****

**VIRGINIA ATHLETIC TRAINERS’ ASSOCIATION**

Job Responsibilities

**President**

* Appoints, with the approval of the Executive Council, the chair and members of both standing and ad hoc committees
* Implements the mandates and policies of the VATA as determined by the Executive Council
* Directs and supervises officers, region representatives, committee chairs
* Develops direction and prioritizes goals of the VATA with input from EC, chairs, and membership
* Represents the VATA and the Association’s interests in working with the State Association Committee, and NATA and other professional organizations/associations
* Serves on District Council for Mid-Atlantic Athletic Trainers’ Association
* Serves as chair of the nominations committee
* Serves as chair of the Executive Council and develops agendas for those meetings
* Delegates projects and appoints leadership positions as outlined in Constitution and by-laws
* Develops meeting agenda and presides over all meetings of the membership and EC
* Makes annual report of “state of the association” to the membership
* Signs contracts, agreements, and memorandum of understanding on behalf of the VATA
* Maintains official/unofficial copies of VATA organizational and financial documents
* Commits the VATA to no financial obligation in excess of its financial resources
* Supervises financial health with Treasurer and maintains visibility on accounts
* Delegates duties of the President to the President-elect as needed
* Co-chair of Constitution and Bylaws, Secondary Schools Committee and Governmental Affairs Committee

**President – Elect**

* Assumes duties of the “President” in his/her absence or when directed by President
* Assists President in his/her duties and executes president’s goals, vision, or projects
* Assists President in planning, execution, and direction of VATA projects
* Participates, observes, and assists in all aspects of the association with the direction of the president
* Maintains, updates, and enforces policies and procedures manual
* Reports and updates information to President
* Supervises the planning of annual meeting in conjunction with the program planning committee
* Chairs committee tasked with selecting site for Annual Meeting, also serves as co-chair of Student Affairs and Honors and Awards
* Works with the Conference Committee to coordinate the program for the Annual Meeting and Symposium
* Reviews and revises VATA position descriptions annually every term

**Secretary**

* Primarily handles news items within the VATA leadership, organization, and liaisons with other groups: MAATA, NATA.
* Takes notes/minutes for business meetings or other necessary events
* Distributes approved minutes to EC and membership
* Establishes and follows calendar/schedule for distributing news and information to VATA membership, MAATA newsletter and NATA News
* Updates VATA leadership roster
* Maintains master list of committee chairs and their membership
* Serves as coordinator of all organizational records, books, and papers belonging to the VATA
* Serves as a liaison between the Executive Council and the webmaster of the VATA website to ensure the VATA website is maintained and updated regularly in order to facilitate timely communication with membership.
* Provides oversight and develops content for the distribution of media, materials, and information to EC and membership as outlined in by-laws
* Creates and develops news items for newsletter and monthly e-blast /news release
* Facilitates communication between the PR Committee chair and webmaster.
* Co-chair of the Intercollegiate Sports Medicine Committee and Public Relations

**Treasurer**

* Serves as chair of the Finance Committee
* Recruits and maintains active members of the committee
* Prepares and submits an annual budget for the association to EC
* Ensures the EC’s financial policies are being followed
* Makes recommendations on financial matters of the VATA
* Makes annual report to membership regarding financial standing
* Serves as the liaison to the association’s accountant to assure that federal and state taxes are done appropriately.
* Transacts all financial business for and on behalf of the VATA
* Submits a financial report to the Executive Council prior to all VATA meetings
* Submits a financial report to the VATA membership at all business meetings
* Signs or Co Signs checks on behalf of the association
* Treasurer's signature should appear on all checks of the association
* Co-chair of Membership Committee, Council on Practice Advancement and Scholarship Committee

