

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

Code: 235

9/09

**OPERATING CODE FOR THE JUMP ROPE FOR HEART AND HOOPS FOR HEART
COMMITTEE**

I. Name of Committee

The name of this committee shall be Jump Rope for Heart and Hoops for Heart (JRFH/HFH) Committee of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).

II. Type of Committee

The Jump Rope for Heart and Hoops for Heart Committee is a Standing Committee

III. Purpose

The purpose of the JRFH/HFH Committee shall be to promote and support professionals in developing and holding a JRFH/HFH event. The Committee will work cooperatively with the AAHPERD and the American Heart Association (AHA) and provide input concerning all Pennsylvania JRFH/HFH business and programming.

IV. Structure (membership/terms of service)

The State Coordinator(s) of the JRFH/HFH Committee, hereinafter referred to as Chair/Co-Chairs of the JRFH/HFH Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall be called the Heart Team which consists of the Chair/Co-Chairs and ten (10) members as hereinafter provided.

A. Qualifications

1. Committee Chair/Co-Chairs

- a. Present member(s) of the PSAHPERD
- b. Prior service on the Committee
- c. Committee content expertise
- d. **Other qualifications as specified in the Memorandum of Agreement between PSAHPERD and AHA

2. Committee Members

- a. Present member of the PSAHPERD
- b. Office and/or position as listed below
- c. Interest in Committee content

B. Term

1. The Chair/Co-Chairs of the JRFH/HFH Committee is/are appointed for a three-year term and is/are eligible for reappointment.
2. The JRFH/HFH Committee members shall be determined by their qualifying term of office or position that names them to this committee.
3. The two at-large Committee members shall serve a three-year term on a rotating basis and are eligible for reappointment.

C. Membership

1. Membership on this committee shall include the following:
 - a. The JRFH/HFH Committee Chair/Co-Chairs
 - b. Two members at large selected by the Chair/Co-Chairs with Committee content expertise
 - c. Future Professional Advisor
 - d. Future Professional President
 - e. Future Professional President-elect
 - f. Finance Chair
 - g. PSAHPERD Immediate Past President
 - h. PSAHPERD President-elect
 - i. PSAHPERD President
 - j. PSAHPERD Executive Director

2. The Chair/Co-Chairs serve(s) on the PSAHPERD Board and the Representative Assembly

V. Responsibilities and Procedures

A. Organization

1. Upon assuming the position, the Chair/Co-Chairs shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President
2. The Chair/Co-Chairs 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/Co-Chairs shall regularly communicate with the PSAHPERD President, Executive Director and the AHA Affiliate representative for the JRFH/HFH project
4. The Chair/Co-Chairs shall call and preside over meetings of the Committee as needed.
5. The Chair/Co-Chairs shall preside over the Heart Award selection

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), budgets (PSAHPERD General Budget and Convention Budget) and the Memorandum of Agreement with the AHA
 - c. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
 - d. Prepare and submit reports in the proper format
 - e. Secure programs and participate in the Convention Planning Process
 - f. Shall coordinate and supervise the Committee Award
 - g. Review and sign the Income Analysis Form (IAF) along with the PSAHPERD Executive Director for funds to be transferred
 - h. Serve as an advocate and resource for the development of JRFH/HFH participation
 - i. Provide strategies to recognize JRFH/HFH event coordinators
 - j. Represent PSAHPERD in JRFH/HFH District or National initiatives

- k. Shall communicate with the PSAHPERD Awards Chair concerning the Committee Award
- l. Regularly communicate with Committee members
- m. Attend and participate in the Annual Convention
- n. Review and suggest revisions to the Operating Code as necessary
- o. Copy all official correspondence to the Executive Committee
- p. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
- q . 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.

3. Specific Duties Prior to Spring Executive Board Meeting

- a. Communicate with Committee members and review their responsibilities
- b. Complete Convention Program responsibilities
- c. Prepare the Committee oral or written report for the Spring Meeting
- d. Prepare to attend the Convention Planning and Executive Board Meetings
- e. Review Heart Award files to create a list of previous nominees
- f. Solicit additional Heart Award nominees

4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Communicate with Committee members to check their progress regarding their responsibilities
- b. Complete Convention Program responsibilities (see addendum)
- c. Prepare the Committee oral or written report for the Fall Meeting
- d. Prepare to attend the Convention Planning and Executive Board Meetings
- e. Communicate with all prospective presenters regarding the status of their Convention Program proposals.
- f. Coordinate and facilitate the selection of Committee Award recipient(s)
- g. Submit the Award recipient(s) name and contact information to the PSAHPERD Award’s Chair and the PSAHPERD President
- h. Compose ½ page biography of the JRFH/HFH Award Recipient(s), obtain a digital photo and forward to the Convention Program Manager

and the PSAHPERD Awards Chair

i. Confirm complimentary exhibit booth for the AHA with the PSAHPERD Convention Exhibits Chair

5. Specific Duties Prior to Annual Convention

- a. Send Convention Program confirmation letters to presenters and presiders
- b. Communicate with committee members to check progress regarding their responsibilities
- c. Prepare a cumulative end-of-year report
- d. Confirm Convention specific Committee program/sessions needs with the Convention Manager.

6. Specific Duties During the Convention

- a. Monitor Committee programs/workshops/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's Reception
 - Appreciation Awards
 - President's Reception
 - E B Cottrell Banquet
- e. Present the Heart Award during the Awards Luncheon

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

E. Awards (see Awards Manual

- Name of the Awards
- PSAHPERD, Division, Committee and Future Professionals
- 1. Committee Procedures and Time Lines
- 2. Application Form
- 3. Award Description
- 4. Award Chronology
- 5. 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

- J. Jump Rope and Hoops for Heart
 - 1. Procedures and Time Lines
 - 2. Memorandum of Agreement (JRFH/HFH)
 - 3. JRFH/HFH Coordinators Guidelines from AAHPERD
 - 4. Event Guidelines from AAHPERD
 - 5. Heart Award Information

CC. Chronologies

EE. Electronic Letterhead