

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

Code: 310

9/09

OPERATING CODE FOR THE LIAISON COMMITTEE TO EDA/AAHPERD

I. Name of Committee

The name of this committee shall be the Liaison to the Eastern District Association of the American Alliance for Health, Physical Education, Recreation and Dance (EDA/AAHPERD) Committee of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD) hereinafter referred to as the Liaison Committee to EDA/AAHPERD.

II. Type of Committee

The Liaison Committee to EDA/AAHPERD is a Standing Committee

III. Purpose

The purpose of the Liaison to EDA/AAHPERD shall be to maintain a direct relationship between EDA/AAHPERD and Executive Board of the PSAHPERD.

IV. Structure (membership/terms of service)

The Chair of the Liaison Committee to EDA/AAHPERD shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair who also serves as the PA Representative to the EDA Council for Services and committee members as hereinafter provided.

A. Qualifications

1. Committee Chair

- a. Present member of the PSAHPERD
- b. Prior service on the Liaison Committee to EDA/AAHPERD
- c. Present member of AAHPERD
- d. Interest in serving EDA and/or AAHPERD

2. Committee Members

- a. Present member of the PSAHPERD
- b. Present member of AAHPERD
- c. Interest in serving EDA and/or AAHPERD

B. Term

1. The Chair of the Liaison Committee to EDA/AAHPERD (Council for Services Representative) is appointed for a two-year term in compliance with EDA guidelines.
2. The Liaison Committee to EDA/AAHPERD member (Council for Conventions Representative) shall be appointed to a two-year term as determined by EDA Guidelines
3. The members of the Liaison Committee to EDA/AAHPERD will consist of the PA delegates to EDA Representative Assembly and the PA delegates to AAHPERD Alliance Assembly for one year and may be reappointed

C. Membership

1. Membership on this committee shall include the following:
 - a. EDA Council for Services Representative (Chair)
 - b. EDA Council for Conventions Representative (Committee Member)
 - c. PA Delegates to EDA Representative Assembly and PA Delegates to AAHPERD Alliance Assembly
2. The Chair serves on the PSAHPERD Board and the Representative Assembly
3. Both members of the Liaison Committee to EDA/AAHPERD shall serve on their respective EDA Councils and on the EDA 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
5. The EDA Council for Services PA Representative and the EDA Council for Conventions PA Representative will attend all meetings of the EDA Councils and the EDA Representative Assembly

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. Shall become familiar with the EDA Bylaws, Operating Codes, Policies and Budget procedures
 - f. Shall attend the EDA Convention, the EDA Representative Assembly and all Council Meetings or designate a proxy if unable to attend
 - g. Disseminate EDA Award and Officer Nomination information to the PSAHPERD Executive Board and the PSAHPERD Membership and solicit candidates for each.
 - h. Disseminate all Council information for promotion of PA involvement (scholarships, special projects, special events, etc.) to the PSAHPERD Executive Board and the PSAHPERD Membership

- i. Serve as the liaison between PSAHPERD and EDA
 - j. Regularly communicate with the EDA Council for Convention PA Representative and EDA and AAHPERD Delegates
 - k. Provide a report to the PSAHPERD Executive Board summarizing information coming from the previous EDA Council Meetings and other communications from EDA
 - l. Attend and participate in the Annual PSAHPERD 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 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 the Committee member 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. Prepare to solicit candidates for EDA and AAHPERD Awards and EDA Officer nominations
 - c. Prepare the Committee oral or written report for the Spring Meeting
 - d. Prepare to attend the Executive Board Meeting
4. Specific Duties Prior to the Fall Executive Board Meeting
 - a. Communicate with Committee members to check their progress regarding their responsibilities
 - b. Complete PSAHPERD Convention responsibilities (EDA information to be displayed at the PSAHPERD Exhibit Booth during the PSAHPERD Convention)
 - c. Prepare to disseminate all Council information for promotion of PA involvement (scholarships, special projects, special events, etc.) to the PSAHPERD Executive Board and the PSAHPERD Membership
 - d. Prepare the Committee oral or written report for the Fall Meeting
 - e. Prepare to attend the Executive Board Meeting
5. Specific Duties Prior to Annual Convention

- a. Prepare items for the EDA display at the PSAHPERD Exhibit Booth at the PSAHPERD Convention
- b. Prepare a cumulative end-of-year report

6. Specific Duties During the Convention

- a. Monitor the EDA display at the PSAHPERD Exhibit Booth
- b. Attend the Executive Board Meetings and the Representative Assembly
- c. Announce to the PSAHPERD Executive Board all upcoming EDA and AAHPERD award recipients from PA
- 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
- CC. Chronologies
- DD. EDA State Leaders Manual

EE. Electronic Letterhead