**Region Representative**

* Supports the overall goals and mission of the VATA
* Reports on overall regional membership concerns or news to EC
* Participates/contributes during business meetings representing the interests of his/her region including voting
* Act as liaison between region members and the Executive Council
	+ Engages region members in dialogue to develop positive relationships with the VATA
	+ Recruit members for participation in projects or goals and future leadership
	+ Contact non-renewing members for those who did not renew NATA/VATA membership
	+ Represents the opinions of region membership and gathers concerns of membership within the region
* Contacts and meets with region legislators, attempts site visit annually (makes sure each legislator is invited to something with an AT)
* Attends annual VATA Symposium Meeting
* Attends majority (more than half of meetings in 1 year) of VATA Executive Council and business meetings
* Participates in concept, design, and execution of projects approved by EC
* Organizes or partners with an existing CEU event in the region annually (VATA will sponsor/co-sponsor the event)
* Reports to the President
* Serves as a member of the Membership Committee
* Serves as a member of the Nominations Committee

**Nominations Committee**

* Seek out qualified candidates for each office in the VATA
* Submit a list of candidates to the membership at least 30 days before a planned election. The list of candidates shall include short biographies.
* Conduct an election of officers from those names on the candidate list during the course of the annual business meeting.
* This committee will also vet all candidates to assure the following:
	+ Current NATA membership
	+ Current state licensure

**Governmental Affairs Committee**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Develops annual goals and timelines to EC
* Reports on the governmental affairs to EC
* Communicates and works directly with officers on governmental affairs
* Develops and implements legislative initiatives, monitors and drafts regulations and regulatory proposals and develops policies that support the mission of the VATA
* Protects the definition and scope of practice of athletic trainers in the state of Virginia
* Involves the membership in grass roots advocacy and policy making that supports the VATA mission
* Serves at the VATA representative to the MAATA governmental affairs committee
* Recruits and maintains members of governmental affairs committee
* Develops content for media: websites, newsletters, or emails
* Serves as the liaison with other entities related to the governmental affairs such as: state governmental, lobbyist, and related groups
* Establishes and coordinates regular communication with committee members regarding agenda items and minutes of meetings
* Conceptualizes, proposes, and develops projects or initiatives related to governmental affairs

**Honors and Awards Committee Chair**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Develops goals and timelines to EC
* Recruits and maintains active members of Honors and Awards committee
* Compiles and creates names, definitions, and eligibility requirements for awards
* Collects award applications and verifies eligibility
* Develops media, documents, and solicitations for award nominations
* Submits nomination forms to EC for vote
* Compiles votes and announces the winners for each award to EC
* Communicates with award recipients
* Writes biographies for each award recipients
* Responsible for awards, plaques, or trophies associated with honors
* Serves as a member of the annual meeting committee
* Works directly with the Annual Meeting Committee Chair to plan the Honors & Awards Luncheon/Ceremony at the Annual Meeting

**Annual Meeting Committee Chair**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Reports on the planning of the Annual Meeting to EC
* Recruits and maintains members of the committee
* Maintains oversight of the VATA Annual meeting to include: pre-planning, content, speakers, site location, execution, post event reports
* Delegates responsibilities to committee members and assigns EC members’ duties for annual meeting execution
* Recruits and maintains active members of annual meeting committee
* Compares, contrasts, and re-evaluates annual meeting bids, cost, and revenue
* Develops content for media: websites, newsletters, or emails for promotion of Annual Meeting
* Establishes and coordinates regular communication with committee members regarding agenda items and minutes of meetings

*Educational Programming Committee*

* Acts as Annual Committee Chair as directed or needed
* Responsible for the content, educational competencies, and educational content of the annual meeting
* Assists in developing schedule, theme, and overall idea of annual meeting
* Coordinates issue and development of continuing education requirements for BOC or other credentialing agencies
* Assists and liaison with speaker for registration, AV requirements, and needs
* Assigns and coordinates room moderators
* Reviews, selects, and edits programming submissions
* Maintains and develops speaker exchange program
* Assists with receiving handouts, documents, or files for attendees to Registration Coordinator

*Hotel Liaison Chair*

* Coordinates necessary space and room requirements of meeting site
* Assists with room management on site
* Ensures meals or associated hotel services are met
* Liaison with hotel staff and hotel event coordinator
* Reviews contracts and requirements of meeting site
* Visits meeting site as needed prior to event

