

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

Code: 325

9/09

OPERATING CODE FOR THE PUBLICATIONS COMMITTEE

I. Name of Committee

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

II. Type of Committee

The Publications Committee is a Standing Committee

III. Purpose

The purpose of the Publications Committee shall be to publish the PSAHPERD Journal, Newsletter, and other materials as directed by the Executive Board.

IV. Structure (membership/terms of service)

The Chair of the Publications Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair, an Advisory Board, an Editorial Board, Newsletter Editor and Web Editor.

A. Qualifications

1. Committee Chair
 - a. Present member of the PSAHPERD
 - b. Prior service on the Executive Board
2. Committee Members
 - a. Present member of the PSAHPERD
 - b. Office and or position as listed below

B. Term

1. The Chair of the Publications Committee is appointed for a three-year term and is eligible for reappointment on a year-to-year basis.
2. The Publications Committee members terms shall be determined by their qualifying term of office that names them to this Committee.

C. Membership

1. Membership on this committee shall include the following:
 - a. The Publications Committee Chair
 - b. The Advisory Board shall consist of the Journal Editor, Executive Director, Advertising Manager, President and a member at large.
 - c. The Editorial Board shall consist of the Journal Editor and one representative from each of the six Divisions. (Health, Physical Education, Recreation, Dance, Sport & Athletics and Future Professionals)
 - d. Newsletter Editor
 - e. Web Editor

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. Solicit articles and other informational items for publication in each issue of the Journal from appropriate sources
 - f. Strive to produce high quality publications
 - g. Investigate current technology and ideas to keep the PSAHPERD publications current and cutting-edge
 - h. Review State AHPERD and other association publications for format, design and articles to share
 - i. Oversee the production and distribution of PSAHPERD publications
 - j. Regular communications 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.
- g. Gather convention photos, all award recipients (write-ups and photos), honored Future Professionals (write-ups and photos) and newly elected officers information for Winter Journal publication and Website

3. Specific Duties Prior to Spring Executive Board Meeting

- a. Communicate with Committee members and review their responsibilities
- b. Successfully publish and distribute the Winter Journal
- c. Gather Convention information for the Spring/Summer Journal as provided by the Convention Manager and the Convention Program Manager
- d. Prepare the Committee oral or written report for the Spring Meeting
- e. 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. Successfully publish and distribute the Spring/Summer Journal
- c. Gather Convention information for the Fall Journal as provided by the Convention Manager and the Convention Program Manager
- d. Successfully publish and distribute the Fall Journal
- e. Prepare the Committee oral or written report for the Fall Meeting
- f. 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

6. Specific Duties During the Convention

- a. Prepare to highlight all convention activities, new officers, award winners, honored Future Professionals, etc., in the Winter Journal immediately following the Convention
- 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
- I. Publications
 - 1. Journal
 - a. Procedures and Time Lines
 - b. Content of each issue
 - c. Printer Contact Information
 - d. Mail house Contact Information
 - e. Sample Letters
 - 2. Keystone News
 - 3. Journal Advertising
 - a. Procedures and Time Lines
 - b. Price List
 - c. Sample Letters
- CC. Chronologies
- EE. Electronic Letterhead
- GG. Disclaimer Policy