

Board of Directors Mandate

The Board of Directors of the Association provides provincial leadership and vision to the Membership and volunteer Committees through support and facilitation in an environment of accountability, integrity, and focus.

GENERAL RESPONSIBILITIES

1. Administer the Association's policies, and procedures.
2. Carry out the duties and responsibilities of the mandates assigned to them.
3. Approve and affect policy changes to the *Alberta Athletic Therapists Association Policy and Procedure Manual*. (The various Committees or any voting Member of the Association may instigate these changes).
4. Review project proposals and establish priorities as they relate to the Association's strategic plan of action.
5. Meet collectively at least four times a year (more meetings or conference calls can be requested at the Board of Director's discretion).
6. Establish and maintain an open line of communication within Standing Committees.
7. Conduct follow-up activities pursuant to decisions made by the Board of Directors and Committee programs, and report to the general Membership on these activities at the Annual General Meeting (AGM).
8. Review award applications and choose successful candidates. See *Awards, #1-4*.

SPECIFIC RESPONSIBILITIES

Carry out specific mandates, duties, and responsibilities listed below as assigned by the President and based on the strengths of individual Board Members.

Policies and Procedures

1. Maintain the *Alberta Athletic Therapists Association Policy and Procedure Manual*.
2. Ensure that all documents are kept up-to-date, and reflective of the operation of the Association.
3. Make needed revisions to the *Alberta Athletic Therapists Association Policy and Procedure Manual* and distribute the most up-to-date documents to the:

- Board of Directors, and
 - Committee Chairpersons.
4. Ensure that the most up-to-date version of the *Manual* is distributed to Member of the Association at least three (3) weeks prior to the AGM.

Association Documents

1. Ensure that all official documents of the Association are kept current and up-to-date.
2. Make any changes to official documents in a timely manner.
3. Maintain a record of previous official documents for reference.
4. Ensure that all potential changes are forwarded in the AGM package at least three (3) weeks prior to the AGM.
5. Ensure that all changes made at the AGM are published in the appropriate publications.
6. Ensure that the most current version of the documents is made available to Members of the Association and the general public.

Minutes

1. Ensure that minutes are recorded for each Board of Director meeting, including timelines and individuals responsible for assigned actions.
2. Distribute draft copy of minutes to the Board of Directors and Committee Chairpersons within three (3) weeks of any Board of Directors meeting.
3. Ensure that corrections made by Members of the Association are forwarded to Board of Directors prior to the meeting at which minutes will be ratified.
4. Once ratified, ensure minutes are circulated to the Board of Directors within one (1) week.
5. Ensure that any motions voted by email are recorded in the minutes of the next meeting.
6. Maintain a file of previous year's minutes for reference.

Membership

1. Share strategies between the Canadian Athletic Therapists Association (CATA) and the Alberta Athletic Therapists Association (AATA) until such time as the Association is directed to handle all matters regarding Membership in their own provinces.

2. Annual Association Membership dues are determined by the Membership. See *Fees of the Association, #1-5*.

Communication

1. Work with Officers of the Board of Directors and Committee Chairpersons to prepare documents for circulation at the AGM including Committee reports, financial statements, and constitutional amendments.
2. Prepare for the AGM including proper set up for the meeting and roll call for establishment of quorum.
3. Perform responsibilities for any electoral process during the AGM including the explanation of due process and counting of ballots.
4. Adhere to email etiquette. See *Email Etiquette, #6-5*.

Committee Liaisons

Officers of the Board of Directors will also serve as Committee Liaisons on one or more of the following Committees (*i.e.*, Marketing Committee; Education Committee; Ethics Committee; and Ad-hoc Committee) as outlined in *Officers of the Board of Directors, #2-1*, and as follows:

1. Communicate with Committee Chairperson on a regular basis.
2. Report to the Board of Directors at scheduled meetings including:
 - a) motions presented for ratification; and
 - b) policy changes.
3. Review minutes of committee meetings.

In addition:

Marketing Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - recommendations for successful Member Project Proposal applications (see the *Member Project Proposal, #7-7*);
 - budget submissions; and
 - projects.
2. Ensure strategic plans of the Association are incorporated into the Marketing Committee's plans.

Education Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - recommendations for continuing education courses;
 - research and scholarship activities; and
 - projects.

Ethics Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - matters of due process related to investigations;
 - follow-up actions recommended following Ethics Committee investigations; and
 - proposed changes to the Ethics document.

Ad-hoc Committee Liaison

1. Report to the Board of Directors at scheduled meetings including:
 - matters of investigating or pursuing a particular mandate as directed by the Board of Directors.