

Dear Certification Board Member Applicant,

Thank you for your interest in applying as a candidate for election to the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB).

This year, Certificants will elect **one** (1) Practitioner Member to the Certification Board. The new board member's term will begin with the Board's annual meeting in March 2021.

To be considered for an NCBTMB Certification Board Practitioner Member position, you must:

- Be NCBTMB Board Certified for a minimum of three (3) consecutive years prior to March 1, 2021
- Maintain your NCBTMB Board Certification throughout your term
- Have a minimum of five (5) years' experience in the massage profession
- Provide indication of previous volunteer position(s)
- Have a minimum of three (3) years' management or leadership experience
- Provide three (3) professional recommendation letters

Note: A minimum of one (1) letter must be from a current NCBTMB Board Certificant. Additionally, letters of recommendation from current Staff and/or Board of Directors of either NCBTMB or AMTA are not allowed.

In addition to the above requirements, ALL Certification Board candidates must:

- Agree to abide by NCBTMB's Conflict of Interest Policy and Code of Conduct for Volunteers
- Not hold a national level of office in another massage/bodywork professional or trade organization
- Commit to the time and travel necessary to be a fully participating member of the Board, including attendance at meetings and serving as a liaison to committees
- Provide a video of up to 90 seconds describing why you want to become an NCBTMB Board Member
- Participate in a 30-minute teleconference interview with the NCBTMB's Slate Selection Commission (SSC)

Your completed application **must** be submitted online at www.ncbtmb.org/election **no later than September 30, 2020 at 5:00pm CT**. Interviews will be conducted via conference call in late October. The Slate Selection Commission will contact you with a specific date and time.

Enclosed, please find the Certification Board Position Description, Upcoming 2021/2022 NCBTMB Certification Board Events/Meetings, NCBTMB Volunteer Code of Conduct, Conflict of Interest Policy and Confidentiality/Non-Disclosure Agreements, as well as important agreements and conditions for participation in the Application process. Read this information carefully.

Thank you, again, for your interest in submitting your application to be a candidate for election in this important capacity. The NCBTMB's Slate Selection Commission (SSC) looks forward to reviewing your application.

Sincerely,



Pat Collins
2020/2021 NCBTMB SSC Chair

Certification Board Director Position Description

Please read the following Position Description for your potential role as a member of the Certification Board. You must indicate your understanding of the role, responsibilities, and policies stated in this description to be considered eligible.

Eligibility for Practitioner Member Candidate Application:

- Be NCBTMB Board Certified for a minimum of three (3) consecutive years prior to March 21, 2021
- Maintain your NCBTMB Board Certification throughout the three (3) year term
- Have a minimum of five (5) years' experience in therapeutic massage
- Provide indication of previous volunteer position(s)
- Have a minimum of three (3) years' management or leadership experience
- Provide three (3) professional recommendation letters
Note: A minimum of one (1) letter must be from a current NCBTMB Board Certificant. Additionally, letters of recommendation from current Staff and/or Board of Directors of either NCBTMB or AMTA are not allowed.
- Agree to abide by NCBTMB's Conflict of Interest Policy and Code of Conduct for Volunteers
- Not hold a national level of office in another massage/bodywork professional or trade organization
- Commit to the time and travel necessary to be a fully participating member of the Board, including attendance at meetings and serving as a liaison to committees
- Participate in a 30-minute teleconference interview with the NCBTMB's Slate Selection Commission (SSC)

Ineligible: If currently serving as NCBTMB President, a member of the Slate Selection Commission, or served two consecutive terms as a Board Member.

Authority

The authority of a Certification Board Member is granted by NCBTMB Certificants through election and as specified in the NCBTMB Bylaws.

Accountability

A Board Member regularly reports to the President and the Certification Board and is accountable to the organization for her/his responsibilities and performance by virtue of election.

Upon election to the NCBTMB Certification Board, a Board Member shall resign any elected or appointed committee or staff position in NCBTMB and/or any other massage-related association or professional groups effective no later than the day prior to taking office. This does not apply to volunteer positions that are required in the position description of the newly elected position, or employment in, massage schools and programs.

