

GLATA History and Archives Coordinator

Qualifications:

1. NATA Member (District Four)
 2. National Provider Identification (NPI) Number
-

Responsibilities:

1. Coordinates the archiving of all documents and materials related to association business, including items related to the following:
 1. Executive Board, regular committee, workgroup, and ad hoc committee meetings, agendas, and minutes
 2. Annual Meeting
 3. Membership and newsletter correspondence
 4. Membership reports and directories
 5. Financial reports
 6. Public relations
 7. Honors, awards, and scholarships
 8. Governmental affairs
 9. Student involvement
 10. Audio-visual materials
 11. Memorabilia
 12. Other items as requested by the Executive Board
2. Manages the archiving deposit procedures in coordination with the Purdue University Special Collections office.
3. Works in consultation with the NATA Historical Commission regarding archiving materials related to the profession of athletic training.
4. Submits an annual budget request per Finance Committee specified time lines.
5. Attends Executive Board Meetings in a non-voting capacity at the request of the President.
6. Provides a written report to the President for presentation to the Executive Board at all scheduled meetings.
7. Provides additional duties as assigned by the President.

Start Date: June 3, 2019 or when the position is filled

Coordinator Term: Appointed for a two-year term and may serve more than one term.

Coordinator Evaluation: Coordinator will be evaluated by the Secretary and the Executive Board prior to a request and/or consideration for re-appointment.

Executive Board Liaison: GLATA Secretary