



Officers of the AATA Handbook
As of March 1, 2013.

This manual is a guiding document to the roles and responsibilities of the Officers of the Alberta Athletic Therapists Association (AATA). It is not, nor should it be construed as a contract. From time to time, the AATA reviews its policies and procedures and makes revisions based on the need for or desirability of changes.

Roles and Responsibilities

President

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors*, #2-1 and *Board of Directors Mandate*, #2-2, the President must:

1. Participate in the President's committee meeting and liaise with Regional Chapter Presidents at the National Conference, whereby:
 - CATA and AATA will split costs of flights;
 - CATA and AATA will pay for 1 night accommodation each; and
 - AATA/CATA will share the costs of meal stipend and other expenses.
2. Serve on various committees and agencies as an Association's official. These include:
 - Chairperson for the Association's Board of Directors;
 - Chairperson for the Association's Annual General Meeting (can be delegated at the President's discretion); and
 - Chairperson or judging panel for the AATA Research Day.
3. Serve as Committee Liaison for the following:
 - Ad Hoc Committee
 - Ethics Committee
 - Ombudsperson
4. Work closely with the Treasurer with respect to financial and investment matters.
5. Maintain and update the *Alberta Athletic Therapists Association Policy and Procedure Manual*, *Code of Ethics* (#7-1), and *Scope of Practice* (#7-2).
6. Prior to the AGM, set the AGM date.
 - Six (6) weeks prior to the AGM, make available the AGM package that includes:
 - the weekend schedule
 - past AGM minutes
 - Board of Directors and Committee Chair reports
 - Proxy voting form
 - Preliminary agenda
 - Call for applications for any vacant positions
 - Amendments to the *Alberta Athletic Therapists Association Policy and Procedure Manual*, *Code of Ethics* (#7-1), and *Scope of Practice* (#7-2)
 - Under normal circumstances, proposals and amendments shall be written in a prescribed format and distributed to all voting Members in advance of the meeting
 - Three (3) weeks prior to AGM, update the AGM package to include:
 - Formal agenda
 - Budget

7. Post-AGM:
 - Email CATA the following documents:
 - a) agenda
 - b) ratified minutes from the previous AGM
 - c) draft minutes from the current AGM
 - d) updated Policies and procedures
 - e) amended Membership dues
 - f) changes to billing guidelines
 - g) newly elected officers
 - h) revised financial statement
 - i) extra-ordinary meeting
 - Produce the AATA Annual Report to be submitted to the CATA annually.
8. Submit CATA newsletter updates.
9. Organize Board meetings monthly and:
 - Create and distribute agenda for Board meetings 7 days prior to meeting;
 - Organize Board and Committee Member Joint meetings every 3 months; and
 - Create and distribute agenda for Board meetings 7 days prior to meeting.
10. Be the 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.
11. Assist with website updates and changes.
12. Manage email account at president@aata.ca.

Vice-President

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Vice-President must:

1. Work closely with the President to understand the roles and responsibilities of the President.
2. Facilitate more academic/research scholarships, research days, and discovery of knowledge in regards to current AT research, innovations, and initiatives.
3. Be the Committee Liaison for the:
 - Education Committee, and
 - Marketing Committee.
4. Be the Liaison for:
 - Certification Candidates.
5. Plan the Annual General Meeting by:
 - Finding and booking appropriate classrooms;
 - Organizing the AGM schedule and package; and
 - Oversee AGM weekend duties including organization of courses, social, food, and prizes.
6. Plan and organize the AATA Research Day in conjunction with the AGM weekend by:
 - Initiating application process;
 - Organizing sponsors, food, and prizes;
 - Sending out a call for presenters;
 - Liaising with applicants;
 - Recruiting a three (3) person judging panel (*i.e.*, President, Education Chair, and 1 Certified Member with status maintained); and
 - Chair the event.
7. Work with the Education Chair to produce the Association's Newsletter quarterly.
8. Assist with website updates and changes.
9. Maintain constant contact with the Membership and public via the Vice-President's email account at vicepresident@aata.ca.

Treasurer

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Treasurer must:

1. Oversee all bank accounts located at the TD bank Brentwood Branch – 3630 Brentwood Rd NW, Calgary, Alberta, T2L 6Z2.
2. Oversee all short-term and long-term investments currently held in trust with Don Madra, Investment Advisor, CIBC Wood Gundy, 1800 Manulife Place, 10180-101 Street, Edmonton, Alberta, T5J 3S4.
3. Liaise with accountant: MC Professional Accountant, Phil Mutanho: CGA Suite 220, 1201 5th Street SW, Calgary, AB., T2R 0Y6, (403) 450-8388.
4. Maintain regular communication with all banking and investment institutions as are deemed necessary.
5. Ensure Taxes are filed annually with Canada Revenue Agency.
6. Ensure GST is filed annually with Canada Revenue Agency.
7. Make Funding applications available to Board and Committee Members.
8. Pay all Association invoices including:
 - Volunteer Canada
 - Officers and Liability Insurance
 - Shopper's Drug Mart P.O Box
 - Website Maintenance
9. Maintain the Paypal system and account.
10. Maintain the Point of Sale Machine.
11. Update the website online payment option.
12. Maintain budget and advise Board and Committee Members as to financial position on a monthly basis including the state of all investments.
13. Work with the President on the budget to be presented at the AGM.
14. Oversee fundraising endeavors on behalf of the Association.
15. Apply for different funding sources.

