

STRUCTURAL REORGANIZATION

OF THE N.A.T.A.

1970

NATIONAL ATHLETIC TRAINERS

ASSOCIATION

## P R E F A C E

The circumstances which prompted the plan for reorganization of the National Athletic Trainers Association can be attributed in many ways to the success and dedication of our membership. If we review our accomplishments from the first meeting to the present, our progress can be measured by the many outstanding contributions made by individuals who share our mutual objectives of a stronger association for the future.

As we approach our twentieth year of continual growth, we have emerged from a small handful of interested people to more than one thousand strong. Due to the effort and intelligence of these men, the members of the medical profession have received our association with enthusiasm. It is now our responsibility to assure the continuation of their support by maintaining a high standard of academic qualification, to develop further the ability of each member, and to seek advice and counsel of physicians who are interested in improving the para-medical relationship. This favorable climate has presented us with an opportunity and a challenge for the future.

After many valuable recommendations, research on the part of this committee, as well as material previously submitted by other committees, we are prepared to submit the following plan for reorganization of the National Athletic Trainers Association. We have designed the structure with one single idea to guide us in determining our proposal, to assure the members of this association of continual advancement, improved service and new projects for the present as well as the future.

Although the basic structure of this plan is self explanatory, it should be viewed from the following basic aspects:

The Board of Directors serve as the official legislative body. The President of the Association will serve as the official spokesman for the Board and the membership concerning public relations and speaking engagements. The Executive Director will serve as the official spokesman concerning the business affairs of the Association and implements the mandates and policies as determined by the Board of Directors.

The Division Directors will coordinate and supervise the work of all committees within their divisions and will report directly to the Board regarding all committee action within their divisions.

The committee structure, for the most part, will be advisory in nature, have no legislative function, and will make recommendations only. All committees within the division's jurisdiction are directly responsible to the Division Director. The Board of Directors has the final authority in determining acceptance, modification, or rejecting the committee's recommendation.

In this plan we have outlined specific responsibilities and functions of not only the Executive branch but the Division Director and committee members as well. It is our hope to take advantage of the vast sum of individual experience and education which the membership of this association has to offer. With active participation within the committee structure, we will strengthen the arm of every athletic trainer whether he serves a high school, university, college or a professional athletic team.

With well organized committees, we can provide the members with better service in the areas of research, placement, education and public relations.

Submitted by

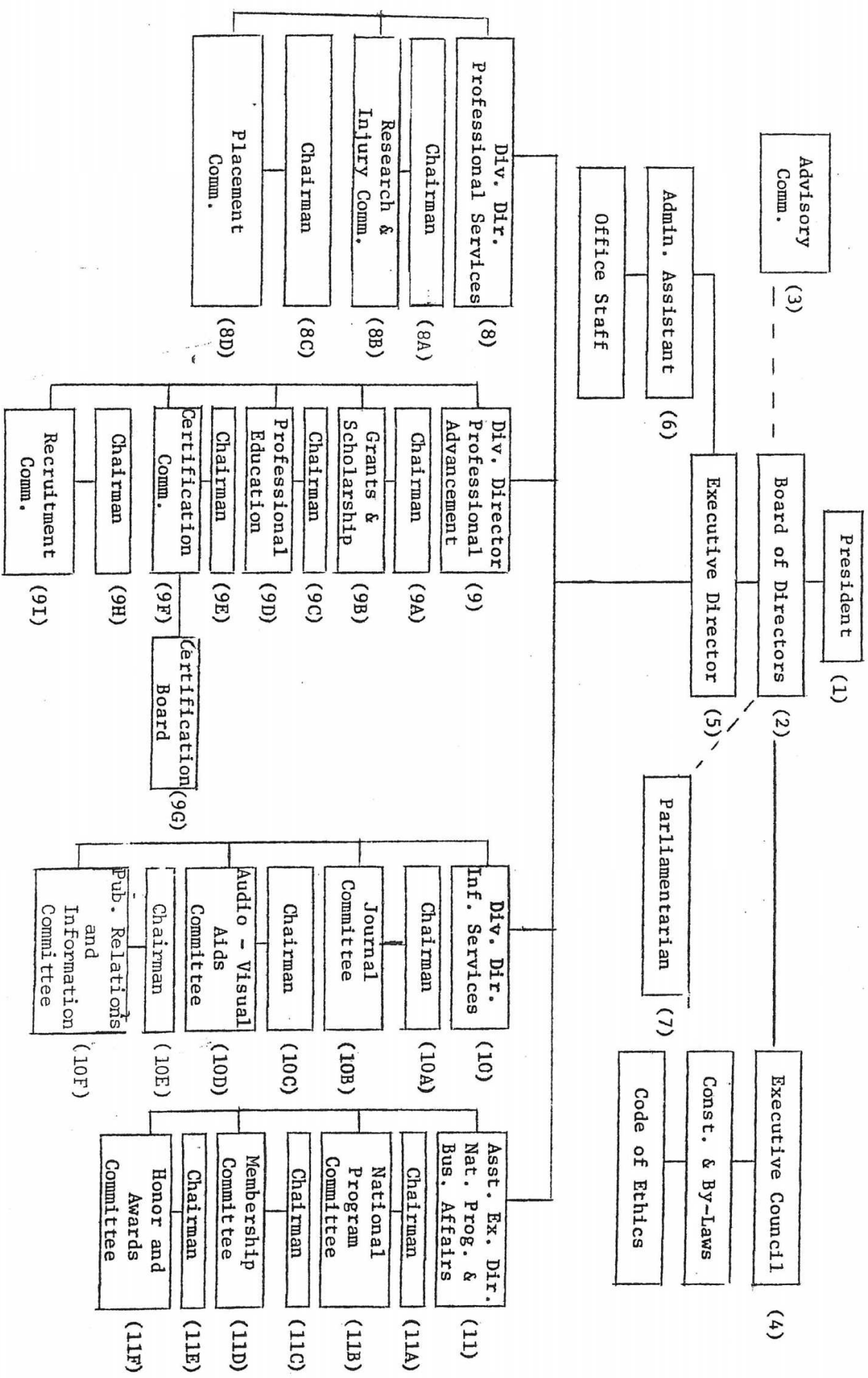
SPECIAL AD HOC COMMITTEE  
FOR REORGANIZATION OF THE  
NATIONAL ATHLETIC TRAINERS ASSOCIATION

Richard E. Vandervoort, Chairman  
Bud S. Miller  
Logan Wood  
Bruce Melin

Approved by the Board of Directors, June 7, 1970.

