

**Pennsylvania State Association for Health,
Physical Education, Recreation and Dance, Inc.**

Code: 215

9/09

OPERATING CODE FOR THE CONVENTION MANAGEMENT COMMITTEE

I. Name of Committee

The name of this committee shall be Convention Management Committee of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).

II. Type of Committee

The Convention Management Committee is a Standing Committee

III. Purpose

The purpose of the Convention Management Committee shall be to plan, promote, finance and conduct the annual PSAHPERD Convention.

IV. Structure (membership/terms of service)

The Chair of the Convention Management Committee, hereinafter referred to as the Convention Manager, shall be selected by the PSAHPERD President-elect subject to an Executive Board approval. The Convention Manager will manage the Convention during the President-elect's Presidential year. This Committee shall consist of a Convention Manager, Convention Program Chair, and Subcommittees as hereinafter provided.

A. Qualifications

1. Committee Chair (Convention Manager)
 - a. Present member of the PSAHPERD
 - b. Prior service on the Committee
 - c. Two times minimum attendance at the PSAHPERD Convention
2. Committee Members (Subcommittee Chairs)
 - a. Present member of the PSAHPERD
 - b. Two times minimum attendance at the PSAHPERD Convention
3. Subcommittee Members
 - a. Present member of PSAHPERD
 - b. Interest in Convention Management Committee

B. Term

1. The Convention Manager is approved for a two-year term. (first year preparation and the second year manage)
2. The Convention Management Committee members (except the Convention Program Chair) shall be appointed by the Convention Manager for a one-year term and are eligible for reappointment
3. The Subcommittee members shall be appointed by the Convention Manager for a one-year term and are eligible for reappointment.

C. Membership

1. Membership on this committee shall include the following:
 - a. Convention Manager
 - b. Convention Program Chair

c. Convention Subcommittee Chairs to include but not limited to:

- Registration
- Treasurer
- Banquet
- Social
- AV/Equipment Coordinator
- Photographer
- Records
- Publicity
- Exhibits/Demonstrations
- Student Activities
- Membership
- In-service (Act 48)
- Convention Services (hospitality /transportation)

d. Subcommittee members

2. The Convention Manager serves on the PSAHPERD Executive Board and the Representative Assembly

V. Responsibilities and Procedures

A. Organization

1. Upon assuming the position, the Convention Manager shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President
2. The Convention Manager shall attend and participate in all PSAHPERD Executive Board Meetings
 - a. Convention upon assuming office (Sunday AM)
 - b. Spring
 - c. Fall
 - d. Beginning of Annual Convention (Thursday PM)
3. The Convention Manager shall regularly communicate with the PSAHPERD Executive Committee and the Convention Program Manager
4. The Convention Manager shall call and preside over meetings of the Committee as needed.

B. Policies and Procedures

1. General Responsibilities During Term of Office
 - a. Shall serve as the spokesperson for the Committee
 - b. Shall become familiar with the PSAHPERD Constitution and Bylaws, the Operating Code, Applied Strategic Plan (ASP), and budgets (PSAHPERD General Budget and Convention Budget)
 - c. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
 - d. Prepare and submit reports in the proper format
 - e. Review the Convention Site Contract and become familiar with the site and specifics for Convention planning and management
 - f. Establish a working relationship and serve as the liaison with the hotel management and the hotel convention coordinator
 - g. Advise and consult with the President on protocols and time sensitive issues for Convention
 - h. Oversee and direct all aspects of the Convention

- i. Serve as the key trouble-shooter and problem-solver at Convention
- j. Prepare and distribute the Final Convention Report
 - . Regular communications with Committee members
- l. Attend and participate in the Annual Convention
- m. Review and suggest revisions to the Operating Code as necessary
- n. Copy all official correspondence to the Executive Committee
- o. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
- p. Submit expense vouchers in a timely manner for payment throughout the year with all vouchers due by December 15 to the appropriate person (Executive Director for General Budget or Convention Treasurer for the Convention Budget)
- q. Oversee and monitor the Convention Budget
- r. Approve and sign all Convention Expense vouchers as budgeted

2. Specific Duties in Preparation for the Position Following Executive Board Approval

- a. Communicate with the President-elect and the Convention Program Manager concerning plans and time lines for the following year's Convention
- b. Review the Convention Site Contract and become familiar with the site and specifics for Convention planning and management
- c. Prepare the agenda and inform appropriate attendees of the time and place for the Convention Planning Meeting for the next year to be held at the current Convention.
- d. Preside at the Convention Planning Meeting to be held at the current convention for the upcoming Convention
- e. Shadow the current Convention Manager during the Convention
- f. Solicit and appoint Subcommittee Chairs for the next year's Convention and obtain contact information
- g. Coordinate the production of save-the-date publicity to be available for distribution at the current Convention and throughout the year

3. Specific Duties Immediately Upon Taking Office

- a. Attend the "new" PSAHPERD Executive Board meeting following convention
- b. Update the directory with contact information as will be printed on the Website and in the Winter Journal
- c. Read the "Conflict of Interest Policy" and sign the provided form in compliance
- d. Review the "Fraudulent or Dishonest Conduct and Whistleblower Policy Statement"
- e. Review Journal responsibilities – see Addendum
- f. Confirm all Committee members and contact information to be printed on the Website and in the Winter Journal.

