

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION, AND DANCE

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President Operating Code
Revised 4-6-2013

I. NAME: President

II. PURPOSE:

The President of the VAHPERD shall serve as its primary representative. He/She will chair all Board of Directors, Representative Assembly, and Executive Committee meetings.

III. ORGANIZATION:

The President takes office after serving one year as the President-Elect, and assumes office at the passing of the gavel during the convention Representative Assembly.

IV. RESPONSIBILITIES:

A. Plan and facilitate the new officer orientation and the reception following the Representative Assembly meeting.

B. Plan and conduct the post-convention Board meeting and the winter orientation and Board meeting.

C. Attend all Board and Executive Committee meetings.

D. During the year

1. Plan and convene the Executive Committee meetings.
2. Appoint ad hoc committees as needed.
3. Represent VAHPERD at the SDAAPERD and AAHPERD Conventions.
4. Select members to represent Virginia at the American Alliance Representative Assemble and the SDAAPERD Representative Assembly. Delegates will include the Executive Committee. A follow-up letter of appreciation is sent after the convention to the delegates and their immediate administrators.
5. Attend those SDAAPERD and AAHPERD meetings requiring the presence of state presidents.
6. Submit a "President's Message" to the Editor of the Virginia Journal for the spring and fall issues.
7. Design and conduct the Board of Directors' meetings. These are generally held immediately following the annual convention, in a winter month, a spring month, and a summer month, and just prior to the annual convention.
8. Attend or designate a representative to attend any event, which he/she deems appropriate to promote the Association.
9. Submit state report to SDAAPERD – Southern Links Newsletter.
10. Submit state report to AAHPERD.
11. Be responsible for the preparation of grant proposals when they are made available to the state associations by SDAAPERD and AAHPERD.

12. Communicate with standing committee chairs.
13. Prepare the agenda for:
 - (1) the Convention Board meeting(s)
 - (2) the Convention General Session(s)
 - (3) the Representative Assembly
14. Send Convention invitations to:
 - (1) State PTA president
 - (2) State superintendent of instruction
 - (3) Appropriate state legislators
 - (4) Appropriate elected official for the area in which the hotel is located
15. Direct all Vice Presidents and Committee Chairs to prepare a written annual Report at the pre-convention Board Meeting and Representative Assembly.
16. Select and obtain a convention speaker for the general session(s)
17. Provide Past President and Convention Manager with convention format and information
18. Invite representatives for the Department of Education, American Heart Association, and other key organizations to Board meetings and other VAHPERD functions as appropriate.
19. Select Presidential Award recipient if appropriate.
20. With the Past President facilitate the annual performance evaluation of the Executive Director by the Board of Directors at the spring meeting. Report the evaluation summary back to the Board of Directors at the summer meeting.
21. Evaluate the Journal Editor, Newsletter Editor, and Website Coordinator annually.

E. At the Convention

1. Preside at the:
 - (1) pre-convention Board meeting
 - (2) general session(s)
 - (3) awards ceremony(ies)
 - (4) Representative Assembly meeting
2. Give an annual report at 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.