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LIST OF OFFICERS, DIVISION DIRECTORS, COMMITTEE CHAIRMEN,  
COMMITTEE MEMBERS, AND DISTRICT SECRETARIES

1. President- Bobby Gunn
2. Board of Directors-
  - District 1- Fritz Massmann
  - District 2- Fran Sheridan
  - District 3- Joe Gieck
  - District 4- Roland LaRue
  - District 5- Byron Bird
  - District 6- Tom Wilson
  - District 7- Jack Aggers
  - District 8- Dick Vandervoort
  - District 9- Chris Patrick
  - District 10- Mert Prophet
3. Advisory Committee

To be named by Board at later date.
4. Executive Council

Executive Director (Chairman), President, the four Division Directors.
5. Executive Director- Jack Rockwell
6. Administrative Assistant- Mrs. Harriett Franklin
7. Parliamentarian- Bruce Melin
8. Division Director Professional Services- Gary Delforge
  - 8A. Chairman Research and Injury Committee- Fred Hoover
  - 8B. Research and Injury Committee- Ernie Biggs, Wayne Rudy, Jim Bone
  - 8C. Chairman Placement Committee- Alan Hart
  - 8D. Placement Committee- Jack D. Jones, James Bryan, Kent Falb, A.G. Edwards
9. Division Director Professional Advancement- William Newell
  - 9A. Chairman Grants and Scholarships Committee- Mike Linkovich
  - 9B. Grants and Scholarships Committee- Ken Rawlinson, Otho Davis, Joe Abraham, Bob Orr
  - 9C. Chairman Professional Education Committee- Sayers Miller
  - 9D. Professional Education Committee- Tow Diehm, Phil Donelly, Gordon, Graham
  - 9E. Chairman Certification Committee- Lindsay McLean
  - 9F. Certification Committee- Chris Patrick, George Sullivan, Joe Altott, Ed Pillings, Linc Kimura
  - 9G. Certification Board- Same makeup as Certification Committee with the addition of two Advisory Members- Fred Behling, M.D., James Feurig, M.D.
  - 9H. Chairman Recruitment Committee- Mel Blickenstaff
  - 9I. Recruitment Committee- Jim Welch, Jerry Rhea, Logan Wood, Jerry Kimbrough  
Carl Williams

## List of Officers, Div. Dir. etc. (continued)

10. Division Director Information Services- Clyde Stretch  
 10A. Chairman Journal Committee- Marv Roberson, Editor  
 10B. Journal Committee-  
 Assistant Editor )  
 Associate Editor ) Call Clyde Stretch for names  
 Advertising Manager)  
 Business Manager )  
 Managing Editor, Ellis Murphy, ex-officio  
 Executive Director, Jack Rockwell, ex-officio  
 10C. Chairman Audio Visual Aids Committee- Dick Hoover  
 10D. Audio Visual Aids Committee- Dick Malacrea, Otho Davis,  
 Robert Livingood  
 10E. Chairman Public Relations and Information Committee- Larry Gardner  
 10F. Public Relations and Information Committee- Dennis Aten,  
 Joe Abraham, Bill Chambers
11. Assistant Executive Director, Division Director National Program and  
 Business Affairs- Tom Healion  
 11A. Chairman National Program Committee- District Program Director  
 from Host District (1971, Mr. Ed Block)  
 11B. Committee National Program-  
 National Program Director- (Tom Healion)  
 Exhibits Chairman- (Warren Ariail)  
 Registration Chairman- (Joe Blankowitsch)  
 Other Committee Members as deemed advisable by District  
 Program Director  
 11C. Chairman Membership Committee- Bruce Melin  
 11D. Membership Committee- Ten members, one to be named from Certified  
 Membership, from each District. Listing will be sent at later date.  
 11E. Chairman Honor Awards Committee- George Sullivan  
 11F. Honor Awards Committee- Laurence Morgan, Don Fauls

DISTRICT SECRETARIES

- District 1- Joe Abraham, Hobart College  
 District 2- Joe Abraham, Hobart College  
 District 3- Otho Davis, Duke University  
 District 4- Lindsay McLean, University of Michigan  
 District 5- Charles Bolton, Kearney State  
 District 6- James Dodson, Midland, Texas  
 District 7- Rod Kimball, Brigham Young University  
 District 8- Leo Marty, Portland Blazers  
 District 9- Steve Moore, Tennessee Tech  
 District 10- Dan Olesevich, Detroit Red Wings

BOARD OF DIRECTORS

Selection: Elected representatives of the ten NATA Districts plus a president elected by popular vote of the active membership. Division Directors of Professional Service, Professional Advancement, Journal and Publications, and Business Affairs divisions serve as non-voting ex officio members of the board.

Terms of Office: Two years for elected representatives of the board; three years for Division Directors. The elected representatives of the ten NATA districts will serve terms such that the Directors of Districts 1, 3, 5, 7, and 9 will begin their terms of office in odd numbered years. Directors of Districts with even numbers will begin their term of office in the even numbered years.

