VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,

RECREATION AND DANCE

1.4

**Executive Director** Operating Code

Revised June 20, 2015

Evaluation Approved November 06, 2015

# I. NAME: Executive Director

# II. PURPOSE:

The Executive Director reports to the Board of Directors, and is responsible for the day-to-day operation and the association’s consistent achievement of its mission and financial objectives.

III. TERMS:

The Executive Director is elected by the Board of Directors and shall serve under contract from June 1st to May 31st for a three-year term. After the initial three-year term, the contract can be extended for two years at each anniversary date. The Executive Director will be evaluated annually. The Executive Director will continue to serve unless otherwise given 60 days’ notice of contract termination. The Executive Director must provide 60 days’ notice of resignation to the Board of Directors. The Executive Director is a paid employee with an expense account, as approved and budgeted by the Board of Directors.

# IV. HIRING PROCESS:

# A. Search

# 1. An Ad Hoc committee appointed by the President will conduct a search for Executive Director. The committee should consist of a minimum of three and a maximum of five members.

B. Qualifications

1. An academic degree and work experience in at least one discipline area within the Health and Physical Education profession

2. Membership in VAHPERD

3. Membership in SHAPE America

4. Leadership experience such as managing people or educational programs

5. Budget and finance experience

6. Interpersonal skills

7. Available to travel and network with professionals in the field

8. Available to devote year-round flexible time to the position

9. Technology skills, including use of social media

10. Organizational skills

C. The Ad Hoc selection committee chair will present qualified candidates to the Board of Directors for a final decision.

1. Evaluation Process

A. Annual Performance Evaluation

Members of the Board of Directors will complete an annual performance evaluation annually prior to the end of the contract period. The Executive Director also completes a self-evaluation using the same evaluation tool. It shall be the responsibility of the President to assure that the evaluation is conducted in a timely manner. The President and Past President will compile a summary report and present it to the Board of Directors by the April meeting . The Executive Director will have an opportunity to respond to the evaluation summary report.

B. Termination

The Executive Director may be terminated from the position prior to the expiration of the three-year term if there is failure to meet the obligation and duties listed in the Operating Code, has an unsatisfactory performance review, or commits any acts that are considered egregious or illegal. Removal of the Executive Director prior to the end of the three-year term, or any additional annual term, requires a two-thirds vote of the Board of Directors.

VI. RESPONSIBILITIES:

1. During the Year:

GENERAL ADMINISTRATION

* Maintain:

a. Membership database, mailing lists, and list serve

b. Association archives, to include meeting minutes, financial records, and inventory of all Association property

c. Copies of all financial records obtained from the treasurer

* Evaluate the Journal Editor, Newsletter Editor and Website Coordinator annually
* Send all updated documents to the Webmaster and the Executive Committee within 30 days of approval and notify the Board of Directors when they are available on the website
* Train paid and volunteer staff, including Website Coordinator, Treasurer, Journal and Newsletter Editors, to support the Association as directed by the board
* Collaborate with paid and volunteer staff to create and implement effective and efficient general administration policies and procedures
* Works in a collegial and collaborative manner with all members and related associations
* Models professional, moral, and ethical standards as well as personal integrity in all interactions
* Provide leadership in developing program, organizational and financial plans, and carry out plans and policies authorized by the board
* Promote active and broad participation by volunteers in all areas of the association’s work
* Maintain official records and documents, and ensure compliance with federal, state and local regulations
* Maintain a working knowledge of significant developments and trends in the field
* Create a work plan for the coming year after each evaluation cycle

BOARD OF DIRECTORS AND REPRESENTATIVE ASSEMBLY

* Make reservations (meeting room and food), in consultation with the President, for all non-convention Board meetings
* Provide guidance on proper wording of all motions received prior to meetings, correct errors and submit corrections to the maker of the motion in collaboration with the Parliamentarian and the Executive Committee within 2 business days

