

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

Code: 042

1/09

OPERATING CODE FOR THE PAST VICE PRESIDENT OF DANCE

- I. Name of Office
The name of this office shall be the Past Vice President of Dance of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).
- II. Type of Office
The Past Vice President of Dance is an elected office of the PSAHPERD.
- III. Purpose
The purpose of the office of the Past Vice President of Dance is to act as an advisor to the Vice President of Dance and add continuity to the operations of the Dance Division.
- IV. Structure (membership/terms of service)
The Past Vice President of Dance of the PSAHPERD shall be elected by the Representative Assembly according to the Bylaws.
- A. Qualifications
1. Present member of the PSAHPERD
 2. Division content expertise
 3. Three-year continuous Professional Membership
 4. Attendance at a minimum of two PSAHPERD Conventions
 5. Willing to commit three years to the positions: Vice President-elect, Vice President and Past Vice President.
- B. Term
1. The Past Vice President of Dance shall serve a one year term.
 2. The term of Past Vice President of Dance shall commence at the conclusion of their Vice President year.
 3. All elected positions shall commence at the conclusion of the final event of the annual membership meeting (Annual PSAHPERD Convention)
- C. Membership
1. Serve on the PSAHPERD Executive Board and the Representative Assembly
 2. Coordinate and supervise the Division Awards Section
- V. Responsibilities and Procedures
Mission Outreach Statement: The Division of Dance seeks to provide leadership to develop, promote and improve Dance programs within the Commonwealth of Pennsylvania

A. Organization

1. Upon assuming office, the Past Vice President shall perform the duties designated in the Operating Code, and those assigned by the PSAHPERD President, Past President and/or the Division Vice President.
2. The Past Vice 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 Past Vice President shall regularly communicate with their Division Vice President and PSAHPERD President.
4. The Past Vice President shall preside over the Awards Section of the Division.

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 Vice President.
 - 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. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
 - d. Prepare and submit reports in the proper format for the office
 - e. Assist in securing Division Convention programs
 - f. Attend and participate in the Annual Convention
 - g. Serve as an advocate and a resource for their Division
 - h. Encourage advocacy through collaboration with PSAHPERD members and other Division related groups
 - i. Shall coordinate and supervise the Division Awards
 - j. Shall communicate with the PSAHPERD Awards Chair concerning Division Awards
 - k. Shall assist in securing nomination(s) for this Division office to be forwarded to the Division Vice President-elect
 - l. Review and suggest revisions to the Operating Code as necessary
 - m. Copy all official correspondence to the Executive Committee
 - n. Assist in providing 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. Submit a Division Convention summary report from the prior year’s convention to the Division Officers, PSAHPERD Executive Committee, past and current Convention Managers

3. Specific Duties Prior to Spring Executive Board Meeting

- a. Communicate with Division Vice President regarding your responsibilities
- b. Review Division Award Section files and determine the eligibility status of the previous Division Award nominees
- c. Solicit additional Division Award nominees
- d. Assist in the completion of the upcoming Convention Program responsibilities
- e. Communicate to the Division Vice President information to be included in the Spring Executive Board report.
- f. Prepare to attend the Convention Planning and Executive Board Meetings

4. Specific Duties Prior to the Fall Executive Board Meeting

- a. Coordinate and facilitate the selection of Division Award recipient(s)
- b. Provide the Vice President with the names of the Division Award recipient(s) to be announced at the Fall Executive Board Meeting.
- c. Submit the Division Award recipient(s) name and contact information to the Division Vice President, PSAHPERD Award’s Chair and the PSAHPERD President
- d. Compose ½ page biography of Division Award Recipient(s), obtain a digital photo and forward to the Convention Program Chair and the PSAHPERD Awards Chair
- e. Assist in the completion of Convention Program responsibilities
- f. Communicate to the Division Vice President information to be included in the Fall Executive Board report.
- g. Prepare to attend the Convention Planning and Executive Board Meetings
- h. Assist in securing nominations for Division Vice President-elect

5. Specific Duties Prior to Annual Convention

- a. Complete responsibilities as designated by the Vice President
- b. Prepare a cumulative end-of-year report

6. Specific Duties During the Convention

- a. Attend the Division meetings and assist the Vice President at the award(s) ceremonies
- b. Assist in monitoring Division programs/workshops/events

- c. Attend the Thursday's Executive Board Meeting and the Representative Assembly
- d. Attend the following sessions/functions but not limited to
 - Awards Luncheon
 - Opening General Session
 - Exhibitor Reception
 - Dance Gala
 - Appreciation Awards
 - President's Reception
 - E B Cottrell Banquet
 - Convention Records Meeting
- e. End term of office as Past Vice President at the conclusion of the final event of the annual membership meeting (Annual PSAHPERD Convention)

IV. Addendum

- 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

- 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

- M. Nominations
 - 1. Procedures and Time Lines
 - 2. Qualifications
 - 3. Nominee Application Form
 - 4. Chronology (see chronology section of Manual)
 - 5. Request for Nominee Ad for Journal/Web
 - 6. Sample Letters

- CC. Chronologies

- DD. Electronic Letterhead