

OFFICERS AND EXECUTIVE DIRECTOR

President

Presidential Nominating Committee

Procedures for nominating and election of President are set forth in section 5.5 of the By- Laws.

Duties

The president

1. Fulfills responsibilities, enumerated in the Bylaws, Policies and Procedures Manual, Articles of Incorporation and other official OATA governance documents.
2. Chairs board of directors meetings.
3. Serves as official spokesperson for the board of directors and the association.
4. Keeps the board of directors informed about association matters.
5. Represents the association as the formal representative to Mid-American Athletic Association

Board of Directors

Selection

Procedures for nominating and election of board of directors are set forth in section 5.5 of the By-Laws.

Term of Office

Each board of directors member shall serve a three year term with one renewal option. board of directors members filling a partial term are eligible to serve two full terms.

Duties

Board of directors members

1. Serve in accordance with the Bylaws, Policies and Procedures Manual, Articles of Incorporation and other official OATA governance documents.
2. Set policy and direction for the association and evaluate progress towards OATA goals and objectives.
3. Attend and participate in board of directors meetings. a. A quorum, 3 of 5 directors, must be present to convene a board of directors meeting.
b. Per the By-Laws, board of directors may vote outside of a meeting if the majority of the full board of directors approves the specific proposal. This vote is usually taken by an electronic ballot (e-ballot) through e-mail or facsimile. Board of directors members have 7 days to respond to a request. If no response is received, that director's vote is counted as a YES vote. If any director indicates s/he wants more discussion, the vote is tabled until the next board of directors meeting. When an e-ballot is approved, it is put on the next board of directors meeting's consent agenda for ratification, thereby providing a written record of the action in the board of directors minutes.

Board of directors Liaisons to Committees

Each year, the president appoints every board of directors member to serve as the liaison to several committees/groups. A board of directors liaison is responsible for the following interactions with his/her assigned groups.

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

Use of OATA-Issued Credit/Debit Card

1. A credit/debit card will be issued to OATA board of directors members upon request and approval by the board of directors for the duration of their board of directors or officer term. At the conclusion of that service, the card must be returned to OATA and the account will be deactivated.
2. The card is to be used only for OATA-approved business and travel charges.

3. If a personal charge is inadvertently put on the card, the board of directors member is responsible for reimbursing OATA in 15 days.
4. Credit/debit card expenses and receipts must be submitted promptly in accordance with the policies set forth on the OATA travel expense form.
5. Disputes or discrepancies regarding expenditures will be resolved by the OATA president and treasurer.
6. Board of directors members requesting a credit card will be asked to sign a form agreeing to adhere to the OATA-issued credit/debit card policies. **(FORM REQUIRED)**

Conflict of Interest Policy

In accordance to Article 9:

Members of the board of directors must reflect the highest standards of ethical behavior, integrity and public responsibility.

Handling Potential Conflict of Interest

OATA recognizes the inherent right of members of the board of directors to pursue outside interests. However, these outside interests may affect a transaction in which OATA is involved or diminish OATA's ability to conduct objective and unbiased decision-making. If an actual or perceived conflict of interest exists, it is OATA's policy to require disclosure and, whenever feasible, avoidance of actual or potential conflicts of interest. Examples include:

1. Serving as a paid or non-paid consultant to OATA or as a vendor to OATA or one of its subsidiaries or affiliates;
2. Serving in a fiduciary role for another organization that competes with OATA or takes public positions adverse to those of OATA;
3. Receiving from OATA an award, contract, grant or sponsorship in excess of \$100 annually;
4. Investing significantly in an entity that deals with OATA in a commercial capacity; or
5. Having family members or business associates with these relationships.

Information suggesting an actual or potential conflict of interest should be communicated to the president, board of directors or executive director. If warranted, the information will be reviewed by the president for evaluation and possible recommendation to the board of directors. The board of directors, not the volunteer making the disclosure, has the exclusive authority and responsibility to decide an appropriate reaction to the disclosure. This may be:

Disclosure

The disclosure of a board of directors member's other interests is worthy of the board of directors attention. The disclosure itself, and the board of directors awareness of the disclosure, is considered sufficient to correct for any bias it might entail. The nature of the disclosure and its significance will determine the action, if any, that should be taken regarding the board of directors and member and disclosure in question. Thus the board of directors and/or committee will simply take the information into account as the board of directors member participates in decision-making.

Recusal

The presence of another interest that affects important policies or programs of the association must be disclosed. To assure the OATA and its constituency that board of directors decision-making is without bias, it is best for the volunteer to recuse him/herself when the board/committee takes reports, debates or makes decisions, about that policy or program. The board of directors member is asked to leave the room for any discussion on the topic.

Resignation

If other outside interest relates to a continuing, pervasive and important board or committee function, one that cannot easily be isolated on an agenda so as to permit recusal, then the volunteer may be asked to resign his/her position, if this is the only way to ensure the other interest does not intrude upon and skew board decision-making. This is an extreme and rare result of a board of directors member's disclosure, but it is conceivable.

