



NIAAA Committee Membership Application

Thank you for your interest in serving on an NIAAA committee. Committee meetings are held during the NADC. It is important that all committee members attend the conference. Please do not complete an application if you are unable to attend the annual conference.

Name _____ Title _____ Date _____

Employer _____

Employer Address _____
Street City State Zip Code Country

Home Address _____
Street City State Zip Code Country

Office Phone _____ Cell Phone _____ Email _____

In an effort to provide diversity within our association, please complete this voluntary section:

Gender: Male Female

Ethnicity: American Indian or Alaska Native Asian Black or African American Hispanic or Latino Caucasian
Native Hawaiian or Other Pacific Islander

NIAAA Section Number: _____ Years of NIAAA Membership (Charter year: 1977) _____

Certification: _____ NIAAA Membership Classification: _____

Number of National Athletic Conferences (NADC) attended: _____

Please check the following items which you have been involved with during past conferences:

Workshop Speaker Workshop Moderator Voting Delegate State Liaison Previous Standing Committee
General Session Presider

LTI Courses Completed:

501	502	503	504	506	508	510	511	601	603	608	611	613	614
615	616	617	618	619	621	625	626	627	628	630	633	635	638
640	700	701	703	704	705	706	707	708	709	710A	710B	712	714
715	716	717	718	719	720	721	723	724	726	727	790	799	901
902	903	904	910										

Year received QPA: _____ Number of Cohorts attended: _____

Please check the National Conferences you plan to attend in the future:

Phoenix 2026 Kansas City 2027 Indianapolis 2028 San Antonio 2029 Seattle 2030

Please choose three committees in order of preference that you would like to serve on. Committee descriptions are on the following page.

Accreditation	Awards	Certification	Coaches Education	Credentials	ECE	
Endowment	Hall of Fame	Health & Wellness	Membership	Mentoring	NIAN	QPA
Publications	Resolutions	Retired Members	Sports Facilities			

Non-committee options: LTI Facilitator LTI Faculty Certified Test Administrator

If my choices are unavailable, I am willing to serve on any committee. Yes No

Subject areas with expertise:

Subject areas with experience:

If selected, endorsements must be provided by your local school administrator and your state athletic administrators association.

Send completed application to Lauren Otero, NIAAA Board Secretary, 1202 East Palm Avenue, Tampa, FL 33605

Email: lauren.otero@hcps.net

NIAAA Committees

Accreditation

Responsible for maintaining the NIAAA accreditation status, fulfilling document submission requests from AdvancED, and preparing for subsequent accreditation visits.

Awards

Ranks all Distinguished Service Award (DSA) nominations. Communicates to State Award Chairs the responsibilities in submitting appropriate award nominees to office. Make recommendations to the Board of Directors on all NIAAA recognition programs. Assist with photos and award presentations at the conference luncheon and banquet.

Certification

Responsible for developing and administering the three levels of the NIAAA Certification Program, including designing all documents and presentations, reviewing and refining the CAA exam, promoting professional development, and recommending policy and procedures. Membership is limited to individuals who have earned the CMAA designation and are committed to service throughout the year.

Coaches Education

Responsible for promoting Coaches Education within the sections and states. Shares innovative strategies used in other sections and states with the leadership of the states in their section. Meet throughout the year via conference call.

Credentials

Solicit and certify official voting delegates to the Delegate Assembly from the organizational members (state athletic director associations). Issue credentials and agenda packets; monitor voting procedures at the Delegate Assembly, Section meetings, and at-large elections.

Endowment

Responsible for administering the Golf Tournament, Fun Run, and Silent Auction held during the conference. Makes recommendations to the board for opportunities to build the endowment fund and methods to invest funds and spend income.

Equity and Community Involvement

Responsible to provide support, resources and a pathway to develop and grow underrepresented athletic/ activity administrators within the NIAAA.

Hall of Fame

Responsible for developing policies and procedures for the Hall of Fame. Screen all nominations for the Hall of Fame and forward to the selection Committee. Membership requires a significant personal commitment as this committee meets twice a year.

Health and Wellness

Responsible for providing support, resources, community and collaboration within the NIAAA by sharing best practices and advocating for the mental, emotional and physical health, wellness, and safety of members, coaches, and students.

Membership Committee

To promote NIAAA membership with individuals, state associations, and sections through emphasizing the benefits, professional development opportunities, and programs available through the association; to identify, create, and solicit growth initiatives to recommend to the board of directors; to implement and evaluate on-going programs for membership growth.

Mentoring Committee

The Mentor Committee will assist in providing tools for the experienced and novice athletic administrator alike and can serve as an important agent of sustainability for the honorable position of an Athletic Administrator.

National Initiative and Assistance Network

Responsible for gathering or renewing the state contacts on an annual basis and activating the network if a need arises in your assigned section. Determines and organizes a national service initiative.

Quality Program Assessment (QPA)

Responsible for providing a comprehensive framework for professional growth, continuous improvement and national recognition within the field of athletic administration. This voluntary accreditation initiative is designed to elevate the profession through a systematic review process that emphasizes high standards, reflective practice, and a commitment to excellence.

Publications

Responsible for the Interscholastic Athletic Administration (IAA). Responsible for developing a network to seek and screen topics of interest to athletic administrators and authors who can make significant contributions to the IAA magazine or other publications. Membership requires a significant personal commitment as this committee meets twice a year.

