

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE

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**President- Elect Operating Code**  
Revised 4-6-2013

I. NAME: President-Elect

II. PURPOSE:

The President-Elect shall act for the President in his/her absence, death, or resignation. He/she serves at the request of the President and performs those tasks and responsibilities which prepare him/her for the presidency.

III. ORGANIZATION:

The President-Elect is elected by the Representative Assembly and assumes office at the passing of the gavel at the convention Representative Assembly.

IV. RESPONSIBILITIES:

- A. Immediately following the Representative Assembly receive the VAHPERD manual from the Past President.
- B. Attend orientations for new Board Members and all Board and Executive Committee meetings.
- C. During the Year
  - 1. Establish goals during his/her term of office as President aligned with the Association Strategic Plan.
  - 2. Establish and have ongoing communication with division Vice President-Elects.
  - 3. Submit a President-Elect message to Journal editor for the spring and fall Journal.
  - 4. Become familiar with operating codes of all officers.
  - 5. Preside in the absence of the President.
  - 6. Serve on the Membership Committee.
  - 7. Attend the AAHPERD President-Elect's Leadership Conference. Take Journals, Newsletters, and state pins to this conference.
  - 8. Attend the SDAHPERD Leadership Conference.
  - 9. Chair the Strategic Planning Committee and present Strategic Plan at summer board meeting.
  - 10. Represent VAHPERD at SDAHPERD and AAHPERD conventions.
  - 11. Present the next year's appointments as needed to Standing Committees, coordinator positions, and the Student Section Advisor or approval at summer Board meeting.
  - 12. Appoint a parliamentarian for the presidential year.
  - 13. Submit to the Executive Director a roster of all appointments for publication in the Journal and on the Web site.
  - 14. Prepare the post-convention Board meeting agenda in conjunction with the Executive Director and President.

15. Appoint Student Section Faculty Advisor.
16. Select theme for next convention.
17. Evaluate the Executive Director, Journal Editor, Newsletter Editor and Web Site Coordinator annually.

D. At the Convention

1. Receive gavel at end of Representative Assembly, make remarks, and assume duties of President.
2. Plan a reception and new officer orientation meeting immediately following the Representative Assembly.

V. AMENDMENTS:

Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.