

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. Board member 3-year term begins March 1, 2027.

To be considered for the NCBTMB Certification Board Practitioner position, you must meet the requirements outlined on the following pages.

Tips for Completing the Application:

- When answering essay questions, it is suggested that you type the answers in Word or a similar program first, then copy and paste into the application
- Have updated resume or CV to upload
- Have updated headshot to upload
- Have letters of recommendation to upload
- Review video requirements in advance of completing the application
- Save your work often

Your completed application **must** be submitted online at www.ncbtmb.org/election **no later than August 31, 2026, at 5:00pm CT.**

Next steps

- Receive application submission confirmation via email
- If selected for an interview, participate in a 30-minute interview via conference call or meeting application such as Microsoft Teams on October 14, 2026.

Not all candidates are guaranteed an interview. The Slate Selection Commission will contact you with interview specifics, if selected.

Attached is the Certification Board Position Description, as well as important agreements and conditions for participation. Read this information carefully.

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

Sincerely,

Winona Bontrager

Winona Bontrager

2026/2027 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) years prior to March 1, 2027
- 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)
- Demonstrate 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. 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 be an officer at the national level in another massage/bodywork professional or trade organization
- Not be currently serving as a member of the NCBTMB Slate Selection Commission or currently completing six consecutive years as an NCBTMB Board Member
- 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 interview via Microsoft Teams or similar interface with the NCBTMB's Slate Selection Commission

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.

Effective no later than the day prior to taking office, a newly-elected Board Member shall resign (1) any staff position in NCBTMB and (2) any volunteer position in any other massage-related association or professional groups deemed to violate NCBTMB's Conflict of Interest policy. This does not apply to volunteer positions that are required in the position description of the newly elected position, or a Practitioner member's employment in massage schools and programs.

Term of Office

Three (3) fiscal years (March 1 through Feb 28/29) 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 may require the Board Member to interact with volunteers and assigned volunteer chairs. A Board Member may also be called upon to interact with Certificants, the 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. Attends all meetings of the Certification Board, whether via electronic means or in person, to conduct NCBTMB business. Must be capable of traveling to in-person meetings and conventions including but not limited to Certification Board Orientation.
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

NCBTMB Certification Board Events/Meetings- - What to Expect

Newly elected Board Members begin their term on **March 1, 2027**. The 2027/2028 calendar will be finalized with the new Board in March 2027. Board Members can expect to meet for calls several months each year and to meet at least twice each year at in-person meetings. Calls may be scheduled in the daytime or evening to accommodate schedules. Currently, in-person meetings occur as follows, and the schedule is subject to change:

- Early March, which coincides with the beginning of the fiscal year.
- Late summer-mid Fall in conjunction with the AMTA National Convention in Savannah, Georgia (August 25-29, 2027)

In addition to the above, Board Members may be required to act as Board Liaison to one of NCBTMB's volunteer committees. Board Liaisons act as a conduit for information between the Certification Board and the committee. Committees routinely meet via conference call once per month.

Events/Meetings Descriptions

Board Orientation is a required yearly event for current and new Board Members and is typically scheduled in March. The purpose of this meeting is to provide current and new members with the necessary details regarding roles and responsibilities, financial duties, as well as policies/procedures.

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

AMTA National Convention is a required yearly event that is held late summer to late fall. As the largest such event in the industry it is important for NCBTMB to attend and support the AMTA National Convention each year. The convention is a great way to network with Certificants, prospective Certificants and Approved Providers at the NCBTMB booth. Board Members are asked to staff the booth in partnership with the NCBTMB Executive Staff when not in class or meetings. The convention is also a great way to stay current with developments in the profession.

NCBTMB may hold a required face-to-face Board Meeting on the days preceding the AMTA Convention. In total, the event typically requires 4-5 days (including travel).

Board members are required to attend all planned Board meetings.

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 am 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
- NCBTMB Certificant ID Number for the Practitioner Member Board position

All applications must be submitted no later than August 31, 2026, at 5:00pm CT.

