
- Create a platform to advocate, mobilize and celebrate diverse sexualities, gender identities and gender expressions among NATA members.

### ***Professional Responsibility in Athletic Training Committee (PRAT)***

#### Composition

The Professional Responsibility in Athletic Training Committee is comprised of district-based members with an interest in supporting the legal, ethical, regulatory and professional standards of athletic training.

#### Purpose

The purpose of PRAT is to advance the understanding of contemporary legal, ethical, regulatory and professional standards

(LERPS) pertaining to athletic training, encouraging and promoting adherence to LERPS standards and developing data-driven educational LERPS resources and activities to help members exercise those standards.

#### Duties

- Develop an online presence and streamline LERPS resources.
- Research LERPS issues unique to the AT.
- Develop educational materials, resources and presentations.

### ***Secondary School Athletic Trainers' Committee (SSATC)***

#### Composition

The district-based Secondary School Athletic Trainers' Committee is comprised of members from the secondary school setting.

#### Purpose

To foster and promote the culturally competent growth of athletic trainers in the secondary school setting and delivery of athletic training services to the secondary school-aged patient population.

#### Duties

- Be the cornerstone of the secondary school setting and act as the gateway to demonstrate both value and worth through attracting future athletic trainers and stakeholders.
- Study unique concerns and responsibilities associated with the secondary school setting.
- Advocate, create and deliver programs, resources and initiatives to advance the comprehensive health care to the unique population associated with secondary school activities.

### ***State Association Advisory Committee (SAAC)***

#### Composition

The State Association Advisory Committee comprises two representatives from each of the four divisions of states. Divisions are based on state association membership size rather than NATA districts in order to facilitate problem-solving among states of similar size and resources. Division sizes are reviewed regularly and maintained by SAAC. The chair is chosen by the president and approved by the board.

#### Term of Office

SAAC has one-year, three times renewable terms for members, and a two-year, once renewable term for chair.

#### Purpose

To serve state leaders by recognizing and addressing issues impacting state associations; providing training, education and advice to develop and help advance state leadership; and facilitating communications between the national and state associations.

#### Duties

- Develop and maintain a listing of best practices for athletic training state association management and operations.
- Support state associations implementing strategic initiatives.
- Assist state association in development of current and future leaders by providing training through mentorship and experiential learning.
- Be a resource for state association leaders and facilitate the sharing of resources between state associations.

## ***Student Leadership Committee (SLC)***

### Composition

The Student Leadership Committee is a district-based committee comprised of non-certified student members that the SLC nominations subcommittee puts forward for the district director selection, and three certified or retired AT members who serve as mentors. Mentors are selected by the committee chair, current mentors and BOD liaison. For a student to be eligible, they must be a first- or second-year student enrolled in a CAATE-accredited professional athletic training education program as of the fall semester when they apply. The candidate must be a student during the entire period of their term.

### Term of Office

The NATA Student Leadership Committee members serve one-year, once renewable terms and mentors serve three-year, non-renewable terms.

### Purpose

To represent and advocate for student members; create and promote professional development opportunities; and encourage student engagement in the athletic training community.

### Duties

- Develop and implement educational programs and events for students at convention and throughout the year.
- Represent and engage with athletic training students within state and district associations.
- Encourage student membership, student volunteer involvement and student attendance at the annual convention and within the state and district associations.
- Provide relevant information to athletic training students on matters that impact the athletic training profession.
- Promote professional networking as well as provide the tools and resources to successfully transition to practice.

## **OTHER GROUPS**

### ***Historical Commission (HC)***

### Composition

In addition to the chair, the Historical Commission consists of eight voting members, not subject to term limits. Non-voting members may include district history and archives committee chairs, recipients of the Historical Commission Member Emeritus Award and others appointed by the commission. The commission may form subcommittees as needed to accomplish its duties.

### Purpose

To preserve the history of NATA and the athletic training profession, provide athletic training historical education and serve as a resource to NATA on historical issues.

### Duties

- Improve and expand the NATA archives.
- Work with outside entities to preserve the history of athletic training.
- Educate the membership of NATA on the history of athletic training.
- Locate, acquire and preserve papers, publications, ephemera, audio and video resources and artifacts relating to the history of athletic training.
- Conduct and preserve written, audio and video interviews with individuals of historical significance to athletic training.



## ***Work Groups***

Work groups were created to utilize more volunteers in a meaningful and effective way. They enable NATA to be nimble and responsive as issues arise. Work groups allow for added flexibility and a shorter time commitment for volunteers.

A work group formed within a committee does not need board approval. However, a work group that spans committees has a chair appointed by the president and approved by the board. Work groups are formed to complete a specific project or task and disband when the task has been completed.

### **Composition**

Work groups consist primarily of NATA certified members but may include members from other organizations or nonmembers who can contribute to the task at hand.

## LIAISONS TO OUTSIDE ORGANIZATIONS

An organization may request a liaison relationship be established with NATA. Liaison relationships take time and resources to administer. To be instituted, the relationship should be of significant value for both parties. Some liaison relationships are assigned to committees, councils or commissions. That chair appoints a member from within the group to be the liaison.

