

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

Code: 002

1/09

OPERATING CODE FOR THE PRESIDENT-ELECT

- I. Name of Office
The name of this office shall be the President-elect of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).
- II. Type of Office
The President-elect is an elected office of the PSAHPERD.
- III. Purpose
The purpose of the office of the President-elect is to prepare the President-elect to assume the office of President, serve as an official representative and spokesperson, and perform duties and responsibilities in the best interests of the PSAHPERD.
- IV. Structure (membership/terms of service)
The President-elect of the PSAHPERD shall be elected by the Representative Assembly according to the Bylaws.
- A. Qualifications
1. Present member of the PSAHPERD
 2. Three-year continuous Professional Membership
 3. Attendance at a minimum of two PSAHPERD Conventions
 4. Service as a member of the PSAHPERD Executive Board
 5. Willingness to commit to a three-year term as: President-elect, President and Immediate Past President.
- B. Term
1. The President-elect shall serve a one-year term as President-elect.
 2. The President-elect shall serve as President at the conclusion of his/her President-elect year.
 3. The President-elect shall serve as Immediate Past President for a one-year term following his/her term as President.
 4. All elected positions will commence at the conclusion of the final event of the annual membership meeting. (Annual PSAHPERD Convention)
- C. Membership
1. Serves on the PSAHPERD Executive Committee which consists of the President, President-elect, Immediate Past President and the Executive Director.
 2. Serves on the PSAHPERD Executive Board and the Representative Assembly
 3. Serves as Chair of the Personnel Evaluation Committee (see addendum)
 4. Serves as a member of the following committees: Structure and Function,

Finance, and Nominations.

5. Serves 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 President-elect shall assume all of the responsibility and authority generally associated with this office.
2. The President-elect 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 President-elect shall attend all Executive Committee Meetings.
4. The President-elect shall regularly communicate with the Executive Director.
5. The President-elect shall assume the unexpired term of the President if he/she is unable to complete his/her term.

B. Policies and Procedures

1. General Responsibilities During Term of Office
 - a. The President-elect shall become familiar with the Constitution and Bylaws, the Operating Codes, Applied Strategic Plan (ASP), and the Budgets (Convention Budget and General Budget) of the PSAHPERD.
 - b. The President-elect shall become familiar with the operating codes for all officers and all committee chairs so that it will be possible to better understand the responsibilities and procedures under which they function.
 - c. The President-elect shall become familiar with activities of the current President to assure continuity within the PSAHPERD.
 - d. When designated by the President, will serve as spokesperson for the PSAHPERD.
 - e. Speaking engagements, meetings of importance, visitations and correspondence shall be viewed as part of the responsibilities of the office.
 - f. All official correspondence shall be copied and forwarded to the PSAHPERD Executive Committee.
 - g. Provide information to keep publications current (Website, Newsletters and 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” PSAHPERD Executive Board Meeting
 - b. Meet with the newly elected Division Vice President-elects
 - c. Update the directory with contact information as will be printed on the Website and in the Winter Journal
 - d. Read the “Conflict of Interest Policy” and sign the provided form in compliance

- e. Review the “Fraudulent or Dishonest Conduct and Whistleblower Policy Statement”
 - f. Review Journal responsibilities – see Addendum
3. Specific Duties Prior to Spring Executive Board Meeting:
- a. Identify individuals to be considered as Convention Manager(s) and Convention Program Chair(s) for the Convention during their Presidential year
 - b. Prepare an action item to seek approval for the Convention Manager(s) and Convention Program Chair (s) at the Spring Executive Board meeting
 - c. Communicate with the Vice President-elects regarding their roles and responsibilities
 - d. Begin formulation of a President’s theme, goals and Presidential Project (see Addendum).
 - e. Communicate with the Personnel Evaluation Committee
 - f. Communicate with the Executive Committee regarding dates, location, purpose and content for spring/summer Vision Quest.
 - g. Attend and serve as a PA delegate to the AAHPERD Convention and the EDA/AAHPERD Convention
4. Specific Duties Prior to the Fall Executive Board Meeting
- a. Select all Convention Management Committee Members or delegate this authority to the Convention Manager(s).
 - b. Attend the AAHPERD Leadership Development Conference.
 - c. Attend the EDA Leadership Conference
 - d. Contact the President requesting an evaluation of all PSAHPERD Committee Chairs
 - e. Contact each Committee Chair requesting an overview of Committee’s performance. If Committee Chair is retiring, request suggestions for replacement possibilities from the current committee roster.
 - f. Prepare an article for the Fall Journal concerning the AAHPERD LDC.
 - g. Arrange for meeting with Vice President-elects to formulate general plan for coming year.
 - h. Prepare a tentative budget for your term of office and attend the September budget meeting
 - i. Prepare your Presidential Project proposal for presentation to the Executive Board. (Input collected with final approval at the Convention Executive Board meeting) (See Addendum for Guidelines)
 - j. Facilitate Vision Quest and prepare a report for the Fall Meeting.
 - k. Prepare, distribute, compile and analyze personnel evaluation data (preferred late August or early September)
 - l. Meet with the personnel being evaluated prior to presenting the results to the Executive Board at the Fall meeting.
 - m. Prepare the Personnel Evaluation report for presentation at the Fall Executive Board meeting.
 - n. Prepare an action item for the Fall Executive Board meeting regarding retention of the personnel evaluated.

5. Specific Duties Prior to Annual Convention
 - a. Attend the PSAHPERD Student Leadership Conference. (SLC)
 - b. Select and confirm all Committee Chairs
 - c. Provide advertising materials for the next year's convention
 - d. Invite all Executive Board members to attend the new Executive Board meeting following the current convention and acquire updated contact information.
 - e. Confer with the Executive Director regarding agenda, next year's calendar and other materials to be distributed during first Executive Board meeting following the convention.
 - f. Prepare final Presidential Project proposal for approval at the first Convention Executive Board meeting. (See addendum)

6. Specific Duties During the Convention
 - a. Presentation for approval of the Presidential Project Proposal to the Executive Board.
 - b. Attend the Opening General Session as a platform guest
 - c. Attend the Awards Luncheon as a platform guest
 - d. Attend the Future Professionals Business meeting
 - e. Attend the Appreciation Awards Session
 - f. Attend Awards Banquet and extend an invitation to all present the convention the following year.
 - f. Attend all Convention Socials, Dance Gala, and 21st Century Endowment Reception
 - g. Attend the "first" Executive Board meeting, the Representative Assembly and the "new" Executive Board meeting.
 - g. Present the next's year's theme and goals at the "New" Executive Board meeting.
 - h. Hold a planning meeting with your Convention Manager(s), Program Chair(s), Vice President-elects, and committee chairs responsible for program planning for the next year's convention.
 - I. Accept the gavel from the out-going President and give brief remarks at the Cottrell Awards Banquet and the Representative Assembly.
 - j. Closes 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

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
 - 21st 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

- K. Leadership Development
 - 1. Vision Quest
 - Procedures and Time Lines
 - 2. Student Leadership Conference (SLC)
 - Procedures and Time Lines
 - 3. 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

- P. Presidential Project
 - 1. Policy
 - 2. Guidelines
 - 3. Timelines
 - 4. History

- 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

U. Personnel Evaluation

1. Procedures and Time Lines

2. Sample Evaluation

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