

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

Code: 004

Approved 11/10

OPERATING CODE FOR THE EXECUTIVE DIRECTOR

I. Name of Position

The name of this position shall be the Executive Director of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).

II. Type of Position

The Executive Director is an employee of the PSAHPERD.

III. Purpose

The purpose of the Executive Director is: to provide continuity and coordination of all PSAHPERD business, to serve as the Secretary and Treasurer of the PSAHPERD, represent the PSAHPERD as directed, provide a central location for communications and correspondence, and to serve as the contact person for District and the Alliance matters.

IV. Structure (membership/terms of service)

The Executive Director of the PSAHPERD shall be hired by the PSAHPERD Executive Board upon recommendation of a search committee.

A. Qualifications

Shall have the skills and aptitude to meet the responsibilities and tasks listed in the Executive Director Job Description (see Addendum)

B. Term

1. A contractual agreement shall exist between the PSAHPERD and the Executive Director.
2. The Executive Director shall be evaluated on an annual basis by the Executive Board. (see the President-elect's Operating Code)
3. The contractual agreement shall be periodically renegotiated.
4. The salary and benefits shall be determined by the Executive Committee in conjunction with the Finance Committee with final approval by the Executive Board.

C. Membership

1. Serves as a voting member on the Executive Committee which consists of the President, President-elect, Immediate Past President and the Executive Director
2. Serves as a voting member on the PSAHPERD Board, the Finance Committee, the Representative Assembly and as an ex-officio member on all PSAHPERD Committees
3. Regulates the functions of the following subcommittees: Credentials, In-Service (Act 48), Membership, Necrology, and Convention Sites
4. Will be a member in good standing of both the EDA/AAHPERD and AAHPERD Society of Association Management (SAM)

V. Responsibilities and Procedures

A. Organization

1. Upon assuming the position, the Executive Director shall perform the duties designated in the Operating Code, the Executive Director Job Description and as assigned by the PSAHPERD President
2. The Executive Director 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 Executive Director shall regularly communicate with members of the PSAHPERD Executive Committee, Executive Board and all other sub-committee chairs
4. The Executive Director shall oversee the coordination and management of the PSAHPERD office operations

B. Policies and Procedures

1. General Responsibilities During Term of Employment
 - a. Shall serve as the spokesperson for the PSAHPERD Office and/or as designated by the PSAHPERD President
 - b. Shall become familiar with the PSAHPERD Constitution and Bylaws, the Operating Code, Applied Strategic Plan (ASP), budgets (PSAHPERD General Budget and Convention Budget) and all Financial entities (Endowment, Trust, Scholarships, Savings, CDs and Money Market)
 - c. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
 - d. Prepare and submit reports in the proper format
 - e. Participate in the Convention Planning Process
 - f. Advocate for quality programs
 - g. Serve as a resource for PSAHPERD, EDA and AAHPERD materials
 - h. Identify and collaborate with other HPERD/Sport-related groups
 - i. Serve as the Secretary and Treasurer of the PSAHPERD
 - j. Regularly communicate with PSAHPERD Executive Board 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. Attend the EDA/AAHPERD and the AAHPERD Conventions and leadership workshops
 - q. Attend and help to facilitate PSAHPERD Division/Committee Meetings and conferencing as needed
 - r. Work with the President to coordinate PSAHPERD Executive

Committee meetings

- s. Solicit financial partnering and sponsorships for PSAHPERD programs

2. Specific Duties Immediately Upon Taking Office (First Executive Board meeting of each administrative year)

- a. Prepare information to share at the new PSAHPERD Executive Board meeting following convention (See addendum)
- b. Update the directory with contact information for the office and the subcommittees (Credentials, Necrology, In-service (Act 48), Convention Sites and Membership) 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 Subcommittee members (Credentials, Necrology, In-service (Act 48), Convention Sites, and Membership) and contact information to be printed on the Website and in the Winter Journal
- g. Facilitate the approval of Delegates to serve the EDA Representative Assembly and the AAHPERD Alliance Assembly
- h. Submit the PA delegates names and contact information to both EDA and AAHPERD. Maintain communication regarding their responsibilities as a delegate: registration, policies, action items, meetings to attend and any other pertinent information to insure they will be well-informed representatives for PSAHPERD.
- i. Write a message from the Executive Director for inclusion in the Winter issue of the Journal.
- j. Prepare the full Executive Board Directory and the Representative Assembly minutes to be included in the Winter Journal and the Website