EXECUTIVE COMMITTEE

* Attend all Board and Executive Committee meetings and meetings called by the President
* Assist the President in communicating Association business and timelines
* Exercises good resource stewardship for all administrative duties
* Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes cost-effective, consistent and timely progress
* Submit a monthly log of activity to the Executive Committee

COMMUNICATION

* Respond to all communications within 2 business days
* Serve as public spokesperson for the Association at the discretion of the Executive committee or the President
* Communicate with VAHPERD lobbyist and share pertinent legislative issues with the board and membership

CONVENTION

* Serve as a member of the Convention Site Committee
* Develop and implement procedures and protocols for pre-, during, and/post-convention activities

1. Before the Convention:

1. Assist with convention planning by maintaining close contact with the Past President, the Convention Manager, the Treasurer, and the Executive Committee

2. Notify Representative Assembly of the date and time of the convention meeting 30 days in advance

3. Receive pre-registrations

4, Prepare preregistration materials, including badges

5. Prepare event tickets

6. Prepare membership lists for registration tables

7. Develop procedures for registration and membership tables with the Treasurer

8. Receive Annual Reports from Vice Presidents 30 days prior to the Convention and forward them electronically to the Board of Directors and Representative Assembly

9. Provide Representative Assembly with Board motions made since previous Representative Assembly

10. Provide the Webmaster with Convention highlights for posting.

B. At the Convention

1. Brief all personnel on procedures for membership and registration

2. Provide computers and printer(s) necessary for onsite registration

3. Work with the Treasurer to collect all revenue, registration and membership materials, and prepare a daily tally on appropriate forms at the end of each day

4. Provide Convention Manager evaluation to the Past vice Presidents at the Pre-Convention Board Meeting

C. After the Convention

1. Prepare and send minutes of convention meetings to the Board of Directors, Representative Assembly, and the Webmaster within 30 days

2. Prepare a membership list by Division and send to each Division Vice-President 30 days prior to the winter Board meeting

3. Prepare a list of Board of Directors and section officers, including names, addresses, phone numbers, and e-mail addresses and send this list to the Board of Directors within 30 days of the convention

4. Provide the Journal Editor and Webmaster with the names and e-mail addresses of the Board of Directors and section officers

5. Provide the Board of Directors and Website Coordinator with a list of the committee chairs with e-mail addresses and their committee members

6. Provide the Webmaster with the most current Association Bylaws, Operating Codes, and Policies and Procedures.

7. Distribute and collect convention evaluations and provide an evaluation summary report to the board of Directors at the winter Board meeting

ADVOCACY AND OUTREACH

* Collaborate with the Membership Committee to organize and implement strategies for increasing Association membership
* Pursues grants and sponsorships in collaboration with the grant committee that benefit the Association and brings grant proposals to the Board for review and approval.
* Create events, fund raisers, strategies, and organization enhancements that will raise public awareness of the underlying cause for the association
* Help to secure the funding for the organization
* Submit current membership list to the Executive Committee, Membership Committee Chair, and Nominating Committee chair prior to the winter Board meeting and as requested by the Board
* Work with the Treasurer, Finance committee, and the Executive Committee to prepare the following fiscal year’s budget for the spring Board meeting.
* Represent VAHPERD at SHAPE America Southern District and SHAPE America at the direction of the Board.
* Obtain from President-elect a roster of Committee appointments for the upcoming year and send to the Webmaster to publish on website each July.
* Before each Board and Representative Assembly meeting, prepare:

1. A membership report

2. A packet of materials for each board member

3. An Executive Director report as outlined in the job responsibilities

* During each Board and Representative assembly meeting:

1. Record proceedings

2. Take minutes

3. Report current membership

4. Provide other information as requested

* Prepare and distribute minutes within 30 days following each Board of Directors, Executive Committee, and Representative Assembly meetings.

Evaluation Process: Executive Director

The Executive Director is a part-time paid employee with an expense account, as approved and budgeted by the Board of Directors.

