

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

**Code: 003**

**12/2008**

**OPERATING CODE FOR THE IMMEDIATE PAST PRESIDENT**

**I. Name of Office**

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

**II. Type of Office**

The Immediate Past President is an elected office of the PSAHPERD.

**III. Purpose**

The purpose of the office of the Immediate Past President is to act as an advisor to the President and add continuity to the Executive Committee.

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

The Immediate Past President of the PSAHPERD shall assume the office according to the Bylaws.

**A. Qualifications**

1. Present member of the PSAHPERD
2. Three-year continuous Professional Membership
3. Two times minimum attendance at the PSAHPERD Convention
4. Service on the Board
5. Willing to commit three years to the positions: President-elect, President and Immediate Past President

**B. Term**

1. The Immediate Past President shall serve a one-year term as Immediate Past President.
2. The President assumes the office of the Immediate Past President at the conclusion of the Representative Assembly.

**C. Membership**

1. Serve on the PSAHPERD Executive Committee which consists of the President, President-elect, Immediate Past President and the Executive Director.
2. Serve on the PSAHPERD Board and the Representative Assembly
3. Chair the Cottrell Award Committee
4. Chair the Outstanding Future Professionals Awards Committee
5. Chair the Violet Baumgardner Scholarship Committee
6. Chair the Past President's Breakfast/Luncheon Meeting
7. Serve as a member of the following committees: Finance, Nominations and Structure and Function

8. Serve as an official delegate for the PSAHPERD to the EDA Representative Assembly and the AAHPERD Alliance Assembly

V. Responsibilities and Procedures

A. Organization

1. Upon assuming office, the Immediate Past President shall assume all of the responsibility and authority generally associated with this office.
2. The Immediate Past President shall attend at least four Executive Board meetings:
  - a. Convention upon assuming office
  - b. Spring
  - c. Fall
  - d. Beginning of the Annual Convention
3. The Immediate Past President shall attend all Executive Committee Meetings.
4. The Immediate Past President shall regularly communicate with the Executive Director.

B. Policies and Procedures

1. General Responsibilities During Term of Office
  - a. Serve as an advisor
  - b. Provide consistency during the transition period
  - c. When designated by the President will serve as a spokesperson for the PSAHPERD
  - d. All official correspondence shall be copied and forwarded to the Executive Committee
  - e. Communicate and collaborate with Past Vice Presidents regarding Division Award responsibilities
  - f. Make arrangements with the Convention Manager for the Past Presidents breakfast/luncheon meeting and the student interviews to be held at Convention
  - g. Provide information to keep publications current (website, newsletters, journals, etc.)
  - h. 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” Executive Board Meeting following convention
  - b. Identify and confirm the five members of the Cottrell Award Committee, (four Past Presidents and/or past Cottrell Award winners) the three members of the Violet Baumgardner Scholarship Committee and the Outstanding Future Professionals Awards Committee (second and third Past Presidents) for the PSAHPERD Directory
  - c. Complete all unfinished Presidential duties
  - d. Update the directory with contact information as will be printed on the Website and in the Winter Journal

- e. Read the “Conflict of Interest Policy” and sign the provided form in compliance
  - f. Review the “Fraudulent or Dishonest Conduct and Whistleblower Policy Statement”
  - g. Review Journal responsibilities – see Addendum
3. Specific Duties Prior to Spring Executive Board Meeting
- a. Communicate with Past Vice President’s concerning their Division Award responsibilities to:
    - 1. Solicit award nominees for the current year, and
    - 2. Inform the immediate past Division Award winners of the opportunities to move forward to AAHPERD/EDA
  - b. Cottrell Award responsibilities
    - 1. Review Cottrell Award protocol
    - 2. Obtain the files to identify all eligible nominees from previous years ( $\leq 3$  years) from the Second Past President
    - 3. Solicit nominees for the Cottrell Award
  - c. Violet Baumgardner Scholarship (VBS) and Outstanding Future Professionals (OFP) awards responsibilities
    - 1. Review VBS and OFP protocols
    - 2. Identify College/University contacts
    - 3. Prepare VBS and OFP nomination materials for the Spring Professional Preparation and Certificate Committee meeting
4. Specific Duties Prior to the Fall Executive Board Meeting
- a. Cottrell Award responsibilities (see Addendum C)
    - 1. Gather completed and updated applications from all nominees by the determined deadline
    - 2. Distribute applications to the Cottrell Committee for review, evaluation and selection
    - 3. Inform the Executive Committee of the selection
    - 4. Inform all nominees of the selection results
    - 5. Prepare to announce the Cottrell Award Winner at the Fall Executive Board Meeting
    - 6. Obtain picture and prepare Convention Program write-up for the Convention Program Chair.
  - b. VBS and OFP awards responsibilities (see Addendum D and E)
    - 1. Distribute VBS and OFP award nomination applications to College/University contacts
    - 2. Send follow-up reminders to contacts concerning deadlines and procedures
  - c. Send letters of invitation to the Past Presidents’ breakfast/luncheon and the minutes from the previous year’s Past Presidents’ meeting
  - d. EDA Robert Pate Scholarship and AAHPERD Ruth Abernathy Scholarships (graduate and undergraduate) materials distributed to the PSAHPERD college/university contacts as received from the EDA

5. Specific Duties Prior to Convention
  - a. Cottrell Award responsibilities (see Addendum C)
    1. Facilitate the ordering of the Joy of Effort medallion embedded in lucite, to be ready for the banquet. (Contact Executive Director for the medallion. It is engraved at Main Line Trophy)
    2. Write up the introduction for award presentation at banquet
    3. Make arrangements to obtain the Cottrell Award pin from the Executive Director
  - b. VBS and OFP award responsibilities (see Addendum D and E)
    1. Select the VBS three finalists
    2. Contact the VBS finalists and OFP award recipients regarding convention responsibilities and interview specifics
    3. Confirm the arrangements with the Convention Manager for the interview luncheon
    4. Secure pictures, write-ups and prepare a display to be available at convention
    5. Send pictures and write-ups to the Journal Editor
    6. Prepare the introduction of recipients for the banquet
    7. Prepare framed certificates for award recipients
  - c. Past Presidents' breakfast/luncheon
    1. Prepare the agenda for the meeting
    2. Give final count for breakfast/luncheon to Convention Manager
  - d. Have the Past Presidents traveling plaque engraved with the outgoing President's name and date
  
6. Specific Duties at Convention
  - a. Chair the Past Presidents' breakfast/luncheon
  - b. Conduct student interviews
  - c. Give specific VBS scholarship amounts and names of recipients to the Executive Director so the checks can be prepared for distribution at the banquet
  - d. Introduce the award recipients at the banquet (Cottrell, VBS and OFP awards)
  - e. Present the Past President's pin to the outgoing President at the banquet (obtain the Past President's pin from the Executive Director)
  - e. Present the Past President's traveling plaque to the outgoing President at the banquet
  - f. Present the President's personalized plaque for the gavel at the Representative Assembly

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
  
- E. Awards (see Awards Manual)
  - Name of the Awards
  - PSAHPERD, Division, Committee and Future Professionals
  - 1. Committee Procedures and Time Lines
  - 2. Application Form
  - 3. Award Description
  - 4. Award Chronology
  - 5. Sample Letters
  
- 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
- 21<sup>st</sup> 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

- 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

- 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

W. Meeting Rules of Order

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

CC. Chronologies

EE. Electronic Letterhead