

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

**Code: 060**

**11/09**

**OPERATING CODE FOR THE FUTURE PROFESSIONALS PRESIDENT**

**I. Name of Office**

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

**II. Type of Office**

The Future Professionals President is an elected officer of the PSAHPERD.

**III. Purpose**

The purpose of the Future Professionals President shall be to plan, facilitate and evaluate the administrative operations of the Future Professionals Division.

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

The Future Professionals President shall be elected by the PSAHPERD Future Professionals Action Council (FPAC) according to the PSAHPERD Constitution.

**A. Qualifications**

1. Present student member of the PSAHPERD
2. Willing to commit three (3) years to the position: President, President-elect and Vice President

**B. Term**

1. The Future Professionals President shall serve a one-year term
2. The Future Professionals President shall serve as President-elect for one year prior to assuming the office of President
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 as Chair of the Future Professionals Executive Committee which consists of the Future Professionals: President, President-elect, Vice President and Advisor.
2. Serve as Chair of the Future Professionals Action Council (FPAC) which consists of the Future Professionals Executive Committee and two (2) representatives from each PA college and university that has majors in HPERD or related disciplines
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 shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President and the FP Advisor
2. The FP President 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 shall regularly communicate with the PSAHPERD President and the FP Executive Committee
4. The FP President shall call and preside over meetings of the Division

B. Policies and Procedures

1. General Responsibilities During Term of Office
  - a. Shall serve as the spokesperson for their Division
  - 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. Acquire 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 Future Professionals officers and the FPAC Representatives
  - e. Plan 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 Division
  - i. Secure Division Convention programs and serve on the Convention Planning Committee
  - j. Attend and participate in the PSAHPERD Convention, the PSAHPERD SLC, EDA SLC and the AAHPERD Convention
  - k. Serve as a lead advocate and resource for their Division
  - l. Encourage advocacy through 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. Begin to acquire the contact information and names of FPAC representatives
- g. Meet with the FP Executive Committee to establish communications and direction for the coming year
- g. Register and make preparations for attending the AAHPERD Convention

3. Specific Duties Prior to Spring Executive Board Meeting

- a. Communicate with Division officers and review their responsibilities
- b. Complete Convention Program responsibilities
- c. Prepare the Division oral or written report for Spring Meeting
- d. Prepare to attend the Convention Planning and PSAHPERD Executive Board Meetings
- e. Complete the FPAC representative listings

4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Communicate with Division officers to check progress regarding their responsibilities
- b. Complete Convention Program responsibilities (see Addendum)
- c. Prepare the Division oral or written report for Fall Meeting
- d. Prepare to attend the Convention Planning and PSAHPERD Executive Board Meetings
- e. Communicate with all prospective presenters regarding the status of their Convention program proposals
- f. Register and prepare to attend the EDA SLC if scheduled that year
- g. Finalize plans for the PSAHPERD SLC

5. Specific Duties Prior to Annual Convention

- a. Send Convention program confirmation letters to presenters and presiders (see Addendum)
- b. Update the FPAC representative listing
- c. Communicate with Division officers to check progress regarding their responsibilities
- d. Solicit nominees for the FP elections

- e. Prepare the ballot for FP elections and inform the candidates of procedures to be followed
- f. Prepare a cumulative end-of-year report
- g. Confirm Convention specific Division program/session needs with the Convention Manager

6. Specific Duties During the Convention

- a. Preside at the Division meetings (FPAC, FP business meeting, the Student Recognition Awards and Pizza Party)
- b. Monitor Division programs/workshops/events
- 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

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