The CollaborATE Program board liaison is responsible for evaluating prospective groups and, when suitable, recommending a liaison to the board. Assessment is made by determining whether the entity has:

- A logical and relevant connection between the organization's mission and athletic training.
- IRS 501(c) nonprofit status.
- Sufficient benefit to NATA or the profession.

NATA links to the websites of liaison groups. When appropriate, these NATA-affiliated organizations are asked to provide complimentary membership or member website access, subscription and/or meeting registration to NATA's appointed liaison to the group. Affiliate groups are eligible to develop and present a session at the NATA convention. A session proposal form must be submitted by the deadline specified and approved by the NATA Convention Program Committee. Acceptance is not guaranteed. NATA funds associated AV costs and room rental. The liaison organization pays any speaker-related and handout expenses.

### Application Process

- The interested organization submits the online CollaborATE request form.
- It is reviewed by the association project manager and Collaborate Program board liaison prior to the application being forwarded to staff directors and the board.
- If approved, a recruitment and decision process is followed that mimics a non-district-based member position.
- The applicant's district director reviews the application and returns it with either a vote of confidence or a concern to the Collaborate Program board liaison.
- The applicant is placed on the board consent agenda for final approval.

### Selection

From among the applications approved by each district director, the Collaborate Program board liaison requests the applicant to be placed on the board consent agenda.

### Term of Office

The term of appointment shall be two years. Liaison representatives may serve additional terms upon approval by the Collaborate Program board liaison.

Renewals are not automatic but are based on an evaluation of the liaison's involvement, contribution and ability to participate.

### Liaison Duties

- Arrange to receive complimentary subscription or membership to the organization. Monitor organization's newsletter, journal and other publications.
- Investigate means of providing relevant NATA information to the organization, such as through its newsletter or other publications, speaking opportunities and send that information to the organization.
- Suggest potential collaborations between NATA and the liaison organization and ensure projects are completed.
- Serve as a source of information and advice to the liaison organization regarding athletic training.
- Serve on committees, boards or task forces of the liaison organization as requested.
- Submit liaison report to the NATA Board of Directors once a year.
- Attend a quarterly liaison meeting virtually.

#### Expenses

A liaison representative shall not incur any expenses for which NATA is responsible unless authorized by the board of directors and included in the budget.

#### Agreements

A liaison representative is not authorized to make any agreements between NATA and the liaison organization.

#### Website Links

Organizations with an established NATA liaison relationship may link to the NATA website. NATA may link to the group's website with staff review and approval.

## EXPENSE REIMBURSEMENT

### *General Guidelines*

NATA members, employees and nonmembers may be authorized to travel on NATA business. For the sake of simplicity, NATA-authorized travelers are referred to as travelers in the following policy.

Travelers should review plans for their board-approved travel with their supervisor or staff liaison prior to booking business travel. No charges should be incurred unless there is a business need, and the need is reasonable and necessary. Unusual charges must be preapproved by your supervisor or staff liaison.

The list below contains common reimbursable travel expenses and guidelines:

- Baggage fees – The cost to check bags and/or the cost of mailing luggage are also covered expenses. Travelers will be reimbursed a maximum of \$2.00 per bag for baggage handling tips
- Auto mileage – Travelers will be reimbursed for approved mileage at the current IRS rate. Mileage paid can't exceed the cost of coach airfare or other reasonable public transportation had the traveler flown or used other public transport instead. If several travelers share a vehicle, only the owner of the vehicle will be reimbursed for mileage.
- Parking fees – Travelers will be reimbursed airport parking fees or roundtrip mileage reimbursement to and from the airport according to the annually predetermined amount.
- Car rental – Cars may be rented in appropriate circumstances with prior approval. Cars must be rented through NATA's official travel agency and may only be driven by authorized, insured renters. The cost for gasoline will be reimbursed but mileage will not.
- Public transportation/taxi/Uber fares – Travelers will be reimbursed for public transportation/taxi/Uber fares and for tips up to 15% of the fare. Receipts from fares must be submitted to obtain reimbursement.
- Meals – Travelers will be reimbursed for meals while traveling according to the annually predetermined amount. This is not per diem. Itemized receipts and the signed credit card slip reflecting the tip amount must be submitted for each meal for which reimbursement is requested. Meal tips will be reimbursed up to 20% of your bill (after tax.) Travelers may expense up to two alcoholic beverages per day when consumed with a meal. Reimbursement for meals and drinks not to exceed the annually predetermined daily guideline.
- Conference registration fees – Travelers should take advantage of early-bird conference registration rates and lower airline flights.
- NATA Clinical Symposia – NATA pays for one standard room night for current, sitting committee chairs to attend committee day while at convention.

Airfare must be coordinated with your supervisor or staff liaison and booked through NATA's travel agency, which will directly bill NATA. The least expensive, direct-route flight must be selected.