Term of Office

Three (3) fiscal years (March 1 through Feb 28/9) or until a successor is elected.

Term Limits

Two (2) consecutive terms.

Relationship

A Board Member works most closely with the President, Board Members, Committee Chairs, and Chief Executive Officer. Other responsibilities require the Board Member to interact with volunteers, and to guide assigned volunteer chairs. A Board Member may also be called upon to interact with the membership, media, and other outside organizations as delegated by the President.

Responsibilities

1. Supports and provides continuity to the NCBTMB envisioned future, strategic plan, and policies established by the Certification Board.
2. Must be capable of frequently traveling to meetings and conventions including but not limited to Certification Board Orientation, all in-person meetings of the Certification Board, in order to conduct the business of the association.
3. Responds to Board communications on a regular and timely basis via phone, e-mail, or other appropriate means.
4. Prepares and reviews all necessary materials prior to meetings.
5. Performs additional duties as delegated or authorized by the President.
6. As requested/authorized by the President, travels to and/or attends additional meetings or events pertaining to the business of the NCBTMB or profession.

Time Commitment

- The time commitment is a minimum of 5-7 hours per month.
- No unexcused absences are allowed for any face-to-face meetings and no more than one unexcused absence for regularly scheduled Board conference calls.

NCBTMB Policies

Upon election to the NCBTMB Certification Board, a Board Member must be willing to review and execute all relevant NCBTMB policies and procedures, including but not limited to:

- NCBTMB Conflict-of-Interest Policy and Procedure
- NCBTMB Confidentiality and Nondisclosure Agreement
- NCBTMB Code of Conduct for Volunteers
- Time and Travel Commitment
- Attestation to No Criminal Activity

Upcoming 2021/2022 NCBTMB Certification Board Events/Meetings

Newly elected Board Members begin their term on **March 1, 2021**. The 2021/2022 calendar has not been finalized, since the new Board will confirm the schedule during March orientation. The calendar below serves as a reference for calls and in-person meeting dates known at this time.

- **March 2021:** In-Person Board Orientation + Board Meeting @ Evanston HQ (Chicago, IL) (Dates to be determined.)
- **April 27, 2021:** Board Conference Call from 6pm-8pm CT
- **May 25, 2021:** Board Conference Call from 6pm-8pm CT
- **June 2021:** In-Person Board Meeting @ Evanston HQ (Chicago, IL) (Dates to be determined.)
- **July 27, 2021:** Board Conference Call from 6pm-8pm CT
- **August 25-28, 2021:** AMTA National Convention + In-Person Board Meeting (Tampa, FL)
- **September 28, 2021:** Board Conference Call from 6pm-8pm CT
- **October 26, 2021:** Board Conference Call from 6pm-8pm CT
- **November 23, 2021:** Board Conference Call from 6pm-8pm CT
- **December 2021/January 2022:** In-Person Board Meeting @ Burr Ridge HQ (Chicago, IL) (Dates to be determined.)
- **February 15, 2022:** Board Conference Call from 6pm-8pm CT

In addition to the above, new Board Members joining in 2021 will more than likely be required to act as a Board Liaison to one of NCBTMB's volunteer committees. Committees routinely meet via conference call once per month.

Committee Descriptions

Ethics and Standards Committee: The purpose of the E&S Committee is to enforce NCBTMB's Code of Ethics, Standards of Practice, and Rules and Procedures. As a peer-group, the committee's task is to evaluate ethical questions relating to applicants and Certificants, as well as assist in protecting the public against unprofessional and unethical conduct by applicants and Certificants.

The E&S Committee meets the second Tuesday of every month @ 11am CT via conference call. The meeting may last up to two hours.

Approved Provider Committee: Using criteria approved by the Certification Board, the AP Committee acts as a peer- group to evaluate any ethical and procedural questions regarding Approved Provider applicants and current Providers of Continuing Education. In addition, the committee assists in protecting participants against unprofessional and unethical conduct by Providers of Continuing Education.

The AP Committee meets the third Monday of every month @ 6:30pm CT via conference call. The meeting may last up to two hours.

