

1970

N. A. T. A. COMMITTEE MANUAL

1970

**NATIONAL ATHLETIC TRAINERS
ASSOCIATION**

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STANDING COMMITTEES OF THE NATIONAL ATHLETIC TRAINERS ASSOCIATION

Members of standing committees of the National Athletic Trainers Association are appointed by the Chairman with approval by the Board of Directors. Recommendations for nominations to committees within his division, can be made by the Division Director to the President, or by the chairman of the committee, to the Division Director. Any Certified member of the Association may be appointed to any standing committee. Final approval of committee membership will be determined by the Board of Directors.

POWERS OF STANDING COMMITTEES

For the most part, standing committees of the NATA are advisory, have no legislative function, and make recommendations only. Certain committees, where appropriate, may be assigned administrative functions by the Board of Directors. 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 committees recommendations.

CHAIRMEN OF STANDING COMMITTEES

The chairmen of all standing committees are appointed by the President with approval by the Board of Directors. It is the responsibility of the chairman of a committee to submit a written report on his committee's activities and report its findings and recommendations on behalf of his committee to the Division Director.

EX-OFFICIO COMMITTEE MEMBERS

A person holding an ex-officio membership in a committee no longer holds such membership if his position on the Executive staff or on the Division level is changed. Ex-officio members are non-voting positions within the division of his responsibility.

SPECIAL OR AD HOC COMMITTEES

All special or ad hoc committees are appointed by the President with approval by the Board of Directors. Special committees can be composed of Board members or the Active membership at large. The functions of special committees will primarily be of investigating and recommending in nature. It will be directly responsible to the President and the Board of Directors. The committee will be dissolved when its function has been completed.

Instructions for Preparation of Committee Reports

These instructions apply to all committee reports prepared for the Board of Directors. Please read these instructions carefully before preparing your report. If instructions are not followed in detail, the report will be edited to meet standard editorial requirements.

Responsibility for Reports

It shall be the duty of the chairman of each committee to supervise the preparation and submission of all reports to the Division Directors. However, the chairman may request assistance in this duty from the committee's secretary, other members, or staff assistant.

Submission of Reports

Each committee shall submit, through the Division Director, who then will submit to the Association's National Office, a minimum of one written report to the Board of Directors each year. This requirement shall be rigidly enforced even though a committee's report may state that the committee has had no meetings or activities since submission of the last report. It is a policy of the Board of Directors to require all committee reports to be presented to the members of the Board in writing through the Association's National Office in advance of the meeting at which the report is to be considered.

Time of Submission of Reports

Committee chairmen will always be notified at least 30 days in advance of meetings of the Board of Directors so that a committee may prepare a written report for the Board. The exact date which will be the deadline for receiving reports for a specific meeting of the Board will be made known to all committee chairmen well in advance by the National Office.

Approval of Reports

The Division Director must approve a report for the Board of Directors. The chairman has full responsibility for securing approval of the report from other members of his committee though the report need not be signed by them unless the chairman so desires.

Presentation of Reports

Since written reports are sent to the members of the Board of Directors in advance of Board meetings, reports are presented to the Board by the Division Director. However, any committee chairman has the privilege of commenting orally on a written report at the time the report is under consideration by the Board. It is desirable for the chairman or members of a committee to be in attendance at a meeting of the Board considering a written report from a committee, especially if the report contains recommendations.

Form and Style of Report

For your information, a sample, outline committee report is included with these instructions. It is important that your report conform very closely to these instructions. Only one copy of a report is required, but it must be typewritten, double spaced, on regular letter size paper. Leave adequate margins at top, bottom and on both sides of each page. Use the style and form of the sample, outline report included with these instructions. The heading on the report should contain the name of this Association on the first line, centered, and the name of your committee on the next line, centered in caps and underlined as follows: REPORT OF COMMITTEE ON MISCELLANEOUS BUSINESS. The third line should contain the date that the report is submitted.

Content of Report

Do not clutter up your report with long discussions of unimportant matters. Report what your committee did and what it wants done. Each subject in the report should contain an underlined sub-head indicating what that portion of the report is about. Do not report on the same subject in three or four places in your report. The report should not be in the form of minutes of your meeting. Tell all there is to tell about one subject under one heading. Keep your report brief and to the point. Check the accuracy and completeness of names and titles in the report. All committee reports should have a sub-head "Meetings" which should indicate the last meeting of the committee and names of the members in attendance, or should state that the committee has not met since submission of the last report. If a committee has been given a specific assignment by the Board of Directors, the report should also contain a sub-head "Assignment from Board of Director," which should state briefly what the assignment was.

