



The Southeast Athletic Trainers' Association (SEATA) is a District organization within the National Athletic Trainers' Association (NATA). The membership organization formalized its charter in 1974.

The SEATA Policies and Procedures Manual captures existing policies and procedures of the organization and guides the Executive Board and organizational support groups in all SEATA related matters. Nothing in this document shall conflict with the current Constitution and Bylaws of SEATA or the NATA. This manual is a living document; modifications may occur at the discretion of the SEATA Executive Board. As such, the published edition may not always contain the most recent changes or additions as approved by the SEATA Executive Board.

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Organizational Overview

Vision

Athletic Trainers within the Southeast Athletic Trainers' Association will work at the top of their skillset in the practice setting that meets their professional goals and be able to deliver high quality, patient – centered health care services.

Mission

The Southeast Athletic Trainers' Association serves the professional interests of athletic trainers and fosters advancement of athletic training in alignment with the mission of the National Athletic Trainers' Association (NATA). The NATA's mission is to represent, engage, and foster, the continued growth and development of the athletic training profession and athletic trainers as unique healthcare providers.

Core Values

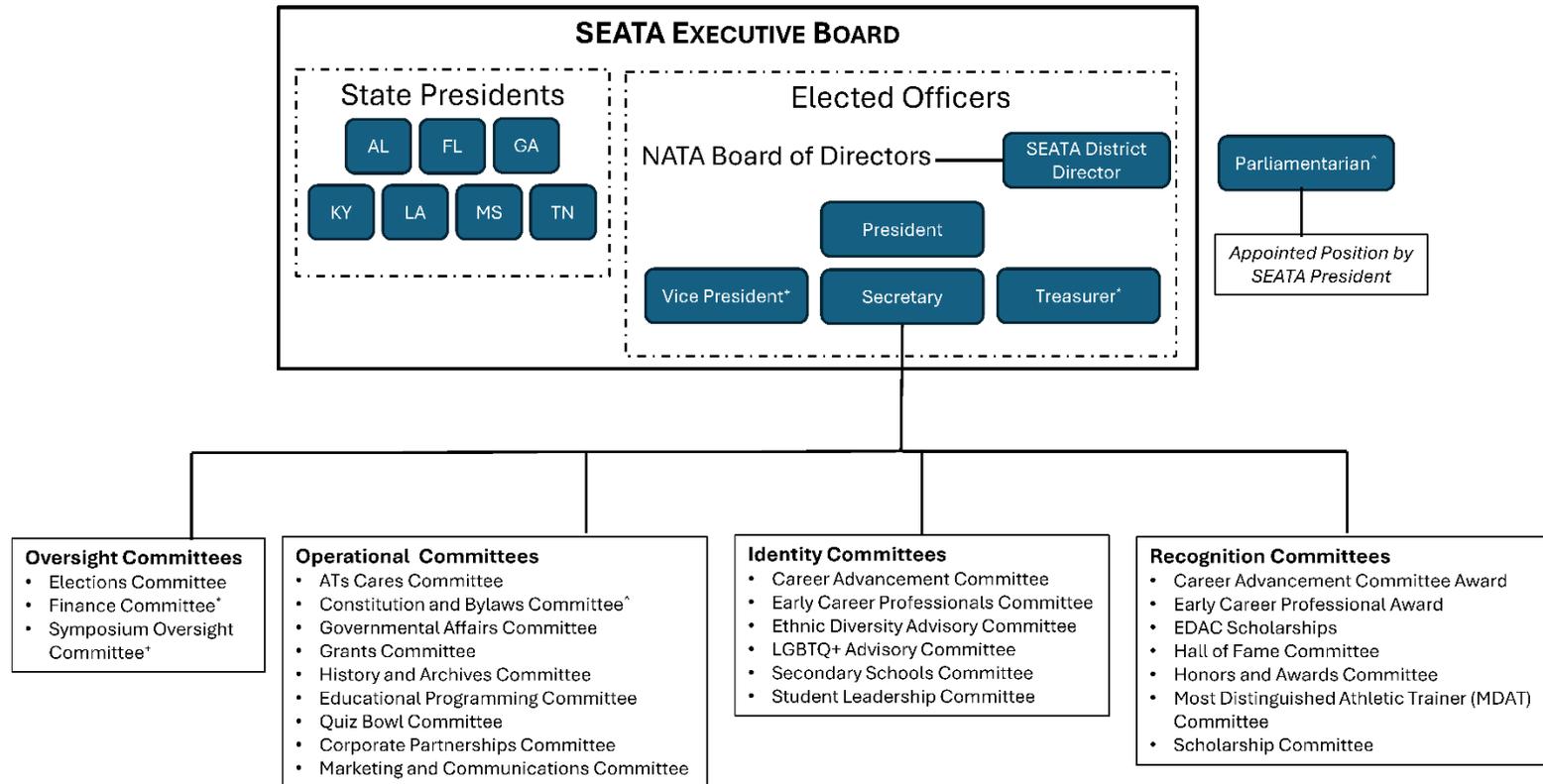
In alignment with the NATA – SEATA works to enhance the membership experience through **ACTION**.