Travelers may seek a mode of non-flight transportation on their own but must seek the least expensive, most efficient method. Travelers who choose to drive will be reimbursed for mileage up to the amount of the lowest airfare available at the time. Gasoline and other auto expenses are already included in the mileage reimbursement calculation. Parking is not already included in the mileage reimbursement and will be reimbursed per the guidelines above.

NATA does not reimburse for any non-approved travelers including, but not limited to, such things as transportation, single room vs. double room rates, meals and entertainment for family members, colleagues or other members. NATA assumes no liability for accidents, illness or injury of guests.

Expense reimbursement request must be submitted, along with required receipts, through NATA's expense reimbursement software within seven days after the trip/activity. Expenses received late or without the proper documentation may not be reimbursed. If attending committee or liaison meetings, a written report must be submitted at the same time to ensure prompt reimbursement. NATA offers reimbursement via ACH. NATA strives to process reimbursement within seven days of receiving the approval from your supervisor or staff liaison.

## INTELLECTUAL PROPERTY

### ***Volunteer Intellectual Property Agreement***

In order to serve on their appointment, volunteers are required to sign a form in which the signee and NATA agree that work and materials developed, created or written – as a committee, work group or board member, or in any other volunteer capacity for NATA – shall be deemed work-for-hire under copyright, intellectual property and other laws. NATA is granted sole and exclusive ownership of all such work. Signee waives all claims and/or so-called “moral rights” to the work and assigns these rights to NATA.

This form will be reviewed and signed electronically on an annual basis in July.

### ***Journal of Athletic Training***

Reprint permission for *Journal of Athletic Training* articles is granted by the *JAT* editorial office and the Copyright Clearance Center.

### ***NATA Logo***



The NATA corporate logo, AT logo and AT Expo logo are trademarked and may only be used by NATA. The NATA Graphic Standards Manual, available from the national office, specifies usage and permission requirements for other versions of the NATA logo(s).

### ***Position Statements***

Position statements are produced by the NATA Foundation Pronouncements Committee and are approved by both the NATA Foundation and NATA boards. Position statements are the intellectual property of NATA.

## **NATA-SPONSORED MEETINGS AND EVENTS**

### ***Benefits to VIPs and Volunteers Presenting or Assisting***

#### Honorary and Retired Members

Honorary, retired associate and retired certified members and committee chairs receive complimentary registration to the NATA convention.

#### Immediate Past President

The immediate past president receives complimentary lodging for the two conventions following the completion of his/her term of office.

#### Presenters, Assistants and Convention Volunteers

NATA endeavors to fairly compensate individuals who present, participate or volunteer at the NATA convention and other educational meetings. NATA reimburses authorized travel and meal expenses according to NATA policy for approved events. The NATA Meetings Department maintains the board-approved volunteer policies. The NATA Knowledge Initiatives Department maintains the board-approved presenter and assistant policies. Copies are available upon request.

### ***NATA Promotion of Commercial Events***

NATA only publicizes commercial events presented by NATA strategic partners, association service, providers NATA sponsors and convention sponsors as outlined in contract.

### ***Convention Registration, Attendance and Exhibit Policies***

Other policies relating to convention registration and attendance are stated on the NATA Advance Registration Form and the NATA Exhibit Booth Application & Contract.

## **MEMBERSHIP PROCEDURES**

### ***Anti-Discrimination Policy***

NATA does not discriminate against any legally protected class.

### ***Application for Membership***

The NATA Member Services Department processes membership applications, which must include dues payment.

The membership application requires applicants and renewing members to declare under oath and penalty of disqualification if they have been convicted of a felonious crime. Applicants and renewing members with such convictions are referred to the NATA Committee on Professional Ethics for review and approval prior to acceptance into the association.

### ***Proof of Membership***

Members can verify their membership by accessing their online membership record.

### ***District Affiliation***

Except those who live outside the U.S. and its territories or otherwise noted here, an association member must hold district membership, which is determined by the preferred mailing address.

International members may choose to affiliate with and pay dues to any district that accepts international members.

If a member moves to another district, the Member Services Department transfers the member to the new district. Any difference in dues from district changes is waived for the current membership year.

## ***Membership Categories***

### *Certified Professional*

An individual who holds the ATC (Athletic Trainer Certified) credential and is in good standing with the Board of Certification for the Athletic Trainer. Certified professional members in good standing may vote on association matters, hold NATA office and serve on committees, work groups, project teams and as NATA liaisons.

### *Licensed Professional*

An NATA member, not ATC credentialed, who is a state licensed athletic trainer with in the United States and has provided a copy of licensure. Licensed professional members may not vote on association matters.

### *Certified Retired*

A former certified member with 20 years of NATA membership who has resigned certification with the BOC and resigned any form of state licensure or regulation is moved to retired status. Retired members may vote on association matters. A retired member must agree not to practice athletic training. A retired member does not use the ATC credential but may use AT Ret. Retired members receive free dues and convention registration but do not receive CEUs from the NATA convention. Certified retired members in good standing may hold NATA office and serve on committees, work groups, project teams and as NATA liaisons.