Disclosure Statement

board of directors members are asked to sign this policy prior to the beginning of their board terms. Thereafter, they update it at each in-person board of directors meeting, with every director completing a new form each May. (See Appendix A) **FORM REQUIRED**

COMMITTEES

General Information

Composition and Eligibility

Composition of some committees is dictated by relevant expertise or knowledge. Certified regular, certified retired, and certified student are eligible to serve on OATA committees, and must maintain certified member status. (See Member Renewal under Membership Procedures.)

With the approval of the board of directors, committees may include other individuals who bring specialized knowledge or insight to committee operations.

All committee members who are a healthcare professional must have a National Provider Identifier (NPI) number.

If a committee 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 May and December will be counted as having a full year of service the following May. This allows for three more years of eligibility for members. A chair would have one year remaining in his/her first two-year term. A member who joins the committee between January and May will still have four years of eligibility in May. 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 appointment to a committee, members commit to go to the state meeting and attend other committee meetings.

Joint Committee Meeting

A meeting of committee chairs and members is held each May in conjunction with the board of directors meeting. The Joint Committee Meeting provides enhanced synergy and communication between committees and workgroups, encourages committees to plan and work strategically, and gives the board of directors the opportunity to present key information to multiple pertinent groups.

Selection and Approval Process

When a committee chair position becomes vacant, the committee will be polled to determine if any member(s) wishes to declare candidacy. The president will consider these and other candidates, confer with the board of directors liaison and make a recommendation to the board of directors for approval.

Chair Term of Office/Evaluation

The term for committee chairs is two years. The chair is evaluated annually by the board of directors liaison, committee members 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 committee member.

Removal of Committee Chair

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

Chair Duties

1. Direct the work of the committee.

2. Submit board report annually, plus additional reports as requested. These reports detail committee progress toward the association's strategic goals and include changes in committee structure, recommendations and updates on committee projects.
3. Consult with board of directors about any new budget requests.
4. Communicate regularly with the board of directors liaison to keep the liaison apprised of committee activities and requests, and stay up-to-date on any board of directors decisions relevant to the committee.
5. Evaluate committee members annually. After reviewing the evaluation results, working to fill vacancies and consulting with the board of directors and staff liaisons, submit an updated committee roster to the secretary.
6. Handle committee matters as they arise.

Member Duties

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

Meetings

Committees usually convene annually at the annual meeting to conduct committee business. Other than the Joint Committee Meeting, meetings are generally held via web conference or conference call.

Board of directors Liaisons to Committees

Each year, the president appoints every board member to serve as the liaison to several committees/groups. A board of directors liaison is responsible for the following interactions with his/her assigned groups:
Communicate regularly with committee chair to stay up-to-date on committee projects and activities.

1. Contact the chair before each board of directors meeting to become fully informed about relevant agenda items.
2. Present committee agenda items to the board of directors.
3. Promptly notify the chair of pertinent board of directors discussion or action.
4. Recommend/approve appointments of committee members and approve renewals of committee members and chairs.
5. Provide input to the president about current or past committee members who are chair candidates.

Committees P&P Review (12-7-17)

All-State/Oklahoma Coaches Association (ASOCA) submitted by Erin G.

Composition

This district-based committee consists of one member who acts as liaison between the OATA and the Oklahoma Coaches Association.

Purpose

To continue open communication pathways between Oklahoma coaches and the OATA. This ensures that each organizations agendas/policies and procedures are equally represented and there is a liaison between the two.

Duties:

1. Maintain report and strong working relationship with the Coaches Association.
2. Work the All-State games annually to support Oklahoma athletes in their celebration of being chosen as outstanding athletes of the year.
3. Report to the Board of Directors any issues or concerns the Coaches Association may have, as well as come up with viable solutions or act as mediator should a situation arise.

Annual Meeting Committee (AMC) Submitted by Jen V.

Composition:

The committee is comprised of members representing all athletic training practice settings with suitable background and credentials to plan and work the annual meeting. Additionally, the Student Leadership Committee will also designate when possible a student representative.

Purpose:

Oversee planning and implementation of the annual OATA convention's educational planning and social activities.

Duties:

1. Develop educational content and select speakers and moderators for OATA sessions and workshops
2. Ensure program content falls within the domains of athletic training.
3. Submit documentation to the BOC for the annual report
4. Locate and coordinate with the local facility hosting the annual meeting.
5. Make recommendations to the board regarding hotels, guest speakers, and upcoming annual meetings.

Committee on Practice Advancement (COPA) Submitted by Omar Z.

Composition:

The committee is currently comprised of 4 members from the state of Oklahoma at the discretion of the chair. The committee members consist of ATs, and/or dual credentialed AT's, from a variety of practice settings. Members are experienced in billing, revenue generation, and insurance reimbursement. Settings include, but are not limited to, clinical physician extender, therapy clinics, and industrial settings.