Functions and Responsibilities:

1. Meets at the National Convention and at any other time during the year the president determines it necessary to call a board meeting.
2. Serves as the official legislative body of the Association.
3. Approves all Division Directors, committee chairmen, and standing committee members.
4. Approves the appointment of all special committees deemed necessary for the conduction of special Association projects of study.
5. Appoints all executive officers of the Association.
6. Serves as the nominating committee for the position of President of the Board of Directors. Will nominate two candidates with bibliographies of the candidates published in the Journal prior to the popular vote.
7. Approves the appointment of all advisory Committee members and its chairman.
8. Continually evaluates and defines the roles and functions of all Association officers, division directors, standing committees, and special committees.
9. Receives recommendations, suggestions, and requests from Association districts and makes recommendations to the President for their inclusion in the agenda of Board meetings.
10. Continually re-evaluates the goals and objectives of the Association and accepts primary responsibility for progress toward these goals.
11. Meets in a private session at the annual NATA convention for the purpose of reviewing personal performances and appointing persons to all positions open or deemed necessary. A majority vote of the Board is necessary to terminate the office of an appointed person; this will be done by secret vote and counted by the President and one other Board member.



PRESIDENT OF THE NATIONAL ATHLETIC TRAINERS ASSOCIATION

Selection: Elected by majority popular vote of Certified NATA membership. Board of Directors serve as the nominating committee. The Board will nominate two candidates with biographies of the two candidates published in the Journal prior to the popular vote. Candidates must have served as a member of the Board of Directors during the past four years.

Term of Office: Two years. May not serve more than two consecutive terms.

Functions and Responsibilities:

1. Serves as the official spokesman for the Board of Directors and the Association concerning public relations and speaking engagements for the membership.
2. Maintains communications with the Executive Director in all matters pertinent to the coordination, management, and supervision of the Associations affairs.
3. Calls all meetings of the Board of Directors as deemed necessary and advisable.
4. Presides over all meetings of the Board of Directors.
5. Presides over all National Business meetings.
6. Serves as a member of the Executive council which develops the agenda for Board meetings. Distributes such agenda and items to be voted upon by the membership, at least one day in advance of National Business meetings.
7. Represents a tie-breaking vote on the Board of Directors and votes only in the event of impasse.
8. Keeps the Board of Directors informed about Association affairs between Board meetings.
9. This is a non-paying position; however, all traveling expenses are paid by the NATA.
10. Serves as ex-officio member of all Association committees.
11. Appoints, with the approval of the Board of Directors, all division directors, special and standing committee chairmen.

EXECUTIVE DIRECTOR

Selection: Appointed by the Board of Directors.

Term of Director: Subject to yearly review by the Board of Directors.

Salary: To be determined by the Board of Directors.

Functions and Responsibilities:

1. Implements the mandates and policies of the Association, as determined by the Board of Directors.

## EXECUTIVE DIRECTOR (continued)

2. Between meetings of the Board of Directors, enforces policy on behalf of the Association as is consistent with the mandates and legislation enacted by the Board of Directors.
3. Possesses full power and complete responsibility to transact all business for and on behalf of the Association and to manage all property, affairs, and activities of the Association subject to the provisions of the constitution and by-laws and the resolutions and enactments of the Board of Directors.
4. To commit the Association to no Financial obligation in excess of its available financial resources.
5. Provides for the maintenance of an Association headquarters which shall serve as the center of all official activities of the Association.
6. Serves as the official spokesman concerning business affairs for the Association.
7. Serves as the custodian of all records, books and papers belonging to the Association.
8. Secures the minutes of all Board of Director meetings from the Administrative Assistant and distributes the minutes to all Board members within a reasonable time subsequent to each meeting.
9. Submits a written report of the Association's progress to the Board of Directors of each annual meeting and upon the request of the Board.
10. Conducts the official correspondence of the Association including such matters as notifying members of meetings, officers of their election, committee members of their appointments, and all notices as required by the by-laws or as requested by the Board of Directors.
11. Handles all financial matters of the Association with the assistance of the Administrative Assistant and notification monthly to Financial and Auditing Committee.
12. Cooperates with the National Program Director and the National Program Committee in the fulfillment of their functions.
13. Maintains a current and accurate mailing list and an official record of the Association membership in cooperation with the membership committee.
14. Coordinates the activities of the Association and acts as liaison between the districts and the National office and polls the District Directors at least one month in advance of the annual Board meeting for suggestions on Board agenda.
15. Serves as the Association's representative to allied associations or delegates this function to responsible active members of the Association as requested by the Board of Directors.
16. Maintains a record of all division directors, committee chairmen, committee members, and members of the Board of Directors and its chairman.

EXECUTIVE DIRECTOR (continued)

17. Maintains communication with the Division Director of Journal and Publications, Professional Advancement, Professional Service, and the Assistant Executive Director and his division of Business Affairs and the National Program.

18. Submits an audited financial report to Board of Directors prior to the Annual Meeting.

19. Prepares with the assistance of the Executive Council the annual budget and presents this budget to the Board for approval.

ADVISORY COMMITTEE

Composed of consultants and advisors including physicians, dentists, physical therapists, Athletic Directors, physiologists, research specialists, educators, and physical educators.

Selection: Appointed by the Board of Directors.

Term of Office: Two years.

Functions and Responsibilities:

1. Represents the official advisory group to the Association and to the Board of Directors and is available for consultation concerning professional services, professional advancement, business affairs, or other Association affairs.
2. Is available to the Executive Director, President of the NATA, and to Division and committee chairman for consultation and advice.
3. May attend all Board meetings in a non-voting advisory capacity upon request of the board.
4. Assists in the interpretation of NATA goals and functions to various allied associations and to the general public.

ADMINISTRATIVE ASSISTANT (Office Staff)

Selection: Appointed by the Executive Director with approval of the Board of Directors.