Specialty Certificate Committee: The purpose of the Specialty Certificate Committee is to review current Specialty Programs, create new Specialty Programs based on demand from the profession, as well as develop standardized requirements and exams for all NCBTMB Specialty Programs.

The SCC meets the first Tuesday of every month @ 8pm CT via conference call. The meeting may last up to two hours.

Events/Meetings Descriptions

Board Orientation: This is a required yearly event for current and new Board Members and is typically scheduled for the third or fourth week in March at the Evanston HQ (fly in/out Chicago). The purpose of this meeting is to provide current and new members with the necessary details regarding role responsibilities, financial landscape, as well as policies/procedures.

This event is typically partnered with a face-to-face Board Meeting the following day to maximize the time together. In total, the event typically requires 3-4 days (including travel).

AMTA National Conference: This is a required yearly event NCBTMB attends in support of AMTA and the profession. This is a great event to earn CE, keep up with all things happening at AMTA and around the profession, and network with Certificants and prospective Certificants at the NCBTMB Booth. Board Members are asked to attend/man the Booth when not in class or participating in meetings in partnership with the NCBTMB Executive Staff.

NCBTMB partners this event with a required face-to-face Board Meeting on the days preceding the event. The 2021 AMTA National Convention is scheduled August 26-28, 2021. In total, the event typically requires 4-5 days (including travel).

December/January Board Meeting: This required face-to-face meeting for all Board Members typically takes place at the Burr Ridge HQ (fly in/out Chicago). The purpose of this meeting is to focus on formalizing the NCBTMB Strategic Plan and setting the initial calendar for yearly events. The calendar is then confirmed at the March Orientation Meeting in March.

In total, the event typically requires 2-3 days (including travel).

NCBTMB VOLUNTEER CODE OF CONDUCT

INTRODUCTION

Volunteers play a critical role in the operation of NCBTMB and in the conduct of its activities. Volunteerism enhances personal growth, professional development and is a source of personal satisfaction. In return, volunteers are expected to conduct their efforts in a manner that supports the core values and mission of NCBTMB, its goals and objectives.

MISSION OF NCBTMB

The mission of the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) is to define and advance the highest standards in the massage therapy and bodywork profession.

PURPOSE OF THE CODE OF CONDUCT

The purpose of the Code of Conduct is to provide a benchmark for the personal and professional behavior of NCBTMB volunteers as they fulfill their duties. The Code of Conduct is an agreement between NCBTMB and the volunteer. It was created to facilitate mutual trust and accountability. The Code can serve as a guideline for use by volunteers in assessing their own behavior and to guide them in knowing and accepting NCBTMB's expectations of their behavior.

APPLICATION

The Code of Conduct is not only a set of written standards. The Code of Conduct is a demonstration of NCBTMB's volunteers' commitment to upholding stated and expected behaviors, values and attributes, and to promoting and maintaining the highest standards of personal and professional conduct. The scope and implementation of the Code is regularly reviewed by the Board of Directors for currency, and to assure the Code remains mutually beneficial to NCBTMB and its volunteers.

AUTHORITY

The NCBTMB Board of Directors has the authority to review and take action on any complaint or violation of the Code of Conduct for Volunteers.

A written complaint alleging violation of the NCBTMB Volunteer Code of Conduct, which may be brought by anyone, should be submitted to the Executive Committee via the CEO. The CEO will record the date of receipt and forward to the Executive Committee who will address the complaint in accordance with applicable policies.

CODE OF CONDUCT FOR VOLUNTEERS

A. Knowledge

1. Volunteers are responsible for understanding NCBTMB's philosophy, mission and its importance in safeguarding the public's trust in the profession of therapeutic massage and bodywork.
2. Volunteers are responsible for learning about and understanding the nature of the volunteer position they have accepted and its responsibilities
3. Volunteers are responsible for making use of available information and knowledgeable people to accomplish this without violating confidentiality.
4. Volunteers are responsible for reading, understanding and complying with policies and procedures relating to volunteers and the position. and duties.

