

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

Code: 061

11/09

OPERATING CODE FOR THE FUTURE PROFESSIONALS PRESIDENT-ELECT

- I. Name of Office
The name of this office shall be the Future Professionals President-elect of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).
- II. Type of Office
The Future Professionals President-elect is an elected officer of the PSAHPERD.
- III. Purpose
The purpose of the Future Professionals President-elect is to assist the Future Professionals President in the conduct of the PSAHPERD business and prepare to assume the office of the Future Professionals President.
- IV. Structure (membership/terms of service)
The Future Professionals President-elect shall be elected by the PSAHPERD Future Professionals Action Council (FPAC) according to the PSAHPERD Bylaws.
- A. Qualifications
1. Present student member of the PSAHPERD
 2. Willing to commit three years to the position: President, President-elect and Vice President
- B. Term
1. The Future Professionals President-elect shall serve a one-year term
 2. The Future Professionals President-elect shall assume the office of President at the conclusion of their President-elect year
 3. The Future Professionals President-elect shall serve as Future Professionals Vice President prior to assuming the office of President-elect
 4. All elected positions will commence at the conclusion of the final event of the annual membership meeting (Annual PSAHPERD Convention)
- 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 (FPAC)
 3. Serve on the PSAHPERD Executive Board and the Representative Assembly
- V. Responsibilities and Procedures
- A. Organization

1. Upon assuming office, the Future Professionals (FP) President-elect shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President, FP President and the FP Advisor
2. The FP President-elect 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 FP President elect shall regularly communicate with the PSAHPERD President and the FP Executive Committee
4. The FP President-elect shall call and preside over meetings of the Division in the absence of the FP President
5. The FP President-elect shall assume the unexpired term of the FP President if he/she is unable to complete his/her term

B. Policies and Procedures

1. General Responsibilities During Term of Office
 - a. Shall serve as the spokesperson for their Division at the direction of the FP President and/or the FP Advisor
 - b. Shall become familiar with the PSAHPERD Constitution and Bylaws, all their Division Operating Codes, Applied Strategic Plan (ASP), and budgets (PSAHPERD General Budget and Convention Budget)
 - c. Shall assist in acquiring contact information and names of Future Professional Action Council (FPAC) Representatives from PA colleges and universities with majors in HPERD and related disciplines
 - d. Regularly communicate with the FP Executive Committee
 - e. Assist in planning the PSAHPERD Annual Student Leadership Conference (SLC)
 - f. Shall become familiar with the Future Professionals Division's Procedures and Guidelines (see Addendum)
 - g. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
 - h. Prepare and submit reports in the proper format for the position
 - i. Assist in securing Division Convention programs and serve on the Convention Planning Committee
 - j. Attend and participate in the PSAHPERD Convention, the PSAHPERD SLC, EDA Convention, and the AAHPERD SLC when held
 - k. Serve as an advocate and resource for their Division
 - l. Encourage collaboration with PSAHPERD members and other Division related groups
 - m. Encourage and promote leadership development opportunities (PSAHPERD Student Leadership Conference)
 - n. Review and suggest revisions to the Operating Code as necessary
 - o. Copy all official correspondence to the PSAHPERD Executive Committee and the FP Executive Committee

- p. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
- q. 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. Assist in acquiring the contact information and names of FPAC representatives
- g. Meet with the FP Executive Committee to establish communications and direction for the coming year
- h. Register and make preparations for attending the EDA Convention

3. Specific Duties Prior to Spring Executive Board Meeting

- a. Communicate with FP Executive Committee regarding your responsibilities
- b. Assist in the completion of Convention Program responsibilities
- c. Prepare the position oral or written report for Spring Meeting
- d. Prepare to attend the Convention Planning and PSAHPERD Executive Board Meetings
- e. Assist in the completion of the FPAC representative listings

4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Communicate with FP Executive Committee regarding your responsibilities
- b. Assist in the completion of Convention Program responsibilities (see Addendum)
- c. Prepare the position oral or written report for Fall Meeting
- d. Prepare to attend the Convention Planning and PSAHPERD Executive Board Meetings
- e. Assist in communicating with all prospective presenters regarding the status of their Convention program proposals
- f. Register and prepare to attend the AAHPERD SLC if scheduled that year
- g. Assist in finalizing the plans for the PSAHPERD SLC

5. Specific Duties Prior to Annual Convention

- a. Assist in sending Convention program confirmation letters to presenters and presiders (see Addendum)
 - b. Assist in updating the FPAC representative listing
 - c. Communicate with FP Executive Committee regarding your responsibilities
 - d. Assist in soliciting nominees for the FP elections
 - e. Prepare a cumulative end-of-year report
6. Specific Duties During the Convention
- a. Attend and participate in the business of the Division meetings (FPAC, FP business meeting, the Student Recognition Awards and Pizza Party)
 - b. Assist in monitoring the Division programs/workshops/events as directed by the FP President
 - c. Provide assistance to the FP Advisor as needed
 - d. Attend the PSAHPERD Executive Board Meeting and the Representative Assembly
 - e. 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
 - Convention Records Meeting
 - Future Professionals Pizza Party and Business Meeting
 - f. Succeed to the office of FP President at the conclusion of the final event of the annual membership meeting (PSAHPERD Convention)

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
 - 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