

## **NATIONAL ATHLETIC TRAINERS' ASSOCIATION**

### **BOARD OF CERTIFICATION, INC.**

#### **Position Description**

#### **Board Director**

#### **POSITION SUMMARY**

Each board director serves as one of nine directors responsible for the development, implementation and management of the policies and procedures of the Board of Certification, Inc. (BOC). The BOC is the credentialing body for athletic training. The BOC ensures the protection of the public through establishing the prerequisite requirements to obtain certification, the development and administration of the certification exam and the establishment and management of continuing education requirements and the certification maintenance process.

Of nine directors, six directors shall be BOC Certified Athletic Trainers ("Athletic Trainer Directors"), one director shall be a physician ("Physician Director"), one director shall be a member of the public ("Public Director"), and one director shall be a member of the corporate or educational community ("Corporate/Educational Director").

The board will connect the interests of current and future Certificants with operational performance. The board will produce written governing policies that, at the broadest levels, address each category of organizational decision. Pertaining to certifications, the board will approve all requirements related to certification including eligibility, recertification, modification to the examination and the *Standards of Professional Practice*. The board will ensure the fulfillment of strategic priorities, financial solvency and organizational integrity by holding the Executive Director accountable for successful achievement of the Strategic Priorities/Ends and adherence to Management Parameters.

#### **QUALIFICATIONS for All Directors**

A person shall be eligible for election or appointment as a director who:

- Does not hold elected or appointed office on a state, provincial or national regulatory board, and;
- Does not serve on the CAATE Commission, NATA, Inc. or NATA Foundation, Inc. Board of Directors, and;
- Demonstrates experience with oversight boards (e.g., NATA, CAATE, state athletic training organization)

#### **ATHLETIC TRAINER DIRECTOR QUALIFICATIONS**

Any BOC Certified Athletic Trainer shall be eligible for election as an Athletic Trainer Director who:

1. Has been certified as an Athletic Trainer by the BOC for at least five years prior to election, and;
2. Is in good standing with the BOC, and;
3. Who, if the state of his or her residence or practice regulates the profession of athletic training, maintains current state license or equivalent credential in good standing.

### **PHYSICIAN DIRECTOR QUALIFICATIONS**

Any person shall be eligible for appointment as a Physician Director who:

1. Is licensed as a Medical Doctor or Doctor of Osteopathic Medicine, and;
2. Is currently recognized in good standing by the governmental authority responsible for licensure of his/her profession, and;
3. Demonstrates interest in health and safety through a willingness to be a physician medical advocate for consumers of athletic training services.

### **PUBLIC DIRECTOR QUALIFICATIONS**

Any person who is not qualified to be an Athletic Trainer Director or Physician Director shall be eligible for appointment as a Public Director who:

1. Demonstrates interest in health and safety through a willingness to be a public advocate for consumers of athletic training services.

### **CORPORATE/EDUCATIONAL DIRECTOR QUALIFICATIONS**

Any person shall be eligible for appointment as a Corporate/Educational Director who:

1. Is presently or formerly responsible for the employment of or direction of BOC Certified Athletic Trainers, and/or;
2. Has a present or former corporate relationship with the athletic training profession, and/or;
3. Is presently or formerly a member of the academic community, and/or;
4. Demonstrates interest in health and safety through a willingness to be a corporate/educational advocate for consumers of athletic training services.

### **EXCLUSIONS:**

No Public, Physician or Corporate/Educational Director shall practice as a BOC Certified Athletic Trainer as his or her primary means of employment. No director shall have any familial or supervisory relationship with any other director or staff member.

### **SPECIFIC RESPONSIBILITIES**

Within the limits of the Articles of Incorporation, the Bylaws and the Policies and Procedures of the BOC, the board director, with appropriate delegations, shall:

#### **Overall:**

- Seek to exemplify high ethical standards and to uphold and advance high ethical standards for the BOC and BOC Certified Athletic Trainers.

#### **Administration:**

1. Formulate and enact the policies of the BOC.
2. Approve the Practice Standards and Codes of Professional Responsibility and the prerequisite eligibility requirements for certification as an Athletic Trainer.
3. Approve standards for the continuing education requirements of BOC Certified Athletic Trainers.
4. Approve standards for the recertification of BOC Certified Athletic Trainers.

5. Establish and enact programs that promote and support the BOC's credentials with the general public.
6. Approve programs that promote and support the BOC's credentials by regulatory bodies.
7. Foster harmony and seek opportunities for collaboration with the NATA and other organizations that promote the advancement of the profession of athletic training.
8. Perform any other activities that may be approved by the Board of Directors, so long as they are for purposes as described by Sections 501(c)(3) or 501(c)(6) of the Internal Revenue Code as it may be amended and are in compliance with the requirements of the North Carolina Non-profit Corporation Act, Chapter 55A of the North Carolina General Statutes.
9. Formulate the strategic plan for the BOC.

**Financial:**

1. Approve a budget for the BOC.
2. Approve reasonable exam fees that are consistent with the operating costs of the BOC and similar credentialing programs.
3. Formulate a long-term financial plan for the BOC, consistent with the goals of a non-profit organization.
4. Formulate and manage an investment plan for the BOC, consistent with the goals of a non-profit organization.

**Board Meetings and Conferences Calls:**

1. Prepare any pertinent agenda items and forward to the Executive Director for inclusion in board meetings and conference calls.
2. Prepare for board meetings and conference calls with materials provided by the Executive Director under direction of the Board President.

**TERM OF OFFICE**

Each director shall take office at the conclusion of the December meeting of the board in the year following their election and serve a term of three years. The terms shall be staggered. A director may not serve more than two consecutive terms.

**CONFIDENTIALITY AND CONFLICTS OF INTEREST**

At the commencement of his or her term of office, each director shall sign an agreement stating that the director will not disclose any confidential information. If a question is raised as to the confidentiality of certain information, confidentiality will be determined by a vote of the directors. Each director will further agree to fully and promptly disclose to the BOC Board of Directors any existing or potential conflict of interest the director may have, of either a personal, professional, business or financial nature. After full disclosure, the BOC Board of Directors shall determine whether or not the director shall be excused from voting on any matter involving the conflict.

**TIME COMMITMENT AND TRAVEL**

1. The board has a conference call the fourth Wednesday of each month.
2. The board has two face-to-face meetings annually, which are scheduled for two days.
3. All conference calls and meetings of the board require preparation time of an estimated maximum of two hours per week.