B. Accountability and Behavior

1. Volunteers must sign and agree to abide by the NCBTMB Volunteer Confidentiality and Nondisclosure Agreement prior to starting their service.
2. Volunteers are accountable for their performance and their personal behavior.
3. Volunteers behave in a professional manner, adhering to the NCBTMB Code of Ethics and NCBTMB Standards of Practice.
4. Volunteers behave, personally as well as professionally, in a manner that will merit the respect of others for the NCBTMB, and the profession of massage therapy and bodywork.
5. Volunteers shall treat all individuals with courtesy and respect.
6. Volunteers when speaking publicly shall show respect for NCBTMB policies and initiatives.
7. Volunteers involved in evaluating applications, allegations, appeals, or complaints shall consider all of the information and/or evidence submitted to them fairly and impartially, taking into account all facts and circumstances.

C. Confidentiality

1. Volunteers shall respect the confidentiality of written and verbal communications.
2. Volunteers shall share information that relates to NCBTMB's business activities only when authorized to do so.
3. Volunteers may comment publicly with regard to NCBTMB only on matters of fact with which the volunteer has personal involvement.
4. Volunteers shall abide by the NCBTMB Volunteer Confidentiality and Nondisclosure Agreement.

D. Conflict of Interest

1. Volunteers shall avoid personal and professional conflicts of interest while performing their duties and responsibilities for NCBTMB.
2. If at some point a conflict of interest, or a potential conflict of interest, arises the volunteer shall inform their NCBTMB staff liaison or the CEO.
3. Volunteers shall recuse themselves from any discussion or action related to any individual or group with whom a volunteer has a relationship that could affect, or appear to affect, his/her impartiality toward said group or individual or his/her ability to act in furtherance of the best interest of NCBTMB.
4. Volunteers shall abide by the NCBTMB Volunteer Conflict of Interest Policy.

STATEMENT OF COMMITMENT TO THE NCBTMB VOLUNTEER CODE OF CONDUCT

NCBTMB requires a statement of commitment from its volunteers. By signing below, you agree to the following statement:

"As a volunteer for the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB), I have read and understood the above stated Code of Conduct. I understand that violation of the Code may result in my removal from my volunteer and/or leadership position. I agree that it is my individual responsibility to abide by NCBTMB's Volunteer Code of Conduct, NCBTMB's Volunteer Conflict of Interest Policy, NCBTMB's Volunteer Nondisclosure Agreement, NCBTMB's Code of Ethics, and NCBTMB's Standards of Practice. I commit myself to ethical conduct as a professional and in my volunteer role."

NCBTMB VOLUNTEER CONFLICT OF INTEREST POLICY

STATEMENT OF GENERAL POLICY

The purpose of this Conflict of Interest Policy is to protect the interests of the National Certification Board for Therapeutic Massage & Bodywork, Inc. by avoiding Conflicts of Interest by NCBTMB volunteers and persons compensated by NCBTMB.

Conflicts of Interest are undesirable because they may place the interests of others ahead of NCBTMB's obligations to its stakeholders and to the general public.

Therefore, this Policy requires that all volunteers and persons compensated by NCBTMB who have actual or apparent Conflicts of Interest must disclose such actual or apparent Conflicts of Interest promptly and fully to all necessary parties, as set forth below, in order for NCBTMB to determine whether such conduct violates this Policy and should be prohibited.

A. Definitions

The following terms, when used herein, shall have the meanings set forth below:

1. **Interested Person** — Any person working with or for NCBTMB, whether compensated by NCBTMB or as a volunteer, who has a direct or indirect Financial Interest, Influence Interest, or Competitive Interest, all as defined below, is an Interested Person. If a person is an Interested Person with respect to any part of an entity, he or she is an Interested Person with respect to the entire entity.
2. **Financial Interest** — A person has a Financial Interest in any entity if the person has, directly or indirectly, an ownership or investment interest, a compensation arrangement, or a potential ownership or investment interest in, or compensation arrangement with, such an entity.
3. **Influence Interest** — A person has an Influence Interest in any entity if the person is a director or officer with such an entity or if the person has a friendship or family relationship with such an entity.
4. **Competitive Interest** — A person working with or for NCBTMB, whether compensated by NCBTMB or as a volunteer, has a Competitive Interest in a situation or circumstance when such person may or will gain a competitive and/or economic advantage resulting from NCBTMB's involvement or lack of involvement with another person or entity.
5. **Conflict of Interest** — A Conflict of Interest occurs when an Interested Person has a Financial Interest, an Influence Interest or a Competitive Interest. The NCBTMB Board of Directors shall determine whether such Conflict of Interest is of such a nature so as to make it unlikely, or apparently unlikely, that the NCBTMB volunteer or persons compensated by NCBTMB can act independently and objectively in the best interests of NCBTMB. Exam Committee volunteers may not participate in any sort of test prep classes or test prep teaching/tutoring, or take the NCBTMB examinations as a candidate, for the duration of their service and for two years thereafter.

Coverage of the Policy

This Policy shall apply to any person working with or for NCBTMB, whether compensated or volunteer, including independent contractor providers of services and materials.

Procedures under the Policy

The following procedures shall apply to all persons covered by this Policy:

- 1. Duty to Disclose.** In connection with any actual or possible Conflict of Interest, all Interested Persons must disclose the existence of their Financial Interest, Influence Interest, and/or a Competitive Interest and all material facts to the Board and the Chair of the relevant committee. Disclosure as used in this Policy shall mean promptly providing to the Board and Chair of the relevant committee a written description of all relevant facts comprising the real or apparent Conflict of Interest.
- 2. Determining Whether a Conflict of Interest Exists.** Upon review of the volunteer's disclosure of the possible Conflict of Interest, and all material facts related thereto, the Board and the Chair of the relevant committee may conduct additional inquiry, including an interview with the volunteer or person compensated by NCBTMB, regarding the Conflict of Interest. Thereafter, the Board and the Chair of the relevant committee, shall determine the appropriate action to be taken in connection with the Conflict of Interest.
- 3. Conflict of Interests of Board Members.** A Board Member who is an Interested Person may make a presentation to the Board at a Board meeting. After such presentation, such Board member shall leave the Board meeting in order for the remainder of the Board to consider, discuss and vote on whether a Conflict of Interest exists and the appropriate action related thereto. The Chair of the Board, with the approval of the Board, may, if appropriate, appoint a disinterested person or committee to investigate alternatives to a proposed transaction or arrangement which is the subject of the Conflict of Interest. After exercising due diligence, the Board shall determine whether NCBTMB may obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a Conflict of Interest. If a transaction or arrangement is advantageous to NCBTMB, notwithstanding the Conflict of Interest, the disinterested members of the Board shall determine whether: (i) the transaction or arrangement is in NCBTMB's best interest and for its own benefit; (ii) the transaction is fair and reasonable to NCBTMB; and (iii) NCBTMB shall enter into the transaction or arrangement.
- 4. Conflict of Interests of Non-Board Members.** Volunteers who are not Board Members, or individuals who are compensated by NCBTMB, who are Interested Persons may make a presentation to the Board at a Board meeting. After such presentation the Board shall consider, discuss and vote on whether a Conflict of Interest exists, and the appropriate action related thereto. The Chair of the Board, with the approval of the Board, may, if appropriate, appoint a disinterested person or committee to investigate alternatives to a proposed transaction or arrangement which is the subject of the Conflict of Interest. After exercising due diligence, the Board shall determine whether NCBTMB may obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a Conflict of Interest. If a transaction or arrangement is advantageous to NCBTMB, notwithstanding the Conflict of Interest, the disinterested members of the Board shall determine whether: (i) the transaction or arrangement is in NCBTMB's best interest and for its own benefit; (ii) the transaction is fair and reasonable to NCBTMB; and (iii) NCBTMB shall enter into the transaction or arrangement.
- 5. Proscribed Activity by Persons having a Conflict of Interest.** Any individual that has a Conflict of Interest that is not waived by the Board shall abstain from taking any action in connection with matter, transaction or arrangement that is the subject of the Conflict of Interest, including without limitation, making motions, voting, executing agreements, or taking any other similar direct or indirect action on behalf of NCBTMB.