### *Associate*

An NATA member who is a state licensed health care professional or individual working in athletic education, research, medicine or other profession related to athletic training. Associate members may not vote on association matters. A certified member whose certification is no longer in good standing with the BOC is changed to associate member.

### *Retired*

A former licensed professional or associate member with 20 years of NATA membership who has resigned his/her state licensure. A copy of the confirmed resignation must be forwarded to NATA. Retired members may not vote on association matters. Retired members must agree not to practice athletic training. Retired members receive free dues and convention registration but do not receive CEUs from the NATA convention.

### *Certified Student*

A certified individual enrolled as a full-time graduate student working toward an advanced degree at an accredited college or university. Certified student members must request the certified student category and agree to the NATA Code of Ethics annually. A total of three years is allowed in this category. Certified students may vote on association matters, hold NATA office and serve on committees, work groups, project teams and as NATA liaisons.

### *Student*

An individual enrolled as a full-time student in a college or university who has not fulfilled BOC requirements for certification. A total of seven years is allowed in this category. At that time, the individual is transferred to a professional member status.

### *Corporate Member*

Corporate members are companies that supply and/or manufacture athletic training materials, supplies, equipment or services. Individuals representing corporate member companies are not eligible for district affiliation. They may not vote or hold NATA office, unless they meet the requirements of another member category that offers those privileges.

### *Honorary*

The NATA board awards honorary membership to eligible persons who promote and show profound interest in the profession and have been recommended by the Honors and Awards Committee. An individual may be awarded NATA

honorary membership by NATA. In addition to receiving complementary convention registration, honorary members do not pay dues.

### ***Change of Status***

A member whose change in status affects his/her membership category should notify the national office. The NATA Member Services Department reclassifies members determined to be in the wrong class. The member who is notified of the change and billed is held responsible for any monies owed. If dues for the new category are less, no refund is issued.

### ***National Dues, Dues Discount and Financial Assistance***

National dues are set by the board of directors. The membership year is Jan. 1-Dec. 31. In addition, NATA offers several programs to support financial hardships.

#### ***Career Starter Dues***

A certified professional member who has been BOC certified one year or less receives a reduction in dues for the first full billing cycle following certification.

#### ***Military Deployment Status***

A certified member in the Federal Reserves who submits proof of active military service may request the military deployment status for a maximum of two years. The member does not pay dues while maintaining full member benefits.

#### ***Financial Assistance***

A member experiencing extraordinary financial hardship may request financial assistance and pay reduced dues while maintaining full membership benefits. Reapplication must be made after one year. This option has a maximum of two billing cycles and is not publicized.

### ***District and State Dues***

District dues are set by each district and may include state dues. District dues collected by NATA are paid to the appropriate district several times a year, according to a schedule established by NATA in cooperation with the District Secretaries'/Treasurers' Committee. District dues are not prorated.

### ***Payment of Dues***

Dues, which are nonrefundable, must be paid in U.S. funds. Members may pay dues in full or in installments, membership benefits are suspended for anyone with an unpaid membership balance after Jan. 31; benefits will be restored when dues are paid in full.

A member whose check returns twice for insufficient funds is assessed an administrative fee of \$25 in addition to the amount of the check.

### ***Member Renewal, Suspension and Cancellation***

Membership renewals begin Oct. 1 for the upcoming calendar year, though dues payment can be accepted at any time up to three years in advance. Payment is due Dec. 31. Members whose dues are not paid by Jan. 31 are suspended. Suspended members may not vote on association matters or serve on committees, work groups, project teams or as NATA liaisons. They do not receive any membership benefits until their dues are paid in full.

Lapsed members who do not renew their membership by Sept. 30 become nonmembers. Individuals who allow their membership to lapse must reapply for membership.

Unpaid balances, such as convention, event or other fees, will be added to the member's next dues invoice. Failure to pay the account in full will result in membership suspension.



# MEMORIAL AND DONATION GUIDELINES

## ***Memorials***

NATA has established these guidelines to demonstrate concern and compassion for nationally involved volunteers, staff and their loved ones in times of bereavement.

Highly publicized member death in the line of duty (e.g., plane crash traveling to a competition). An NATA representative, preferably the district director or close-by past president, may attend the memorial service. If necessary, this will be at NATA's expense.

Upon the death of:

- Current board member, committee chair or nationally active member
- Current or past president, executive director, national office holder or NATA Hall of Fame member
- Staff or immediate family of staff

Flowers up to \$100 inclusive or \$100 donation to specified (preferably related) cause.

## ***Donation Requests***

Because of limited resources, NATA is unable to participate in all member-related fundraising drives. For example, NATA is not able to purchase game day program ads or donate to pregame or halftime activities where our members are honored or showcased.

The board supports contributing to education, scholarship, building and sports medicine funds that honor long-time NATA members.