Purpose: The advancement of the athletic training profession in business and employment opportunities, compensation, reimbursement, and brand recognition as health care providers.

Duties:

1. Advocate for athletic trainers employed in nontraditional settings.
2. Study and address current issues facing the athletic training field.
3. Promote and advocate for revenue generation and insurance reimbursement
4. Collaborate with district and national groups to promote and enhance the field of athletic training

Currently there is no direct or distinct connection to the district or national committee.

Committee initiatives are discussed among committee member and agreed upon by the majority. The chair then presents to the OATA BOD for further approval and assistance

Finance Committee

Composition

This committee is comprised of current board members. The number of members shall be determined and appointed by the president. The president will appoint a member of the Finance Committee to serve as Secretary/Treasurer and Finance Committee chair with board approval.

Term of Office

Finance Committee members serve one-year, renewable terms.

Purpose

Oversee association finances and investment program.

Duties

1. Examine monthly financial statements to keep apprised of the association's current financial standing and investments.
2. Develop an annual operating budget to be presented to the board of directors for approval.
3. Determine registration, exhibit and other fees for the OATA annual meeting.

4. Review the association's financial and investment policies (Appendix B) annually and recommend changes to the board of directors as needed.
5. Review the draft audit before it is finalized and presented to the board.
6. Select and recommend to the board the accountant.
7. Monitor investment returns.
8. The chair performs other duties as needed to comply with Form 990 regulations.

Annual Filings and Reporting Requirements

Governmental Affairs Committee (GAC) Submitted by Greg G

Composition

The Vice President, as committee chair, will select committee members who have an interest or expertise in state legislative or regulatory affairs. The Vice President will consistently and on a regular basis provide reports/updates to the Board of Directors and seek the direction of Board of Directors pursuant to the best course of action for the association.

Purpose

Oversee state governmental relations and regulatory efforts, advocating for regulation favorable to athletic training.

Duties

1. Serve as a resource on the governmental affairs process and support member activities pertaining to state regulation of athletic training.
2. Work local regulatory bodies to facilitate state regulations and laws compatible with athletic training.
3. Recommend positions to the board on specific athletic training regulatory and governmental matters, such as preferred wording for practice acts.
4. Administer the Association's legislative grant program as funded by the board.
5. Serve as liaison group with state legislators and the association lobbyist.
6. Provide the OATA Board of Directors with regular updates/status changes as requested by the Board of Directors.

Governance Committee.....draft

Composition

The Governance Committee exists as a standing committee of the OATA as per bylaws section 7.1. The committee shall include a minimum of three (3) members with a minimum of one (1) member being a member of the Board of Directors.

Purpose:

To oversee and select the slate of candidates for open positions on the Board of Directors

Duties:

1. Research candidates for Directors and Officers to ensure all requirements as defined by the policies and procedures as adopted by the Board are met prior to placement on a slate for submission to the Members for a vote;
2. Provide a slate of Directors and Officers to the Membership not less than seven (7) days but not more than sixty (60) days prior to the election;
3. Rotate the Board terms to allow for approximately one-third of the Board to be slated for election each year;
4. Review and recommend changes to the Board and Members concerning amendments to the Certificate of Incorporation and Bylaws;
5. Develop and provide orientation and training for all Directors that addresses a Director's responsibilities; the organization's purpose, history, methods of operation, and organization activities; and, information concerning day-to-day operations;
6. Propose, as appropriate, changes in board structure and operation;

Procedures:

A. Sample Election Timeline

a. 2017:

- i. Open Call for Applications/Nominations: February 13th
- ii. Close of Open Call: March 15th
- iii. BOD Review of Candidates: March 15th – April 1st
- iv. Candidate(s) send to the membership: April 5th (45 days prior...30-60 per bylaws)
- v. Election: May 20th
- vi. New Director Installed prior to June 15th

b. 2018 Sample

- i. Open Call for Applications/Nominations: Feb 12th**
- ii. Close of Open Call: March 19th (after the MAATA Symposium)**
- iii. BOD Review of Candidates: March 19th – March 30th**
- iv. Candidates Slate sent to the Membership: April 2nd**
- v. VOTE at the Business Meeting: May 19th**
- vi. New Director takes office no later than June 15th**

c. Election Forecast

- i. 2017: Treasurer**
- ii. 2018: President-Elect, Secretary**
- iii. 2019: Vice President**
- iv. 2020: Treasurer**
- v. 2021: President-Elect, Secretary**
- vi. 2022: Vice President**
- vii. 2023: Treasurer**

Honors and Awards Committee Submitted by Brian C.

Composition

The committee consists of three Certified Athletic Trainers (committee chair and two OATA Members) who are also licensed in the State of Oklahoma to practice as an Athletic Trainer. There is no requirement as far as practice setting to serve on this committee, however it is recommended that the members have several years in the association as this helps in knowing potential candidates for awards.