Violations of the Conflict of Interest Policy

If the Board has reasonable cause to believe that an Interested Person has failed to disclose actual or possible

Conflicts of Interest, the Board shall inform the person of the basis for such belief and afford him or her opportunity to explain the alleged failure to disclose.

If, after hearing the response of the person and making such further investigation as may be warranted under the circumstances, the Board determines that the person has inappropriately failed to disclose an actual or apparent Conflict of Interest, the Board shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the Board shall contain:

1. The names of the persons who disclosed or otherwise were found to have a Financial Interest, Influence Interest and/or Competitive Interest, the nature of the Financial Interest, Influence Interest and/or Competitive Interest, any action taken to determine whether a Conflict of Interest was present, and the Board's decision as to whether a Conflict of Interest in fact existed.
2. The names of the persons 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 therewith.

Annual Statements

Each person working with or for NCBTMB, whether compensated or volunteer shall annually sign a statement that affirms that such person:

1. Has received a copy of the Policy;
2. Has read and understands the Policy; and
3. Has agreed to comply with the Policy

***This document excerpted from NCBTMB Policy & Procedure Manual, Section 3.**

Revised 11/04/2010

NCBTMB VOLUNTEER CONFLICT OF INTEREST FORM (PAGE 1 OF 2)

Name:		Role or Position:	
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I have carefully read NCBTMB's Volunteer Conflict of Interest Policy and understand the requirements of this Policy as it applies to me. (Use additional sheets if necessary.)

Financial Interests:

I have the following Financial Interests requiring disclosure under the Policy. Disclosable financial interests include:

- Ownership and investment interests held by you or your family members in non-publiclytraded entities or organizations.
- Outside compensation arrangements between you (or your family members) and entities or organizations.
- All circumstances whereby you and your family members may or will gain an economic advantage resulting from NCBTMB's involvement or lack of involvement with another person or entity.
- Please list the name of any entity or organization from which you or your family received any gifts, prizes or favors in excess of \$50.00.

If none exist, state "None."

NCBTMB VOLUNTEER CONFLICT OF INTEREST FORM (PAGE 2 OF 2)

Name:		Role or Position:	
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Influence and Competitive Interests:

I have the following Influence Interests or Competitive Interests which could contribute to a Conflict of Interest under the Policy.

- Relationships, positions, or circumstances not disclosed under Financial Interests in which I or my family are involved.
- Organizations in which I or my family are officers or hold positions on the Board of Directors.
- All circumstances whereby you and your family members may or will gain a competitive advantage resulting from NCBTMB's involvement or lack of involvement with another person or entity.

If none exist, state "None."

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I agree that should any conflicts not disclosed arise, I will report them to the NCBTMB CEO as soon as I become aware of them.

Signature: _____ Date: _____

Revised 11/04/2010

NCBTMB VOLUNTEER CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

Thank you for volunteering with the National Certification Board for Therapeutic Massage & Bodywork, Inc. Our organization relies on the unique skills and dedicated efforts of volunteers like you to properly conduct the business of national certification and the programs it supports. In the course of performing your work as an NCBTMB volunteer, you may come into contact with sensitive or confidential information. In order to protect the best interests of the NCBTMB, we ask that each volunteer who may have access to proprietary information read and complete this form.

Please do not feel that you cannot discuss the programs with which you are involved. You may certainly identify yourself as an NCBTMB volunteer in speaking to others about the volunteer experience. Feel free to speak in general terms about the projects you may be working on, but please refrain from discussing individuals, specific details or information that may pertain to a project with which you or a workgroup are engaged. This will help preserve the integrity of our programs and protect confidential and/or proprietary information.