- **Advocacy:** Elevate the value of Athletic Trainers (ATs) within healthcare and support state association efforts to advance practice and regulatory oversight for ATs.
- **Communication:** Promote bilateral delivery of information and highlight the benefits of membership within SEATA.
- **Transparency:** Reorganize financial oversight and dissemination of information related to SEATA operational and investment funds.
- **Integrity:** Develop governance documents, including reorganizing the infrastructure of SEATA, to support all members.
- **Opportunity:** Provide professional development experiences, across the domains of practice, for SEATA members and state associations.
- **Networking:** Cultivate an identity within SEATA that welcomes and energizes students, credentialed, and retired members.

Goals

- **Support** our membership through state association financial grants and educational partnerships.
- **Maintain** transparency and accountability with financial decisions and investments.
- **Cultivate** an identity within SEATA that welcomes and energizes students and credentialed members to engage in volunteerism for the betterment of the district.
- **Create** opportunities for networking, professional development, and volunteerism across SEATA.
- **Recognize** members for their energy, passion, and contribution to advancing Athletic Training across SEATA.
- **Communicate** with members in a timely manner and serve as a conduit for NATA, District, and State level information.

Organizational Structure



,^{*}^ Indicates Chairperson for the Oversight or Operational Committee(s)

Section I: Governance

The Executive Board (known throughout as Board) oversees the business and operations of SEATA, and they are guided in their work by a duly appointed Parliamentarian. Please refer to the SEATA ByLaws for Governance Information (e.g., Elections, Officer Duties, Executive Board Composition and Responsibilities).

Board Meetings and Conference Calls

1. Virtual meetings are routinely scheduled monthly, at the discretion of the SEATA President. The President may call for a special meeting at other times if needed to conduct SEATA Business.
2. Procedures - Unless otherwise provided to the contrary by a specific policy adopted by the Board, the Parliamentarian shall ensure that *Robert's Rules of Order (Revised)* be followed in conducting the business of the Board.
3. Agenda - The President, in consultation with the Executive Officers, shall determine the agenda for the Board meetings. A tentative agenda and, to the extent possible, complete supporting materials are to be forwarded to Board members at least one week in advance of all Board meetings and conference calls. Further items may be forwarded as soon as they become available. Any item that was not included on the agenda and provided to Board members prior to the meeting may be considered with the approval of a majority of the members present.
4. Consent Agenda – The President may place items, such as committee appointments, approval of previous Board meeting and conference call minutes, ratification of previous email votes by the Board, routine reports, and other items not seeming to need discussion on the consent agenda. Any consent agenda item may be pulled from the consent agenda by any Board member for separate action and discussion. All items remaining on the consent agenda may be approved by the Board with one action.
5. Electronic Voting – The President may request action by the Board via email for time sensitive matters prior to the next scheduled Board Meeting. The timeline for email voting will be at the discretion of the SEATA President based on the matter presented. The timeline will afford appropriate time for discussion.
6. Membership Admission to Meetings - All official meetings of the Board shall be open to membership, unless the Board enters an executive (closed) session. The SEATA Secretary routinely invites SEATA committee chairs and can provide the meeting access information to general members upon request. The SEATA Secretary shall keep the executive meeting minutes separate from the open meeting minutes in Drive. The open meeting minutes shall reflect the time the Board entered and returned from executive session.
7. Membership Access to Board Meeting Information – The SEATA Secretary can provide meeting information (e.g., agenda, minutes, supporting documents) from open Board sessions to SEATA general members when requested. Documents from closed sessions remain internal to the Board and will not be shared.

Section II: Committee Policies

II.A. Categorization of SEATA Committees shall be structured and compliant with NATA and/or SEATA policies & procedures. Categorization for each SEATA Committee is as follows and as specified below:

1. Tier 1 - District 9 Representative to a NATA Committee. Several of NATA's committees are composed of a representative from each district, plus a few at-large members as applicable. Most committee members serve one-year terms renewable up to a total of four years of service (or per NATA policy). A SEATA member shall be appointed by the District Director to represent District 9 members. As these committees are NATA based, they are exempt from state representation in SEATA. The list of Tier 1 committees will be maintained by the NATA & the District Director and provided to the SEATA Secretary. Duties and responsibilities of each committee will be directed by NATA. Individuals serving on a Tier 1 committee are eligible for funding from SEATA to support NATA committee day. Reimbursement amounts (as approved in the annual operational budget) and forms are available on the SEATA webpage.
2. Tier 2 – State-based SEATA Committee aligned with an NATA Committee. These SEATA committees serve as a communication pathway to the NATA committee and have specific roles and responsibilities to both NATA and SEATA. Each of these committees will have at least one representative from each state in District 9 and a duly appointed SEATA Committee Chair. The SEATA Committee Chair appointment is made by the District Director, approved by the NATA, and the appointment as SEATA Chairperson is approved by the SEATA Board. The Chair of a Tier 2 committee serves as the District 9 Representative and member of the respective NATA Committee. Individuals serving on a Tier 2 committee are eligible for funding from SEATA to support NATA committee day. Reimbursement amounts (as approved in the annual operational budget) and forms are available on the SEATA webpage.
3. Tier 3 – State-based SEATA Committees. These state-based committees in SEATA have specific roles and responsibilities as a SEATA Committee and do not function in relation to any specific NATA committee/council. Each of these committees shall have one representative from each state, of which, one shall be appointed as Chair. Appointments to Tier 3 committees come from the state associations within SEATA.
4. Tier 4 – Function-based SEATA Committees with appointed members. These committees have specific roles and responsibilities within SEATA and do not function in relation to any specific NATA committees/councils. As these committees are SEATA event/function based, they are exempt from requiring that each state have representation on the committee. Each SEATA Committee shall consist of a chair and committee member(s) as needed to ensure completion of the group's roles and responsibilities.
5. Task Force and Support Groups – Task-specific groups with appointed members. These groups have specific and finite roles and responsibilities, which are defined as part of the creation and approval of the group by the Board. The Board Meeting minutes will capture the creation of the group and their respective roles, responsibilities, and timeline for work. Upon completion of these responsibilities the group and associated appointed service within SEATA ceases.

II.B Involvement on a SEATA Committee

1. All volunteers for SEATA committees must be a member of SEATA in good standing and have an NPI (National Provider Identifier) number. If licensed, the member must be in good standing with their respective licensing board. If certified, the member must be in good standing with the Board of Certification, Inc.
2. The SEATA Secretary serves as the Coordinator of Volunteers. They will verify eligibility for service/appointment and collect volunteer documentation (e.g., commitment to serve, whistleblower, conflict of interest). The SEATA Secretary will maintain the volunteer directory for all Tiers of committees.
3. SEATA Committee Interest: This electronic volunteer form is on the SEATA webpage and will determine members' interest in volunteerism at the SEATA level. Members are asked to complete all sections of this form. Please see Tier level information above about State level, District level, and NATA level volunteer appointments. NATA level appointments are handled by the District Director and interested members should reach out on NATA Gather. Volunteers interested in serving on state-based committees (Tiers 2 and 3) should direct their interest to their respective state associations.

II.C. SEATA Committee Appointment and Retention

1. Selection of D9 Representatives – Tier 1: SEATA Member appointed as a District 9 Representative to NATA committees shall be selected based on identified skills and abilities of the nominee to meet the needs of the respective NATA committee. The District Director will identify and recruit applicants through NATA Gather. Once identified and approved by the NATA, the individual's term will begin at the NATA annual meeting. Individuals may have an earlier start date if determined by NATA. The individual will serve in the role per NATA policies and procedures. See reimbursement process (NATA Travel).
2. SEATA Committee Chair /District 9 Representative – Tier 2: The District Director uses NATA Gather to identify District 9 members for NATA level service on committees which align with SEATA Tier 2 level committees. Once appointed by the District Director, the SEATA Board endorses the individual to serve as the SEATA Committee chair. The individual will serve in the role per NATA policies and procedures. See reimbursement process (NATA Travel).
3. Tier 3 and 4 Committee Chair: Chair positions for SEATA Committees or Task Force(s) shall be appointed by the SEATA President and approved by the Board. The SEATA Secretary verifies that all appointees (chairs, task force leaders, and members) have a current NATA/SEATA membership in good standing and have an NPI prior to being added to the consent agenda. The individual will serve as chair for the term(s) of the SEATA President and can be reappointed.
4. Board Approval Process: Vacant committee chair position appointment(s) shall be placed as a Consent Agenda item for the next Board Meeting.
5. In July of each year, the renewal of all current committee chairs shall be placed as a Consent Agenda item for Board approval.

