

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

Code: 315

9/09

OPERATING CODE FOR THE PROFESSIONAL OUTREACH COMMITTEE

I. Name of Committee

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

II. Type of Committee

The Professional Outreach Committee is a Standing Committee

III. Purpose

The purpose of the Professional Outreach Committee shall be to establish a direct line of communication to share information with professionals in the disciplines served by PSAHPERD in public, private, and parochial schools and agencies within the State.

IV. Structure (membership/terms of service)

The Chair of the Professional Outreach Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair and six (6) members as hereinafter provided.

A. Qualifications

1. Committee Chair

- a. Present member of the PSAHPERD
- b. Prior service on the Professional Outreach Committee
- c. Electronic Mail capabilities

2. Committee Members

- a. Present member of the PSAHPERD
- b. Electronic Mail capabilities

B. Term

1. The Chair of the Professional Outreach Committee is appointed for a three-year term.
2. The Professional Outreach Committee members shall be appointed to three-year terms on a rotating basis and are eligible for reappointment.

C. Membership

1. Membership on this committee shall include the following:
 - a. The Professional Outreach Committee Chair
 - b. Members representing various geographic areas of the State
2. The Chair serves on the PSAHPERD 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. Secure programs and participate in the Convention Planning Process
- f. Develop materials to promote the profession and the PSAHPERD
- g. Oversee continuous updating of the electronic "PA Professional Contact List"
- h. Develop and maintain the "PSAHPERD Speakers Bureau"
- i. Develop a process to acknowledge past Division Award winners at Convention
- j. Regularly communicate with Committee members
- k. Attend and participate in the Annual Convention
- l. Review and suggest revisions to the Operating Code as necessary
- m. Copy all official correspondence to the Executive Committee
- n. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
- o. 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
 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.
 5. Specific Duties Prior to Annual Convention
 - a. Send Convention Program confirmation letters to presenters and presidents
 - 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/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

- 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

- N. Professional Data Base
 - 1. Procedures and Guidelines
 - 2. Maintenance

- T. PSAHPERD Speakers Bureau
 - 1. Protocol and Procedures
 - 2. Speaker Application Form
 - 3. Host Site Evaluation Form
 - 4. Participant Evaluation Form
 - 5. Speaker Evaluation Form
 - 6. Sample Letters

- CC. Chronologies

- EE. Electronic Letterhead