

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

Code: 255

9/09

**OPERATING CODE FOR THE SUPERVISION AND COORDINATION
K-12 COMMITTEE**

I. Name of Committee

The name of this committee shall be Supervision and Coordination K-12 Committee of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).

II. Type of Committee

The Supervision and Coordination K-12 Committee is a Standing Committee

III. Purpose

The purpose of the Supervision and Coordination K-12 Committee shall be to promote and support quality K-12 programs through communications with, but not limited to, Department Chairs, Lead Teachers and Curriculum Coordinators in the disciplines served by PSAHPERD.

IV. Structure (membership/terms of service)

The Chair of the Supervision and Coordination K-12 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 Supervision and Coordination K-12 Committee
- c. Professionally employed in a PSAHPERD related field in a K-12 institution of learning in PA

2. Committee Members

- a. Present member of the PSAHPERD
- b. Professionally employed in a PSAHPERD related field in a K-12 institution of learning in PA

B. Term

1. The Chair of the Supervision and Coordination K-12 Committee is appointed for a three-year term.
2. The Supervision and Coordination K-12 Committee members shall be appointed to a three-year term on a rotating basis and are eligible for reappointment.

C. Membership

1. Membership on this committee shall include the following:

- a. The Supervision and Coordination K-12 Committee Chair
- b. Professionally employed persons in a PSAHPERD related field in a K-12 institution of learning in PA

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. Advocate for high quality HPE programs in K-12 schools
 - g. Solicit agenda items from Committee members for the Fall Supervisors and Coordinators K-12 Committee Meeting (see addendum)
 - h. Identify and collaborate with appropriate entities as resource links and education partners
 - i. Acquire and disseminate current research centered on the development of quality K-12 HPE programs
 - 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)
 - p. Continually update Supervision and Coordination K-12 Committee contact list
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.
 - f. Communicate with the Chair of the Professional Preparation and Certification Committee to coordinate the Fall joint meeting of the Professional Preparation and Certification Committee and the Supervision and Coordination K-12 Committee meeting
 - g. Arrange for the meeting site, contact the Committee members for agenda items and facilitate the meeting (see addendum)
 5. Specific Duties Prior to Annual Convention
 - a. Send Convention Program confirmation letters to presenters and presiders
 - 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/works
 - 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

- 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

- DD. Electronic Letterhead