II.D. General Policies for SEATA Committees

1. Committees support the mission and operational functions of SEATA and serve the interests of the members.
2. Committee members should maintain open and consistent communication with their respective state associations and membership.
3. All committee chairpersons and members must submit signed required volunteer service documents (e.g., Whistle Blower, Conflict of Interest, & Commitment to Serve. The Secretary maintains electronic copies in the SEATA records for 7 years.
4. Terms for committee chairpersons (*except for Tier 2 committee chairs which follow NATA term limits*) shall be three (3) years or the remaining time available for the SEATA President appointing the chairperson. A chairperson or co-chairperson may serve additional terms with the approval of the Board. The President can recommend removal or resignation of a chairperson to the Board.
5. Members of Tier 2 and Tier 3 committees serve at the discretion of the respective state association and policies for their appointment. Tier 4 committee members serve at the discretion of the chairperson of that committee and/or the SEATA President.
6. The committee chairperson will submit a roster to the Secretary on an annual basis.
7. All committee meetings are held at the discretion of the chairperson and open to general membership. The chairperson shall have the discretion to call for a closed session for confidential matters. SEATA members should contact the committee chairperson about attending committee meetings.
8. A simple majority of committee members must be present to establish a voting quorum. The chairperson will only vote in cases of a tie.
9. Committees must align all projects and initiatives with the SEATA mission and core values. Funding for committee activities requires Board approval within or separate from the annual Operational Budget.
10. As part of the operational budget process, committee chairpersons must submit their budget proposals, no later than March, to the Finance Committee in the format provided by the SEATA Treasurer. The Finance Committee will review committee proposals as part of the draft operational budget. The Board will vote to approve the new operational budget no later than June. The new operational budget will take effect July 1.
11. The Board may create and dissolve a committee by a simple majority vote.

Section III: Committees

III. A. Identity Committees

1. **Career Advancement Committee (CAC) (Tier 2)** *Committee Role and Function:* The CAC is a Tier 2 Committee (see Section II above) within SEATA. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Members of the CAC may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The committee shall evaluate and recommend a recipient for the CAC Professional Distinction Award (see Section III.C.) for the Board to endorse and SEATA to recognize. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee, except for travel support per policies for NATA Committee Day (see Section IV.B.).
2. **Early Career Professionals Committee (EPC) (Tier 2)** *Committee Role and Function:* The EPC is a Tier 2 Committee (see Section II above) within SEATA. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Members of the EPC may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The committee shall evaluate and recommend a recipient for the EPC Professional Distinction Award (see Section III.C.) for the Board to endorse and SEATA to recognize. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee, except for travel support per policies for NATA Committee Day (see Section IV.B.).
3. **Ethnic Diversity Advisory Committee (Tier 2)** *Committee Role and Function:* The EDAC is a Tier 2 Committee (see Section II above) within SEATA. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Members of the EDAC may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The committee shall evaluate and recommend a recipient for the Arnold T. Bell Memorial Scholarship (see Section III.C.) for the Board to endorse and SEATA to recognize. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee, except for travel support per policies for NATA Committee Day (see Section IV.B.).

4. **LGBTQ+ Advisory Committee (LGBTQ+) (Tier 2)** *Committee Role and Function:* The LGBTQ+ Advisory Committee is a Tier 2 Committee (see Section II above) within SEATA. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Members of the LGBTQ+ Advisory Committee may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee, except for travel support per policies for NATA Committee Day (see Section IV.B.).
5. **Secondary School Athletic Trainers' Committee (SSATC) (Tier 2)** *Committee Role and Function:* The SSATC is a Tier 2 Committee (see Section II above) within SEATA. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Members of the SSATC may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee, except for travel support per policies for NATA Committee Day (see Section IV.B.).
6. **Student Leadership Committee (SLC) (Tier 2)** *Committee Role and Function:* The SLC is a Tier 2 Committee (see Section II above) within SEATA that has a faculty advisor appointed by the SEATA President and endorsed by the SEATA Board. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Members of the SLC may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The committee assists the District Director with gathering applications for the Bobby Gunn Leadership Award (see Section III.C.). The District Director selects the recipient of the Bobby Gunn Leadership Award and makes the notification. The SLC chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson or faculty advisor should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee, except for the Bobby Gunn Leadership Award and travel support per policies for NATA Committee Day (see Section IV.B.).

III.B. Operational Committees

1. **ATs Care Committee (Tier 2)** *Committee Role and Function:* The ATs Care Committee is a Tier 2 Committee (see Section II above) within SEATA. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Trained members of the committee assist with critical incident response and support for SEATA members. Members of the ATs Care Committee may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and

Goals. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are automatically available for this committee to support situations where a committee member needs to travel outside of their home state to support SEATA members in another state. Funds are also available for travel support per policies for NATA Committee Day (see Section IV.B.).