The Board of Directors will employ the Executive Director for three-years and after the initial term, the contract may be extended for two years at each anniversary date. Service will correspond with the fiscal year, June 1 to May 31. Annual performance reviews will be conducted to provide feedback on strengths and weaknesses and to assure the needs of the Association are being met in an efficient and effective matter. The Executive Director shall conduct a self-evaluation and provide evidence/documentation annually for the Board of Directors’ consideration in conducting the annual evaluation.

The members of the Board of Directors will complete an annual performance evaluation prior to the end of the contract period. The President and the Past President will compile the evaluation summary report and present it to the Executive Director and the Board of Directors. The Executive Director will have an opportunity to respond to the evaluation summary report.

The following information should be included in the summary report:

1. The number of people who completed the evaluation.

2. The average score of each item (does not include rating of DNO).

3. A listing of comments for each evaluation category and general comments.

The Executive Director may be terminated prior to the expiration of the term if:

* The evaluation results and/or suggestions during the year are not addressed and acted upon in an effective manner.
* There is failure to meet obligations listed in the Operating Code.
* Executive Director commits illegal or egregious acts.

At the End of the three-year term, the board can either:

* Rehire for another two years
* Not rehire, in which case a search would be initiated.

An Ad Hoc committee appointed by the President will conduct a search for an Executive Director as specified in Article IV. Section B of this Operating Code.

Any separation of service, whether indicated by the Board of Directors or by the Executive Director, must be in writing and must provide 60 days’ notice.

**Board of Directors and Executive Committee Evaluation Tool**

**Rating Scale**

**4 –Exceeds Expectations --** Comprehensive knowledge, skill, and experience

**3 -- Satisfactory performance –** Meets expectations

**2 -- Needs strengthening --** Limited performance, knowledge and/or experience

**1 -- Inadequate --** Not acceptable

**DNO –** Did not observe

To what extent do you feel the Executive Director performed the duties of the position?

Indicate your rating of each item and provide comment(s) as you feel appropriate. Comments are required for any rating of 1 or 2. If no comment(s) is provided for a rating of a 1 or a 2, the rating will not be considered.

**GENERAL ADMINISTRATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | | |
| 4 | 3 | 2 | 1 | DNO |
| Maintain Association records to include membership database, mailing lists, list serve, Association archives, financial records |  |  |  |  |  |
| Evaluate the Journal Editor, Newsletter Editor and Website Coordinator annually |  |  |  |  |  |
| Send all updated documents to the Webmaster and the Executive Committee within 30 days of approval and notify the Board of Directors when they are available on the website |  |  |  |  |  |
| Train paid and volunteer staff, including Website Coordinator, Treasurer, Journal and Newsletter Editors, to support the Association as directed by the board |  |  |  |  |  |
| Collaborate with paid and volunteer staff to create and implement effective and efficient general administration policies and procedures |  |  |  |  |  |
| Works in a collegial and collaborative manner with all members and related associations |  |  |  |  |  |
| Models professional, moral, and ethical standards as well as personal integrity in all interactions |  |  |  |  |  |
| Provide leadership in developing program, organizational and financial plans, and carry out plans and policies authorized by the board |  |  |  |  |  |
| Promote active and broad participation by volunteers in all areas of the association’s work |  |  |  |  |  |
| Maintain official records and documents, and ensure compliance with federal, state and local regulations |  |  |  |  |  |
| Maintain a working knowledge of significant developments and trends in the field |  |  |  |  |  |
| Create a work plan for the coming year after each evaluation cycle |  |  |  |  |  |

**General Administration** Total Score \_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**BOARD OF DIRECTORS AND REPRESENTATIVE ASSEMBLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | | |
| 4 | 3 | 2 | 1 | DNO | |
| Make reservations (meeting room and food), in consultation with the President, for all non-convention Board meetings |  |  |  |  |  | |
| Provide guidance on proper wording of all motions received prior to meetings, correct errors and submit corrections to the maker of the motion in collaboration with the Parliamentarian and the Executive Committee within 2 business days |  |  |  |  |  | |