Recommendations

If your committee wishes to secure action on any matter by the Board of Directors, your report should contain a sub-head, "Recommendations," placed at the end of your report. Each recommendation should be listed separately. If your report does not contain recommendations, a sub-head, "Recommendations," placed at the end of the report should still be used and the wording under the sub-head should be as follows: "This report is informational in nature and no recommendations are submitted." All recommendations should be specific, stated briefly, to the point, and call for action. If no action is called for, it is not a recommendation. Although not mandatory, it is desirable for all recommendations to be placed in resolution form.

Assistance on Form of Report

The Association's National Office will give assistance on the form and style of a committee report on request.

National Athletic Trainers Association

REPORT OF COMMITTEE ON LEGISLATION

November 1, 1962

Meetings

The Committee on Legislation met on November 1, 1962 at the Association's Central Office in Lansing. Members in attendance were: Doctors Jones, Smith, Green, White and Black. Doctor Roe was absent. Also attending were Doctor Doe, liaison trustee; the executive directors, executive assistant and legal counsel.

U. of M. Dental School

The Committee on Legislation, with the assistance of the Dean and other faculty members, will prepare a prospectus for use in the matter of obtaining "planning money" for a new dental school facility at the University of Michigan in Ann Arbor. The reasons why an expanded and improved dental facility is needed will be set forth in the prospectus. The Committee plans to meet with the new Controller of the State of Michigan at an early date to discuss needs for a new facility.

Legislative Contact Dentists

The recent election was reviewed in order that we might update our legislative contact dentist roster.

"Good Samaritan" Legislation

The problem of a dentist's liability in aiding persons injured in a national or local disaster was again reviewed. It is understood that MAP is currently considering such activity. No action on our part is indicated at this particular time.

Enabling Legislation for MDSC

The Committee reviewed the proposed bill for enabling legislation for the MDSC. Several minor changes were made. Legal counsel prepared and reviewed the bill for the Committee.

Fluoridation

The Committee notes with extreme pleasure the passage of the fluoridation program in Detroit.

Recommendations

Resolved, (or it is recommended) that the Board of Trustees of the MSDA publicly approve and go on record as favoring the new Constitution as approved and presented by the recent Constitutional Convention.

ADVISORY COMMITTEE

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.

COMPOSITION AND TENURE:

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

Each member will be appointed by the Board of Directors for a term of two years.

RESPONSIBLE TO: The Association, the Board of Directors, the President of the National Athletic Trainers Association, the Executive Director, the Division Directors and the chairmen within the committee structure.

COMMITTEE MEMBERSHIP

To be named by Board at later date.

TERM EXPIRES

June 1972

DIVISION OF PROFESSIONAL SERVICE

The Division of Professional Service includes the Research and Injury Committee, the Placement Committee, the Medical Service 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 Board of Directors from the Active 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.
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.
10. Stands available to all Division committees and chairmen for consultation, advice and recommendations.

RESEARCH AND INJURY COMMITTEE

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.

COMPOSITION AND TENURE:

The committee will include one chairman and three committee members appointed by the Board of Directors from the Active or Advisory membership of the Association.

The chairmen and the committee members will be appointed for a two-year term of office and may be reappointed by the Board.

RESPONSIBLE TO: The Division Director of Professional Service, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

Fred Hoover, Chairman
Ernie Biggs
Wayne Rudy
Jim Bone

TERM EXPIRES

June 1972

PLACEMENT COMMITTEE

FUNCTIONS 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.

COMPOSITION AND TENURE:

The committee will include one chairman and four committee members appointed by the Board of Directors from the active membership of the Association. The chairman and the committee members will be appointed for a two-year term of office and may be reappointed by the Board. Committee membership will be made up of one member from the East coast, Mid East, Mid West and West Coast.