4. Specific Duties Prior to Spring Executive Board Meeting

- a. Communicate with Committee members and review their responsibilities
- b. Establish a contact with the hotel convention coordinator

- c. Coordinate socials and food functions provided during the Spring meetings in consultation with the President and the Executive Director
- d. Arrange a site tour for the Convention Planning Committee to occur at the Spring Convention Planning Meeting
- e. Prepare the agenda and inform appropriate attendees of the time and place for the Convention Planning Meeting
- f. Prepare to present the Convention Budget, as created by the Convention Manager, Convention Treasurer, Executive Director, and PSAHPERD Finance Chair, to the PSAHPERD Executive Board for approval
- g. Preside at the Convention Planning Meeting
- h. Prepare the Committee oral or written report for the Spring Meeting
- i. Prepare to attend the Convention Planning and Executive Board Meetings

5. Specific Duties Prior to the Fall Executive Board Meeting

- a. Communicate with Committee members to check their progress regarding their responsibilities
- b. Prepare the agenda and inform the appropriate attendees of the time and place for the Convention Planning Meeting
- c. Prepare the Committee oral or written report for the Fall Meeting
- d. Prepare to attend the Convention Planning and Executive Board Meetings
- e. Coordinate with the Convention Program Chair and the President the Convention information to be published in the Spring/Summer Journal, Fall Journal and on the website
- f. Coordinate the production of a Convention brochure with the Convention Publicity Subcommittee Chair to have it printed, distributed and posted on the website by June 1
- g. Coordinate socials and food functions provided during the Fall meetings in consultation with the President and the Executive Director
- h. Consult with the Convention Program Chair concerning room assignments and AV needs
- i. Oversee and arrange in consultation with the President the lodging, meals and/or travel needs for VIPs
- j. Assign and notify persons receiving complimentary lodging
- k. Prepare to distribute copies of convention registration form and hotel registration form for Executive Board preferential lodging at the Convention

6. Specific Duties Prior to Annual Convention

- a. Communicate with committee members to check progress regarding their responsibilities
- b. Contact the hotel regarding Executive Board preferential lodging requests at Convention
- c. Confirm the specifics and special needs for all convention meal functions, sessions, and events with the appropriate PSAHPERD Executive Board members and hotel convention coordinator
- d. Prepare a cumulative end-of-year report
- e. Coordinate ordering, purchasing and distribution of all meal function tickets to include but not limited to award winners, special guests and other VIPs

7. Specific Duties During the Convention
 - a. Monitor all Convention events
 - b. Attend the Executive Board Meetings and the Representative Assembly
 - c. Attend the following sessions/functions but not limited to
 - Awards Luncheon
 - Opening General Session
 - Exhibitor Reception
 - Appreciation Awards
 - President's Reception
 - E B Cottrell Banquet
 - d. Serve as the key trouble-shooter and problem-solver at Convention

VI. Addendums

- A. PSAHPERD Constitution and Bylaws
- B. PSAHPERD Applied Strategic Plan
Future Directions Guidelines
- C. Financial
 1. Payables: Voucher Procedures and Form
 2. Reimbursement Policy
 3. Budget
 - Development Procedures
 - Budget Sample
 4. Internal Audit Procedures
 5. General Ledger Sample
 6. Convention Profit Distribution
 7. Investments
 - Philosophy
 - Purpose and Focus
 - Contact Information
 8. Treasurer's Report Sample
 9. Sponsor/Partner Guidelines
- D. Journal Responsibilities and Deadlines
- F. Convention Management
 1. Procedures and Time Lines
 2. Subcommittees: Procedures and Time Lines
 - Registration
 - Treasurer
 - Banquet
 - Social
 - Hospitality
 - Coordinator
 - Photographer
 - Records

- Publicity
- Exhibits/Demonstrations
 - Exhibitors' Packet
 - Forms and Sample Letters
- Student Activities
- Membership
- In-Service (Act 48)
- 3. Precedents and Traditions
- 4. Convention Special Events: Procedures and Scripts
 - Cottrell Banquet
 - Awards Luncheon
 - Opening General Session
 - Past President's Breakfast
 - Appreciation Awards/Student Recognition Awards
 - Future Professional Pizza Party and Business Meeting
 - 21st Century Endowment Reception
 - President's Pre-banquet Reception
 - HERitage Reception
 - Dance Gala
 - Exhibitor's Reception
- 5. Convention Templates
 - a. Budget
 - b. Registration Form
 - c. Convention Evaluation Form
 - d. Session Evaluation Form
 - e. Convention Voucher
 - f. Convention PR/Brochure
- 6. Convention Final Report
 - a. Procedures and Time Lines
 - b. Content of Printed Program
- 7. Sample Letters

- G. Convention Program Management
 - 1. Procedures and Time lines
 - 2. Program Session Proposal Template
 - 3. Program Session Allotment
 - 4. Session Evaluation
 - 5. Presenter Guidelines
 - 6. Presider Guidelines
 - 7. Sample Grids and Forms
 - 8. Format and Content of Program
 - 9. Sample letters

- CC. Chronologies

- EE. Electronic Letterhead

- GG. Disclaimer Policy