**Board of Directors and Representative Assembly** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**EXECUTIVE COMMITTEE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | | |
| 4 | 3 | 2 | 1 | DNO | |
| Attend all Executive Committee meetings |  |  |  |  |  | |
| Assist the President in communicating Association business and timelines |  |  |  |  |  | |
| Exercises good resource stewardship for all administrative duties |  |  |  |  |  | |
| Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes cost-effective, consistent and timely progress |  |  |  |  |  | |
| Submit a monthly log of activity to the Executive Committee |  |  |  |  |  | |

**Supports the Executive Committee** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**COMMUNICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | | |
| 4 | 3 | 2 | 1 | DNO |
| Respond to all communications within 2 business days |  |  |  |  |  |
| Serve as public spokesperson for the Association at the discretion of the Executive committee or the President |  |  |  |  |  |
| Communicate with VAHPERD lobbyist and share pertinent legislative issues with the board and membership |  |  |  |  |  |

**Communication** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**CONVENTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Characteristics: | Rating | | | | |
| 4 | 3 | 2 | 1 | DNO |
| Serve as a member of the Convention Site Committee |  |  |  |  |  |
| Develop and implement procedures and protocols for pre-, during, and/post-convention activities |  |  |  |  |  |
| Before the Convention:   1. Assist with convention planning by maintaining close contact with the Past President, the Convention Manager, the Treasurer, and the Executive Committee 2. Notify Representative Assembly of the date and time of the convention meeting 30 days in advance 3. Receive pre-registrations 4. Prepare preregistration materials, including badges 5. Prepare event tickets 6. Prepare membership lists for registration tables 7. Develop procedures for registration and membership tables with the Treasurer 8. Receive Annual Reports from Vice Presidents 30 days prior to the Convention and forward them electronically to the Board of Directors and Representative Assembly 9. Provide Representative Assembly with Board motions made since previous Representative Assembly 10. Provide the Webmaster with Convention highlights for posting   At the Convention:   1. Brief all personnel on procedures for membership and registration 2. Provide computers and printer(s) necessary for onsite registration 3. Work with the Treasurer to collect all revenue, registration and membership materials, and prepare a daily tally on appropriate forms at the end of each day 4. Provide Convention Manager evaluation to the Past vice Presidents at the Pre-Convention Board Meeting   After the Convention:   1. Prepare and send minutes of convention meetings to the Board of Directors, Representative Assembly, and the Webmaster within 30 days 2. Prepare a membership list by Division and send to each Division Vice-President 30 days prior to the winter Board meeting 3. Prepare a list of Board of Directors and section officers, including names, addresses, phone numbers, and e-mail addresses and send this list to the Board of Directors within 30 days of the convention 4. Provide the Journal Editor and Webmaster with the names and e-mail addresses of the Board of Directors and section officers 5. Provide the Board of Directors and Website Coordinator with a list of the committee chairs with e-mail addresses and their committee members 6. Provide the Webmaster with the most current Association Bylaws, Operating Codes, and Policies and Procedures 7. Distribute and collect convention evaluations and provide an evaluation summary report to the board of Directors at the winter Board meeting |  |  |  |  |  |

**Convention**  Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

**ADVOCACY AND OUTREACH**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Characteristics: | Rating | | | | |
| 4 | 3 | 2 | 1 | DNO |
| Collaborate with the Membership Committee to organize and implement strategies for increasing Association membership |  |  |  |  |  |
| Pursues grants and sponsorships in collaboration with the grant committee that benefit the Association and brings grant proposals to the Board for review and approval. |  |  |  |  |  |
| Create events, fund raisers, strategies, and organization enhancements that will raise public awareness of the underlying cause for the association |  |  |  |  |  |
| Help to secure the funding for the organization |  |  |  |  |  |
| Submit current membership list to the Executive Committee, Membership Committee Chair, and Nominating Committee chair prior to the winter Board meeting and as requested by the Board |  |  |  |  |  |
| Work with the Treasurer, Finance committee, and the Executive Committee to prepare the following fiscal year’s budget for the spring Board meeting. |  |  |  |  |  |
| Represent VAHPERD at SHAPE America Southern District and SHAPE America at the direction of the Board |  |  |  |  |  |
| Obtain from President-elect a roster of Committee appointments for the upcoming year and send to the Webmaster to publish on website each July. |  |  |  |  |  |
| Before each Board and Representative Assembly meeting, prepare:  1. A membership report  2. A packet of materials for each board member  3. An Executive Director report as outlined in the job responsibilities |  |  |  |  |  |
| During each Board and Representative assembly meeting:  1. Record proceedings  2. Take minutes  3. Report current membership  4. Provide other information as requested |  |  |  |  |  |
| Prepare and distribute minutes within 30 days following each Board of Directors, Executive Committee, and Representative Assembly meetings. |  |  |  |  |  |