Resolutions Committee

To identify and research contemporary issues that impact education-based athletics and athletic administration; to present topics to the Board of Directors for authorization to write white papers or position statements; develop member surveys that will provide a statistical basis for white paper or position resolution; to write white papers and/or position resolution that reflect the view of the NIAAA and athletic administrators for presentation to the Board of Directors.

Retired Members

Works with NIAAA Board of Directors to provide support to the association and be a resource for the association.

Sports Facilities

purpose of the committee is to educate and encourage athletic directors to enhance the quality of athletic facilities by providing knowledge with an emphasis on minimizing risk.

NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION

CONFLICTS OF INTEREST POLICY

ARTICLE I

Purpose

National Interscholastic Athletic Administrators Association ("NIAAA"), including its directors, officers, management employees, and members of committees with Board of Directors-delegated powers have a clear obligation to conduct all affairs of the organization in accordance with the highest standards of integrity and ethics, and in compliance with applicable federal and state laws. NIAAA directors, officers, management employees, and members of committees with Board of Directors-delegated powers (hereafter collectively, a "Representative") also have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when a Representative is in a position to influence a decision that may result in personal gain to such Representative, or gain for a Representative's relative, as a result of NIAAA's business dealings. Personal gain may result also in those instances when a Representative, or a Representative's relative, receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving NIAAA.

The purpose of this Conflict of Interest Policy is to prevent the interests of a Representative from interfering with the performance of the Representative's duties to NIAAA, and to ensure that a Representative receives no personal, professional, or political gain at the expense of NIAAA. This Conflict of Interest Policy is not designed to eliminate relationships and activities that may create a duality of interest, but rather to increase the awareness of Representatives to the potential for conflicts of interest, and to establish procedures whereby such conflicts are properly disclosed, reviewed, and, if necessary, monitored. This Conflict of Interest Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to NIAAA.

ARTICLE II

Definitions

For purposes of this Conflict of Interest Policy, the following definitions apply:

2.1. Management Employee --- Any NIAAA employee who is in a position to influence the actions or business decisions of NIAAA is a "management employee." Examples of management employees include employees who make purchasing decisions, all employees who might be described as "management personnel," and all employees who have proprietary information concerning NIAAA.

2.2. Family/Relative - The term "family" and "relative" as used herein means a Representative's spouse, domestic partner, parents, siblings, children, and any other relative who resides in the same household.

2.3. Interested Person - Any Representative, who has a direct or indirect financial interest, as defined below, is an "Interested Person."

ARTICLE III

Procedures

3.1. Duty to Disclose. In connection with any actual or possible conflict of interest, an Interested Person must disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement. If an Interested Person discloses the existence of an actual or possible conflict of interest at a committee meeting or to the chairperson of the committee, the chairperson of the committee shall promptly notify the Board of Directors. The Interested Person must then disclose the existence of the Financial Interest and be given the opportunity to disclose all material facts to the directors considering the proposed transaction or arrangement.

3.2. Due Diligence Procedures. After disclosure of the Financial Interest and all material facts and any discussions regarding same, the Interested Person shall leave the meeting of the Board of Directors while the determination of a conflict of interest is discussed and voted upon. The remaining members of the Board of Directors shall decide if a conflict of interest exists.

3.3. Procedures if a Conflict of Interest Exists. An Interested Person may make a presentation at the meeting of the Board of Directors, but after the presentation, the Interested Person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the conflict of interest.

The chairperson of the Board of Directors shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the Board of Directors shall determine whether NIAAA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in NIAAA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

ARTICLE IV

Conflict Of Interest Policy Violations

If the Board of Directors has reasonable cause to believe a Representative has failed to disclose actual or possible conflicts of interest, it shall inform the Representative of the basis for such belief and afford the Representative an opportunity to explain the alleged failure to disclose. If, after hearing the Representative's response and after making further investigation as warranted by the circumstances, the Board of Directors determines that the Representative has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE V

Due Diligence Documentation The minutes of the Board of Directors shall contain:
5.1. The names of the Representatives who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, and the Board of Directors' decision as to whether a conflict of interest in fact existed; and

5.2. The names of the directors who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

ARTICLE VI

Compensation Matters

A voting member of the Board of Directors who receives compensation, directly or indirectly, from NIAAA for services is precluded from voting on matters pertaining to that voting member's compensation. Likewise, a voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, direction or indirectly, from NIAAA for services is precluded from voting on matters pertaining to that member's compensation.

ARTICLE VII

Annual Statements

Each Representative shall annually sign a statement, similar in form to the sample annual statement attached as Exhibit A, attesting to the fact that such person:

- 7.1. Has received a copy of the Conflict of Interest Policy;
- 7.2. Has read and understands the Conflict of Interest Policy;
- 7.3. Has agreed to comply with the Conflict of Interest Policy; and
- 7.4 Understands NIAAA is an Internal Revenue Code Section 501(e)(3) organization and in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

EXHIBIT A

CONFLICT OF INTEREST ANNUAL STATEMENT

I, _____, hereby certify (a) that I have received, read, and understand the National Interscholastic Athletic Administrators Association's Conflict of Interest Policy attached hereto; (b) I agree to comply with the Association's Conflict of Interest Policy; and (c) I understand that the National Interscholastic Athletic Administrators Association is an Internal Revenue Code Section 501(c)(3) organization and in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____