2. **Governmental Affairs Committee (GAC) (Tier 2) *Committee Role and Function:*** The GAC is a Tier 2 Committee (see Section II above) within SEATA. The committee functions to support communication between NATA and the state associations regarding initiatives, projects, efforts, and advocacy. Members of the GAC may identify SEATA specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium and District Meeting held at the NATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee, except for travel support per policies for NATA Committee Day (see Section IV.B.).
3. **History & Archives Committee (Tier 3) *Committee Role and Function:*** The History & Archives Committee is a Tier 3 Committee (see Section II above) within SEATA. The committee functions to archive SEATA History by collecting, maintaining, preserving, and disseminating historical records of significant events and people within SEATA. The committee should conduct activities that promote the SEATA legacy among the membership. Members of the History & Archives may identify specific initiatives in alignment with the SEATA Mission, Core Values, and Goals. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee.
4. **Grants Committee (Tier 3) *Committee Role and Function:*** The Grants Committee is a Tier 3 Committee (see Section II above) within SEATA. The committee functions to capture, evaluate, and make recommendations to the Board for SEATA grants. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make any new budget requests to support the next fiscal year's efforts (as applicable). Operational funds are automatically available for this committee based on previous year's grant awards. *See SEATA website for Grant Application and Grant Cycle.*
5. **Education Programming Committee (Tier 4) *Committee Role and Function:*** The Education Programming Committee is a Tier 4 Committee (see Section II above) within SEATA. Appointments to the committee are made by the SEATA President in consultation with the Board. The committee functions to identify, develop, promote, and support the educational programming offered at the SEATA Clinical Symposium. They prepare the speaker benefits package and present the plan to the Symposium Oversight Committee for review and endorsement. The faculty advisor for the SLC serves as a member of the

Education Programming Committee. A member of the committee assists with BOC compliance, including the Approved Provider (P209) Handbook and Annual Report process in collaboration with the SEATA Secretary and Vice President. A member of the committee coordinates the research submissions for inclusion within the Free Communications section of the SEATA Clinical Symposium. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. The chairperson serves as a member of the Symposium Oversight Committee. The chairperson should reach out to the SEATA Treasurer no later than March and make any new budget requests to support the next fiscal year's efforts (as applicable). Operational funds are automatically available for this committee based on previous year's symposium expenses. See *SEATA website for the call for proposals and submission details/deadlines*.

6. **Corporate Partnerships Committee (Tier 4)** *Committee Role and Function:* The Corporate Partnerships Committee is a Tier 4 Committee (see Section II above) within SEATA. Appointments to the committee are made by the SEATA President in consultation with the Board. The committee functions to identify, develop, promote, and cultivate partnerships and sponsors for the SEATA Clinical Symposium. The committee collaborates with the SEATA Vice President, Secretary, and Treasurer to ensure appropriate inclusion of logos and deliverables per partnership agreements. Revenue generated by the Corporate Partnerships Committee offsets expenses for the SEATA Clinical Symposium and other member supported initiatives throughout the year. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. The chairperson serves as a member of the Symposium Oversight Committee. The chairperson should reach out to the SEATA Treasurer no later than March and make any new budget requests to support the next fiscal year's efforts (as applicable). Operational funds are automatically available for this committee based on previous year's symposium expenses. See *SEATA website for the partnership levels and registration process*.
7. **Quiz Bowl Committee (Tier 4)** *Committee Role and Function:* The Quiz Bowl Committee is a Tier 4 Committee (see Section II above) within SEATA. Appointments to the committee are made by the SEATA President in consultation with the Board. The committee functions to coordinate the Quiz Bowl competition for students offered at the SEATA Clinical Symposium. The chairperson should communicate with a member of the Symposium Oversight Committee (e.g., Social Coordinator, SEATA Vice President) regarding onsite needs for the event. The committee coordinates the question development, judges for the event, and maintains the policies and procedures for the Quiz Bowl. The winning team represents SEATA at the NATA/NATA Foundation Quiz Bowl event held at the NATA Clinical Symposium. SEATA provides financial support to assist the winning team with travel to the competition. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. The chairperson should reach out to the SEATA Treasurer no later than March and make any new budget requests to support the next fiscal year's efforts (as applicable). Operational funds are automatically available for this committee to support the winning team travel and associated software subscriptions based on previous year's expenses. See *SEATA website for registration process*.
8. **Marketing and Communications Committee (MarCom) (Tier 4)** *Committee Role and Function:* The MarCom Committee is a Tier 4 Committee (see Section II above) within

SEATA. Appointments to the committee are made by the SEATA President in consultation with the Board. The committee functions to promote the initiatives, projects, and member efforts of SEATA to the membership through digital marketing (e.g., social media, eBlast newsletters) and promotional events during the SEATA Clinical Symposium. The SEATA Secretary serves as a liaison to this committee and coordinates website updates with the SEATA webmaster. SEATA MarCom will follow NATA guidelines for digital messaging and branding. The chairperson and the SEATA Secretary will ensure that digital messaging (e.g., social media posts) meet expectations and guidelines from NATA and serve to positively promote the SEATA brand. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. The chairperson serves as a member of the Symposium Oversight Committee. The chairperson should reach out to the SEATA Treasurer no later than March and make any new budget requests to support the next fiscal year's efforts (as applicable). Operational funds are automatically available for this committee to cover software subscriptions and onsite marketing materials based on previous year's expenses.

