

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

Code: 220

9/09

**OPERATING CODE FOR THE CONVENTION PROGRAM MANAGEMENT
COMMITTEE**

I. Name of Committee

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

II. Type of Committee

The Convention Program Management Committee is a Standing Committee

III. Purpose

The purpose of the Convention Program Management Committee shall be to communicate with program planners, organize and coordinate all areas of convention programming with the Convention Manager and President. The Convention Program Chair will have published and delivered to the convention site the convention program for distribution.

IV. Structure (membership/terms of service)

The Chair of the Convention Program Management Committee shall be appointed by the PSAHPERD President-elect subject to an Executive Board vote. The Chair will serve in this position during the President-elect's Presidential year. This Committee will consist of a Chair and all persons responsible for convention programming as hereinafter provided.

A. Qualifications

1. Committee Chair

- a. Present member of the PSAHPERD
- b. Service on the PSAHPERD Executive Board
- c. Three year continuous Professional membership
- d. Two times minimum attendance at the PSAHPERD Convention

2. Committee Members

- a. Present member of the PSAHPERD
- b. Office and/or position as listed below

B. Term

1. The Chair of the Convention Program Management Committee is approved for a two-year term (first year preparation, second year management)
2. The Convention Program Management Committee members shall be determined by their qualifying term of office/position that names them to this committee.

C. Membership

1. Membership on this committee shall include the following:
 - a. The Convention Program Management Committee Chair
 - b. All Division Vice Presidents
 - c. Future Professionals Division President and Advisor

- d. Chairs of PSAHPERD Committees responsible for Convention Programs.
2. The Chair serves on the PSAHPERD Board and the Representative Assembly

V. Responsibilities and Procedures

A. Organization

1. Upon assuming the position, the Chair shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President
2. The Chair 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 Chair shall regularly communicate with the PSAHPERD Executive Committee and the Convention Manager
4. The Chair 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. Prepare Convention Overview Grid, Presenters and Pre Convention Workshop Proposal Forms and other pertinent information for the first Convention Planning meeting held at the previous convention to the one you are planning.
 - f. Collect and organize convention programs and other pertinent information into the printed Convention Program
 - g. Assign rooms for convention programs and events
 - h. Oversee the printing of the programs for Convention, Awards Luncheon, Opening General Session and Cottrell Banquet
 - i. Coordinate the delivery of the programs for Convention, Awards Luncheon, Opening General Session and Cottrell Banquet to the convention site.
 - j. Collect and organize the information for the Awards Luncheon, Opening General Session and Cottrell Banquet programs.
 - k. 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)

2. Specific Duties in Preparation for the Position Following Executive Board Approval
 - a. Communicate with the President-elect and the Convention Manager concerning plans and time lines for the following year's Convention
 - b. Become familiar with the site and specifics for Convention planning
 - c. Prepare the Convention Program Planning packets for the Convention Planning Meeting to be held at the current Convention for the upcoming Convention
 - d. Explain the Convention Program Planning process and packet content

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. Coordinate and print all program information for distribution at the Friday Convention Planning meeting
 - c. Prepare the Committee oral or written report for the Spring Meeting
 - d. Prepare to attend the Convention Planning and Executive Board Meetings

5. Specific Duties Prior to the Fall Executive Board Meeting
 - a. Provide information to all PSAHPERD publications to begin advertising the upcoming convention (Spring/Summer Journal, Fall Journal, Brochure and website)
 - b. Communicate with Committee members to check their progress regarding their responsibilities
 - c. Complete Convention Program Manager responsibilities (see addendum)
 - d. Consult with the Convention Manager regarding room assignments and AV needs
 - e. Coordinate and print all program information for distribution at the convention planning meeting for final review
 - f. Secure a printer for the convention program
 - g. Prepare the Committee oral or written report for the Fall Meeting
 - h. Prepare to attend the Convention Planning and Executive Board Meetings

6. Specific Duties Prior to Annual Convention
 - a. Communicate with committee members to check progress regarding their responsibilities
 - b. Acquire all remaining information for the programs (Convention, Awards Luncheon, Opening General Session, and Cottrell Banquet)

- c. Supply the printer with the final copy of all the convention programs for printing.
- d. Make final arrangements for delivery of all programs to the convention site.
- e. Prepare a cumulative end-of-year report

7. Specific Duties During the Convention

- a. Confirm the delivery of the all convention programs to the convention Site
- b. Assist in the stuffing of the convention packets if available
- c. Attend the Executive Board Meetings and the Representative Assembly
- d. 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

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