Board and Hall of Fame members, past and present:

Living	\$250
Memorial	\$500

Executive director and president:

Living	\$1,000
Memorial	\$5,000

Occasionally the board may decide circumstances warrant special consideration outside of these guidelines. Any such special considerations, if financial in nature, will be reviewed by the Finance Committee and approved by the NATA Board of Directors.

# RECORD RETENTION POLICY

To comply with legal requirements and standard business practice, NATA policy is to dispose of and store business documents according to the schedule below.

Documents to be retained for the life of the organization:

- Tax returns
- Financial statements (audited)
- General ledgers
- Income tax filings and payment records
- Fixed asset records
- Legal files and documents relating to organization
- Board of Directors Disclosure Statement and Intellectual Property Agreement
- Final approved minutes of board of directors' meetings

Documents to be retained for seven years:

(After three years, these should be stored off-site, with the destruction date listed on the carton)

- Canceled checks and bank statements
- Bank reconciliations
- Vendor invoices
- Payroll records after payment
- Personnel records (after termination)
- Monthly unaudited financial statements
- Contracts (after expiration date)

Documents to be retained for three years:

- Deposit records
- Employment applications for candidates not employed
- Insurance records/policies (after termination of policy)

Documents to be retained for one year:

- Employee benefits plans (after termination of plan)

## COMPLAINT PROCEDURES

### ***Handling Complaints Regarding Misrepresentation of Certification***

Complaints/allegations regarding the misuse or unauthorized use of the ATC and/or C.A.T. certification marks are to be sent to the BOC national office and, if appropriate, the NATA Committee on Professional Ethics.

### ***Reporting and Investigating Wrongdoing Policy***

NATA has a responsibility for the stewardship of member and employee contributions and resources. In fulfilling that responsibility, the association is committed to compliance with laws and regulations to which it is subject.

In addition to complying with the law, it is NATA's policy to promote ethical practices and ethical treatment of its members and employees. Whether known or suspected, instances of misuse of association resources or other improper activities should be reported and appropriately investigated. Members and employees have a responsibility to each other and to the organization to maintain an environment in which problems are addressed immediately, and they are therefore protected from retaliation for making such reports.

The association endorses and utilizes internal controls and operating procedures intended to detect and prevent improper activities. If those controls or procedures fail to safeguard against irregularity, or if intentional or unintentional violation of laws or regulations occur, it is the policy of the association that members and employees are encouraged to report those irregularities and violations.

NATA prohibits hiding, destroying, altering or falsifying documents to prevent their use in litigation or other official proceedings. Toward that end, the association will have and regularly review a document retention policy. Officers, members and employees of the association are expected to adhere to this policy.

Last, the association (through its Disclosure Statement and Intellectual Property Agreement) has asked the board of directors to disclose any real, perceived or potential conflicts of interest that relate to board duties or deliberations, and to recuse themselves when the board makes decisions affected by the conflicts. Refusal to abide by the organization's conflict of interest policy and Disclosure Statement may result in removal from office and a referral to the association's Committee on Professional Ethics. Employees may not engage in any activity, paid or unpaid, that conflicts, or gives the appearance of conflicting with their obligations to NATA.

The provisions of this policy statement do not negate or minimize the effect or import of the NATA Code of Ethics, NATA Membership Standards and sanctions, or the NATA Employee Handbook. Individual complaints about the professional conduct of members or of employees will be handled according to those governing documents.

**APPENDIX A: ALL VOLUNTEERS DISCLOSURE STATEMENT AND INTELLECTUAL PROPERTY AGREEMENT**

**National Athletic Trainers' Association**

**ASSIGNMENT OF RIGHTS TO National Athletic Trainers' Association,  
CONFIDENTIALITY AND CONFLICT OF INTEREST DISCLOSURE FORM**

Committee Member: \_\_\_\_\_ (“you” or “your”)

Committee Member’s Employer: \_\_\_\_\_ (your “Employer”)

Volunteer Group Serving: \_\_\_\_\_ (the “Group”)

The National Athletic Trainers’ Association (NATA) appreciates your dedication to the industry/profession as demonstrated by your willingness to serve on a volunteer group. We trust that you will find your service to be rewarding and look forward to working with you during your term. In order to be certain that this Group (and, indeed, all groups of NATA) can carry out its tasks with maximum effectiveness and minimal risk to NATA, we require that each Group member sign the following assignment of rights, confidentiality and conflict of interest disclosure form. Please do not hesitate to contact your District Director if you have any questions or concerns about this document.

**Assignment of Rights/Intellectual Property**

You agree that all material and/or information in any manner created, conceived or modified in whole or in part by you relating to your Group service (the “Work”) shall be a "work made for hire," and that NATA, as the organization for which the Work is prepared, shall own all right, title and interest in and to the Work, including the entire and exclusive copyrights and patents in the Work and all rights associated with the copyrights and patents, including but not limited to, reproduction rights, distribution rights, the right to prepare translations and other derivative works, moral rights, and rights to the Works in all formats and media.