16. Maintain capital budget listings.
17. Together with the Secretary, act as the Registrar of the Association to the extent of the following duties:
 - Administer the invoicing and receipts of the Membership annual dues.
 - Send generic invoices (unnamed) to Certified Members and Certification Candidates in the month of November.
 - Create individual Member receipts to be sent to Members as their dues are received.
 - Receive current Member fees from the National and Provincial offices and deposit into the Associations account.
 - Receive Membership list from the CATA and update the AATA database.
 - Report Discrepancies to the Board of Directors.
 - Update Membership status for Certified Members and Certification Candidates.
 - Receive applications for 3rd Party billing.
 - Date all correspondence received.
18. At the end of every fifth year, ensure a financial audit is performed (to be completed at each fiscal year ending in a 0 or 5).
19. Oversee that the mailbox of the Association is maintained and regularly retrieve the mail at the Shoppers Drug Mart in Kensington, Box 61115 Kensington RPO, Calgary, Alberta, T2N 4S6.
20. Maintain constant contact with the Membership and public via the Treasurers email address at treasurer@ata.ca.

Secretary

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Secretary must:

1. Record, type, and distribute the minutes of all Board and Annual General meetings, and forward them to the Board for review.
2. Send updated copies of all Association documents to the President for circulation to the CATA national office following the AGM.
3. Receive Membership information from the Treasurer and maintain a mail out database for the Association. It is imperative that the Secretary and Treasurer maintain close communication in regards to Membership matters.
4. Work with the web designer to maintain and update the www.aata.ca.
5. Maintain a record of all association documents approved by the Membership.
6. Maintain soft copies of all association forms, templates, and logos.
7. Date all correspondence received.
8. Liaise with Members of the Association and the general public.
9. Distribute electronic communications with respect to announcements, job postings, course information, and other points of information.
10. Liaise with Marketing Chair to create tweets on twitter account @ [secretary@aata.ca](https://twitter.com/secretary@aata.ca) (alias: @aata_therapy).
11. Responsible for receiving the applications from students of the Alberta Education High school Sports Medicine classes for the AATA Certificate of Completion. 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.
12. Monitor the Association's email and forward to appropriate Members of the Board and Committee Members and maintain constant contact with the Members and public via the Secretary's email account at secretary@aata.ca.

Marketing Chair

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Marketing Chair must:

1. Recruit at least four (4) Members for the Marketing Committee.
2. Hold a minimum of two (2) Committee meetings a year, and:
 - Direct Committee Members as to specific mandates within the Committee;
 - Organize, plan, and chair marketing meetings; and
 - Submit minutes from all meetings to the Board of Directors.
3. Submit the budget of the committee to the Treasurer.
4. Oversee the projects and mandates of the Marketing Committee.
5. Seek opportunities with marketing consultants.
6. Attend the AGM, all combined meetings, and all Marketing Committee meetings.
7. Liaise with National Marketing, Sponsorship, and Insurance Chair in order to keep abreast of national marketing, sponsorship, and insurance initiatives.
8. In extenuating circumstances, and upon approval from the Board of Directors, the Chair may appoint a designate to attend a meeting in his/her place.
13. Liaise with Secretary to create and monitor tweets on twitter account @ secretary@aata.ca (alias: @aata_therapy).
9. Maintain email account at marketingchair@aata.ca.

Education Chair

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Education Chair must:

1. Recruit at least three (3) Members for the Marketing Committee.
2. Hold a minimum of two (2) Committee meetings a year, and:
 - Direct Committee Members as to specific mandates within the Committee;
 - Organize, plan, and chair marketing meetings; and
 - Submit minutes from all meetings to the Board of Directors.
3. Oversee and assist in the ongoing education of both Certified Members and Certification Candidates by:
 - Informing Members of the Association of available and upcoming courses;
 - Recruitment of new and informative educational courses; and
 - Ensuring that course content is specific to the Scope of Practice of the CATA.
4. Liaise with the CATA Continuing Education Committee to ensure that there is proper allotment of CEU's and that the content of courses reflects the needs and interests of AATA Membership.
5. Ensure that CATA approved courses for maximum CEU's are made available whenever possible.
6. Work with the Vice-President to produce the Association's Newsletter quarterly.
7. Submit a proposed budget within six (6) weeks of registration for an upcoming course.
8. Attempt to run a minimum of one course per year for each Certified Member and Certification Candidate.
9. Attempt to run a minimum of one CPR-HCP course per year.
10. Ensure that the allotted budget made available by the Membership be used to the maximum benefit for the Membership.
11. Strive to host financially profitable courses that provide funding to further education and research initiatives and awards.
12. Maintain email account at educationchair@aata.ca.