RESPONSIBLE TO: The Division Director of Professional Service, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

TERM EXPIRES

Alan Hart, Chairman
 Jack D. Jones
 James Bryan
 Kent Falb
 A.G. Edwards

June 1972

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 Board of Directors from the Active 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.
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 of the Board, 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 chairman for consultation, advice, and recommendation.

GRANTS AND SCHOLARSHIP COMMITTEE

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.
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.

COMPOSITION AND TENURE:

The committee will include one chairman and three committee members appointed by the Board of Directors from the Active membership of the Association.

The chairman and the committee members will be appointed for a two-year term of office and may be reappointed by the Board.

RESPONSIBLE TO: The Division Director of Professional Advancement, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

TERM EXPIRES

Mike Linkovich, Chairman
 Ken Rawlinson
 Otho Davis
 Joe Abraham
 Bob Orr

June 1972

PROFESSIONAL EDUCATION COMMITTEE

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 and any future changes in educational standards, to all Recruitment Committee members.

COMPOSITION AND TENURE:

The committee will include one chairman and three committee members appointed by the Board of Directors from the Active membership of the Association. The chairman and the committee members will be appointed for a two-year term of office and may be reappointed by the Board.

RESPONSIBLE TO: The Division Director of Professional Advancement, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

TERM EXPIRES

Sayers Miller, Chairman
 Tow Diehm
 Phil Donley
 Gordon Graham

June 1972

CERTIFICATION COMMITTEE

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. Receives and reviews all applications for certification.

4. Coordinates and supervises the administration and grading of all certification examinations.
5. Ascertains the fulfillment of certification requirements and makes recommendations to the Board of Directors for final approval.
6. Issues certificates to Board approved athletic trainers.
7. Maintains an accurate and current registry of all Association certified Athletic trainers.

COMPOSITION AND TENURE:

The committee will include one chairman and four committee members appointed by the Board of Directors from the Active membership of the Association. The chairman and the committee members will be appointed for a two-year term of office and may be reappointed by the Board.

RESPONSIBLE TO: The Division Director of Professional Advancement, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

TERM EXPIRES

Lindsay McLean, Chairman
 Chris Patrick
 George Sullivan
 Joe Altott
 Ed Pillings
 Linc Kimura

June 1972

CERTIFICATION BOARD

Two Advisory Members

Fred Behling, M.D.
 James Feurig, M.D.

RECRUITMENT COMMITTEEFUNCTIONS 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 Audio-Visual Comm., 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.

COMPOSITION AND TENURE:

The committee will include a chairman and three committee members appointed by the Board of Directors from the Active membership of the Association. The chairman and the committee members will be appointed for a two-year term of office and may be reappointed by the Board. One member will serve from the East Coast, Mid East, Mid West, and the West Coast.

RESPONSIBLE TO: The Division Director of Professional Advancement, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIPTERM EXPIRES

Mel Blickenstaff, Chairman
 Jim Welch
 Jerry Rhea
 Logan Wood
 Jerry Kimbrough
 Carl Williams

June 1972

DIVISION OF JOURNAL AND PUBLICATIONS

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

DIVISION DIRECTOR, JOURNAL AND PUBLICATIONS

SELECTION: Appointed by the Board of Directors from the Active 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 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.
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 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.

JOURNAL AND PUBLICATIONS COMMITTEE

FUNCTIONS 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. Investigates and recommends to the Board of Directors utilization of other forms of Association sponsored publications including conference proceedings, national program presentations, newsletters, books, educational films, and audio-visual aids.
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.
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.

COMPOSITION AND TENURE:

The chairman will be appointed by the Board of Directors from the Active membership of the Association for a two-year term of office. With approval by the Board of Directors, he may be reappointed. The committee will include the Editor, Assistant Editor, Managing Editor, and the Executive Director. The committee's term of office will be subject to yearly review by the Board of Directors.

RESPONSIBLE TO: The Division Director of Journal and Publications, the Board of Directors, and the National Athletic Trainers Association Division Director Information Services- Clyde Stretch.

COMMITTEE MEMBERSHIP

Marvin Roberson, Chairman

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

TERM EXPIRES

Subject to
 Yearly review

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.

COMMITTEE MEMBERSHIP

Dick Hoover, Chairman
 Dick Malacrea
 Otho Davis
 Robert Livingood

TERM EXPIRES

June 1972

PUBLIC RELATIONS AND INFORMATION COMMITTEE

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, etc.
5. Makes recommendations to the Board of Directors regarding advantageous professional affiliations, liaison activities and etc.