Term of Office: Subject to yearly review by the Board of Directors.

Salary: To be determined by the Board of Directors.

Functions and Responsibilities:

1. Assists Executive Director in all functions and responsibilities of the National Office.

\*See Functions and Responsibilities of Executive Director.

PARLIAMENTARIAN (Administrative Staff)

Selection: Appointed by the Board of Directors.

Term of Office: Subject to yearly review by the Board of Directors.

Functions and Responsibilities:

1. Should be a member of the NATA and must have a thorough knowledge of parliamentary procedure. If no such individual is available within the Association the NATA must hire a qualified expert from outside the Association.
2. Is in charge of keeping the Board of Directors and annual business meetings operating under parliamentary procedure.

THE EXECUTIVE COUNCIL

Selection: Will include the Executive Director, who will also be the Chairman of the Executive Council, the President of the National Athletic Trainers Association, the four Division Directors; Professional Services, Professional Advancement, Information Services and Business Affairs.

Term of Office: Each member will serve until their term of office has terminated or the member is relieved of his post.

Functions and Responsibilities:

1. The Council meets during the year between Board of Directors meetings and discusses recommendations, suggestions, and requests from Association districts, divisions of the Association, Association and Board committees, and other interested individuals and develops the agenda for the Board of Director meetings. The actions and reports of the Executive Council are subject to the approval of the Board of Directors.
2. Continually reviews the Association Constitution and By-Laws in terms of newly enacted legislation and makes recommendations to the Board of Directors for revisions, deletions, or additions.
3. Maintains an accurate and current record of newly enacted legislation and incorporates it into the Constitution and By-Laws and as instructed by the Board of Directors.
4. Supplies the Board of Directors with an accurate record of all Constitution and By-Laws revisions, deletions, or additions at their annual meeting.
5. Conducts, at regular three year intervals, a comprehensive review of the Constitution and By-Laws and makes recommendations to the Board of Directors for reprinting if deemed necessary.
6. Confers with appropriate consultants (lawyers, constitutionalists, etc.) regarding effective wording and phraseology of all revisions or additions.
7. Cooperates with the Publications Committee in the printing of all new issues of the Constitution and By-Laws.
8. Submits to the determination and establishment of the Code of Ethics which governs the professional service and practice of all Association members subject to vote of membership.

THE EXECUTIVE COUNCIL (Continued)

9. Receives, investigates and passes judgment on all charges of unethical conduct made against Association members.
10. After the Executive Council has investigated the accused members and in the judgment of the majority of the Council members the accused has violated the National Athletic Trainers Association Code of Ethics, he may then appeal for a new hearing with the Board of Directors. The decision of the Board is final.
11. Makes recommendations to the Board of Directors for censorship of Association members deemed to be in violation of the Code of Ethics.
12. Periodically re-evaluates the Code of Ethics and makes recommendations to the Board of Directors for changes, additions, or deletions.

DIVISION OF PROFESSIONAL SERVICE

The Division of Professional Service includes the Research and Injury Committee, the Placement Committee, and any additional standing committees deemed necessary by the Board of Directors to fulfill the Association's responsibility for professional service.

DIVISION DIRECTOR, PROFESSIONAL SERVICE

Selection: Appointed by the President with the approval of the Board of Directors from the certified membership of the Association.

Term of Office: Three years and may be reappointed with approval by the Board of Directors.

Functions and Responsibilities:

1. Serves as a non-voting, ex-officio member of the Board of Directors and also serves as a member of the Executive council.
2. Coordinates and supervises the work of all committees within the Division.
3. Reports directly to the Board of Directors at all Board meetings regarding all committee action within the Division.
4. Serves as an ex-officio member of all committees within the Division. The Division Director will not take part in any voting action by any of the Comm. in his Division.
5. Collects written annual reports from all the Chairmen of all committees within the Division and submits same to the Board of Directors.
6. Reports directly to the Executive Director and the President of the Board of Directors, regarding all on going Division activities between annual Board meetings.
7. Makes recommendations to the Board of Directors for the establishment of new committees within the Division.
8. Makes recommendations to the Board for new projects, new services, or desired legislation within the Division.
9. Makes recommendations to the Board of Directors for appointments to committee chairmanship and membership.

DIVISION DIRECTOR, PROFESSIONAL SERVICE (Cont'd)

10. Stands available to all Division committees and chairmen for consultation, advice and recommendations.

11. Submits Annual Budget request for his Division to the Executive Director by March 1st of each year.

RESEARCH AND INJURY COMMITTEE

Selection of Chairman: Appointed by President with approval of the Board of Directors from the Certified or Advisory membership of the Association.

Term of Office: Two years and may be reappointed by the Board of Directors.

Committee Members: There will be a total of three committee members plus the chairman.

Selection of Committee Members: Appointed by the Chairman, with approval by the Board of Directors from the Active membership of the Association.

Term of Office: Two years and may be reappointed.

Function and Responsibilities

1. Coordinates all research efforts conducted under the auspices of the Association.
2. Confers with the Advisory Committee and Medical Service Committee, regarding recommendations for research in the area of athletic training and sports medicine.
3. Cooperates with the Grants and Scholarship Committee in the solicitation and procurement of grants for research projects from friends and associates of the Association.
4. Receives and evaluates all research proposals from association members, schools, and other institutions and makes recommendations to the Board of Directors for research projects worthy of Association support and sponsorship.
5. Cooperates with the Grants and Scholarship Committee in the disbursement of funds for Board approved research projects.
6. Makes recommendations to the ten association districts for presentation of research findings at regional and district meetings.
7. Makes recommendations to the Board of Directors, the National Program Chairman, and the National Program Committee for presentation of research findings at annual national meetings.
8. Prepares and submits the results of pertinent research for publication in the NATA Journal and other Association sponsored publications.

