

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

**Code: 400**

**9/2008**

**OPERATING CODE FOR THE PA DEPARTMENT OF EDUCATION HEALTH AND  
PHYSICAL EDUCATION ADVISOR**

**I. Name of Position**

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

**II. Type of Position**

The PDE HPE Advisor is an Ex-Officio position.

**III. Purpose**

The purpose of the PDE HPE Advisor shall be to maintain a direct collaborative relationship between the PDE and Executive Board of the PSAHPERD.

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

The PDE HPE Advisor shall be designated by the PDE.

**A. Qualifications**

1. Member of PSAHPERD or an affiliated organization
2. Employed by the PDE

**B. Term**

The PDE HPE Advisor's term of service is determined by the PDE.

**C. Membership**

1. The PDE HPE Advisor to PSAHPERD
2. The PDE HPE Advisor serves on the PSAHPERD Executive Board and the Representative Assembly

**V. Responsibilities and Procedures**

**A. Organization**

1. Upon assuming the position, the Advisor shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President
2. The Advisor 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 Advisor shall regularly communicate with the PSAHPERD President and Executive Director

## B. Policies and Procedures

### 1. General Responsibilities During Term of Office

- a. Shall serve as the liaison between the PSAHPERD and PDE
- 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. Share with the Executive Board all current information coming from the Department of Education relating to Health, Safety and Physical Education.
- f. Apprise the Executive Committee and Legislative Chair of developments on any pending legislation or regulation adoption that impacts HPE programming within the Commonwealth
- g. Post PSAHPERD information on the Penn Link service to all schools as requested
- h. Regular communications with PSAHPERD Executive Committee
- i. Attend and participate in the Annual Convention
- j. Review and suggest revisions to the Operating Code as necessary
- k. Copy all official correspondence to the Executive Committee
- l. Provide information to keep publications current (Website, Newsletters, Journals, etc.)
- m. 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. Prepare the Committee oral or written report for the Spring Meeting
- b. Prepare to attend the Executive Board Meeting

### 4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Prepare the Committee oral or written report for the Fall Meeting
- b. Prepare to attend the Executive Board Meeting

### 5. Specific Duties Prior to Annual Convention

a. Prepare a cumulative end-of-year report

6. Specific Duties During the Convention

a. Attend the Executive Board Meetings and the Representative Assembly

b. 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

CC. Chronologies

EE. Electronic Letterhead