

Officers of the Board of Directors

The Board of Directors of the Alberta Athletic Therapists Association (AATA) is comprised of the following officers:

- President,
- Vice-president,
- Treasurer, and
- Secretary.

PRESIDENT:

The President:

- is elected by the Membership at the Association's Annual General Meeting (AGM);
- holds office for a two year term;
- is elected on even-numbered years;
- is the official external representative of the AATA; and
- is responsible for the Association's internal administrative function.

The President's function is one of initiation, motivation, coordination, and public relations. The President must have a solid grasp of the Association and its separate Committee structures. The President must develop goals and objectives for the future. The President must ensure that there is a coordinated and informed strategic plan involving all of the Committees. The President must be prepared to serve as the official representative of the Association and foster public relations by his/her involvement with outside agencies. In short, the President must display confidence in him/herself and the Association, by providing strong leadership and administration, as well as being a diplomat.

Administrative Functions

1. Ensure the stability and function of the Board of Directors and the Standing Committees.
2. Review the minutes of the annual Board of Director and AGM.
3. Assess and develop goals and objectives for the Association.
4. Review, revise, and update the Association's strategic plan.
5. Administrate business of the Association:
 - a) Evaluate the implementation of the plan of action.
 - b) Continually reassess the goals of the Association and alter the administrative plan of action as necessary.

Responsibilities

1. Maintain a constant flow of information among the Board of Directors and the Association's Committees.
2. Serve as the official voice of the Association on matters of policy, special programs, and external activities (although other Members may be delegated to perform certain tasks).
3. Serve on various Committees and agencies as an Association official. These include:
 - a) Chairperson of the Association's Board of Directors; and
 - b) Chairperson of the Association's AGM (can be delegated at the President's discretion).
4. Participate in Presidents Committee Meetings and liaise with Regional Chapter Presidents.
5. Serve as Committee Liaisons to the Ad-hoc Committee and Ethics Committee.
6. Work closely with the Ombudsperson.
7. Work closely with the Treasurer regarding fiscal/financial issues including the state of the Association's investments.
8. In conjunction with the Board of Directors, maintain and update the the *Alberta Athletic Therapists Association Policy and Procedure Manual*, Association's *Code of Ethics* (#7-1), and *Scope of Practice* (#7-2).
9. Be aware and informed of constitutional changes of the Canadian Athletic Therapists Association.
10. Set the AGM date and oversee the distribution of the AGM package.
 - a) The following documents must be made available at least six (6) weeks prior to the AGM:
 - the weekend schedule,
 - past AGM minutes,
 - Board of Directors and Committee Chair reports,
 - a proxy voting form,
 - the preliminary agenda for the AGM, and
 - call for applications for any vacant positions.
 - b) The following documents must be made available at least three (3) weeks prior to the AGM:
 - the annual budget, and
 - the formal agenda.
 - c) All information listed above will be posted on the Association's website in PDF format.

- d) Members must receive by email: the agenda, budget, weekend schedule (with the registration forms for all courses), proxy voting form, and application forms.
 - e) All other documents can be posted on the website and Members notified of their location via email.
11. In the case there is no Ethics Chairperson or Committee, forward all ethics complaints to the National Chair. Infractions of the right to title (*see Official Marks, #1-3*) will be forwarded to the National Committee.
 12. Be the provincial contact for the National newsletter and make ready all submissions to the CATA Liaison when requested.
 13. Organize Board of Directors meetings monthly.
 14. Create and distribute the agenda for Board of Directors meetings seven (7) days prior to meeting.
 15. Oversee the activities of the Association.
 16. Be one of two signing authorities of the Association's bank accounts and investments.
 17. Maintain a copy of all documents on the Association's portable hard drive or Google Drive with file name references.
 18. Work in an ex-officio capacity when requested by the Board of Directors.
 19. Oversee the AGM Research Day as a Member of the judging panel. The actual Research Day is organized by the Vice President and the Education Committee.
 20. Produce President's report to be included in the six (6) week AGM package.
 21. Produce Association's Annual Report to be submitted to the CATA annually. This includes:
 - a) AGM Agenda,
 - b) Minutes from the AGM, and
 - c) Names of Members of the Board of Directors and Committee Chairpersons.
 22. Be the AATA contact person to Alberta Education for any information they require with regards to the joint collaboration regarding High School Sports Medicine classes in the province of Alberta. This collaboration began in 2010 and the AATA continues to consult with Alberta Education to improve these classes. The President, or another Member of the Board of Directors, is required to sign certificates that are applied for and sent to the AATA by students of the program who have completed specific requirements. *See Alberta Education Documents, #7-5*. Documents are available at www.aata.ca.