If you 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
August 31, 2026 @ 5:00pm CT.**

The documents on the following pages are required upon election

NCBTMB Code of Conduct for Volunteers

(As Revised March 3, 2022)

I. Introduction

Volunteers play a critical role in the operation of NCBTMB and in the conduct of its activities. Volunteers receive rewards such as personal and professional development, recognition, skill development and personal satisfaction. In return, volunteers are expected to conduct their efforts in a manner that supports the core value and mission of NCBTMB, its goals and objectives.

The mission of NCBTMB is to foster high standards of ethical and professional practice in the delivery of services through a recognized credible credentialing program that assures the competency of practitioners of therapeutic massage and bodywork.

II. Purpose

The purpose of the Code of Conduct is to provide a benchmark for the personal and professional behavior of volunteers as they fulfill their leadership duties. The code is an agreement between NCBTMB and the volunteer that has been written to facilitate mutual trust and accountability. The Code of Conduct has been developed to assist volunteers in assessing their own behavior and to guide them in knowing and accepting NCBTMB's expectations of their behavior.

III. Volunteer Leader Responsibilities

A. Knowledge

1. Volunteer leaders are responsible for understanding NCBTMB's philosophy, mission and its importance in safeguarding the public trust.
2. Volunteer leaders are responsible for reading, understanding and complying with NCBTMB's policies and procedures.
3. Volunteers are responsible for learning about and understanding the nature of the volunteer position they have accepted and its responsibilities and duties.
4. Volunteers are responsible for making use of available information and knowledgeable people to accomplish this.

B. Accountability and Behavior

1. Volunteers will sign and abide by the Policies & Procedures statement in all applications to NCBTMB.
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 Standards of Practice, where applicable.
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/ bodywork.
5. Volunteers will treat all individuals with courtesy and respect.

6. Volunteers, when speaking publicly, will show respect for NCBTMB policies and initiatives.

C. Confidentiality

Volunteers will respect the confidentiality of written and verbal communications. This will include, but not be limited to:

1. sharing information only when authorized to do so; and
2. commenting publicly only on non-confidential matters of fact with which the volunteer has personal involvement unrelated to NCBTMB.

D. Conflict of Interest Avoidance

1. Volunteers will 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 must inform NCBTMB's CEO and legal counsel.

E. Volunteer Leader Responsibilities: Members of the Board

In addition to volunteer leader responsibilities (above), Board members:

1. Support and promote the purpose and mission of NCBTMB to elevate the massage therapy profession nationwide by establishing and advancing the highest credentials and standards of excellence.
2. Understand and accept their fiduciary responsibilities to NCBTMB, the Certification Board itself, Certificants and the consumer public. This understanding is reflected in the volunteer's performing his or her duties in a manner that is trustworthy and reflective of good stewardship.
3. Avoid conflict of interest and sign and abide by Conflict of Interest Policy and Disclosure Statement.
4. Attend all Certification Board meetings and understand that failure to do so may result in removal from the Board.
5. Sign and abide by Time and Travel Commitment statement.
6. Sign and abide by Policies & Procedures statement.
7. Sign and abide by other confidentiality and disclosure statements according to committee liaison assignment.
8. Disclose conflicts of interest as they pertain to Board function at any time they arise.
9. Do not speak or act for the Board without proper authorization.
10. Maintain the confidentiality of documents and information.
11. Prepare for Board business and be responsible for executing Board responsibilities in creating policy.
12. Publicly support Board decisions.
13. Recognize the equal role and responsibility of each member of the Board.

14. Act fairly and be impartial and unbiased in their role of supporting the purpose for which NCBTMB was organized.

F. General Application of the Code

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 Certification Board for currency, and to assure the Code remains mutually beneficial to NCBTMB and its volunteers.

G. Authority

The NCBTMB Certification Board has the authority to review and take action on any complaint of violation of the Code of Conduct for Volunteers. A written complaint, which may be brought by anyone, should be submitted to the CEO and/or legal counsel. The CEO in consultation with legal counsel will record the date of receipt, review the complaint, and, if deemed actionable under the Code, forward to the Board or other appropriate body for handling.