PLACEMENT COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed by the Board of Directors.

Committee Members: There will be a total of four committee members plus the Chairman.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Active membership of the Association.

Term of Office: Two years and may be reappointed.

Function and Responsibilities:

1. Serves as the official job placement agency of the Association.
2. Receives notification of job vacancies from high school, colleges and universities, and professional teams, and maintains a current listing of all vacancies.
3. Notifies registered Association members promptly of available vacancies.
4. Prepares and issues a current listing of all job vacancies for publication in the NATA Journal, national newsletter, or other appropriate association publications.
5. Periodically supplies District Directors with a listing of current job vacancies for distribution to district members.
6. Arranges for and maintains a job placement service at the National meeting, (1) posting of current job vacancies, (2) posting a list of Association members desiring placement, (3) assistance in interview arrangements.

DIVISION OF PROFESSIONAL ADVANCEMENT

The Division of Professional Advancement includes, the Grants and Scholarship Committee, the Professional Education Committee, the Certification Committee, and any additional standing committee deemed necessary by the Board of Directors to enhance the professional advancement of the Association, its members, and the athletic training profession.

DIVISION DIRECTOR, PROFESSIONAL ADVANCEMENT

Selection: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Three years and may be reappointed with approval by the Board of Directors.

Functions and Responsibilities:

1. Serves as a non-voting, ex-officio member of the Board of Directors and also serves as a member of the Executive council.

DIVISION DIRECTOR, PROFESSIONAL ADVANCEMENT (Cont'd)

2. Coordinates and supervises the work of all committees within the Division.

3. Serves as an ex-officio member of all committees within the Division. The Division Director will not take part in any voting action by any of the Committee in his Division.

4. Reports directly to the Board of Directors at all Board meetings regarding all committee action within the Division.

5. Collects written annual reports from the chairmen of all committees within the Division and submits same to the Board of Directors at its annual meeting.

6. Reports directly to the Executive Director and to the President regarding all on-going Division activities between annual Board meetings.

7. Makes recommendations to the Board of Directors for new projects, new services, or desired legislation within the Division.

8. Makes recommendations to the Board of Directors for the establishment of new committees within the Division.

9. Makes recommendations to the Board of Directors for appointments to committee chairmanship and membership.

10. Stands available to all Division committees and chairmen for consultation, advice and recommendation.

11. Submits Annual Budget request for his Division to the Executive Director by March 1st of each year.

GRANTS AND SCHOLARSHIP COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Committee Members: There will be a total of three committee members plus the Chairman.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Serves as the official clearing house for all gifts and grants received from friends and associates of the Association.

2. Solicits and encourages the donation of special gifts, research grants, and scholarship funds from friends and associates of the Association.

3. Serves as the official liaison agency between the Association and all donating individuals, agencies, institutions, or allied associations.



GRANTS AND SCHOLARSHIP COMMITTEE (Cont'd)

4. Receives and evaluates all applications for undergraduate or graduate educational scholarships granted under the auspices of the Association and makes recommendations to the Board of Directors for recipients.

5. Suggests and encourages the undertaking of worthwhile research projects by Association members, schools, or other institutions.

6. Cooperates with the Research and Injury Committee in the Disbursement of funds for Board approved projects.

PROFESSIONAL EDUCATION COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: There will be a total of three committee members plus the chairman.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Investigates and studies all possibilities for the professional education and advancement of the Association, its members, and the athletic training profession and makes recommendations to the Board of Directors.

2. Confers with the Advisory Committee and other appropriate consultants regarding recommendations for professional advancement.

3. Makes recommendations to the Board of Directors for the accreditation of schools offering graduate and undergraduate preparation in athletic training.

4. Establishes and supervises the enforcement of professional education standards and criteria for all association certified athletic trainers.

5. Cooperates with the Certification Committee in the establishment of certification requirements and criteria.

6. Investigates and recommends opportunities for in-service training and continuing education for Association members.

7. Serves as a consulting and liaison agency between the Association and educational institutions providing or preparing to provide professional preparation for athletic trainers.

8. Sends educational requirements to all Recruitment committee members, and any future changes in educational standards.

CERTIFICATION COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: There will be a total of 5 committee members plus the chairman.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Cooperates with the Professional Education Committee in the establishment of certification requirements and criteria.
2. Assists in the construction and revision of appropriate certification examinations.
3. Maintains an accurate and current registry of all Association certified Athletic trainers.

CERTIFICATION BOARD

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Board Members: There will be a total of 7 Board members plus the chairman.

Selection of Board Members: Appointed by the Chairman, with the approval of the Board of Directors from the Certified and Advisory membership of the Association. No more than two (2) members of the Board shall be appointed from the Advisory membership.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Functions and Responsibilities:

1. Receives and reviews all applications for certification.
2. Coordinates and supervises the administration and grading of all Certification examinations.
3. Ascertaines the fulfillment of Certification requirements and makes recommendations to the Board of Directors for final approval.
4. In the event of a tie vote within the Board of Certification committee, on the recommendation for certification of a member, the Division Director of Professional Advancement will serve as the tie breaking vote.

### RECRUITMENT COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: There will be a total of five committee members plus the chairman.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

#### Function and Responsibilities:

1. Answers correspondence, inquiries and requests for guidance and counseling concerning the professional preparation of athletic trainers.
2. Investigates the possible use of recruitment films, slides, and filmstrips and makes recommendations to the Board of Directors.
3. Cooperates with the public relations committee in the publication of materials designed primarily for recruitment purpose.
4. Continually encourages and solicits the membership of all qualified athletic trainers, physicians, allied personnel.

### DIVISION OF INFORMATION SERVICES

The Division of Information Services includes the Journal Committee, the Audio-Visual Aids Committee, the Public Relations Committee, and any additional standing committees deemed necessary by the Board of Directors.

