

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

Code: 040

1/09

OPERATING CODE FOR THE VICE PRESIDENT OF DANCE

- I. Name of Office
The name of this office shall be the Vice President of Dance of the Pennsylvania State Association for Health, Physical Education, Recreation and Dance, Inc. (PSAHPERD).
- II. Type of Office
The Vice President of Dance is an elected office of the PSAHPERD.
- III. Purpose
The purpose of the office of the Vice President of Dance is to plan, facilitate and evaluate the administrative operations of the Dance Division.
- IV. Structure (membership/terms of service)
The 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 Vice President of Dance shall serve a one-year term.
 2. The term of Vice President of Dance shall commence at the conclusion of their Vice President-elect year.
 - 3.. The Vice President of Dance shall serve as the Past Vice President of Dance at the conclusion of their Vice President year.
 4. 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 all Sections of the Dance Division
 - Division Awards Section (see Past VP)
 - Leadership Development and Nominations Section (see VP-elect)
 - Programs Section (see VP)
 - Advocacy Section (see VP)
 3. Chair the Program Section and Advocacy Section

4. Serve as member of the Division Awards Committee

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 Vice President shall perform the duties designated in the Operating Code and as assigned by the PSAHPERD President
2. The 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 Vice President shall regularly communicate with the PSAHPERD President.
4. The Vice President shall call and preside over meetings of the Division as needed.

B. Policies and Procedures

1. General Responsibilities During Term of Office
 - a. Shall serve as the spokesperson for their Division
 - 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. Be an ex-officio member of their respective Division Sections and other Division Committees
 - d. Attend and participate in the PSAHPERD Executive Board meetings and the Representative Assembly
 - e. Prepare and submit reports in the proper format for the Division
 - f. Secure Division Convention programs including the Dance Gala and serve on the Convention Planning Committee
 - g. Attend and participate in the Annual Convention
 - h. Serve as a lead advocate and resource for their Division
 - i. Encourage advocacy through collaboration with PSAHPERD members and other Division related groups
 - j. Encourage and promote leadership development opportunities
 - k. Review and suggest revisions to the Operating Code as necessary
 - l. Copy all official correspondence to the 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. 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

3. Specific Duties Prior to Spring Executive Board Meeting
 - a. Communicate with Division officers and review their responsibilities
 - b. Complete Convention Program responsibilities
 - c. Prepare the Division oral or written report for Spring Meeting
 - d. Prepare to attend the Convention Planning and Executive Board Meetings

4. Specific Duties Prior to the Fall Executive Board Meeting
 - a. Communicate with Division officers to check their progress regarding their responsibilities
 - b. Complete Convention Program responsibilities (see Addendum)
 - c. Prepare the Division oral or written report for Fall Meeting
 - d. Prepare to attend the Convention Planning and Executive Board Meetings
 - e. Communicate with all prospective presenters regarding the status of their Convention program proposals
 - e. Be prepared to announce the Division Award winners and candidates for Division Vice President-elect

5. Specific Duties Prior to Annual Convention
 - a. Send Convention program confirmation letters to presenters and presiders (see Addendum)
 - b. Send congratulatory letters and conciliatory letters to Division award nominees (see Addendum)
 - c. Communicate with your Division officers to check their progress regarding their responsibilities
 - d. Prepare a cumulative end-of-year report
 - e. Confirm Convention specific Division program/session needs with the Convention Manager

6. Specific Duties During the Convention
 - a. Preside at the Division meetings and awards ceremonies
 - b. Monitor Division programs/workshops/events

- c. Present Division Awards at the Awards Luncheon
- d. Attend the Executive Board Meetings and the Representative Assembly
- e. 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
- f. Succeed to the office of Past Vice President of their Division at the conclusion of the Annual PSAHPERD Convention

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

- 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