COMPOSITION AND TENURE:

The committee will include a chairman and three committee members appointed by the Board of Directors from the Active or Advisory membership of the Association. The chairman and the committee members will be appointed for a two-year term of office and may be reappointed by the Board.

RESPONSIBLE TO: The Division Director of Journal and Publications, the Board of Directors, and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

Larry Gardner, Chairman
Dennis Aten
Joe Abraham
Bill Chambers

TERM EXPIRES

June 1972

NATIONAL PROGRAM AND BUSINESS AFFAIRS DIVISION

The National Program and Business Affairs Division includes the National Program Committee, the Financial and Auditing 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 Executive Director with the approval of the Board of Directors. Will also serve as the Assistant Executive Director.

TERM OF OFFICE: Up for yearly review.

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.
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 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 Program.
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 Program 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 program, 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.

NATIONAL PROGRAM COMMITTEE

FUNCTIONS AND RESPONSIBILITIES:

1. Has complete 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.

COMPOSITION AND TENURE:

The District Program Director will also serve as the chairman of the National Program Committee. He will be selected from within the district the National Convention is located by the Board of Directors for a one-year term of office.

The committee members will include, the National Program Director, the District Program Director, the Exhibits Chairman, the Banquet Chairman, the Entertainment Chairman, and any other committee deemed advisable. The committee members are appointed by the Board of Directors for a one-year term of office and will be up for yearly review.

RESPONSIBLE TO: The Chairman of the National Program Committee reports directly to the Division Director of the National Program, the Board of Directors, and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

Ed Block, Chairman, 1971

(District Program Director from Host District 1 year

Tom Healion

National Program Director

Warren Ariail - Exhibits Chairman

Joe Blankowitsch - Registration Chairman

(Other committee members as deemed advisable by District Program Director.

FINANCIAL AND AUDITING COMMITTEE

FUNCTIONS AND RESPONSIBILITIES:

1. Responsible for periodically auditing the financial status of the Association.
2. At the committee's discretion, may audit the Treasurer's report, receipts, disbursements, and savings account of the Association.

COMPOSITION AND TENURE:

The committee will include one chairman and one committee member appointed for a two-year term of office by the Board of Directors from the Active membership of the Association. May be reappointed by the Board of Directors.

RESPONSIBLE TO: The Division Director of Business Affairs, the Board of Directors, and the National Athletic Trainers Association.

MEMBERSHIP COMMITTEE

FUNCTIONS AND RESPONSIBILITIES:

1. Receives and reviews all applications for student, associate, active, advisory, retired and honorary membership.
2. Receives and reviews all requests for change of membership classification.
3. Forwards recommendations for rejection or acceptance of new members and classification changes to the Executive Director for appropriate action.
4. Maintains an accurate and current registry of all Association members including classification, date of original membership, address and position, payment of dues, etc.
5. Cooperates with the ten Association districts and their secretaries regarding appropriate handling of district transfers.
6. Periodically reviews the various membership classification and makes recommendations to the Board of Directors for changes, deletions, or additions.
7. Maintains up-to-date histories on individual members. (year joined, classification, articles published, offices held, honors, speeches, etc.)

COMPOSITION AND TENURE:

The committee will include one chairman and three committee members appointed by the Board of Directors from the Active membership of the Association. The chairman and the committee members will be appointed for a two-year term of office and may be reappointed.

RESPONSIBLE TO: The Division Director of Business Affairs, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP:

TERM EXPIRES

Bruce Melin, Chairman

June, 1972

Ten members, one to be named from Certified Membership, from each District. Listing at later date.

HONOR AWARDS COMMITTEE

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 makes recommendations to the Board of Directors for recipients.
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.

COMPOSITION AND TENURE:

The committee will include one chairman and three committee members appointed by the Board of Directors from the Active membership of the Association. The chairman and the committee members will be appointed for a two-year term of office and may be reappointed.

RESPONSIBLE TO: The Division Director of Business Affairs, the Board of Directors and the National Athletic Trainers Association.

COMMITTEE MEMBERSHIP

TERM EXPIRES

George Sullivan, Chairman

June 1972

Laurence Morgan

Don Fauls