Selection: Appointed by the President with the approval of the Board of Directors from the certified membership of the Association.

Term of Office: Three years and may be reappointed with approval by the Board of Directors.

#### Functions and Responsibilities:

1. Serves as a non-voting ex-officio member of the Board of Directors and also serves as a member of the Executive council.
2. Coordinates and supervises the work of all committees within the Division.
3. Serves as an ex-officio member of all committees within the Division. The Division Director will not take part in any voting action by any of The Committee in his Division.
4. Reports directly to the Board of Directors at all Board meetings regarding all committee action within the division.
5. Collects written annual reports from the chairman of all committees within the division and submits same to the Board of Directors at its annual meeting.

Division Directors, Information Services (Continued)

6. Reports directly to the Executive Director and to the President regarding all on-going division activities between annual Board meetings.
7. Makes recommendations to the Board of Directors for the establishment of new committees within the division.
8. Makes recommendations to the Board of Directors for new projects, new services, or desired legislation within the division.
9. Makes recommendations to the Board of Directors for appointments to committee chairmanship and committee members within the division.
10. Stands available to all division committees and chairmen for consultation, advice, and recommendations.
11. Submits annual budget request for his Division to the Executive Director by March first of each year.
12. Serves in the position of "Executive Editor" of the Journal, and as such will be responsible for the functioning of the entire publication in terms of the final product and its relationship to the Journal Committee.

JOURNAL COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: Will include the Editor, Assistant Editor, Advertising Manager, Associate Editor, Business Manager, Managing Editor, who are selected by the Committee Chairman and the Executive Director.

Term of Office: Subject to yearly review by the Board of Directors.

Function and Responsibilities:

1. Serves as the official editorial board for the NATA Journal.
2. Solicits and maintains a backlog of appropriate Journal articles and feature stories for publication in the Journal.
3. Edits and approves all copy for publication in the Journal.
4. Cooperates with the designated printing firm in the establishment of an appropriate Journal format for presentation of Journal articles, feature stories, advertisements, special columns, etc.
5. Will establish and maintain a written statement of the editorial policies of the publication subject to review and approval of the Board of Directors.
6. Coordinates and supervises the development and impedimentation of all Board approved publications.
7. Cooperates with the Research and Injury Committee in the publication of Research findings, which are to be printed in the Journal.

JOURNAL COMMITTEE (Continued)

8. Cooperates with the Public Relations Committee in the publication of materials designed primarily for public relation or recruitment purposes.

9. Cooperates with the Placement Committee in the publication of job vacancies and in the publication of names of members seeking jobs.

AUDIO-VISUAL AIDS COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval of the Board of Directors.

Committee Members: There will be a total of three members plus the chairman.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Maintains a bibliography and sources of Audio-Visual aids available to association members.
2. Cooperates with individuals, manufacturers, companies, etc. as advisor in Audio-Visual Aid projects.
3. Investigates and recommends to Board of Directors the advisability of sponsorship, co-sponsorship, authorship, etc. of Audio-Visual Aids. The Committee is given authority to approve Audio Visual projects for further development, but not to give final approval.
4. Coordinates and supervises all Board approved Audio-Visual Aid projects.
5. Establishment of and maintenance of Audio-Visual Aid Loan Library for the membership of the association.
6. Cooperates with Research and Injury Committee in Audio-Visual Aids relative to their findings.
7. Cooperates with Professional Education, Grants and Scholarship, Professional Education and Recruitment Committees in production of Audio-Visual Aids relative to the work.
8. Cooperate with President in Development of Audio-Visual Aids for his use as the official spokesman for the Board of the membership concerning public relations.

PUBLIC RELATIONS AND INFORMATION COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified or Advisory membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: There will be a total of three committee members plus the Chairman.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Establishes and maintains an effective public relations program for the Association.
2. Investigates and recommends to the Board of Directors possible avenues through which the Association may enhance its professional image and interpret its purposes and objectives to allied associations and professional, high school, colleges and universities, and the general public.
3. Prepares and distributes appropriate news releases, feature stories, etc. to the various news media, radio, television, and newspapers.
4. Cooperates with the Publication Committee and the Recruitment Committee in the development and distribution of appropriate recruitment brochures, pamphlets, and other informative materials describing and defining, (1) the athletic training profession and its recommended avenues of professional preparation and, (2) the NATA and its nature, purposes, membership requirements and etc.
5. Makes recommendations to the Board of Directors regarding advantageous professional affiliations, liaison activities and etc.

NATIONAL PROGRAM AND BUSINESS AFFAIRS DIVISION

The National Program and Business Affairs Division includes the National Program Committee, Membership Committee, the Honor Awards Committee, and any additional standing committees deemed necessary by the Board of Directors for the effective management and supervision of the Association's Business Affairs.

DIVISION DIRECTOR, NATIONAL PROGRAM AND BUSINESS AFFAIRS

Selection: Appointed by the President with the approval of the Board of Directors. Will also serve as the Assistant Executive Director.

Term of Office: Up for yearly review.