Purpose:

The main purpose of this committee to seek and recommend deserving athletic trainers for awards and honors.

Duties:

1. Seek and recommend deserving athletic trainers for awards and honors at the state level
2. Seek and recommend deserving athletic trainers for awards and honors at the district level
3. Seek and recommend deserving athletic trainers for awards and honors at the national level
4. The chair of this committee will also serve as a member of the MAATA Honors and Awards committee that will grade nomination forms for Hall of Fame induction in MAATA.

Procedures:

1. OATA Hall of Fame and Athletic Trainer of the Year.
 - A. Nominees are accepted from membership or selected by the committee.

- B. The nominee is informed that they have been nominated for Hall of Fame or Athletic Trainer of the Year Award. The application is then forwarded to the nominee with instructions to return by deadline of April 1st of that year.
 - C. Once application is submitted by nominee to chair of committee, the committee chair will forward to committee members for review and vote on the nominee.
 - D. If the honors and awards committee approves the nominee, the OATA Board of Directors will be notified and the nominee application will be forwarded to them for final approval.
 - E. If the OATA Board of Directors gives final approval, the Chair of the Honors and Awards is notified of the decision.
 - F. The Honors and Awards Chair will then notify the nominee of their selection to either the Hall of Fame or Athletic Trainer of the Year award.
2. District and National Awards:
- A. For awards from NATA or MAATA the OATA committee will seek the qualified nominees and nominate them per requirements of NATA or the MAATA.
 - B. The chair will notify the nominee that they have been nominated and to expect notification from NATA or MAATA.
 - C. At that time it will be up to nominee as to whether to accept to nomination or not.
 - D. If nominee accepts nomination the OATA chair will assist the nominee in any way necessary to help in being eligible for award nominated for.

Secondary School Committee Submitted by Joe W.

Composition:

This committee is comprised of Licensed, professional members from the secondary school setting. This setting consist of, single high school districts, multi-high school districts, private schools and schools in the rural setting.

Purpose:

The purpose of the OATA Secondary Schools Committee shall be to promote athletic training in the secondary school setting. This committee shall identify and address issues of concern to secondary school athletic trainers.

Duties:

- 1) Expand and promote communication and professional interaction among the secondary school athletic trainers.
- 2) Develop relationships with youth sports governing bodies and the Oklahoma Coaches Associations (OCA) to help broaden our reach as an association & improve our standing as a profession.
- 3) Develop line of communication with state and local EMS/First Responders to help promote best practices in emergency situations such as heat illness care, spinal cord and traumatic brain injuries.
- 4) Develop organizational and/or administrative resources to improve the quality of care provided at the secondary school setting.
- 5) Promote secondary schools to apply for and receive recognition of the NATA Safe Sports School Award.
- 6) Work to expand secondary school athletic trainer throughout Oklahoma by developing relationships with secondary school members' administrators and educating about our profession.
- 7) Develop a tracking system for injury reporting and work in conjunction with the Oklahoma Secondary School Activity Association (OSSAA) in reporting these to the National Federation of State High School Associations (NFHS).

Scholarship Committee Submitted by Syndey R.

Composition

The committee shall be composed of a scholarship chair appointed by the Board of Directors. The committee shall consist of 3-5 OATA certified members **who are not on the Board of Directors and** whose primary employment is not at an institution with an accredited athletic training program.

Purpose

To oversee the OATA's Scholarship program to provide scholarship monies to qualified applicants. The OATA will provide merit based scholarships to students who attend a college or university within the state of Oklahoma in which s/he is enrolled in a master's program that concludes with an athletic training degree. Awards will be based on merit. The OATA is under no obligation to award any scholarship in any given year.

Duties:

1. To develop scholarship criteria to be approved by the board of directors.
2. To develop deadlines and timelines for collection and review of scholarship applications
3. To select scholarship award winners and submit such to the Board of Directors for final approval

Procedures

1. Public Announcements and Applications. Notice of availability of scholarships will be placed on the OATA's website and may be submitted to the scholarship chair from January 1 – March 25. Incomplete applications will not be reviewed.
2. Review and Selection Process. The Scholarship Committee will review the applications provided by the Scholarship Committee Chair and select the scholarship recipients. The committee shall have 2-3 weeks to evaluate scholarships and submit recipients to Scholarship Chair.
3. Selected recipients will be recommended by the Scholarship Chair to the Board of Directors for final approval.
4. Awarded students will then be notified by the Scholarship Chair.
5. Award Dissemination:

A. Scholarship award recipients will receive their award>>>>

*****Conflict of Interest/Relationship status to recipients**

Student Leadership Committee (SLC) submitted by Leah C.

Composition: Two student representatives from each accredited athletic training program in the state and one certified advisor/chair.

