

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

Code: 041

1/09

OPERATING CODE FOR THE VICE PRESIDENT-ELECT OF DANCE

I. Name of Office

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

II. Type of Office

The Vice President-elect of Dance is an elected office of the PSAHPERD.

III. Purpose

The purpose of the office of the Vice President-elect of Dance is to prepare the Vice President-elect of Dance to assume the office of Vice President of Dance.

IV. Structure (membership/terms of service)

The Vice President-elect 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-elect of Dance shall serve a one-year term commencing at the conclusion of the final event of the annual membership meeting (annual PSAHPERD Convention).
2. The Vice President-elect of Dance shall serve as the Vice President of Dance at the conclusion of their Vice President-elect year.
3. The Vice President-elect 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 and supervise the Section of Leadership Development and Nominations
3. Serve on 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-elect shall perform the duties designated in the Operating Code, and those assigned by the PSAHPERD President, President-elect and/or the Division Vice President.
2. The Vice President-elect 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-elect shall regularly communicate with their Division Vice President and PSAHPERD President-elect.
4. The Vice President shall preside over the Leadership Development and Nominations Section of the Division.
5. The Vice President-elect shall assume the unexpired term of the Division Vice President if he/she is unable to complete his/her term.

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 including the Dance Gala
 - 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 leadership development opportunities
 - j. Shall solicit and secure a nomination(s) for this Division office to be forwarded to the PSAHPERD Nomination's Chair
 - k. Review and suggest revisions to the Operating Code as necessary
 - l. Copy all official correspondence to the Executive Committee
 - m. Assist in providing 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 Vice President regarding your responsibilities
 - b. Assist in the completion of Convention Program responsibilities
 - c. Communicate to the Division Vice President information to be included in the Spring Executive Board report.
 - d. Prepare to attend the Convention Planning and Executive Board Meetings
 - e. Communicate with the PSAHPERD President-elect and other Division Vice President-elects to plan a PSAHPERD Vision Quest (Leadership Conference)

4. Specific Duties Prior to the Fall Executive Board Meeting
 - a. Participate in the process to choose Division Award recipients
 - b. Assist in the completion of Convention Program responsibilities including the Dance Gala
 - c. Communicate to the Division Vice President information to be included in the Fall Executive Board report.
 - d. Prepare to attend the Convention Planning and Executive Board Meetings
 - e. Solicit and secure nominations for Division Vice President-elect
 - f. Provide the Vice President with the Nominations for Division Vice President-elect to be announced at the Fall Executive Board Meeting.

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 awards ceremonies
 - b. Assist in monitoring Division programs/workshops/events
 - c. Attend the Executive Board Meetings 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. Succeed to the office of Vice President of their Division at the conclusion of the final event of the annual membership meeting (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