DIVISION DIRECTOR, NATIONAL PROGRAM AND BUSINESS AFFAIRS (Continued)Functions and Responsibilities:

1. Serves as a non-voting ex-officio member of the Board of Directors and also serves as a member of the Executive Council.
2. Coordinates and supervises the work of all committees within the Division.
3. Serves as an ex-officio member of all committees within the Division. The Division Director will not take part in any voting action by any of the Committee in his Division.
4. Reports directly to the Board of Directors at all Board meetings regarding all committee action within the Division.
5. Collects written annual reports from the chairman of all committees within the Division and submits same to the Board of Directors at its annual meeting.
6. Reports directly to the Executive Director and to the President of the NATA regarding all on going Division activities between annual Board meetings.
7. Makes recommendations to the Board of Directors for new projects, new services, or desired legislation within the Division.
8. Makes recommendations to the Board of Directors for the establishment of new committees within the Division.
9. Makes recommendations to the Board of Directors for appointments to committee chairmanships and membership.
10. Serves as the Director of the National Convention.
11. Acts as the Association's official national representative to the district hosting the annual meeting.
12. Cooperates with the District Program Chairman and other Program committee members in the planning, coordination, and supervision of the National meeting.
13. Periodically reports the progress of the National Convention planning to the Executive Director, the Board of Directors and to the President of the National Athletic Trainers Association.
14. Has full authority and responsibility governing all matters pertaining to the conducting of an effective, informative, and truly professional national convention subject only to the mandates and enactments of the Board of Directors.
15. Submits an annual report and evaluation of each national meeting to the Board of Directors within a reasonable period of time following such meeting.
16. Submits Annual Budget request for his Division to the Executive Director by March first of each year.

NATIONAL PROGRAM COMMITTEE

Selection of Chairman: District Program Director. Reports directly to the Division Director of the National Program. Appointed by the District two years in advance of the annual meeting of which the District will be host.

Term of Office: One year.

Committee Members: National Convention Director, the Exhibits Chairman, Registration Staff Chairman and any other committee members deemed advisable.

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Up for yearly review.

Functions and Responsibilities:

1. Has complete authority and responsibility for the planning, coordination, and supervision of the National meeting in all its aspects subject only to the mandates and enactments of the Board of Directors.

2. Investigates and studies new approaches, new methods of presentation, and new convention formats and makes recommendations to the Board of Directors.

NATIONAL CONVENTION - AREAS OF RESPONSIBILITY FOR ORGANIZATION

1. NATIONAL EXHIBITS MANAGER - Responsible ONLY to the Executive Director.
  - 1) Sets up, solicits, organizes, and controls all commercial exhibits.
  
2. NATIONAL CONVENTION DIRECTOR - Responsible to President, Board of Directors, and Executive Director.
  - 1) Hotel selection (selection of hotel 3 years in advance, final arrangements 1 year in advance).
  - 2) Convention mechanics
  - 3) Meeting Room selections
  - 4) Floor and traffic patterns
  - 5) Registration arrangements
  - 6) Sign Printing for Registration area
  - 7) Convention Bureau Coordination
  - 8) NATA Banquet
  - 9) Officers hotel rooms
  - 10) NATA Medals
  - 11) Officers Reception
  - 12) Special meetings
  - 13) Financial arrangements
  - 14) Business Arrangements
  
3. PROGRAM CHAIRMAN - selected by the Host District
  - 1) Responsible for entire Clinical Program
    - a. must allow time on Monday morning for National Business Meeting at approximately 11:00 A.M.
    - b. must allow time on Monday afternoon for District Meetings at approximately 4:00 P.M.



NATIONAL CONVENTION - AREAS OF RESPONSIBILITY FOR ORGANIZATION (Cont'd)

- 2) to have clinic program printed.
  - 3) arrange for local news releases.
  - 4) invite local guests (list must be sent to NATA President.)
  - 5) assign the Entertainment Chairman to work with those exhibitors planning entertainment.
4. NATA PRESIDENT - cooperation with the National Convention Director
- 1) Send Guest Invitations for the Banquet to all new Helms Hall and Honorary Member inductees. Also 25 Year Awards.
  - 2) Printing of Awards Banquet Program

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MEMBERSHIP COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: 1 member from each District.

Selection of Committee Members: A Certified member from each District of the 10 will be responsible for appointing these Committee Members.

Term of Office: Two years and may be reappointed.

Functions and Responsibilities:

1. Reviews all applications for member classifications membership other than honorary membership, and all requests for change of membership classification. This will be done at the District level for the District in which the applicant or member is residing. In case of a question, any such matters will be referred to the National Membership Committee.
2. Cooperates with the ten Association districts and their secretaries regarding appropriate handling of district transfers.
3. Periodically reviews the various membership classification and makes recommendations to the Board of Directors for changes, deletions, or additions.

HONOR AWARDS COMMITTEE

Selection of Chairman: Appointed by the President with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Committee Members: There will be a total of 2 plus the chairman. The Chairman of the Honor Awards Committee will be Chairman of the Helms Hall of Fame Committee.

HONOR AWARDS COMMITTEE- (cont'd)

Selection of Committee Members: Appointed by the Chairman with the approval of the Board of Directors from the Certified membership of the Association.

Term of Office: Two years and may be reappointed with approval by the Board of Directors.

Functions and Responsibilities:

1. Coordinates and supervises the establishment and disbursement of all special recognitions and awards presented under the auspices of the Association.
2. Receives, reviews and screens all applications for the 25 year award and Honorary Members Award and makes recommendations to the Board of Directors.
3. Receives and reviews all proposals for the initiation of new or additional honor awards and makes recommendations to the Board of Directors for Association approval or rejection.
4. Serves as official liaison agency between the Association and those individuals, institutions, or allied associations sponsoring or presenting honorary awards or recognitions.
5. The Helms Hall of Fame Award Committee will function under the Honor Awards Committee, but the committee will remain secret and will continue to operate as it is at the present time.

Recommendations for Amendments to  
Article VIII, Organization, of the Constitution  
of the National Athletic Trainers' Association

The following suggested additions and amendments to Article VIII-Organization of the constitution of the NATA are based on a firm belief that the present administrative organization of our association, although basically sound, has become functionally outdated and impractical in some respects. In light of our rapid growth as a professional organization during the past few years, it seems almost imperative that we must now critically analyze and evaluate our administrative structure in an effort to ascertain whether or not it is still conducive to future growth and development. It is suggested that certain basic changes are needed and that these changes should be given prompt and serious consideration by the Board of Directors. It is suggested, if deemed necessary, that a special committee be appointed to study proposed organizational changes and make recommendations for constitutional amendments wherever necessary.