9. **Constitution & ByLaws Committee (Tier 4)** *Committee Role and Function:* The Constitution & ByLaws Committee is a Tier 4 Committee (see Section II above) within SEATA. Appointments to the committee are made by the SEATA President in consultation with the Board. The chairperson is the SEATA Parliamentarian. The committee functions to ensure accuracy and clarity of SEATA's governance documents in alignment with NATA governance documents. The chairperson should reach out to the SEATA Treasurer no later than March and make any budget requests to support the next fiscal year's efforts (as applicable). Operational funds are not automatically available for this committee.
10. **Symposium Oversight Committee (Tier 4)** *Committee Role and Function:* The Symposium Oversight Committee is a Tier 4 Committee (see Section II above) within SEATA. The committee members include the Executive Officers, chairperson for MarCom, chairperson for Corporate Partnerships, chairperson for Education Programming, Coordinator of Recognitions, and Social Events Coordinator. The chairperson is the SEATA Vice President. The SEATA Executive Officers, in collaboration with the Board, review prospective host location and associated contract(s) and term(s) (e.g., food and beverage, audio visual, space allocation, room layouts, supplies) for the Symposium. The Symposium Oversight Committee functions to organize and execute the logistics for hosting the SEATA Clinical Symposium within the parameters defined by the contract and operational budget. The Symposium Oversight Committee reviews and endorses the speaker benefits package prepared by the Education Programming Committee. SEATA Symposium registration fees may be discounted or waived or other discounts provided to individuals (e.g., VIP guests) at the discretion of the SEATA President and in collaboration with the Symposium Oversight Committee. The chairperson should reach out to the SEATA Treasurer no later than March and make any new budget requests to support the next fiscal year's efforts (as applicable). Operational funds are automatically available for this committee based on previous year's symposium expenses.
11. **Elections Committee (Tier 4)** *Committee Role and Function:* The Elections Committee is a Tier 4 Committee (see Section II above) within SEATA. The elections committee members include the SEATA Secretary and 3 State Presidents on the Board appointed by the SEATA President, with one member designated as the Elections Chair. These members will remain on the committee throughout their term on the Board. In the event a committee member

becomes involved in an election as a candidate, the President will appoint another Board member to take that candidate's place. If 3 members from the current state presidents on the Board are not available to serve the SEATA President will appoint other Executive Officers of the Board to serve. The Elections Committee establishes the timeline for elections, coordinates the logistics in collaboration with the SEATA Secretary to run the election, and submits the results to the CPA for validation and certification. Active SEATA members eligible to vote (per SEATA ByLaws) may cast one valid vote in SEATA elections. If an eligible SEATA member submits duplicate ballots with the same information, only one vote is counted. If an eligible SEATA member submits more than one ballot and they are different, then none of the ballots will count. The CPA validates the election results using the current SEATA membership list, which verifies SEATA membership and identifying credentials and information to ensure validity of voters. The chairperson will notify the SEATA Board regarding results; once endorsed by the SEATA Board, the chairperson will work with SEATA MarCom to share the results with the membership. *Please refer to the SEATA ByLaws for additional information about eligibility and election cycles.*

12. **Finance Committee (Tier 4)** *Committee Role and Function:* The Finance Committee is a Tier 4 Committee (see Section II above) within SEATA. Appointments to the committee are made by the SEATA President in consultation with the Board. The chairperson is the SEATA Treasurer. The committee includes 2 State Presidents and 1 non-SEATA Board member. The Finance Committee functions to oversee the financial interests of SEATA, including but not limited to the operational budget, investment accounts, financial advisor selection/retention, account management, auditing, and tax regulations. The Finance Committee creates an operational budget and presents the budget to the Board for vote no later than June for the start of the fiscal year July 1. The SEATA Treasurer will present a financial update at the SEATA Clinical Symposium and the District Meeting at the NATA Clinical Symposium. SEATA supports fiscally prudent management of its resources; when appropriate, the Board should seek at least two bids for projects, services, and products. The SEATA Treasurer may assist the Executive Officers with obtaining a SEATA business account credit card. Credit cards issued to Executive Officers may only be used for official SEATA business and only when authorized as part of an approved purchase. Documentation should be provided to the SEATA Treasurer within 14 days. Purchases made which exceed \$5,000 and have not already been authorized by the SEATA Board must be submitted to the Board for approval prior to the purchase. Purchases below \$5000 may be authorized together by the SEATA President and SEATA Treasurer but must be shared with the Board as soon as practicable.