3. Specific Duties Prior to Spring Executive Board Meeting

- a. Contact the PSAHPERD Executive Board informing them of the meeting date, place, schedule and request for any action items to be included on the agenda
- b. Make lodging and meal arrangements with the site to accommodate the PSAHPERD Executive Board
- c. Communicate with Subcommittee members and review their responsibilities
- d. Complete Convention Program responsibilities
- e. Prepare the Executive Director report (ED and Financial) for the Spring Meeting
- f. Prepare the agenda in consultation with the President
- g. Prepare to attend the Convention Planning and Executive Board Meetings
- h. Make arrangements for the PSAHPERD Executive Committee to attend the EDA/AAHPERD Convention, and the AAHPERD Convention
- i. Write the Executive Director Corner article for the Spring Journal
- j. Compile and distribute the minutes from the previous Executive Board meeting for review and edits in preparation for Board approval

4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Contact the PSAHPERD Executive Board informing them of the meeting date, place, schedule and request for any action items to be included on the agenda
- b. Make lodging and meal arrangements with the site to accommodate the PSAHPERD Executive Board
- c. Communicate with Subcommittee members and review their responsibilities
- d. Complete Convention Program responsibilities
- e. Prepare the Executive Director report (ED and Financial) for the Spring Meeting
- f. Prepare the agenda in consultation with the President
- g. Prepare to attend the Convention Planning and Executive Board Meetings
- h. Prepare June 1 and December 1 Anniversary bills for mailing and process renewals as they are returned
- i. Write the Executive Director Corner article for the Fall Journal
- j. Compile and distribute the minutes from the previous Executive Board meeting for review and edits in preparation for Board approval

5. Specific Duties Prior to Annual Convention

- a. Contact the PSAHPERD Executive Board informing them of the meetings to be held during Convention (dates, places and times) and request for action items for inclusion on the agendas
- b. Prepare agendas in consultation with the President for the PSAHPERD Executive Board Meetings and the Representative Assembly
- c. Communicate with subcommittee members and review their responsibilities
- d. Complete Convention Program responsibilities
- e. Process all registrations, deposit funds and work with the Registration Chair in preparation for Convention
- f. Prepare an up to date membership list for Convention Registration
- g. Prepare the Executive Director end-of-year report (ED and Financial) for the PSAHPERD Executive Board meeting and the Representative Assembly
- h. Pack files, Logo Shoppe items and Exhibit Booth materials for Convention
- i. Prepare the Appreciation Awards as they are received sending confirmation letters to presenters and those receiving awards along with the invitation to attend the session
- i. Prepare to attend the PSAHPERD Executive Board Meetings and the Representative Assembly
- j. Order ribbons for the Convention
- k. Have gold keys engraved with Professional Honor Award recipients name and date
- l. Send the Joy of Effort Medallion to the trophy house for the Cottrell Award preparation
- m. Meet with the Finance Chair and the President-elect to formulate the

tentative budget for the coming year

6. Specific Duties During the Convention
 - a. Set up the PSAHPERD Exhibit Booth
 - b. Work with Registration throughout the Convention
 - c. Prepare for the Executive Board Meetings and the Representative Assembly
 - b. Attend the Executive Board Meetings and the Representative Assembly
 - c. Facilitate, direct and supervise the Appreciation Awards and the Student Recognition Awards
 - 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
 - Student Recognition Awards
 - Meet with Financial Chair for Internal Audit

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
 - Sample Budget
 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
- F. Convention Management
 1. Procedures and Time Lines

2. Subcommittees: Procedures and Time Lines
 - Registration
 - Treasurer
 - Banquet
 - Social
 - Hospitality
 - Coordinator
 - Photographer
 - Records
 - Publicity
 - Exhibits/Demonstrations
 - Exhibitors' Packet
 - Forms and Sample Letters
 - Student Activities
 - Membership
 - In-Service (Act 48)
3. Precedents and Traditions
4. Convention Special Events: Procedures and Scripts
 - Cottrell Banquet
 - Awards Luncheon
 - Opening General Session
 - Past President's Breakfast
 - Appreciation Awards/Student Recognition Awards
 - Future Professional Pizza Party and Business Meeting
 - 21st Century Endowment Reception
 - President's Pre-banquet Reception
 - HERitage Reception
 - Dance Gala
 - Exhibitor's Reception
5. Convention Templates
 - a. Budget
 - b. Registration Form
 - c. Convention Evaluation Form
 - d. Session Evaluation Form
 - e. Convention Voucher
 - f. Convention PR/Brochure
6. Convention Final Report
 - a. Procedures and Time Lines
 - b. Content of Printed Program
7. Sample Letters

