

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

Code: 105

3/09

OPERATING CODE FOR THE NOMINATIONS COMMITTEE

- I. Name of Committee
The name of this committee shall be the Nominations Committee of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).
- II. Type of Committee
The Nominations Committee is a Standing Committee
- III. Purpose
The purpose of the Nominations Committee shall be to solicit, evaluate and present candidates for the PSAHPERD annual elections.
- IV. Structure (membership/terms of service)
The Chair of the Nominations Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair and 9 members 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. Attendance at a minimum of two PSAHPERD Conventions
 2. Committee Members
 - a. Present professional members of the PSAHPERD
 - b. Office and/or position as listed below
- B. Term
1. The Chair of the Nominations Committee is appointed for a three-year term and is eligible for reappointment.
 2. Nominations Committee members: Vice President-elects of the Divisions will serve for a one-year term and the four Presidential appointees for a three-year term on a rotating basis.
- C. Membership
1. Membership on this committee shall include the following:
 - a. The Nominations Committee Chair
 - b. Vice President-elects of each Division
 - c. Four Presidential appointees
 2. Appointed members should represent various levels of instructions and be representative of the entire State.
 3. The 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.
4. The Chair shall call and preside over meetings of the Standing Committee as needed.

B. Policies and Procedures

1. General Responsibilities During Term of Office
 - a. Shall serve as the spokesperson for the Standing 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. Regular communications with Committee members
 - f. Solicit and secure nominations for all elected offices
 - g. Serve as the liaison to all nominees
 - h. Attend and participate in the Annual Convention
 - i. Encourage and promote leadership development opportunities
 - 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.

3. Specific Duties Prior to Spring Executive Board Meeting
 - a. Communicate with Committee members and review their responsibilities
 - b. Prepare an ad for solicitation of nominees for website and Journal
 - c. Distribute forms to the Local Associations for solicitation of nominees
 - d. Prepare the Committee oral or written report for the Spring Meeting
 - e. Prepare to attend the Executive Board Meetings
 - f. Prepare to solicit names for nominees at the Spring Meeting

4. Specific Duties Prior to the Fall Executive Board Meeting
 - a. Communicate with Committee members to check their progress regarding their responsibilities
 - b. Prepare the Committee oral or written report for the Fall Meeting
 - c. Prepare to attend the Executive Board Meeting
 - e. Communicate with all prospective nominees concerning the status of their nomination
 - e. Be prepared to announce the confirmed nominees for office

5. Specific Duties Prior to Annual Convention
 - a. Send confirmation letters to nominees regarding their responsibilities at Convention (see Addendum)
 - b. Communicate with your Committee members to check their progress regarding their responsibilities
 - c. Prepare a poster displaying candidates for office (picture, name, position and a two-three sentence biography)
 - d. Prepare ballots for the election and biographies for inclusion in the Representative Assembly packets
 - e. Prepare a cumulative end-of-year report

6. Specific Duties During the Convention
 - a. Present nominees at the Opening General Session and the Representative Assembly
 - b. Place Candidate Display Poster at Convention Registration Area and/or Exhibit Area
 - c. Provide the Credentials Chair with the ballots, candidates' biographies and Committee Report
 - d. Supervise the process of counting the ballots
 - e. Present the election results to the President at the Representative Assembly for introduction of the "new" officers
 - f. Provide the Executive Director with the counted ballots for a two-year filing period with the PSAHPERD Office
 - g. Attend the Executive Board Meetings and the Representative Assembly
 - h. 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
- 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
- CC. Chronologies
- EE. Electronic Letterhead