III.C. Recognitions Committees (Tier 3)

The Coordinator of Recognitions, appointed by the SEATA President in collaboration with the SEATA Board organizes the logistics for SEATA's Recognition Program, including but not limited to the application process, routing of submissions to appropriate committees, notification of selection, awards ordering and program timing during the SEATA Clinical Symposium. The Coordinator of Recognitions serves as a member of the SEATA Symposium Oversight Committee and collaborates with the SEATA Executive Officers as they execute the duties. If an honor, award, or scholarship does not receive an eligible nomination or a nominee does not meet the threshold for the award, then it will not be given for that recognition cycle. *Note: For SEATA member NATA Hall of Fame honorees, SEATA provides the cost of one upgrade to their NATA Hall of Fame ring. The SEATA Treasurer will assist the honoree as appropriate. Special Consideration: SEATA will donate to the*

NATA Foundation in honor of a deceased member of SEATA. The Coordinator of Recognitions in collaboration with the SEATA Secretary will maintain the eligibility criteria, applications, rubrics, submissions, and selection information for each of the committees listed below (see SEATA website for eligibility, nomination, and submission information). The SEATA Board approves the eligibility criteria, scoring rubrics, and application process for each committee within the recognitions program. The Coordinator of Recognitions should reach out to the SEATA Treasurer no later than March and make any new budget requests to support the next fiscal year's recognition program (as applicable). Operational funds, including software subscription and award recipient gifts, are automatically available based on previous year's expenses. *Note: Board members are eligible to receive awards. State Presidents, as voting members of the Board may not vote for honors, awards, or recognitions for which they have been nominated and/or presented as a recipient. If during the endorsement process for recognitions, the Board encounters an issue with quorum, the Board may use Roberts Rules to establish an effective voting procedure and consult the Parliamentarian.*

1. **Hall of Fame Committee** *Committee Role and Function:* The Hall of Fame Committee is a Tier 3 Committee (see Section II above) within SEATA. The committee functions to capture, evaluate, and make recommendations to the Board for SEATA Hall of Fame honors. The chairperson receives the completed applications from the Coordinator of Recognitions and shares the applications with their committee for scoring. If an applicant reaches the threshold for Hall of Fame induction, their name will be put forward to the Board for endorsement. If an applicant fails to reach the threshold, their application will be shared with the Most Distinguished Athletic Trainer Award Committee for review and scoring. Applications may be retained by the committee for 2 years before the individual needs to be re-nominated. The SEATA President will make the notification to the recipient(s). The Coordinator of Recognitions will work with the SEATA Hall of Fame Committee chairperson to gather needed information for the formal awarding of the Hall of Fame honors. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. Any changes to funding support, eligibility criteria, or scoring criteria should be submitted by the chairperson to the Coordinator of Recognitions. Any changes should be submitted to the SEATA Board for endorsement. See *SEATA website for Hall of Fame nomination and application cycle materials and deadlines.*
2. **Most Distinguished Athletic Trainer Award Committee** *Committee Role and Function:* The Most Distinguished Athletic Trainer (MDAT) Award Committee is a Tier 3 Committee (see Section II above) within SEATA. The committee functions to capture, evaluate, and make recommendations to the Board for SEATA MDAT honors. The chairperson receives the completed applications from the Coordinator of Recognitions and shares the applications with their committee for scoring. If an applicant reaches the threshold for Hall of Fame induction, their name will be put forward to the Board for endorsement. If an applicant fails to reach the threshold, applications may be retained by the committee for 2 years before the individual needs to be re-nominated. The SEATA President or the Coordinator of Recognitions will make the notification to the recipient(s). The Coordinator of Recognitions will work with the SEATA MDAT Committee chairperson to gather needed information for the formal awarding of the MDAT honors. The chairperson should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. Any changes to funding support, eligibility criteria, or scoring criteria should be submitted by the chairperson to the Coordinator of Recognitions. Any changes should

be submitted to the SEATA Board for endorsement. See *SEATA website for Most Distinguished nomination and application cycle materials and deadlines.*