I am a volunteer with the National Certification Board for Therapeutic Massage and Bodywork, Inc. In connection with my volunteer responsibilities for NCBTMB, I acknowledge and agree to abide by the terms of this Confidentiality and Nondisclosure Agreement. I may be given access to Confidential Information while I serve as an NCBTMB volunteer. My responsibilities and legal obligations are as follows:

1. Confidential Information shall include all information and communications discussed and/or transmitted, whether orally or in writing, that pertains to NCBTMB business, including without limitation during NCBTMB related meetings. Confidential Information also includes data relating to NCBTMB generally, as well as specific NCBTMB examination and testing information, NCBTMB business plans, NCBTMB community activities, NCBTMB applicant and certificant information, and any and all other information related to NCBTMB business. Confidential Information does not include any information in the public domain or otherwise known by me prior to becoming an NCBTMB volunteer. Confidential Information which is disclosed to me by any third party who is bound by a duty of confidentiality to NCBTMB or otherwise knows that the information is confidential is still to be considered protected.
2. I will use or copy Confidential Information solely to fulfill my responsibilities as an NCBTMB volunteer.
3. I agree at all times to comply with the procedures that may be established by NCBTMB to protect Confidential Information.
4. I will not disclose Confidential Information, in whole or in part, in any manner whatsoever, to any person not participating in the specific and applicable NCBTMB activities in which I am involved as a volunteer, without the prior written consent of NCBTMB's Chief Executive Officer.
5. I will indemnify and hold harmless NCBTMB, its officers and Board members from and against any and all liability, related to my violation of this Agreement, including all costs and expenses.
6. If I leave or otherwise terminate my services as an NCBTMB volunteer, I will return all Confidential Information to NCBTMB. I agree that this Agreement will survive termination of my services as an NCBTMB volunteer.

NCBTMB VOLUNTEER CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT (CONT.)

7. I agree that this Agreement shall be governed by the laws of the State of Illinois and the venue for arbitrating, mediating or engaging in any proceeding before a court shall be in the State of Illinois.

Name: _____ Signature: _____

Date: _____ Volunteer Position (if known) _____

Revised 11/04/2010

Agreements and Conditions for Participation

I. Confidentiality Agreement

As an applicant for candidacy to the NCBTMB Certification Board, I agree to maintain confidentiality regarding:

1. Questions that I will be asked as part of the interview process
 2. The outcome of the Slate Selection Commission's decision regarding the slate until the ballot is released
 3. Any other matters related to the selection process as instructed by the chair of the Slate Selection Commission
- I understand that failure to maintain confidentiality may impact my ability to be placed on the slate or serve in any other volunteer capacity with NCBTMB.

II. Statement of Understanding and Acknowledgement

I understand that the information provided in this application is subject to verification and further discussion during the Certification Board slate selection process. I verify that all statements made in my application are true.

If elected, I agree to abide by the policies and procedures of the National Certification Board for Therapeutic Massage & Bodywork as outlined in the Position Description document. I understand that failure to do so will result in my being removed from the Certification Board.

I understand that remaining in good standing with NCBTMB is required, including maintaining Board Certification. Failure to do so may result in removal from the Board.

I understand that the Certification Board Member Position is voluntary, and I will not be paid a salary or other monetary compensation in exchange for my contributed time to fulfill the responsibilities of the position.

Details on the Online Application

To apply, please visit www.ncbtmb.org/election and complete the required online application.

Sample items required to complete your online application:

- Current resume/CV
- Professional photo
- Three (3) professional letters of recommendation. Note: "A minimum of one (1) letter must be from a current NCBTMB Board Certificant. Additionally, letters of recommendation from current Staff and/or Board of Directors of either NCBTMB or AMTA are not allowed."
- A video of up to (and no more) than 90 seconds describing why you want to become an NCBTMB Board Member
- Your NCBTMB Certificant ID Number

All applications must be submitted no later than September 30, 2020, at 5:00pm CT.

If you would like to begin the application process, but need additional time to gather the necessary documentation, simply click "Save and Continue Later" (bottom of the application screen). Enter your email address on the next screen and click on "send link." You will be emailed a temporary link to continue your draft application at a later date.

Only completed applications will be accepted.

Once you believe your application is complete, simply click "Submit My Application" on the final page.

Questions? Email elections@ncbtmb.org.

**Don't forget! You must submit your completed application no later than
September 30, 2020 @ 5:00pm CT.**