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

Code: 260 **9/09**

OPERATING CODE FOR THE TECHNOLOGY COMMITTEE

I. Name of Committee

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

II. Type of Committee

The Technology Committee is a Standing Committee

III. Purpose

The purpose of the Technology Committee shall be to provide up-to-date technological support to the PSAHPERD and provide technology programming for professional development.

IV. Structure (membership/terms of service)

The Chair of the Technology Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair and four members as hereinafter provided.

A. Qualifications

1. Committee Chair
   a. Present member of the PSAHPERD
   b. Prior service on the Technology Committee
   c. Committee content expertise
2. Committee Members
   a. Present member of the PSAHPERD
   b. Committee content expertise

B. Term

1. The Chair of the Technology Committee is appointed for a three-year term.
2. The Technology 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 Technology Committee Chair
   b. The Web Editor
   c. Technology support person(s)
   d. Interest in Committee content
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 quality use of current technology in HPERD programs
g. Keep up-to-date with current trends in technology
h. Consult with the Executive Director regarding PSAHPERD office needs (hardware and software updates and upgrades)
i. Regular communications with Committee members
j. Attend and participate in the Annual Convention
k. Review and suggest revisions to the Operating Code as necessary
l. Copy all official correspondence to the Executive Committee
m. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
n. 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 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. <u>Addendums</u>

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

CC. Chronologies

DD. Electronic Letterhead