



# **Board of Directors Election and Appointment Guide 2017**

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## Introduction

The Board of Certification, Inc. (BOC) has been responsible for the certification of Athletic Trainers (ATs) since 1969. The BOC was the certification arm of the professional membership organization the National Athletic Trainers' Association (NATA) until 1989 when the BOC became an independent non-profit organization.

The BOC has the only accredited certification program for ATs in the US. Since 1982, the BOC has been continuously accredited by the National Commission for Certifying Agencies (NCCA). The BOC must undergo review and reaccreditation every 5 years through the NCCA, which is the accreditation body of Institute for Credentialing Excellence (ICE).

Each BOC board director serves as 1 of 9 directors responsible for the development, implementation and management of the policies and procedures of the BOC. The BOC ensures the protection of the public through establishing the prerequisite requirements to obtain certification, the development and administration of the BOC exam and the establishment and management of continuing education requirements and the certification maintenance process.

BOC Board of Director responsibilities include:

- Supervision, control and direction of the affairs of the BOC as well as its committees and publications
- Determination of BOC policies or policy changes
- Promotion of BOC objectives
- Supervision over disbursements of BOC funds

The board may adopt rules and regulations for the conduct of BOC business as it deems advisable. In the execution of powers granted, the board may delegate certain authority or responsibility to the Executive Director and full-time staff of the BOC.

## BOC's Vision and Mission

**Vision:** The BOC exists so that healthcare professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.

**Mission:** To provide exceptional credentialing programs for healthcare professionals to assure protection of the public.

**Broadest Strategic Priority:** The BOC exists so that healthcare professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.

# Board of Director Job Description

The following job description includes a position summary, qualifications, responsibilities, terms, time commitment, etc.

## POSITION SUMMARY

Each board director serves as 1 of 9 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 BOC exam and the establishment and management of continuing education requirements and the certification maintenance process.

Of 9 directors, 6 shall be BOC Certified Athletic Trainers (“Athletic Trainer Directors”), 1 shall be a physician (“Physician Director”), 1 shall be a member of the public (“Public Director”), and 1 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, exam modification 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 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 5 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.
2. Is a consumer or potential consumer of a BOC Certified Athletic Trainer's skills or services.
3. Is not a current or previous member of the profession, occupation, role or specialty area encompassed by the BOC Athletic Trainer certification program.
4. Is not a supervisor, manager, direct co-worker or an employee or subordinate of a BOC Certified Athletic Trainer.
5. Is not an employee of a BOC Certified Athletic Trainer or of an employer of BOC Certified Athletic Trainers.
6. Is not a person who currently receives or within the last 5 years has received income from the profession encompassed by the BOC Athletic Trainer certification program.

### **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;
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 certification maintenance 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 3 years. The terms shall be staggered. A director may not serve more than 2 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 2 face-to-face meetings annually, which are scheduled for 2 days.
3. All conference calls and meetings of the board require preparation time of an estimated maximum of 2 hours per week.

## **Qualification Considerations**

For each election or appointment, the Board of Directors will assess its current skill set, requirements and needs, evaluating its current and prospective members against the following criteria:

#### **Diversity**

Each board member brings his/her own unique perspective to the BOC. According to the National Council of Nonprofits, “each person will bring his or her own personal and professional contacts and life experience to their service on a

nonprofit board. With a diversity of experience, expertise, and perspectives a nonprofit is in a stronger position to face opportunities and challenges.”<sup>1</sup>

Diversity considerations include:

- Gender and racial diversity
- Geographic diversity
- Professional setting diversity

### **Board Participation and Attendance**

It is important for the Nominating Committee to select members who will be active and committed. The Nominating Committee is interested in candidates who can commit to the following:

- Attendance and participation at the 2 face-to-face board meetings
- Participation as an active member on at least 1 board committee
- Advanced preparation for regular board meetings and committee meetings
- Advocating for the interests of the BOC between meetings

### **Leadership, Guidance and Vision**

The BOC requires individuals who can share perspectives on issues and solutions related to the credentialing of athletic training, the healthcare environment and the needs of patients. Strategic leadership coming from the Board of Directors is critical for the organization to achieve its ultimate purpose:

*The BOC exists so that healthcare professionals worldwide have access to globally recognized standards of competence and exceptional credentialing programs that support them in the protection of the public and the provision of excellent patient care.*

It is because of past boards that the BOC has maintained a cutting-edge philosophy in the provision of products and services and its philosophy on governance.

### **Image and Stature**

The BOC is a thought leader among the members of the Strategic Alliance for athletic training as well as the credentialing industry. Always willing to look at the big picture, the BOC has historically had no difficulty attracting candidates for board and committee service. The organization is one that does good work, is good to work for and with, and one that values diversity of opinion and constructive dialogue.

