

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

Code: 320

9/09

OPERATING CODE FOR THE LOCAL ASSOCIATION COMMITTEE

I. Name of Committee

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

II. Type of Committee

The Local Association Committee is a Standing Committee.

III. Purpose

The purpose of the Local Association Committee shall be to maintain a collaborative relationship between all the Local Associations and the PSAHPERD Executive Board.

IV. Structure (membership/terms of service)

The Chair of the Local Association Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair and one representative from each active Local Association.

A. Qualifications

1. Committee Chair

- a. Present member of the PSAHPERD
- b. Active member of a Local Association

2. Committee Members

- a. Present member of the PSAHPERD
- b. Active member in a Local Association

B. Term

1. The Chair of the Local Association Committee shall be appointed to a three-year term.
2. The Local Association Committee members shall be appointed to three-year terms and are eligible for reappointment.

C. Membership

1. Membership on this committee shall include the following:

- a. The Local Association Committee Chair
- b. Members representing the Local Associations

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

V. Responsibilities and Procedures

The Local Association Committee will strive to provide the PSAHPERD members with updated information regarding the activities of the Local Associations on the PSAHPERD website and other publications. The Local Association Committee will offer workshops and in-service opportunities at the PSAHPERD Convention as well as around the State throughout the year.

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. Coordinate with the Convention Manager the Local Associations' Social to be held at Convention
 - f. Create strategies to increase awareness of Local Associations
 - g. Disseminate information at Convention regarding Local Association activity
 - h. Provide support to Local Associations and potential organized Local Associations
 - i. Provide a venue to share ideas among the Local Associations
 - j. Maintain an up-to-date file on each "active" Local Association to include a directory of their leaders and schedule of events/activities
 - k. Regularly communicate 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 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 responsibilities
 - 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 Convention responsibilities
 - c. Prepare the Committee oral or written report for the Fall Meeting
 - d. Prepare to attend the Executive Board Meeting

5. Specific Duties Prior to Annual Convention
 - a. Communicate with committee members to check progress regarding their responsibilities
 - b. Prepare a cumulative end-of-year report
 - c. Confirm Convention specific Committee program/sessions needs with the Convention Manager.

6. Specific Duties During the Convention
 - a. Monitor Committee programs/workshop/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

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
- L. Local Association
 - 1. Procedures and Protocol
 - 2. List of Local Associations
 - 3. Sample Letters
- 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
- M. Nominations
 - 1. Procedures and Time Lines
 - 2. Qualifications
 - 3. Nominee Application Form
 - 4. Chronology (see chronology section of Manual)
 - 5. Request for Nominee Ad for Journal/Web
 - 6. Sample Letters

- Z. Supervisors and Coordinators
 - 1. Procedures for planning and conducting the annual meeting
 - 2. Sample Meeting Agenda
 - 3. HPE K-12 Supervision/Coordinator Contacts

- CC. Chronologies

- EE. Electronic Letterhead