

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

Code: 250

9/09

OPERATING CODE FOR THE SPECIAL PROJECTS COMMITTEE

I. Name of Committee

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

II. Type of Committee

The Special Projects Committee is a Standing Committee

III. Purpose

The purpose of the Special Projects Committee shall be to solicit, receive, evaluate, and recommend for funding applications for Special Projects. A funded Special Project will be monitored by this Committee until its completion.

IV. Structure (membership/terms of service)

The Chair of the Special Projects Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair and 5 -10 members selected by the Chair.

A. Qualifications

1. Committee Chair
 - a. Present member of the PSAHPERD
 - b. Prior service on the Special Projects Committee
2. Committee Members
 - a. Present member of the PSAHPERD
 - b. Interest in Committee content

B. Term

1. The Chair of the Special Projects Committee is appointed for a three-year term.
2. The Special Projects Committee members shall be appointed for 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 Special Projects Committee Chair
 - b. Members representing each discipline of the PSAHPERD
 - c. 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. Shall become familiar with the Special Projects Grant Procedures
 - f. Solicit and publicize the availability of Special Project Grants
 - g. Receive, evaluate, and recommend to the Executive Board proposals for Special Project funding
 - h. Will monitor funded Special Projects until completion
 - i. Provide updates of all pending and approved projects at each Executive Board meeting
 - j. Provide a written final report at the completion of the project
 - k. Maintain a file of PSAHPERD past Special Projects
 - l. Communicate regularly with Committee members
 - m. Attend and participate in the Annual Convention
 - n. Review and suggest revisions to the Operating Code as necessary
 - o. Copy all official correspondence to the Executive Committee
 - p. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
 - q . 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. Publicize and solicit availability of Special Projects Grants
- c. Share submitted proposals with Committee members for evaluation
- d. Notify applicants of the status of their Special Project proposal immediately following Committee evaluation
- e. Notify the President and the Executive Director concerning action items for the Spring Executive Board meeting concerning Special Project Grant proposals
- f. Prepare the pending proposal(s) for presentation to the Executive Board
- g. Prepare the Committee oral or written report for the Spring Meeting
- h. 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. Notify the applicants of the status for their Special Project Grant proposal following action by the Spring Executive Board
- c. Publicize and solicit availability of Special Projects Grants
- d. Share submitted proposals with Committee members for evaluation
- e. Notify applicants of the status of their Special Project proposal immediately following Committee evaluation
- f. Notify the President and the Executive Director concerning action items for the Fall Executive Board meeting concerning Special Project Grant proposals
- g. Prepare the pending proposal(s) for presentation to the Executive Board
- h. Prepare the Committee oral or written report for the Fall Meeting
- i. Prepare to attend the Executive Board Meeting

5. Specific Duties Prior to Annual Convention

- a. Communicate with Committee members to check their progress regarding their responsibilities
- b. Notify the applicants of the status for their Special Project Grant proposal following action by the Fall Executive Board
- c. Publicize and solicit availability of Special Projects Grants
- d. Share submitted proposals with Committee members for evaluation
- e. Notify applicants of the status of their Special Project proposal immediately following Committee evaluation
- f. Notify the President and the Executive Director concerning action items for the Convention (Thursday) Executive Board meeting concerning Special Project Grant proposals
- g. Prepare the pending proposal(s) for presentation to the Executive Board
- h. Prepare to attend the Executive Board Meeting
- i. Prepare a cumulative end-of-year report

6. Specific Duties During the Convention

- a. Attend the Executive Board Meetings and the Representative

Assembly

b. 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
- X. Special Projects
 - 1. Procedures and Time Lines
 - 2. Application Form
 - 3. List of Past Funded Special Projects
 - 4. Sample Letters

CC. Chronologies

DD. Electronic Letterhead

GG. Disclaimer Policy