**Advocacy and Outreach** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

***Total Evaluation Score*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Comments:

*Unsatisfactory rating for consideration of conditional renewal (development plan is required) – average score of less than 3 on majority of items scored (does not include DNO scores) or scores less than 3 on all items in one category*

*Satisfactory rating for continuation of position - average score of three or more on majority of items scored (does not include DNO scores).*

**Executive Director Self-Evaluation**

**Rating Scale**

**1 – Does not meet –** Performance indicator not addressed

**2 – Met in Part –** Performance Indicator(s) were not completed

**3 -- Meets Expectations -** Satisfactory performance

**4 –Exceeds Expectations --** Comprehensive knowledge, skill, and experience

To what extent do you feel you have performed the duties of the position?

Indicate your rating of each item and provide comment as you feel appropriate.

**GENERAL ADMINISTRATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | |
| 4 | 3 | 2 | 1 | |
| Maintain Association records to include membership database, mailing lists, list serve, Association archives, financial records |  |  |  |  | |
| Evaluate the Journal Editor, Newsletter Editor and Website Coordinator annually |  |  |  |  | |
| Send all updated documents to the Webmaster and the Executive Committee within 30 days of approval and notify the Board of Directors when they are available on the website |  |  |  |  | |
| Train paid and volunteer staff, including Website Coordinator, Treasurer, Journal and Newsletter Editors, to support the Association as directed by the board |  |  |  |  | |
| Collaborate with paid and volunteer staff to create and implement effective and efficient general administration policies and procedures |  |  |  |  | |
| Works in a collegial and collaborative manner with all members and related associations |  |  |  |  | |
| Models professional, moral, and ethical standards as well as personal integrity in all interactions |  |  |  |  | |
| Provide leadership in developing program, organizational and financial plans, and carry out plans and policies authorized by the board |  |  |  |  | |
| Promote active and broad participation by volunteers in all areas of the association’s work |  |  |  |  | |
| Maintain official records and documents, and ensure compliance with federal, state and local regulations |  |  |  |  | |
| Maintain a working knowledge of significant developments and trends in the field |  |  |  |  | |
| Create a work plan for the coming year after each evaluation cycle |  |  |  |  | |

**General Administration** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Evidence:

**BOARD OF DIRECTORS AND REPRESENTATIVE ASSEMBLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | | |
| 4 | 3 | 2 | 1 |
| Make reservations (meeting room and food), in consultation with the President, for all non-convention Board meetings |  |  |  |  |
| Provide guidance on proper wording of all motions received prior to meetings, correct errors and submit corrections to the maker of the motion in collaboration with the Parliamentarian and the Executive Committee within 2 business days |  |  |  |  |

**Board of Directors and Representative Assembly** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Evidence:

**EXECUTIVE COMMITTEE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | | |
| 4 | 3 | 2 | 1 |
| Attend all Executive Committee meetings |  |  |  |  |
| Assist the President in communicating Association business and timelines |  |  |  |  |
| Exercises good resource stewardship for all administrative duties |  |  |  |  |
| Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes cost-effective, consistent and timely progress |  |  |  |  |
| Submit a monthly log of activity to the Executive Committee |  |  |  |  |

