

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

Code: 070

11/09

OPERATING CODE FOR THE FUTURE PROFESSIONALS ADVISOR

I. Name of Position

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

II. Type of Office

The Future Professionals Advisor is a PSAHPERD Presidential appointment.

III. Purpose

The purpose of the Future Professionals Advisor shall be to provide input, leadership and guidance to the Future Professionals Division officers.

IV. Structure (membership/terms of service)

The Future Professionals Advisor shall be appointed by PSAHPERD President.

A. Qualifications

1. Present member of the PSAHPERD
2. Interest in preparing future professionals for active participation in professional associations
3. Willing to commit three years to the position

B. Term

1. The Future Professionals Advisor shall serve a three-year term.
2. This position will commence at the conclusion of the PSAHPERD Representative Assembly

C. Membership

1. Serve on the Future Professionals Executive Committee which consists of the Future Professionals: President, President-elect, Vice President and Advisor
2. Serve on the Future Professionals Action Council as Advisor
3. Serve 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. Direct and advise the Future Professional Division and advise them
- g. Serve as a resource for the Future Professional Action Council and the Future Professional Executive Committee
- h. Identify and collaborate with other Future Professional groups from colleges and universities both in PA and outside the State
- i. Encourage the Future Professionals to acquire Action Council Reps
- j. Regularly communicate with the Future Professionals offices and Action Council
- 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)

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 Division 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 the Division Officers and review their responsibilities
 - b. Complete Convention Program responsibilities
 - c. Prepare the position 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 the Division Officers to check their progress regarding their responsibilities
 - b. Complete Convention Program responsibilities (see addendum)
 - c. Prepare the position oral or written report for the Fall Meeting
 - d. Prepare to attend the Convention Planning and Executive Board Meetings
 - e. Manage communication with all prospective presenters regarding the status of their Convention Program proposals.

5. Specific Duties Prior to Annual Convention
 - a. Insure the Future Professional Division Officers send Convention Program confirmation letters to presenters and presidors
 - b. Communicate with Future Professional Officers to check progress regarding their responsibilities
 - c. Prepare a cumulative end-of-year report
 - d. Confirm Convention specific program/sessions needs with the Convention Manager.

6. Specific Duties During the Convention
 - a. Help to monitor the Future Professional Division programs/workshop/events
 - 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

- 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

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

- CC. Chronologies

- EE. Electronic Letterhead