*Registration Coordinator*

* Responsible for pre-registration and on-site registration desk
* Oversight of registration of members, speakers, and guests
* Prints registration materials and associated documents
* Develops tasks and instructions for registration volunteers and VATA EC
* Compiles necessary documents, files, or materials for attendees
* Reports numbers of registrants
* Works closely with the webmaster to set up Annual Meeting Registration
* With assistance of Treasurer, collects and maintains registration fees
* Work with Membership Committee for staffing Annual Meeting check in

*Vendor Coordinator*

* Responsible for recruiting, maintaining, and enhancing a presence of vendors at the annual meeting
* Assists with developing sponsorships, grants, or fundraising goals
* Primary contact with vendors and corporations
* Pre and post meeting follow up with vendors to annual meeting
* Coordinates vendor needs with annual meeting committee

**Constitution & Bylaws Chair**

* Serves as the parliamentarian of the VATA
* Serves as appointment of President
* Ensures constitution and by-laws are followed during business meetings
* Maintains record of changes, corrections, and additions in constitution and by-laws editions
* Makes recommendations of changes to constitution and by-laws while working with EC
* Ensures that all VATA Policy and Procedures are in alignment with MAATA/NATA guidelines
* Submits changes in written form to membership with approval of EC
* Reports justification of proposed changes to membership in timely manner
* Re-writes and updates constitution and bylaws when changes are approved
* Reviews constitution and by-laws for future changes in planning, technology, or direction of the VATA
* Provides scrutiny and review of the Constitution & Bylaws on a continuing basis and makes recommendations to the Executive Council for any proposed changes

**Student Affairs Committee Chair**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Develops annual goals and timelines to EC
* Recruits and maintains members of the student affairs committee
* Develops content for media: websites, newsletters, or emails
* Collects student submissions for annual meeting poster presentations
* Plans, develops, and executes student portion of annual meeting with annual meeting committee
* Establishes and coordinates regular communication with committee members regarding agenda items and minutes of meetings
* Conceptualize, propose, and develop projects or initiatives related to education of athletic training students
* Serves as liaison between VATA and program directors of ATEPs
	+ Leads the Educators’ small group discussion at the VATA annual meeting
* Serves as a member of the annual meeting committee
* Works directly with the Annual Meeting Committee Chair to plan the Student sessions at the Annual Meeting

**Membership Chair**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Develops annual goals and time lines to EC
* Recruits and maintains active members of the committee
* Updates membership database with new member information 2-3 times annually
* Provides Region Representatives with membership listing for their region 2-3 times annually
* Emails each new member with a welcome message, website information, and Regional Representative’s information
* Contacts MAATA Secretary or VATA Secretary for latest membership lists
* Serves as a point of contact for members, refer to appropriate officer, chair, or committee
* Annually contacts members who do not renew their membership with the VATA or refer the database to region representatives
* Processes all applications for change of membership category
* Coordinate membership reimbursement with the treasurer as needed

**Public Relations Chair**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Develops annual goals and timelines to EC
* Recruits and maintains members of the public relations committee
* Collects, develops, and formats content for quarterly submission of news worthy items to media outlets at state level
* Develops content for VATA media: websites, newsletters, social media or emails
* Plans, develops, and executes project for annual National Athletic Training Month
* Serves as the liaison between “the public” and the VATA to represent the profession in the most positive way
* Develops relationship with committee chairs and region representatives to further the profession of athletic training and promote the VATA’s projects and initiatives
* Serves as the liaison to other entities related to public relations such as: state governmental, news outlets, or related groups
* Establishes and coordinates regular communication with committee members regarding agenda items and minutes of meetings
* Conceptualizes, proposes, and develops projects or initiatives related to public relations to EC

*Webmaster*

* Serves as a liaison to the website developer to ensure that the VATA website is maintained and updated regularly in order to facilitate timely communication with the membership.
* Oversees the day to day operation of the VATA website.
* Works directly with the PR committee chair and VATA Secretary to assure good communication with the membership via the website.
* Provides reports to the Annual Meeting Committee Chairperson & Registration Coordinator.