### **Skills and Expertise**

Annually the Governance Committee will assess the competencies of current board members against the needs of the organization (in relation to its strategic plan) to identify skill and/or expertise gaps. The Nominating Committee will seek candidates who fill these gaps.

The Nominating Committee will evaluate candidates based on these general criteria through a combination of written responses to questions and interviews.

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<sup>1</sup> Diversity on Boards, <http://www.councilofnonprofits.org/resources/resources-topic/boards-governance/diversity-boards>



## Athletic Trainer Director Selection Process

### Calendar

DATE*	TASK
May 15 <sup>th</sup>	Call for candidates opens
July 1 <sup>st</sup>	Call for candidates closes
July 15 <sup>th</sup>	Nominating Committee reviews applications and selects candidates to interview
July 20 <sup>th</sup> -31 <sup>st</sup>	Nominating Committee conducts phone interviews
July 31 <sup>st</sup>	Nominating Committee selects at least 2 candidates for the election ballot
August 1 <sup>st</sup>	All candidates are notified of the Nominating Committee's selections
August 10 <sup>th</sup>	Election candidates submit bio, statement and photo
August 15 <sup>th</sup>	Election candidates submit video
September 5 <sup>th</sup>	Election opens
October 15 <sup>th</sup>	Election closes
October 16 <sup>th</sup>	Election candidates notified of the outcome of the election
Feb/Mar 2018	Newly elected AT Director to join the Board of Directors at their winter face-to-face meeting
Remainder of 2018	New AT Director participates as an elect position
January 2019	New AT Director begins first term as a full voting member of the Board of Directors

\*Dates are approximate and subject to change

### Items Required from Candidates

Athletic Trainer Director candidates must submit:

- Letter of interest that highlights their strengths as to why they should be selected
- Completed application (Appendix A)
- Résumé or curriculum vitae



## Items Required from Candidates Selected for the Election

In preparation for the election, the following items are necessary:

- Photo (specifications are in table below)
- Completed bio form (Appendix B)
- Statement that answers the question “**Why should I be elected to the BOC Board of Directors?**” Please limit the statement to 1 page or less.
- Expanded answer to “Why should I be elected to the BOC Board of Directors?” to be displayed as a video narrative that is no more than 5 minutes long. The video specifications are shown in the table below.

Item	Acceptable Formats		Unacceptable Formats
Text	Word	RTF	PDF, PowerPoint
Logo	GIF	JPG file	EPS, TIFF, PDF, PowerPoint
Photo	JPG	GIF file	TIFF, PDF, PowerPoint
Video	<ul style="list-style-type: none"> <li>• <b>WebM files</b> - Vp8 video codec and Vorbis Audio codecs</li> <li>• <b>.MPEG4, 3GPP and MOV files</b> - Typically supporting h264, mpeg4 video codecs and AAC audio codec</li> <li>• <b>.AVI</b> - Many cameras output this format. Typically the video codec is MJPEG and audio is PCM</li> <li>• <b>.MPEGPS</b> - Typically supporting MPEG2 video codec and MP2 audio</li> <li>• <b>.WMV</b></li> <li>• <b>.FLV</b> - Adobe-FLV1 video codec, MP3 audio</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Project files:</b> No project files of any kind are acceptable. It is generally very easy to <a href="#">convert project files to a supported format</a></li> <li>• <b>MSWMM and WLMP:</b> You can easily <a href="#">convert these project files to .WMV</a></li> <li>• <b>Audio files</b> (MP3, WAV, etc.) and <b>Image files</b> (JPG, PNG, etc.): <a href="#">Convert these files</a> to video slideshows</li> </ul>



## CORPORATE/EDUCATIONAL DIRECTOR Selection Process

### Calendar

DATE*	TASK
August 1 <sup>st</sup>	Application period opens
September 15 <sup>th</sup>	Application period closes
September 15 <sup>th</sup> -20 <sup>th</sup>	Nominating Committee reviews applications and selects candidates to interview
September 21 <sup>st</sup> -30 <sup>th</sup>	Nominating Committee conducts phone interviews
October 1 <sup>st</sup>	Nominating Committee selects at least 2 candidates to recommend to the Board of Directors
November 1 <sup>st</sup>	Board of Directors appoints the new member
February/March	Newly elected director to join the Board of Directors at their winter face-to-face meeting
March - December	New director participates as an elect position
January 2019	New director begins first term as a full voting member of the Board of Directors

\*Dates are approximate and subject to change.

### Items Required from Candidates

Public Director candidates must submit:

- Letter of interest that highlights their strengths as to why they should be selected
- Completed Application (Appendix C)
- Résumé or curriculum vitae

**Appendix A**

**Athletic Trainer Director Candidate – Application**

**Appendix B**

**Athletic Trainer Director Candidate Election Bio Form**

**Appendix C**

**Corporate/Educational Director Candidate - Application**