Purpose: The OATA SLC mission is to have a unified group of student representatives to further the athletic training profession by incorporating student involvement, education, and leadership.

Duties:

1. To function as a network for sharing ideas and concerns of general interest to students
2. To act as resource contacts for student athletic training associations on the individual campuses.
3. To host annual and timely events and fundraise to increase student involvement and recruit to the profession.
4. To appoint student members to serve as representatives on state and district committees as determined by OATA Board of Directors.

Procedures:

1. One student member of the committee and the chair shall serve as representatives to the District 5 Athletic Training Student Leadership Committee (D5ATSLC). They participate in monthly conference calls and foster involvement in district and national matters.
2. Decisions are made by simple majority with the chair/advisor not having a vote. See Constitutions and Bylaws for further details (will be revised in Spring 2018).

3. This committee has a free-standing bank account which is overseen by: OATA Treasurer, SLC Chair and Student Treasurer. All monies in and out must be voted on by committee.

Composition

This district-based committee is comprised of non-certified student members and three certified members who serve as mentors. For a student to be eligible, the candidate must be a sophomore or junior on July 1 the year of appointment or be enrolled in a CAATE-accredited master's program. The candidate must be a student during the entire period of his/her term.

Term of Office

National Athletic Training Students' Committee members serve one-year, once renewable terms.

Purpose

Identify and address issues related to athletic training students.

Duties

1. Implement convention programs and events for students.
2. Increase student membership, student volunteer involvement at all levels and convention student attendance.
3. Provide relevant information on matters impacting the athletic training profession to athletic training students.
4. Promote professional socialization of athletic training students.

Young Professionals Committee (YPC) submitted by Emilie S.

Composition:

YPC is comprised of certified members that have been NATA members at least one year and are 32 years of age or younger by July 1 of the year in which he/she takes office.

Purpose: The purpose of the YPC is to review issues amongst young professional athletic trainers, work to increase member participation at the state/district/national level, and to discuss how young professionals can contribute to the athletic training profession overall.

Duties:

1. The YPC works to develop strategies to increase recruitment, retention, volunteer involvement, and convention attendance among young athletic training professionals. The committee strives to provide programs, activities, and educational opportunities to address the needs of young professionals while promoting professional socialization of young professionals.
2. The YPC is connected to the district YPC and national YPC through state and district representatives. Respective representatives participate in monthly conference calls to discuss upcoming events, news, and educational opportunities.
3. YPC committee chairs/members partake in monthly conference calls, be an active participant in discussions, and help to find YP's who would be interested in contributing to the committee.

Procedures:

1. The YPC committee makes decisions through majority vote of committee members.

Committees Still pending.....

College/University Athletic Trainers' Committee (CUATC)

Composition

This district-based committee is comprised of members from the collegiate setting. It is recommended that each district representative chair a district sub-committee that includes representatives from the following practice settings: NCAA Division IA, IAA, IAAA, II & III; NAIA Division I & II; junior college; certified assistant athletic trainers; athletic directors.

Purpose

Identify and address issues affecting athletic trainers in the college and university setting.

Duties

1. Study and discuss the unique concerns associated with the college/university practice setting.

2. Develop programs and activities to address concerns and enhance the effectiveness of college/university athletic trainers.

Executive Committee for Education (ECE)

Composition

This committee is comprised of the education committee chairs, the *Athletic Training Education Journal* editor and at-large members. The terms of committee members are determined by their term as committee chair. At-large members serve a one-year term that may be renewed three times. The Professional Development Committee (formerly the Continuing Education Committee), the Post Professional Education Committee and the Professional Education Committee operate under the Executive Committee for Education umbrella. The Board of Certification (BOC), Commission on Accreditation of Athletic Training Education (CAATE) the Convention Program Committee, and the NATA Foundation each designate a representative to serve as liaison to the ECE. The Athletic Training Educators' Conference Chair also liaises to the ECE.

Purpose

The Executive Committee for Education sets the direction for athletic training education. Emphasizing a commitment to improving patient care through an evidence-based approach, the ECE proactively influences best educational practices that reflect the profession's interdisciplinary nature and commitment to learning across the professional's lifespan.

Duties

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

NATA Policies and Procedures Manual November 2014 13

Post-Professional Education Committee (PPEC)

Composition

This district-based committee is comprised of members from post-professional graduate degree programs and residency training programs.

Purpose

The mission of the NATA Post-Professional Education Committee is to promote accredited post-professional education programs and credentials that prepare athletic trainers for advanced clinical practice, and research and scholarship, in order to enhance the quality of patient care, optimize patient outcomes, and improve patients' health-related quality of life. The Post-Professional Education Committee seeks to achieve this mission through oversight and promotion of NATA accredited post-professional graduate athletic training education programs and NATA accredited post-professional residency programs, and through the development and oversight of athletic training specialty board certification.

