

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

1.3

Past President Operating Code

Revised 4-6-2013

I. NAME: Past President

II. PURPOSE:

- A. Serves as an advisor to the President
- B. Coordinates the VAHPERD Convention with the Convention Manager

III. ORGANIZATION:

The Past President assumes the office after serving as President, at the passing of the gavel during the convention Representative Assembly.

IV. RESPONSIBILITIES:

- A. Attend the new officer orientation and reception following the Representative Assembly.
- B. Attend all Board and Executive Committee meetings.
- C. During the year
 - 1. Obtain convention program proposals from online/postal submissions within 30 days of the deadline.
 - 2. Convention presentation proposals should be sent to the Past President. The Past President will send copies to the Division Past Vice Presidents within 30 days of the deadline and at the deadline for ranking.
 - 3. Assist the President with the business of the Association needed.
 - 4. Preside at meetings of the Board or Representative Assembly in the absence of the President and President-Elect.
 - 5. Provide a Past President report for the spring and fall Virginia Journal.
 - 6. Serve on the Convention Site Selection Committee and for two years beyond this term of office.
 - 7. Serve on the Strategic Planning Committee.
 - 8. Represent VAHPERD at SDAAPERD and AAHPERD conventions.
 - 9. With the Convention Manager plan the:
 - a. President's reception
 - b. Past President's breakfast
 - c. Evening networking events
 - 10. With the President, conduct the Executive Director's annual performance Evaluation at the Board of Directors spring meeting. Report the results to the Executive Director. Report the evaluation summary to the Board of Directors at the summer meeting.
 - 11. Evaluate the Journal Editor, Newsletter Editor, and Website Coordinator annually.

D. At the Convention

1. Submit Past President's official correspondence to the Executive Director.
2. Host the Past President's breakfast.
3. Work with the Convention Manager to present an oral report summarizing the convention to the Board of Directors at the post-convention Board Meeting and a written report to the Executive Committee prior to the winter Board meeting.

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.