The preliminary recommendations for constitutional amendments and additions made here are primarily directed toward insuring the administrative and decision making powers of the Board of Directors as the governing body of the association. These recommendations are threefold:

1. Extension of the Board of Directors terms of office from two to three years. This would allow more time for completion of legislation by the District Chairman in the best interest of district members. Longer terms would also allow more time for District Chairmen to become familiar with major issues, policies, and procedures at the national level.
2. Election of the members of the Board of Directors on alternating years in order that a certain number of directors can be retained from year to year. This should result in a better informed and a more knowledgeable Board of Directors.
3. Establishment of the position of President of the NATA who also functions as the Chairman of the Board of Directors and who is elected from active members who have served as past members of the Board of Directors within the past ten years. This term of office to be for five years.

It is recommended that the following additions and amendments be incorporated into Article VIII-Organization of the constitution of the NATA in an effort to achieve the aforementioned objectives. It is suggested that Article VIII be reviewed in its entirety in order to eliminate inconsistencies and delete obsolete phrases.

#### Article VIII-Organization

##### Section 1.

National: The governing body of this Association shall be a Board of Directors composed of the President of the National Athletic Trainers' Association and the Directors of the ten districts of the Association. The President of the Association shall also function as the Chairman of the Board of Directors.

- a. The President of the National Athletic Trainers' Association shall be elected by a majority vote of the Board of Directors at their annual meeting. Nominees for the President of the Association shall have served as a member of the Board of Directors within the past ten years. The President shall be elected for a term of five years which shall run from the termination of the national convention to and including the national convention five years hence.
- b. Members of the Board of Directors representing the ten geographical districts shall be elected for a term of three years which shall run from the termination of the national convention to and including the national convention three years hence.
- c. Members of the Board of Directors shall be elected on a rotating basis according to the ten geographical districts. Districts one and two shall elect their representatives for a three year term beginning in 1968, Districts three and four beginning in 1969, Districts five and six beginning in 1970, Districts seven and eight beginning in 1971, and Districts nine and Ten beginning in 1972.

##### Section 3.

a. There shall be an Executive Secretary of the Association. The Executive Secretary shall be selected on a one year basis and shall be elected by a majority vote of the Board of Directors at their annual meeting. Nominees for the position of Executive Secretary must be active, advisory, or honorary members of the National Athletic Trainers' Association. This shall be a

salaries position and the amount of reimbursement shall be at the discretion of the Board of Directors.

b. If deemed necessary by the Board of Directors, there shall be an Assistant Executive Secretary of the Association. The Assistant Executive Secretary shall be selected on a one year basis and shall be elected by a majority vote of the Board of Directors at their annual meeting. Nominees for the position of Assistant Executive Secretary must be active, advisory, or honorary members of the National Athletic Trainers' Association. This shall be a salaries position and the amount of reimbursement shall be at the discretion of the Board of Directors.

Gary D. Delforge  
Director, District # 7  
NATA *Law Arizona*

January 29, 1970

TO: Active Membership of the National Athletic Trainers Association

SUBJECT: Proposed Reorganizational Plan for the N.A.T.A.

In December of 1969, the following proposal for Reorganization of the N.A.T.A. was submitted to the Board of Directors for their approval or rejection. I am happy to announce the vote by the Board of Directors was unanimous for acceptance of this proposal. We are now submitting the Reorganizational Plan to the active membership of the N.A.T.A. for acceptance or rejection.

In the process of reorganizing the National Athletic Trainers Association, we have designed the structure with the idea in mind to improve the Association for the benefit of its members.

We hope to accomplish this first by increasing the size of the Executive branch of the Association. With the addition of the President of the N.A.T.A., it is our hope we can ease the work load of the Executive Director, but at the same time, increase the duties of the Executive Branch by dividing the functions of both offices between these two positions. In this manner we will have two people, the Executive Director and the President of the N.A.T.A. who can contribute a great deal more time and effort to the membership of the Association.

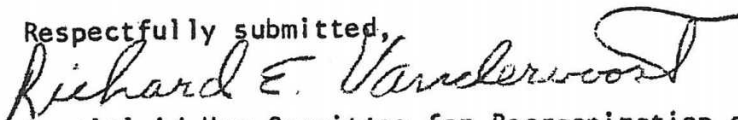
Secondly, with the addition of Division Directors, we will maintain closer communication between the committee structure and the Executive branch of the Association. The Division Directors will coordinate and supervise the work of all committees within their Division and report directly to the Board regarding all committee action within the Division. In an effort to promote better understanding of committee duties, functions and responsibilities to the membership, we have also published a Committee Manual as an aid to committee members in performing their prescribed functions. With more active participation within the committee structure, we will be able to take advantage of the vast amount of experience and education which the individual membership of this Association has to offer.

By designating specific responsibilities and functions of committee members as well as the Executive branch, and Division Directors, we will be able to provide improved service to the membership and improved functioning in the areas of research, placement, education, public relations and publications. Through strong and dedicated participation within the organizational structure, we will not only accomplish our present goals, but also assure future members of better service and a stronger association.

We are also enclosing herewith a postcard for your mail vote of approval or disapproval. PLEASE RETURN THIS POSTCARD TO ME NO LATER THAN MIDNIGHT, MARCH 2, 1970.

I would like to thank the members of this committee for their outstanding contributions and recommendations. Also deserving of recognition are those individuals, both within the membership and outside the organization, who provided a great amount of research and valuable assistance.

Respectfully submitted,



Special Ad Hoc Committee for Reorganization of the National Athletic Trainers Association.

Richard E. Vandervoort, Chairman  
Sayers "Bud" Miller, Bruce Melin, Logan Wood

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*Handwritten signature*  
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*Invent*