IV. Statement of Commitment to the Code of Conduct

NCBTMB requires a statement of commitment from its volunteers. "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 the Code of Conduct and, where applicable, the NCBTMB Code of Ethics and Standards of Practice. I commit myself to ethical conduct as a professional and in my volunteer role."

Print name _____

Signature _____

Volunteer position(s) _____

Date _____

NCBTMB Conflict-of-Interest Policy and Procedure

(As Revised March 3, 2022)

I. Statement of General Policy

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

Conflicts of Interests are undesirable because they may or do 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 interests 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 Certification Board 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.

B. 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.

C. 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 will 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 will 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 will 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 will 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.

6. Violations of the Conflict of Interest Policy

- a. If the Board has reasonable cause to believe that an Interested Person has failed to disclose actual or possible Conflicts of Interest, the Board will inform the person of the basis for such belief and afford him or her an opportunity to explain the alleged failure to disclose.

- b. 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 will take appropriate disciplinary and corrective action.

D. 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.

E. Annual Statements

Each person working with or for NCBTMB, whether compensated or volunteer must 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.

II. Conflict of Interest Disclosure Statement

I have carefully read NCBTMB's Conflict of Interest Policy & Procedure (the "Policy") and understand the requirements of this Policy as it applies to me.

Name: _____

NCBTMB Role(s): _____

I have the following Financial Interests, Influence Interest and/or Competitive Interest, as defined by the Policy, requiring disclosure under the Policy.

Please describe the following Financial Interests:

1. Ownership and investment interests held by you or your family members in non-publicly traded entities or organizations (If none, write "none.");
2. Outside compensation arrangements between you (or your family members) and entities or organizations (If none, write "none."); and
3. 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, write "none.")

Please describe the following Influence Interests:

1. Any relationships, positions, or circumstances not disclosed above in which you, your family, or your friends are involved that you believe could contribute to a Conflict of Interest (as defined in the Policy, including but not limited to other therapeutic massage and bodywork professional, trade, or regulatory organizations. (If none, write "none.")

2. All organizations in which you or your family members are officers or hold positions on the board of directors. (If none, write "none.")

Please describe the following Competitive Interests:

1. All circumstances whereby you or your family members may or will gain a competitive and/or economic advantage resulting from NCBTMB's involvement or lack of involvement with another person or entity. (If none, write "none.")

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I understand that I have a continuing duty to disclose conflicts of interest, and I agree that should any actual or apparent conflicts not disclosed herein arise, I will report them to the NCBTMB Board, CEO and legal counsel as soon as I become aware of them.

Signature: _____

Date: _____

NCBTMB Confidentiality and Nondisclosure Agreement

I understand that participation in NCBTMB activities as a volunteer or person compensated by NCBTMB will require my review of highly sensitive and confidential business information. I am aware of my responsibilities and legal obligations to the National Certification Board for Therapeutic Massage & Bodywork, Inc., ("NCBTMB") regarding the Confidential Information that I will be given access to while I serve NCBTMB. The following is a summary of such responsibilities and legal obligations, which I acknowledge and agree to by my signature below:

1. Confidential Information shall include data relating to NCBTMB generally, as well as specific NCBTMB examination and testing information, NCBTMB business plans, NCBTMB committee activities, NCBTMB applicant and certificant information, and any other information related to NCBTMB business. Confidential Information does not include any information in the public domain or otherwise known by me prior to participating in NCBTMB activities and not made available to me by NCBTMB
2. I will use or copy Confidential Information solely to fulfill my responsibilities to NCBTMB and will destroy or return any copies in my possession once my service has ended.
3. I will follow the procedures 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 without the written consent of the Chair or CEO of NCBTMB. I further understand that any unauthorized disclosure of Confidential Information to any third party on my part may result in my dismissal from my position as dictated by current policy.
5. If I leave or otherwise terminate my service with NCBTMB, I acknowledge that the confidentiality and nondisclosure provisions herein will survive termination of my service to NCBTMB.
6. I acknowledge that this Agreement shall be governed by the laws of the State of Illinois.

Name: _____ Signature: _____

Date: _____ Position(s): _____