- 3. Honors and Awards Committee** *Committee Role and Function:* The Honors and Awards Committee is a Tier 3 Committee (see Section II above) within SEATA. The committee functions to capture, evaluate, and make recommendations to the Board for SEATA Honors and Awards including but not limited to: Chuck Kimmel Award of Merit, Jack C. Hughston, MD Sports Medicine Person of the Year, Backbone Award, High School Athletic Trainer of the Year Award, Kenny Howard College/University Athletic Trainer Award, Clinic/Industrial/Corporate Athletic Trainer Award, Professional Athletic Trainer Award, Nick Pappas Legislative Advocacy Award, Education/Administrator Award, and RT Floyd District Award. The chairperson receives the completed applications from the Coordinator of Recognitions and shares the applications with their committee for scoring. If an applicant reaches the threshold for an award, their name will be put forward to the Board for endorsement. The Coordinator of Recognitions will make the notification to the recipient(s). The Coordinator of Recognitions will work with the SEATA Honors and Awards Committee chairperson to gather needed information for the formal awarding of the honors. *Note: Early Career Professionals and Career Advancement Professional Distinction Awards are evaluated and selected by their respective committees; the Coordinator of Recognition will work with these committees in the same manner as Honors and Awards for notification and formal awards.* The chairperson of Honors and Awards should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. Any changes to funding support, eligibility criteria, or scoring criteria should be submitted by the chairperson to the Coordinator of Recognitions. Any changes should be submitted to the SEATA Board for endorsement. See *SEATA website for Honors and Awards nomination and application cycle materials and deadlines.*
- 4. Scholarships Committee** *Committee Role and Function:* The Scholarships Committee is a Tier 3 Committee (see Section II above) within SEATA. The committee functions to capture, evaluate, and make recommendations to the Board for SEATA Honors and Awards including but not limited to: SEATA Family Scholarship, Jerry Rhea Atlanta Falcons Scholarship(s), SEATA Memorial Scholarship(s), and Jim Gallaspy Student Leadership Scholarship. The chairperson receives the completed applications from the Coordinator of Recognitions and shares the applications with their committee for scoring. The highest scoring applicant's name will be put forward to the Board for endorsement. The Coordinator of Recognitions will make the notification to the recipient(s). The Coordinator of Recognitions will work with the SEATA Scholarship Committee chairperson to gather needed information for the formal awarding of the scholarships. *Note: Arnold T. Bell Memorial EDAC Scholarship is evaluated and selected by the EDAC committee; the Coordinator of Recognition will work with EDAC in the same manner as Scholarships Committee for notification and formal awards.* The chairperson of the Scholarships Committee should attend the SEATA Board meetings and should provide an update/report as part of the SEATA Clinical Symposium. Any changes to funding support, eligibility criteria, or scoring criteria should be submitted by the chairperson to the Coordinator of Recognitions. Any changes should be submitted to the SEATA Board for endorsement. See *SEATA website for Scholarship nominations and application cycle materials and deadlines.*

Section IV: General Policies

IV. A. NATA Funding and Dues Distributions: NATA Career Center financial distributions are paid in equal parts to the state organizations in SEATA which comply with NATA's guidelines. States may not advertise on their websites, social media, or other digital platform jobs/positions that are not active on the NATA Career Center. NATA distributes membership dues to the Districts and States as per NATA Policies and Procedures. States may determine their dues amount and will coordinate changes with the SEATA Treasurer. For members who use the NATA Financial Assistance Program, states and the district will equally share the membership collected. The SEATA Treasurer coordinates funds transfers with the state association Treasurers.

IV. B. Expense Reimbursement: SEATA member volunteers may receive some financial support for their service to SEATA (e.g., travel expenses for NATA Committee Day). The SEATA Treasurer will notify eligible members via email in advance of the SEATA Symposium and/or NATA Clinical Symposium about the reimbursement level, procedures, and required documentation. Volunteers may not request reimbursement from SEATA if they receive financial assistance for the same expense from their employer.

IV. C. Endorsement or Promotion of Social Events by Commercial Enterprises: SEATA will not endorse or publicize any social events sponsored by commercial enterprises during the SEATA Clinical Symposium, except for any event outlined in the SEATA Corporate Partnerships Plan.

IV. D. Anti-Discrimination: SEATA does not discriminate against any legally protected class.

IV. E. Membership Classifications and Eligibility: Eligibility for membership is determined by conditions and obligations in compliance with the NATA membership requirements. Membership in SEATA is based on the individual's address on file with the NATA.

IV. F. Retention of Records: The SEATA Secretary will maintain an archive of Board business (e.g., minutes, agenda, policies and procedures) in the electronic drive for the life of the organization. The SEATA Treasurer will maintain financial records (e.g., tax returns, audited financial statements, ledgers, income tax filing records, investment account records) for the life of the organization. Additional financial documents (e.g., bank statements, reconciliation, vendor invoices, deposit records, insurance records) shall be maintained for up to 7 years and/or in accordance with federal tax regulations and/or SEATA's financial advisors' recommendations.

IV. G. Maintaining Policies and Procedures Manual: The SEATA Secretary will maintain an accurate and current version of the SEATA Policies and Procedures. The current version of the SEATA Policies and Procedures Manual will be available on the SEATA webpage as soon as practicable. Modifications to SEATA Policies and Procedures occur from Board action. The Board may make changes as it deems appropriate. The SEATA Policies and Procedures Manual will be reviewed by the Executive Officers annually for clarity, continuity, and alignment with the SEATA Organizational Structure and Operational Plan.