23. Upon completing the President's term:
 - a) Spend one day reviewing files with the incoming President.
 - b) Create and transfer all computer administrative files.
24. Maintain constant contact with the Membership and public via the President's email account at president@aata.ca.

VICE- PRESIDENT:

The Vice-President:

- is elected by the Membership at the Association's AGM;
- is elected on odd-numbered years;
- holds office for a two year term; and
- has all the powers and performs all the duties of the President if the President is absent or unable to serve as the President.

The Vice-President's role is one of assistance, collaboration, and maintenance. The Vice-President must serve as a bridge being between the Board of Directors and Members of the AATA. The Vice-President must be ready to assist the President in all aspects and have a solid grasp of Presidential roles and responsibilities. The Vice-President must also act as a check and balance to the President. The Vice-President must be prepared to serve as a representative of the Association when needed, in order to develop, foster, and promote athletic therapy as a profession.

Administrative Functions

1. Provide administrative assistance to the President where needed.
2. Assist in developing goals and objectives of the Association.
3. Develop, foster, and establish educational opportunities, innovations, and initiatives.
4. Develop and establish academic and research scholarship requirements and criteria.

Responsibilities

1. Work closely with the President on matters of policy, special programs, and external activities.
2. Develop familiarity and understanding of Presidential roles, responsibilities, and mandates.

3. In the absence or incapacitation of the President, shall assume powers and duties of the President.
4. Assume duties as the President dictates.
5. Provide leadership and vision on academic mandates to help promote teaching, learning, and research in the field of athletic therapy. Efforts are to be aimed at facilitating more academic/research scholarships, research days, and discovery of knowledge in regards to current research, innovations, and initiatives.
6. Foster an open relationship with Members of the Association.
7. Serve as a liaison with Certification Candidates.
8. Serve as Committee Liaisons to the Education and Marketing Committees.
9. Serve on various committees and agencies as an Association official. These include:
 - a) Allied health professions and consumer groups when requested; and
 - b) Chairperson of Association's Annual Research Day.
10. Produce Vice-President's report to be included in the six (6) week AGM package.
11. Upon completing the Vice-President's term:
 - c) Spend one day reviewing files with the incoming Vice-President; and
 - d) Create and transfer all computer administrative files.
12. Maintain constant contact with the Membership and public via the Vice-President's email account at vicepresident@aata.ca.

TREASURER:

The Treasurer:

- is elected by the Membership at the Association's AGM;
- holds office for a two year term;
- is elected on odd-numbered years; and
- is responsible for the Association's financial administrative function.

The role of the Treasurer shall include the responsibility for custody of the Association's funds and securities; the keeping of full and accurate accounts of receipts, disbursements, and books

belonging to the Association; and the depositing of monies and other valuable effects in the name of and to the credit of the Association.

Responsibilities

1. Oversee all bank accounts located at the TD Canada Trust. The home branch is located at Brentwood Branch: 3630 Brentwood Rd NW, Calgary, Alberta, T2L 6Z2.
2. Oversee all short-term and long-term investments with Don Madra, Investment Advisor, CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.
3. Maintain records of all transactions in proper accounting methods (receipts must be included) and forward all accounting records to the bookkeeper of the MC Professional Accountant, Phil Mutanho: CGA Suite 220, 1201 5th Street SW, Calgary, AB., T2R 0Y6, (403) 450-8388.
4. Make funding applications available to the Board of Directors and Standing Committees.
5. Receive and forward to the Board of Directors all major funding applications for review. Major funding applications include amounts over \$250.
6. Maintain budget and advise the Board of Directors and Committee Chairpersons as to financial position on a quarterly basis including the state of all investments.
 - a) This will include regular communication with all banking and investment institutions as are deemed necessary.
 - b) From time to time, the Membership or the Board may decide to appoint a Member of the Association with greater financial or investment knowledge of the Treasurer to serve in an advisory capacity with the Treasurer to aid in decisions regarding the investments of the association.
 - c) It will be at the discretion of the President and Treasurer as to the authority this Member will have over the investment funds of the association (*e.g.* decision-making authority, signing authority).
7. Work closely with the president on the Annual Operating Budget to be presented at the AGM.
8. Oversee fundraising endeavors on behalf of the Association.
9. Apply for different funding sources (*e.g.* Lotteries Foundation).
10. Be one of two signing authorities for the Association's financial accounts.
11. Maintain capital budget listings.