You further agree that to the extent a Work does not constitute a "work made for hire," you hereby assign and agree to assign to NATA ownership of all right, title and interest in and to the Work, including but not limited to ownership of the entire copyrights in the Work and all rights subsumed thereunder. With respect to any Work of visual art, you expressly waive any and all rights of attribution and integrity with respect to any and all uses of the Work. You also agree to assign all patent rights in any inventions created in connection with your membership on the Group. You agree to execute all papers, take all actions, and provide assistance as reasonably requested by NATA to perfect its ownership of the entire copyright in each Work and the patent rights in each invention.

**Confidentiality**

In connection with your Group service, you may be given or have access to confidential information of NATA or third parties (“Confidential Information”). Confidential Information is all information that NATA considers to be confidential or proprietary information of NATA or third party sources. Confidential Information may include, but is not limited to, information regarding the organization, operations, programs, activities, policies, procedures, practices, financial condition, trade secrets, membership lists, and standards of NATA, its members, or third parties. Confidential Information also may include, but is not limited to,

unpublished or pre-release versions of NATA standards, examinations, white papers, and other documents and information, or internal-use-only or limited-circulation documents and information. You covenant and agree that you will not disclose or permit to be disclosed any Confidential Information, and that you will not appropriate, photocopy, reproduce, or in any fashion replicate any Confidential Information without the prior written consent of NATA. You agree that any disclosure of Confidential Information in violation of this agreement shall cause immediate and substantial damage to NATA and to any parties that provided the Confidential Information to NATA. You agree to use reasonable efforts to maintain the confidentiality of the Confidential Information. You also agree not to use any Confidential Information for your own benefit or that of your Employer unless authorized in advance in writing by NATA. Confidential Information shall not include information that you rightfully obtain from a third party without comparable restrictions on disclosure or use.

**Conflict of Interest**

The Group must act at all times in the best interests of NATA and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, Committee members shall identify the potential conflict and, as required, remove themselves from all discussion and voting on the matter.

To help avoid any conflicts of interest, on this form you are disclosing ownership or other proprietary interests, responsibilities, circumstances, or other reasons why you (or, by extension, any member of your family) might have an actual, apparent or potential conflict of interest with your duty to NATA, both respect to the conflicts prohibited above and any others. You hereby invite further review by NATA of any aspects of these circumstances that might be considered appropriate. In addition, you agree to take other steps, such as avoiding deliberation and resolution of certain issues or even withdrawing from your membership on the Group, if it is determined that such steps are necessary to protect the integrity of the Group and avoid the breach of your fiduciary duty to NATA. Finally, during such time as you continue to serve on the Group, you agree to notify the NATA Executive Director promptly if and when you determine that any additional actual, apparent or potential conflicts of interest with your duty to NATA arise subsequent to the execution of this form. Please check and/or complete the appropriate section below:

\_\_\_\_ Actual, apparent or potential conflicts:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ There are no actual, apparent or potential conflicts.

**Financial Disclosure(s)**

Please indicate any relevant financial interests below, including source of income, amount and impact.

\_\_\_\_\_  
\_\_\_\_\_

**Non-financial Disclosure(s)**

Specify any relevant interests of a non-financial nature here.

\_\_\_\_\_  
\_\_\_\_\_

\* \* \* \* \*

You and your Employer acknowledge and agree that your selection for service on the Group and the opportunities made available to you and your Employer by serving on the Group constitute good and valuable

consideration for entering into this Agreement, the receipt and sufficiency of which you hereby acknowledge. You represent and warrant that you have the authority to bind your Employer to this Agreement. To the extent that any rights in patent or copyright in a Work created by you are not owned by your Group, you hereby assign and agree to assign all such rights to NATA as contemplated above so that NATA would own such rights.

On behalf of your Employer, and in your individual capacity:

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

## APPENDIX B: FINANCIAL AND INVESTMENT POLICIES

### *Financial Policies*

1. **Sponsorship**  
In order to run an efficient sponsorship program, the board has empowered NATA staff to negotiate sponsorship agreements. This enables staff to meet with sponsors as needed to conduct this business and to otherwise service the relationship.
2. **Executive Sessions**  
The board must be able to have open and candid dialog in order to conduct its business effectively. At times, board meetings shall include sessions without the executive director, staff, contractors or others whose presence may inhibit discussion. There may be occasions when the board requires a separate session with only the auditor, legal counsel or anyone else the board believes would be helpful to its deliberations.
3. **Board Approves Key Consultants**  
The board shall approve the NATA auditor, legal counsel and investment counselor.
4. **Preapproval of Legal Expenses**  
Use of legal counsel by board members or staff must be preapproved by the executive director, or if that is not possible, by the president.
5. **Budget Complies with Generally Accepted Accounting Principles**  
The budget shall comply with generally accepted accounting principles.
6. **Capitalization of Assets**  
The NATA records asset purchases with a useful life of more than one year and a cost of \$3,000 or more using a detailed description. The NATA IT Department annually reviews the fixed asset listing, updating records for disposals.
7. **Distribution of Financials**  
The board of directors and Finance Committee shall receive monthly financial reports.
8. **Executive Director Travel Expense**  
The executive director's reimbursable travel-related expenses are approved by the president and the Finance Committee chair and should fall within the budget approved for that purpose. Travel that requires expenditures over and above the approved budget should be preapproved by the president and chair of the Finance Committee.
9. **Regular Program Review**  
Programs should be reviewed at appropriate intervals for continued relevance and effectiveness.
10. **Vendor Selection**  
NATA supports fiscally prudent management of its resources. When appropriate, three bids should be sought on projects, services and products. On some occasions – such as when the current provider is unlikely to be replaced – it may be permissible to obtain two price comparisons without going through the full request for proposal (RFP) process. Foregoing the RFP requires the executive director's approval, except in the case of the auditor, legal counsel and the investment counselor, which requires the president's approval.
11. **Annual Audit**  
NATA will conduct an annual financial audit. As part of this audit, the auditors shall perform a limited compliance review to ensure that the financial and investment policies are adhered to on a consistent basis. If any inconsistencies in the audit or violations of these policies are detected, the auditor shall discuss these items with the head of the finance department and the executive director and notify the Finance Committee and board of directors as appropriate.
12. **Annual Policy Review**  
The financial and investment policies are kept up to date through annual review and discussion at the

## ***Investment Policy***

### **Finance Committee Oversight**

The NATA Board of Directors has charged the Finance Committee with overseeing association finances and investment of association funds.

### **Purpose of the Investment Policy**

The investment policy outlines the investment objectives of the NATA fund and is intended to provide guidelines for managing the portfolio. The policy sets forth the:

- Overall investment objectives and approach for managing fund assets.
- Responsibilities of the investment manager.
- Parameters for the operating and investment accounts.
- Asset allocation mix designed to achieve the stated investment objectives.
- Requirements for permissible securities and diversification of assets.

### **Investment Objectives**

NATA's investment objective is to:

- Produce attractive investment returns from income and capital appreciation consistent with a moderate level of risk.
- Obtain the highest net rate of return given the moderate risk provision.

### **Responsibilities of the Investment Manager**

The investment manager shall:

- Adhere to the investment policy guidelines and rebalance the account as specified.
- Seek to obtain the best net price and execution for the fund.
- Provide a monthly report detailing investment actions and results, comparison to designated market indices, and report asset allocation by dollar values and percent of total portfolio to enable the committee to ascertain compliance with the asset allocation guidelines.
- Be available to discuss these reports or other investments as needed, and to attend one Finance Committee meeting once a year if requested.
- Assist the committee in its investment policy review by offering appropriate amendments related to changes in the market, NATA's portfolio or other pertinent conditions.
- Monitor performance of individual equities, buying and selling as appropriate.

### **Operating Account**

NATA shall maintain an interest-bearing operating account containing sufficient funds to cover expenses without having to access long-term investments.

### **Investment Account**

The investment account consists of long-term investments.

### **Asset Allocation Guidelines**

The asset allocation mix is the most important factor in achieving the committee's long-term investment objectives. In keeping with the stated level of moderate risk, the asset allocation mix shall be maintained as follows.



### Percentage of Total Portfolio

Equities Target 60%	50 – 70%
International	20% max
Convertible	10% max
Fixed Income Securities Target 40%	30 – 50%
Cash	0% to 20%

### Portfolio Requirements

- Assets must be of investment grade.
- In order to provide appropriate diversification, no single equity issue shall exceed 10% of the cost value of the total equity portfolio unless the respective benchmark position exceeds 10% of the portfolio and then the portfolio weighting shall be limited to a 1 percentage point overweight position. This does not apply to investments in equity indexed exchange traded funds (ETFs) consisting of a diversified set of securities.
- Individual equity securities should be listed on the NYSE or NASDAQ exchanges or Over-the-Counter Bulletin Committee markets and may consist of both U.S. and international companies.
- Short selling, options trading, commodity futures trading or investments in derivatives or other highly speculative securities are prohibited, as are restricted stock and private placements.
- No funds will be directly invested in private real estate, individual junk bonds, derivatives of non-liquid stocks or bonds that are not highly rated or do not meet association standards.
- An individual issuer of fixed income securities, except for the U.S. Government and its agencies, shall not exceed 10% of total portfolio assets.
- Acceptable investment sectors include government and agency issues, mortgage-backed securities, asset-backed securities, corporate bonds and money market instruments.
- The maturity of fixed income securities on average shall not exceed seven years.

### Rebalancing

The portfolio should be rebalanced if necessary to meet the specified asset allocation mix. Asset allocation should be reviewed at least quarterly with the expectation that asset classes will rebalance to their guideline if the difference in actual and target range exceeds 5% and if it is prudent to do so. Other rebalancing of the account or variation of these guidelines is permissible if recommended by the investment manager and approved by the Finance Committee chair and executive director.