Duties

1. Promote and serve as a resource for post-professional education, including master's and doctoral level education and residency training programs.
2. Oversee athletic training specialty certifications.

Secondary School Athletic Trainers' Committee (SSATC) *SUBMISSION PENDING**

Composition

This district-based committee is comprised of members from the secondary school setting.

Purpose

Identify and address issues of concern to secondary school athletic trainers.

Duties

1. Study the unique concerns and responsibilities associated with secondary school athletic training.
2. Develop programs and initiatives to address these concerns.

OTHER GROUPS

Project Teams and Workgroups

General Information

Project teams and workgroups were created to utilize more volunteers in a meaningful and effective way. They enable NATA to be nimble and responsive as issues arise. Project teams and workgroups allow for added flexibility and a shorter time commitment for volunteers. NATA Policies and Procedures Manual November 2014 18

Project teams and workgroups are formed to complete a specific project or task, and disband when the task has been completed.

A project team is assigned by a committee, a group or staff. No formal appointment process is required.

A workgroup differs from a project team in that the task is usually assigned by the board, and the workgroup is appointed by the president and approved by the board.

Composition

Project teams and workgroups consist primarily of NATA certified members, but may include members from other categories or non-members who can contribute to the task at hand.

5/31/17 REVIEW END

LIAISONS TO OUTSIDE ORGANIZATIONS

A member or organization may request a liaison relationship be established between OATA and another entity. Liaison relationships take time and resources to administer. To be instituted, the relationship should be of significant value for both parties.

The board of directors liaison to liaisons 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, and
- IRS 501(c) non-profit status.

Application and Selection of Liaisons are submitted and reviewed by board of directors on an as needed basis.

Liaison Duties to be determined by board of directors on a case by case basis, but typically include:

1. Arrange to receive complimentary subscription or membership to the organization. Monitor organization's newsletter, journal and other publications.
2. Investigate means of providing relevant OATA information to the organization, such as through its newsletter or other publications, and send that information to the organization.
3. Submit liaison report to the board of directors once a year.

Expenses

A liaison representative shall not incur any expenses for which OATA 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 OATA and the liaison organization.

EXPENSE REIMBURSEMENT

General Guidelines

OATA members may be authorized for travel on OATA business. For the sake of simplicity, OATA-authorized travelers are referred to as members in the following policy.

1. Travel and related expenses must be approved in advance by the board of directors. As a general rule, OATA reimburses the approved traveler for his/her expense only (no family members, colleagues or other members).
2. Members should plan ahead to avoid late conference registration fees, higher airfares and similar costs that escalate as the date gets closer.
3. Many OATA meetings occur at the OATA annual meeting. Since it is expected members will already be attending the meeting, OATA generally does not reimburse for member participation at meetings and events held during the annual meeting.

4. Members may submit expenses as they are incurred in advance of the meeting to allow for more prompt reimbursement.
5. Members unable to use a personal credit card for conference registrations and hotel reservations should contact the treasure to make alternate arrangements.
6. Members are required to submit a liaison, committee, trip activity or other appropriate report with the reimbursement request. **FORM REQUIRED**
7. Expense reimbursement requests should be submitted to the treasure within 14 days after the trip/activity.
8. OATA strives to mail expense reimbursement checks within seven days of receiving the reimbursement request.
9. Original receipts must accompany hard-copy, signed expense reimbursement forms.
10. Charges to the OATA credit card or those billed directly to OATA, such as airfare, should be listed and circled on the expense reimbursement form. Attach the receipt, but do not include the amount in the reimbursable total.
11. OATA provides reimbursement to either the member or the institution where the member is employed.
12. In no case shall a member receive dual reimbursement. If an individual inadvertently receives reimbursement from his/her institution and OATA, the individual should return the duplicate amount to OATA.

Eligible Expenses

Members should exercise discretion when incurring an expense, and should only do so when it is reasonable and necessary.

Transportation

1. Airfare should be secured through the least expensive, direct-route flight.
2. OATA will fund the cost of checking a bag, but does not pay overweight luggage fees for personal luggage.
3. A member may be reimbursed for driving to a meeting if the total cost of transportation (including mileage, meals on the road, parking and other related costs) does not exceed the least expensive direct-route airfare. Mileage reimbursement, which covers the cost of gasoline and other auto expenses, is paid at the current IRS rate. Parking is not included in mileage calculations and may be submitted.
4. If several members share a vehicle, only the owner of the car is reimbursed for mileage.
5. Prior authorization is required for rental cars and may only be driven by members who are authorized drivers.
6. Taxis should only be used when less-expensive alternatives are not feasible. Original receipts must be submitted for fares over ten dollars.

