

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

Code: 100

3/09

OPERATING CODE FOR THE FINANCE COMMITTEE

- I. Name of Committee
The name of this committee shall be the Finance Committee of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).
- II. Type of Committee
The Finance Committee is a Standing Committee
- III. Purpose
The purpose of the Finance Committee shall be to monitor all finances of the PSAHPERD and advise the Treasurer and Executive Board on budgetary issues.
- IV. Structure (membership/terms of service)
The Chair of the Finance Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair, four (4) members as hereinafter provided, and two (2) members-at-large appointed by the President.
- 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
 - e. Experience developing budgets and working with organizational finances
 2. Committee Members
 - a. Present member of the PSAHPERD
 - b. Office and/or position as listed below
 - c. Interest in developing budgets and working with organizational finances
- B. Term
1. The Chair of the Finance Committee is appointed for a three-year term and is eligible for reappointment.
 2. Finance Committee Members
 - a. Four (4) members by their qualifying term of office that names them to this committee
 - b. Two (2) members-at-large serving for three-year terms

C. Membership

1. Membership on this committee shall include the following:
 - a. Finance Committee Chair
 - b. President
 - c. Immediate Past President
 - d. President-elect
 - e. Executive Director/Treasurer
 - f. Two (2) Members-at-Large

2. Chair serves on the PSAHPERD Executive 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 President and Executive Director
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 the General Budget annually
 - f. Monitor the budget and advise the Executive Board on financial matters
 - g. Responsible for periodic review of the PSAHPERD finances
 - h. Regular communications with Committee members
 - i. Attend and participate in the Annual Convention
 - j. Review and suggest revisions to the Operating Code as necessary
 - k. Copy all official correspondence to the Executive Committee
 - l. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
 - m. 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 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.
 - g. Present a tentative budget for the upcoming fiscal year for approval by the PSAHPERD Executive Board

3. Specific Duties Prior to Spring Executive Board Meeting
 - a. Communicate with Committee members and review their responsibilities
 - b. Update the tentative budget with input from the Executive Board
 - c. Prepare the budget for final approval
 - d. Prepare the Committee oral or written report for the Spring Meeting
 - e. Prepare to attend the Executive Board Meetings

4. Specific Duties Prior to the Fall Executive Board Meeting
 - a. Communicate with Committee members in preparation for developing the next fiscal year’s budget
 - b. Prepare the Committee oral or written report for the Fall Meeting
 - c. Prepare to attend the Executive Board Meeting

5. Specific Duties Prior to Annual Convention
 - a. The Finance Chair will meet with the Executive Director and the President-elect to prepare the tentative budget for the next fiscal year for presentation at the “new” Executive Board Meeting (Sunday AM)
 - b. Prepare a cumulative end-of-year report

6. Specific Duties During the Convention
 - a. Meet with the Executive Director to conduct the internal audit of the PSAHPERD finances and announce to the Representative Assembly the status of the internal audit
 - 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

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
- BB. 21st Century Endowment
 - 1. Procedures and Time Lines
 - 2. Endowment Forms
 - 3. Donor Incentives
 - 4. Donor List
 - 5. Financial Management
 - 6. Sample Letters
- CC. Chronologies
- EE. Electronic Letterhead