**Scholarship Committee Chair**

* Supports the overall goals and mission of the VATA
* Develops goals and timelines to EC
* Serves as appointment of President
* Recruits and maintains members of scholarship committee
* Update application annually with description, dates, and addresses
* Compiles and creates names, definitions, and eligibility requirements for scholarships
* Collects scholarship applications and verifies eligibility
* Develops media, documents, and solicits for award nominations
* Submits documents, packets, and information to scholarship committee for vote
* Compiles votes and announces to committees and EC the winners for each award
* Communicates with award sponsors and recipients
* Serves as the liaison to secondary schools, colleges, and universities for arrangements with end-of-year awards recognition when appropriate
* Maintains scholarship recipient list and makes attempt to ensure student is in good standing

**Secondary Schools Committee Chair**

* Supports the overall goals and mission of the VATA
* Develops annual goals and timelines to EC
* Serves as appointment of President
* Reports on the secondary school setting to EC
* Serves as the liaison and makes recommendations of the secondary schools practice setting to the VATA
* Serves as the VATA representative to the MAATA secondary school setting committee
* Recruits and maintains members of secondary schools committee
* Develops content for media: websites, newsletters, or emails
* Liaison with other entities related to the secondary school setting such as: Virginia High School Sports Medicine Advisory Committee, Virginia High School League, Virginia Department of Health, and Virginia Department of Education.
* Establishes and coordinates regular communication with committee members regarding agenda items and minutes of meetings
* Conceptualizes, proposes, and develops projects or initiatives related to secondary school setting
* Researches employment of high school certified athletic trainers
* Develops and distributes literature and materials that support and promote the High School certified athletic trainer

**College and University Athletic Trainers’ Committee Chair**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Develops annual goals and timelines to EC
* Reports on the college/university setting to EC
* Serves as the representative and makes recommendations of the college/university practice setting to the VATA
* Serves at the VATA representative to the MAATA college/university setting committee
* Recruits and maintains members of college/university committee
* Promotes athletic trainer as part of the integrated health care delivery system to student athletes, intramural sports, or other settings part of the university collegiate setting
* Promotes and enhances athletic training in the college/university setting in Virginia
* Identifies and addresses issues related to the health and safety of the college/university student athletes
* Develops content for media: websites, newsletters, or emails
* Serves as the liaison to other entities related to the college/university setting
* Establishes and coordinates regular communication with committee members regarding agenda items and minutes of meetings
* Conceptualizes, proposes, and develops projects or initiatives related to college/university setting

**Clinical & Emerging Practice Committee Chair**

* Supports the overall goals and mission of the VATA
* Serves as appointment of President
* Develops annual goals and timelines to EC
* Reports on the clinical and emerging practice setting to EC
* Serves as the representative and makes recommendations from the clinical and emerging practice setting to the VATA
* Serves at the VATA representative to the MAATA clinical and emerging practice setting committee
* Recruits and maintains members of clinical and emerging practice committee
* Develops content for media: websites, newsletters, or emails
* Serves as the liaison to other entities related to the clinical and emerging practice such as: state governmental related groups
* Establishes and coordinates regular communication with committee members regarding agenda items and minutes of meetings
* Conceptualizes, proposes, and develops projects or initiatives related to clinical and emerging practice setting to EC

**Research & Education Foundation (REF) State Representative**

* Educate state members of Foundation activities/opportunities
* Arrange for set-up, organization, and working of Foundation booth at state meeting
* Obtain appropriate material for booth, including grant summaries, donor forms, donor gifts, previous scholarship and grant recipient listings, etc
* Formally recognize Foundation scholarship and grant recipients from your state
* Solicit financial support of Foundation
* Review state association donation history and solicit annual contribution
* Review member donation history and solicit donations through personal contact, calls, mailings, publications, etc
* Develop realistic state membership Annual Fund goal for year
* Develop other creative ways to educate members/community of Foundation activities, events, and opportunities, and to gain financial support