

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

Code: 001

1/09

OPERATING CODE FOR THE PRESIDENT

I. Name of Office

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

II. Type of Office

The President is an elected office of the PSAHPERD.

III. Purpose

The purpose of the President shall be to serve as the official representative and spokesperson for the PSAHPERD and perform duties and responsibilities in the best interest of the PSAHPERD.

IV. Structure (membership/terms of service)

The President 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 shall serve a one-year term as President.
2. The President shall serve as President-elect for a one-year term prior to assuming the office of President.
3. The President 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. Serve as Chair of the PSAHPERD Executive Committee which consists of the President, President-elect, Immediate Past President and the Executive Director.
2. Serve as Chair of the PSAHPERD Executive Board and the Representative Assembly
3. Serve as a member of the following Committees:
 - Finance
 - Nominations
 - Structure and Function

4. Serve as an ex-officio member of all other Committees
 5. Serve as an official delegate to the EDA Representative Assembly and the AAHPERD Alliance Assembly

V. Responsibilities and Procedures

A. Organization

1. Upon assuming office, the President shall become the chief executive officer of the PSAHPERD and as such shall assume all of the responsibility and authority generally associated with this office.
2. The President shall call at least four Executive Board meetings:
 - a. Convention upon assuming office
 - b. Spring
 - c. Fall
 - d. Beginning of the Annual Convention
3. The President shall call meetings of the Executive Committee as needed.
4. The President shall regularly communicate with the Executive Director.

B. Policies and Procedures

1. General Responsibilities During Term of Office
 - a. The President or his/her designee shall serve as the official spokesperson and representative for the PSAHPERD.
 - Speaking engagements, meetings of importance, visitations and correspondence shall be viewed as part of the responsibilities of the office.
 - The President shall announce at every PSAHPERD Executive Board meeting and the Representative Assembly the following:
“The President or designee for the PSAHPERD is the only official spokesperson to position matters” and
“All official correspondence should be copied and forwarded to the Executive Committee.”
 - b. The President or his/her designee shall represent the Executive Board on all matters of the PSAHPERD policy involving affiliate or interested non-member groups.
 - c. The President shall be 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.
 - d. The President shall correspond with all officers and committee chairs at regular intervals in order to keep them informed of new developments in their sphere of interest and also to encourage them in their individual and collective efforts. (Note: In addition to specific correspondence, it is suggested that the President inform all members of the Executive Board of current and future events.)
 - e. The President shall assume responsibility for the annual convention during his/her term, with the Convention Manager delegated to serve in the liaison capacity. It shall also be the responsibility of the President to appoint all convention committee chairs.
 - f. The President shall review the budgeted expenditures of the PSAHPERD funds by signing the vouchers. Invoices exceeding 20% of the budgeted line

item shall be reviewed and acted upon by the Executive Committee before payment is made.

g. The President should exchange all official correspondence with the Executive Committee.

h. The President shall fill throughout the year all Committee Chair vacancies with approval of the Executive Board.

i. The President shall work with the Executive Director to create all the Executive Board, Executive Committee and Representative Assembly Agendas.

j. The President, President-elect and the Executive Director shall work together to update the Annual PSAHPERD Calendar.

k. Complete a PSAHPERD report for the AAHPERD, EDA District Representative to the AAHPERD Board of Governors, and the EDA President upon request.

l. Insure appropriate action is taken on all items approved by the Representative Assembly, Executive Board, and/or Executive Committee.

m. Provide information to keep publications current (Website, Newsletters, Journals, etc.)

n. 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. Preside at new Executive Board meeting following the convention.

-Approval of tentative budget

-Approval of the Executive Board Directory

-Presentation of the Annual PSAHPERD Calendar

-Presentation of Presidential Goals and Project(s)

-Appoint PSAHPERD Delegates to the EDA-AAHPERD

Representative Assembly with Executive Board approval

-Appoint PSAHPERD Delegates to the AAHPERD Alliance Assembly with Executive Board approval

-Solicitation of contact information for “bosses” letters

b. Write an article, a message from the President, to the membership for inclusion in the Winter issue of the Journal.

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. Continue communication with all Executive Board members.

b. Work with the Executive Director to create the Agenda for an Executive Committee Meeting.

c. Call and chair a meeting of the Executive Committee

- d. Work with the Executive Director to create the itinerary for the Executive Board weekend meetings.
- e. Write an article, a message from the President, to the membership for inclusion in the Spring/Summer issue of the Journal.
- f. Distribute requested “bosses” letters.
- g. Confirm an agreement with the Keynote Speaker for Convention.
- h. Invite and confirm the attendance of dignitaries from AAHPERD and EDA-AAHPERD to bring greetings at the Convention.
- i. Prepare a written report for EDA highlighting PSAHPERD activity and give an oral report (limited to 3 minutes) at the EDA Representative Assembly.

4. Specific Duties Prior to Fall Executive Board Meeting

- a. Continue communication with all Executive Board members.
 - Reminder of deadlines for awards, nominations, Journal, etc.
- b. Work with the Executive Director to create the Agenda for an Executive Committee Meeting.
- c. Call and chair a meeting of the Executive Committee
- d. Work with the Executive Director to create the itinerary for the Executive Board weekend meetings.
- e. Write an article, a message from the President, to the membership for inclusion in the Fall issue of the Journal.
- f. Insure the Convention Manager and the Convention Program Chair forwards appropriate convention information to the Journal Editor and the Web Editor.
- g. Consult with the President-elect regarding the evaluation of:
 - the terms of office and effectiveness of the Committee Chairs
 - the overall performance of persons in positions financially compensated
- h. Make arrangements with government and school officials in the convention locale to bring greetings to convention attendees.

5. Specific Duties Prior to the Annual Convention

- a. Continue communication with all Executive Board members.
- b. Work with the Executive Director to create the agendas for the Convention Executive Board Meeting and the Representative Assembly.
- c. Call and chair a meeting of the Executive Committee.
- d. Work with the Executive Director to create the itinerary for the Convention.
- e. Send invitations for the President’s Reception to be held following the Convention Executive Board Meeting.
- f. Secure the plaque and gavel engraved with the incoming President’s name and year.
- g. Send invitations to Award recipients and guests for the Awards Banquet. All officers and head table guests should be notified of final arrangements including the place of the Pre-Banquet Reception.
- h. Prepare President’s end-of-year written report for the Convention Executive Board Meeting and the Representative Assembly.
- i. Send hard copy congratulatory letters to all PSAHPERD Award recipients (excluding Future Professional Awards) immediately following the Fall Executive Board Meeting.

- j. Secure a gift for the AAHPERD and the EDA/AAHPERD dignitaries visiting the PSAHPERD Convention.
- k. May select individuals to receive the Presidential Award (maximum of 5). Gifts will be selected by the President within the budgeted line item.

6. Duties During Annual Convention

a. Preside at the:

- Convention Executive Board Meeting
- Opening General Session
- President's Reception
- Representative Assembly
- E B Cottrell Banquet
- Awards Luncheon
- Other General Sessions

b. Attend Past President's Breakfast/Luncheon as an observer.

c. Attend the Future Professionals Business Meeting, the Dance Gala, 21st Century Endowment, Appreciation Awards and all-convention socials.

d. Observe the Future Professionals Award interviews.

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
 - 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

- 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
 - d. Directory Update Template

- 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