H. Future Professionals

1. Officer Conference Rotation Chart
2. Meeting Agendas and Scripts
3. Future Professional Action Council (FPAC)
 - a. Procedures and Time Lines
 - b. College and University Contacts
 - c. FPAC Representatives Selection
 - d. Officer Nomination Election Procedures
4. Student Leadership Conference (SLC)

- a. Procedures and Time Lines
- b. Sample Forms and Letters

J. Jump Rope and Hoops for Heart

- 1. Procedures and Time Lines
- 2. Memorandum of Agreement (JRFH/HFH)
- 3. JRFH/HFH Coordinators Guidelines from AAHPERD
- 4. Event Guidelines from AAHPERD
- 5. Heart Award Information

K. Leadership Development

- 1. Vision Quest
 - Procedures and Time Lines
- 2. Student Leadership Conference (SLC)
 - Procedures and Time Lines
- 3. Sample Letters

L. Local Association

- 1. Procedures and Protocol
- 2. List of Local Associations
- 3. Sample Letters

N. Professional Data Base

- 1. Procedures and Guidelines
- 2. Maintenance

O. Affiliates/Partners/Sponsors

- 1. Procedures and Timelines
- 2. Sample Letters
- 3. Sponsorship Menu
- 4. History

R. PSAHPERD Administration

- 1. Executive Director
 - a. Job Description
 - b. Executive Director Position History
 - c. Executive Director Salary History
 - d. Staff/Clerks
 - f. Appreciation Awards and Student Recognition Awards
 - (1) Procedures and Timeline
 - (2) Certificate Template
 - (3) Sample letters
- 2. Policies
 - a. Alcohol Policy
 - b. Conflict of Interest Policy and Form
 - c. Fraudulent or Dishonest Conduct and Whistle-blower Policy
 - d. . Executive Board Responsibilities

3. Templates

- a. Meeting Agenda Templates
 - (1) Executive Board Meetings
 - (2) Executive Committee Meetings
 - (3) Representative Assembly
- b. Operating Code Templates
- c. Board Report Templates
- d. Directory Update Template

S. PSAHPERD Office Operations

- 1. Procedures and Time Lines
 - a. Membership
 - b. Conference Registrations
 - c. Ordering Supplies
 - d. Conference Calls
 - e. Credit Card Payments
- 2. Insurance
- 3. Vendors
- 4. Inventory

T. PSAHPERD Speakers Bureau

- 1. Protocol and Procedures
- 2. Speaker Application Form
- 3. Host Site Evaluation Form
- 4. Participant Evaluation Form
- 5. Speaker Evaluation Form
- 6. Sample Letters

U. Personnel Evaluation

- 1. Procedures and Time Lines
- 2. Sample Evaluation

W. Meeting Rules of Order

- 1. Constitution and Bylaws
- 2. Parliamentary Procedures for meetings
- 3. Motion Flow Chart
- 4. Robert's Rules of Order

Y. Subcommittee Operations:

- 1. Necrology
- 2. Archives
- 3. Membership
- 4. In-Service (Act 48)
- 5. Credentials
 - a. Procedures and Time lines
 - b. Sample Ballot
 - c. Sample Letters
- 6. Logo Shoppe
- 7. Convention Sites

- a. Procedures and Time Lines
- b. Screening Prospectus
- c. Site Check List
- d. Sample Letters

AA. Web Editor

1. Procedures and Time Lines
2. Contact Information - programmer/web designers

BB. 21st Century Endowment

1. Procedures and Time Lines
2. Endowment Forms
3. Donor Incentives
4. Donor List
5. Financial Management
6. Sample Letters

CC. Chronologies

DD. EDA State Leaders Manual

EE. Electronic Letterhead

FF. Official Logo

GG. Disclaimer Policy