Food

1. Members should eat at moderately-priced establishments.
2. For meals not provided by OATA, a maximum of \$10 for breakfast, \$20 for lunch and \$35 for dinner, for a cumulative total not to exceed \$65 per day is allowed. These amounts are inclusive of food, beverage, tax and tip.
3. Occasionally a member will obtain prior authorization to pay meal expense for others, such as a chair whose committee is funded for a meal. If this is the case, please specify the approved meal function and the diners on the bill.
4. OATA will reimburse for room service charges up to the allowed maximums.
5. OATA does not pay room service tips that are in addition to the delivery fee.

Incidental Expenses

1. Members are encouraged to use the most cost-effective technology when communicating electronically. Utilize local or toll-free access numbers for the member's Internet Service Provider when possible.
2. Tips for baggage handling are acceptable but should be reasonable.
3. Tips for taxi fare will be reimbursed up to fifteen percent of the total fare.
4. OATA does not pay housekeeping tips.

CORPORATE SPONSORSHIP

OATA has a corporate sponsorship program to help fund public relations, education, membership services, research and other programs to benefit and enhance the image of the athletic trainer and the profession of athletic training.

board of directors has directed the President to administer the sponsorship program. Proposals and contracts are generated by the OATA Secretary and signed by the OATA President. The board of directors approves companies before contract negotiations.

INTELLECTUAL PROPERTY

Volunteer Intellectual Property Agreement

Volunteers are asked to sign a form in which the signee and the OATA agree that work and materials developed, created or written – as a committee, workgroup or board of directors, or in any other volunteer capacity for OATA – shall be deemed work-for-hire under copyright, intellectual property and other laws. OATA 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 OATA.

OATA Logo

The OATA logo is a trademarked and may only be used by OATA or with permission of the OATA.

OATA-SPONSORED MEETINGS AND EVENTS

Benefits to VIPs and Volunteers Presenting or Assisting

Honorary and Retired Members

Honorary, retired associate and retired certified members receive complimentary registration to the OATA annual meeting.

Board of directors

The board of directors receive complimentary lodging during the OATA annual meeting.

Presenters, Assistants and Convention Volunteers

OATA endeavors to fairly compensate individuals who present, participate or volunteer at the OATA annual meeting and other educational meetings. OATA reimburses authorized travel and meal expense according to OATA policy.

6/13/17 REVIEW END

MEMBERSHIP PROCEDURES

Discrimination Policy

The Oklahoma Athletic Trainers' Association 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.

Membership Categories

Certified – Regular

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

Certified Retired

- A former certified member with twenty 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.

Associate Member

- An 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.

Associate Retired

- A former associate member with twenty years of NATA membership who has resigned his/her state licensure. A copy of the confirmed resignation must be forwarded to NATA.
- Associate retired members may not vote on association matters. Associate retired members must agree not to practice athletic training.

Associate retired members receive free dues and convention registration but do not receive Continuing Education Units (CEUs) from the OATA Symposium.

Certified - Student

- A certified individual enrolled as full time graduate student working toward an advanced degree at an accredited college or university. A combined total of five years is allowed in this category.
- A member requesting certified-student membership category must fax, email or mail proof of full-time academic enrollment (for example, Enrollment Verification Certificate or letter to the registrar) to the NATA member services department.
- Certified students may vote on association matters and serve on committees, workgroups, project teams, but may not hold office or serve as OATA liaisons.

Non-certified – Student

- An individual enrolled as full-time graduate student studying athletic training in a college or university who has not fulfilled BOC requirements for certification.

Corporate Member

- Corporate members are companies that supply and/or manufacturer athletic training materials, supplies, equipment or services.
- Individuals representing corporate member companies may not vote or hold OATA office, unless they meet the requirements of another member category that offers those privileges.

Honorary

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

10/5/17 Review End

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.

Dues

National Dues, Dues Discount and Relief

National dues are set by the board of directors and are prorated based on the date the application is received by NATA. The membership year is January 1-December 31. NATA offers several programs to alleviate the cost of dues.

State Dues

The board of directors set state dues according to bylaw. State 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 Secretary/Treasurers Committee. District and state dues are not prorated.

Payment of Dues

Payment of dues are set by the NATA

Member Renewal, Suspension and Cancellation

Membership renewals occur November 1 for the upcoming calendar year. Payment is due December 31. Members whose dues are not paid by February 15 are suspended. Suspended members may not vote on association matters or serve on committees, workgroups, project teams or as OATA liaisons. Those who do not renew their membership by September 30 are cancelled. Individuals who allow their membership to lapse must reapply for membership.

MEMORIAL AND DONATION GUIDELINES

Memorials

OATA has established these guidelines to demonstrate concern and compassion for nationally-involved volunteers, and their loved ones in times of bereavement. Highly publicized member death in the line of duty (ex. plane crash traveling to a competition). An OATA representative, preferably the President or close-by past president, may attend the memorial service. If necessary, this will be at OATA's expense.

Upon the death of

- current board member, committee chair or nationally-active member
- current or past president, or OATA Hall of Fame member
- immediate family of board of directors

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

Donation Requests

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

Occasionally the board may decide circumstances warrant special consideration outside of these guidelines. In those instances the board should support contributing to education, scholarship, building and sports medicine funds that honor long-time members.