12. Act as the Registrar of the Association to the extent of the following duties:
 - a) Along with the Secretary, administer the invoices and receipts of the annual Membership dues as outlined below:
 - i. Create generic invoices to Members of the association (status as found on the National Membership database) to be emailed in the month of November; and
 - ii. Create Member receipts to be mailed to individual Members as their dues are received.
 - b) Receive Association Membership fees and deposit them into the Association's account.
 - c) Receive the Membership list from the CATA and cross reference them to Members with fees owing.
 - d) Report discrepancies to the Board of Directors.
 - e) Maintain a copy of the paid Membership list in conjunction with the CATA and forward to Board of Directors.
13. Date and file correspondences received.
14. At the end of every fifth year, oversee a financial audit to be completed at each fiscal year ending in a 0 or 5 (*e.g.* 2010, 2015, 2020...).
15. Produce Treasurer's report to be included in the six (6) week AGM package and the Budget report to be included in the three (3) week package. Please note that as per the 2009 AGM minutes, negative numbers in the budget sheet are to be recorded in brackets in red print.
16. Oversee that the bills of the Association are continually paid on time.
17. Oversee that the post office box of the Association is maintained, and that either the Treasurer or Secretary is regularly retrieving mail and distributing it to the required parties. The AATA mailbox is currently located at the Shoppers Drug Mart at Box 61115 Kensington RPO, Calgary Alberta, T2N 4S6.
18. Request submissions of projected budgets for the upcoming year for each Standing Committee to be submitted prior to the Fall Board of Directors meeting. The Treasurer will review the budgets with supporting documentation, and make the final decisions for the Fall meeting.
19. Upon completing the Treasurer's term:
 - a) Spend one day reviewing files with the incoming Vice-President;
 - b) Be open and available to help incoming Treasurer with any questions they may have; and
 - c) Create and transfer all computer administrative files.
20. Maintain constant contact with the Membership and public via the Treasurer's email address at treasurer@aata.ca.

SECRETARY:

The Secretary:

- is elected by the Membership at the Association's AGM;
- holds office for a two year term;
- is elected on even-numbered years; and
- is responsible for the Association's financial administrative function.

The Secretary is responsible for the administrative functions of the Association and liaises with the CATA on matters of Membership.

Responsibilities

1. Record, type, and distribute the minutes of the AGM and Board of Director meetings.
2. Once minutes are ratified, circulate minutes to the Board of Directors for record purposes.
3. Include a copy of the AGM minutes in the AGM package to the general Membership at least six (6) weeks prior to the upcoming AGM.
4. Send updated copies of all association documents to the President for circulation to the National Office following the AGM.
5. Receive Membership information from the Treasurer and update database for the Association.
6. Maintain close communication with the Treasurer in regards to Membership matters.
7. Work with the Board of Directors and Committee Members to update the:
 - a) Website (Marketing & Education Committees); and
 - b) Membership (Treasurer & National Office).
8. Maintain a record of all Association documents approved by the Membership.
9. Maintain stock and distribution of administrative supplies as needed.
10. Date all correspondence received.
21. Oversee that the post office box of the Association is maintained, and that either the Treasurer or Secretary is regularly retrieving mail and distributing it to the required parties. The AATA mailbox is currently located at the Shoppers Drug Mart at Box 61115 Kensington RPO, Calgary Alberta, T2N 4S6.
11. Produce Secretary's report to be included in the six (6) week AGM package.

12. Be the liaison for applications for the Alberta Education Athletic Therapy Certificate (see *Alberta Education Documents, #7-5*). Upon obtaining the necessary documents from the students and the fees for the certificates, the certificates will be printed and signed by a Member of the Board of Directors.
13. Upon completing the Secretary's term:
 - e) Spend one day reviewing files with the incoming Secretary;
 - f) Create and transfer all computer administrative files.
14. Monitor the Association's email and forward to appropriate Members of the Association; and maintain constant contact with the Membership and public via the Secretary's email account at secretary@aata.ca