

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

**Code: 305**

**9/09**

**OPERATING CODE FOR THE AWARDS COMMITTEE**

**I. Name of Committee**

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

**II. Type of Committee**

The Awards Committee is a Standing Committee

**III. Purpose**

The purpose of the Awards Committee shall be to solicit, receive, evaluate and recognize persons to be honored with the PSAHPERD Professional Honor Award, the Ethel Encke Award and the Layman Honor Award. The Committee will also coordinate all awards presented by the PSAHPERD five (5) Divisions, the Cottrell Award Committee and those awards presented by the Standing Committees.

**IV. Structure (membership/terms of service)**

The Chair of the Awards Committee shall be appointed by the PSAHPERD President, subject to Executive Board approval. This Committee shall consist of a Chair and five(5) to eight(8) members as hereinafter provided.

**A. Qualifications**

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

**B. Term**

1. The Chair of the Awards Committee is appointed for a three-year term.
2. The Awards 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 Awards Committee Chair
  - b. Representation from Past Presidents
  - c. Representations from Local Associations
  - d. Members representing each discipline of the PSAHPERD
  - e. Executive Board members
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 Executive Committee, all Committee Chairs and Division Past VP's responsible for awards within their structure
4. The Chair shall call and preside over meetings of the Committee as needed
5. The Chair shall preside over the PSAHPERD Professional Honor Award, the Ethel Encke Award and the Layman Honor Award selection

### 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, receive, and distribute to appropriate structures all award nominees for consideration
  - f. Distribute nominee information to Awards Committee members for evaluation of the Professional Honor Award, the Ethel Encke Award and the Layman Honor Award
  - g. Contact nominees with the results of the evaluation
  - h. Maintain a file of PSAHPERD award nominees for future consideration
  - i. Maintain a chronological listing of all PSAHPERD past award winners in the Awards Manual
  - j. Maintain the Awards Manual as needed
  - k. Gather information and order all awards
  - l. Coordinate presentation of awards at the Awards Luncheon and the Cottrell Banquet
  - m. Coordinate information to be printed in the Convention Program
  - n. Regularly communicate with Committee members
  - o. Attend and participate in the Annual Convention
  - p. Review and suggest revisions to the Operating Code as necessary
  - q. Copy all official correspondence to the Executive Committee
  - r. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
  - s. 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. Solicit award nominees in all categories
  - c. Prepare the Committee oral or written report for the Spring Meeting to include time lines for all awards
  - d. Prepare to attend the Executive Board Meeting
  - e. Review Professional Honor Award, Ethel Encke Award and the Layman Honor Award files to identify previous nominees
  
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 to include a motion to approve the following award nominees selected by the Awards Committee: Professional Honor Awards, Ethel Encke Award and the Layman Honor Award
  - d. Prepare to attend the Executive Board Meeting
  - e. Communicate with all award presenters regarding the PSAHPERD Award Protocol at Convention
  - f. Coordinate and facilitate the selection of the Professional Honor Award, the Ethel Encke Award and the Layman Honor Award
  - g. Receive all Award recipients’ names and award information for order placement (acquire from: Past President, Division Past VPs and Standing Committees)
  - h. Compose ½ page biography of the Professional Honor Awardees, the Ethel Encke Awardee, and the Layman Honor Awardee, obtain digital photos and forward to the Convention Program Manager
  - i. Send name and contact information for the Professional Honor Awards, the Ethel Encke Award and the Layman Honor Award to the PSAHPERD President
  - j. Send reminders to the other persons responsible for award presentations

5. Specific Duties Prior to Annual Convention
  - a. Send congratulatory letters to the recipients of the Professional Honor Awards, Ethel Encke Award, and the Layman Award
  - b. Communicate with other persons responsible for awards 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.
  - e. Finalize and place the order for all awards and coordinate delivery to the Convention site
  - f. Proof all awards before and after final production
  - g. The Chair will compose the write-ups to be used in the presentation of all awards except the Cottrell Award, the Legislative Award, Outstanding Future Professional Awards and the Professional Service Award (when given by Board)
  
6. Specific Duties During the Convention
  - a. Attend and present awards at the Awards Luncheon and the Cottrell Awards Banquet
  - 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's Reception
    - Appreciation Awards
    - President's Reception
    - E B Cottrell Banquet
  - d. Insure all awards are on site for presentations
  - e. Insure all Award presenters are on site and prepared to participate in the presentations

## 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

E. Awards (see Awards Manual

Name of the Awards

PSAHPERD, Division, Committee and Future Professionals

1. Committee Procedures and Time Lines

2. Application Form

3. Award Description

4. Award Chronology

5. Sample Letters

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

EE. Electronic Letterhead