RECORD RETENTION POLICY

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

Documents to be retained for the life of the organization:

1. Tax returns
2. Financial statements (audited)
3. General ledgers
4. Income tax filings and payment records
5. Fixed asset records
6. Legal files and documents relating to organization
7. Board of Directors Disclosure Statement and Intellectual Property Agreement
8. Minutes of board of directors meetings
9. Minutes of committee, workgroup or project team meetings.

Documents to be retained for seven years:

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

1. Cancelled checks and bank statements
2. Bank reconciliations
3. Vendor invoices
4. Payroll records after payment
5. Personnel records (after termination)
6. Monthly un-audited financial statements
7. Contracts (after expiration date)

Documents to be retained for three years:

1. Deposit records
2. Insurance records/policies (after termination of policy)

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 Board of Certification ("BOC") national office, and, if appropriate, the NATA Committee on Professional Ethics (COPE).

Reporting and Investigating Wrongdoing Policy

OATA 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 OATA'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 associate on 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.

OATA 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 OATA.

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

APPENDIX A: BOARD OF DIRECTORS DISCLOSURE STATEMENT AND INTELLECTUAL PROPERTY AGREEMENT

Disclosure Statement

Each Director will disclose every issue, subject, person or entity in which s/he has a financial or other interest where there is the potential that the OATA board of directors or committee may make decisions affecting the issue, subject, person or entity. To ensure accurate, up-to-date information, OATA directors will update this disclosure statement at in-person meetings of the board.

Each director will describe clearly his or her interest in each such issue, subject, person or entity on this form supplied by, and returned to, OATA's secretary. The information on this form will be reviewed by OATA's president and Vice President, and shared with OATA's board of directors if relevant to the discussion at hand.

Confidential Information

Confidential information disclosed to members of the OATA board will be treated as confidential. They may not use or disclose confidential information except as authorized by OATA, and they should make their best efforts to prevent unauthorized disclosure.

"Confidential information" includes that which is marked "Confidential" or which reasonably should be understood as expected to be kept in confidence, as well as deliberations, discussions and debates on those matters, unless the information is available through public sources.

Unauthorized disclosure of confidential information could cause irreparable harm and significant injury to OATA and its members. Upon request, any confidential information will be returned to OATA.

Intellectual Property

Work and materials developed, created or written – as a committee, workgroup, or board member, or in any other volunteer capacity for OATA – shall be deemed work-for-hire under copyright, intellectual property and other laws. OATA 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 OATA.

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.

I have read OATA's Disclosure Statement and Intellectual Property Agreement and agree to abide by its terms.

Signature Print Name

Date (May board meeting) District

APPENDIX B: FINANCIAL AND INVESTMENT POLICIES

Financial Policies

1. Sponsorship

In order to run an efficient sponsorship program, the OATA board is empowered to negotiate sponsorship agreements.

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 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 Selects Key Consultants

The board shall select the OATA auditor, legal counsel and investment counselor. To ensure loyalty to the board, the process should be without undue influence by the membership.

4. Preapproval of Legal Expenses

Use of legal counsel by board members must be pre-approved by at least two members of the board. The OATA will not pay for unauthorized legal expense.

5. Budget Complies with GAAP

The budget shall comply with generally accepted accounting principles. A copy will be sent to the accountant at the same time the final draft is sent to the Finance Committee before the Finance Committee meeting.

6. Distribution of Financials

The board of directors and Finance Committee shall receive monthly financial reports.

Investment Policy

Finance Committee Oversight

The OATA 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 OATA fund and is intended to provide guidelines for managing the portfolio. The policy sets forth the:

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

Investment Objectives

OATA's investment objective is to:

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

Responsibilities of the Investment Manager

The investment manager shall:

1. Adhere to the investment policy guidelines and rebalance the account as specified.
2. Seek to obtain the best net price and execution for the fund.
3. 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.
4. Be available to discuss these reports or other investments as needed, and to attend one Finance Committee meeting once a year if requested.
5. Assist the committee in its investment policy review by offering appropriate amendments related to changes in the market, OATA's portfolio or other pertinent conditions.
6. Monitor performance of individual equities, buying and selling as appropriate.

Operating Account

OATA 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	50 – 75%
Equities	
International	15% max
Convertible	10% max
Fixed Income Securities	25 – 50%
Cash	0% to 20%

10/19/17 Review End

Forms to be created:

1. Board members requesting a credit card will be asked to sign a form agreeing to adhere to the OATA-issued credit/debit card policies
2. Board members are asked to sign this policy (disclosure) prior to the beginning of their board terms. Thereafter, they update it at each in-person board meeting, with every director completing a new form each May. Template included
3. Members are required to submit a liaison, committee, trip activity or other appropriate report with the reimbursement request