### Investment Benchmark Indices

The policy's benchmark indices measure changes in financial markets often expressed in percentage changes from a base year, previous quarter or other comparable period. Total return on fund assets shall be compared using the following indices:

- S&P 500
- Russell 1000 Value & Russell 1000 Growth
- MSCI EAFE
- 91-Day Treasury Bills
- Bloomberg Barclays U.S. Intermediate Govt/Credit Bond index

### Annual Review

The committee shall review the policy and any recommendations for amendment from the investment manager once a year to ensure the policy remains current.



## APPENDIX C: GIFT ACCEPTANCE POLICY

NATA could accept gifts for purposes that will help the organization further and fulfill its mission. NATA urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to NATA for the benefit of any of its operations, programs or services.

### *Use of legal counsel*

NATA will seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Gifts of securities that are subject to restrictions or buy-sell agreements.
- Documents naming NATA as a trustee or requiring NATA to act in any fiduciary capacity.
- Gifts requiring NATA to assume financial or other obligations.
- Transactions with potential conflicts of interest.
- Gifts of property that may be subject to environmental or other regulatory restrictions.

### *Restrictions on Gifts*

NATA will not accept gifts that (a) would result in NATA violating its corporate charter, (b) would result in NATA losing its status as an IRC 501(c)(6) not-for-profit organization, (c) are too difficult or too expensive to administer in relation to their value, (d) would result in any unacceptable consequences for NATA, or (e) are for purposes outside NATA's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Finance Committee, in consultation with the executive director.

#### Gifts Generally Accepted Without Review

- **Cash:** Cash gifts are acceptable in any form, including by check, money order, credit card or online. Donors wishing to make a gift by credit card must provide the card type (e.g., Visa, MasterCard, American Express), card number, expiration date and name of the card holder as it appears on the credit card.
- **Marketable Securities:** Marketable securities may be transferred electronically to an account maintained at one or more brokerage firms or delivered physically with the transferor's endorsement or signed stock power (with appropriate signature guarantees) attached. All marketable securities will be sold promptly upon receipt unless otherwise directed by the Finance Committee. In some cases, marketable securities may be restricted, for example, by applicable securities laws or the terms of the proposed gift; in such instances the decision whether to accept the restricted securities shall be made by the Finance Committee.
- **Bequests and Beneficiary Designations under Revocable Trusts, Life Insurance Policies, Commercial Annuities and Retirement Plans:** Donors are encouraged to make bequests to NATA under their wills, and to name NATA as the beneficiary under trusts, life insurance policies, commercial annuities and retirement plans.
- **Charitable Remainder Trusts:** NATA will accept designation as a remainder beneficiary of charitable remainder trusts.
- **Charitable Lead Trusts:** NATA will accept designation as an income beneficiary of charitable lead trusts.

#### Gifts Accepted Subject to Prior Review

Certain forms of gifts or donated properties may be subject to review prior to acceptance. Examples of gifts subject to prior review include, but are not limited to:

- **Tangible Personal Property:** The Finance Committee shall review and determine whether to accept any gifts of tangible personal property considering the following considerations: does the property further the organization's mission? Is the property marketable? Are there any unacceptable restrictions imposed on the property? Are there any carrying costs for the property for which the organization may be responsible? Is the title/provenance of the property clear?
- **Life Insurance:** NATA will accept gifts of life insurance where NATA is named as both beneficiary and irrevocable owner of the insurance policy. The donor must agree to pay, before due, any future premium payments owing on the policy.
- **Real Estate:** All gifts of real estate are subject to review by the Finance Committee. Prior to acceptance of any gift of real estate other than a personal residence, NATA shall require an initial environmental review by a qualified environmental firm. In the event that the initial review reveals a potential problem, the organization may retain a qualified environmental firm to conduct an environmental audit. Criteria for acceptance of gifts of real estate include:

Is the property useful for the organization's purpose? Is the property readily marketable? Are there covenants, conditions, restrictions, easements, encumbrances, or other limitations associated with the property? Does the environmental review or audit reflect that the property is damaged or otherwise requires remediation?

## **APPENDIX D: NATA CORPORATE CREDIT CARD POLICY**

- All current NATA staff, based on supervisor and director of finance approval, and board members are eligible for an NATA corporate credit card.
- Upon completion of employment, or a board member's term, the cards will be returned and accounts deactivated.
- NATA credit cards must only be used for NATA business expenses and travel. Any non-NATA business related charges will be the responsibility of the cardholder.
- Any staff member-related disputes or discrepancies regarding expenditures will be resolved by the NATA director of human resources, director of finance and NATA executive director. Any board member-related disputes or discrepancies will be resolved by the NATA president, NATA treasurer and NATA executive director.
- NATA staff and board members who charge expenses to the NATA credit card will submit expense reports through NATA's current travel expense reimbursement method. The information should be submitted within the appropriate time frame, with appropriate receipts and approvals.
- All staff and board members must agree to these terms by completing a form and returning it to the NATA accounting department.