Ethics Chair

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors, #2-1* and *Board of Directors Mandate, #2-2*, the Ethics Chair must:

1. Be familiar with the AATA *Code of Ethics, #7-1*.
2. Recruit at least nine (9) Members for the Ethics Committee.
3. Familiarize Members of the Ethics committee with the AATA *Code of Ethics, #7-1*.
4. Receive all complaints and follow the procedures outlined in the AATA *Code of Ethics, #7-1*.
5. Instruct the subcommittees of the Ethics Committee on their mandate to consider the evidence brought forth to determine whether unprofessional conduct is substantiated.
6. Maintain a cumulative file of past investigations, the final decisions of each and subsequent disciplinary action(s) and forward these files to the incoming Ethics Chairperson at the end of the outgoing Ethics Chairperson's term.
7. Have no vote in the Ethics subcommittee's decisions.
8. Report to authorities, if in the process of investigation, the Ethics Chairperson is made aware of unlawful activity.
9. Report or refer the case to the CATA Ethics Committee if there are interests of national concern involved with the complaint.
10. Maintain email account at ethicschair@aata.ca.

Adhoc Chair - Insurance Task Force

In addition to the roles and responsibilities listed in under *Officers of the Board of Directors*, #2-1 and *Board of Directors Mandate*, #2-2, the Ad-hoc Chair must:

1. The current Ad-hoc Committee is responsible for spear-heading the Insurance Coverage Task Force; therefore it must liaise with both insurance companies, as well as employers and the individuals responsible for managing corporate insurance plans.
2. Maintain email account at adhocchair@aata.ca.

Website Maintenance Information

Simple changes to the website, can be made through <http://www.aata.ca/wp-admin>.

Edit a Page

Upon logging in and arriving at the dashboard, look for 'Pages' in the menu on the left, and click on that. To begin editing a page, find it in the list (or search at the top right of the page) and click on the page title. Once on the Edit Page, you can make changes to the text on that page.

Formatting Text

You can use the icons in the menu to format text as desired, just like you would in a word processor. Most formatting options are straightforward. However, to indent text, highlight the paragraph you want to indent, then click the button with the quotation mark icon. To create a single-spaced line break, hit CTRL + ENTER, otherwise the page will automatically double space each time you press ENTER.

Adding Links

To add a link, highlight a word or phrase and click the button with the chain icon. A box will pop up prompting you for the address. (Web addresses must start with http:// or https://) You can check the checkbox if you want the link to open in a new window.

Editing Links

To edit an existing link, click on the link so that your cursor is somewhere in the blue linked text, then click the button with the chain icon. A box will pop up containing the current link information.

Removing Links

To remove a link, click on the link so that your cursor is somewhere in the blue linked text, then click the button with the *broken* chain icon.

Uploading & Linking to Files

Before uploading a file, you will want to decide where it should go on the page. Position your cursor on the page in the place you want the link to be. Or you can highlight a word or phrase that you want to replace with a link to the file.

To upload a file, click the Upload/Insert link just above the left side of the formatting menu. A box will popup prompting your add files from your computer. Simply drag & drop files into the uploader. Once the file has completed uploading and processing, some information about the file will appear below. Be sure to modify the title of the file, as this will be the text that appears as a link on the page. (If you highlighted text before uploading the file, it will be replaced with this title.) Then click 'Insert into Post' to add the link to the page.

Linking to Existing Files

You can also add links to files that have already been uploaded to another page. Follow the same procedure as above, but in the Add Media popup box, click on the 'Media Library' tab, instead of dragging & dropping files to upload.

You will then be presented with a list of all files that have already been uploaded. You can browse through the list, or search for a file at the top right. When you have found the file you wish to link to, click 'Show' to the right of its title. Some information about the file will appear below. Be sure to modify the title of the file, as this will be the text that appears as a link on the page. (If you highlighted text before inserting the file, it will be replaced with this title.) Then click 'Insert into Post' to add the link to the page.

Previewing Changes

To preview your changes before saving them, click the 'Preview Changes' button at the top right of the page, under the Publish section. This will open a new window that will show you exactly how your changes will look on the website. When you are done reviewing the preview, simply close the preview window.

Saving Changes

If you are happy with the changes you have made, click the 'Update' button under the Publish section. This will save your changes, immediately publishing them to the website.

Abandoning Changes

If you do not want to save your changes, simply return to the main Pages menu, by clicking 'Pages' in the menu on the left side of the page. You may or may not be prompted about losing your changes when you leave the page.

Logging Out

To log out, move your mouse to the very top right of the page, over the text 'Howdy, *name*'. A menu will pop up, and you can click 'Log Out'.

Email User Information

1. Email can be accessed using <http://mail.google.com>
2. Trouble-shooting, questions, concerns can be directed to:

Steve Beirnes
steve.beirnes@gmail.com
403.620.7838