**Supports the Executive Committee** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Evidence:

**COMMUNICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Indicators : | Rating | | | | |
| 4 | 3 | 2 | 1 |
| Respond to all communications within 2 business days |  |  |  |  |
| Serve as public spokesperson for the Association at the discretion of the Executive committee or the President |  |  |  |  |
| Communicate with VAHPERD lobbyist and share pertinent legislative issues with the board and membership |  |  |  |  |

**Communication** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Evidence:

**CONVENTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance Characteristics: | Rating | | | |
| 4 | 3 | 2 | 1 | |
| Before the Convention:   1. Assist with convention planning by maintaining close contact with the Past President, the Convention Manager, the Treasurer, and the Executive Committee 2. Notify Representative Assembly of the date and time of the convention meeting 30 days in advance 3. Receive pre-registrations 4. Prepare preregistration materials, including badges 5. Prepare event tickets 6. Prepare membership lists for registration tables 7. Develop procedures for registration and membership tables with the Treasurer 8. Receive Annual Reports from Vice Presidents 30 days prior to the Convention and forward them electronically to the Board of Directors and Representative Assembly 9. Provide Representative Assembly with Board motions made since previous Representative Assembly 10. Provide the Webmaster with Convention highlights for posting |  |  |  |  | |
| At the Convention:   1. Brief all personnel on procedures for membership and registration 2. Provide computers and printer(s) necessary for onsite registration 3. Work with the Treasurer to collect all revenue, registration and membership materials, and prepare a daily tally on appropriate forms at the end of each day 4. Provide Convention Manager evaluation to the Past vice Presidents at the Pre-Convention Board Meeting |  |  |  |  | |
| After the Convention:   1. Prepare and send minutes of convention meetings to the Board of Directors, Representative Assembly, and the Webmaster within 30 days 2. Prepare a membership list by Division and send to each Division Vice-President 30 days prior to the winter Board meeting 3. Prepare a list of Board of Directors and section officers, including names, addresses, phone numbers, and e-mail addresses and send this list to the Board of Directors within 30 days of the convention 4. Provide the Journal Editor and Webmaster with the names and e-mail addresses of the Board of Directors and section officers 5. Provide the Board of Directors and Website Coordinator with a list of the committee chairs with e-mail addresses and their committee members 6. Provide the Webmaster with the most current Association Bylaws, Operating Codes, and Policies and Procedures 7. Distribute and collect convention evaluations and provide an evaluation summary report to the board of Directors at the winter Board meeting |  |  |  |  | |

**Convention**  Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Evidence:

**ADVOCACY AND OUTREACH**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Performance Characteristics: | Rating | | | | |
| 4 | 3 | 2 | 1 |
| Collaborate with the Membership Committee to organize and implement strategies for increasing Association membership |  |  |  |  |
| Pursues grants and sponsorships in collaboration with the grant committee that benefit the Association and brings grant proposals to the Board for review and approval. |  |  |  |  |
| Create events, fund raisers, strategies, and organization enhancements that will raise public awareness of the underlying cause for the association |  |  |  |  |
| Help to secure the funding for the organization |  |  |  |  |
| Submit current membership list to the Executive Committee, Membership Committee Chair, and Nominating Committee chair prior to the winter Board meeting and as requested by the Board |  |  |  |  |
| Work with the Treasurer, Finance committee, and the Executive Committee to prepare the following fiscal year’s budget for the spring Board meeting. |  |  |  |  |
| Represent VAHPERD at SHAPE America Southern District and SHAPE America at the direction of the Board |  |  |  |  |
| Obtain from President-elect a roster of Committee appointments for the upcoming year and send to the Webmaster to publish on website each July. |  |  |  |  |
| Before each Board and Representative Assembly meeting, prepare:  1. A membership report  2. A packet of materials for each board member  3. An Executive Director report as outlined in the job responsibilities |  |  |  |  |
| During each Board and Representative assembly meeting:  1. Record proceedings  2. Take minutes  3. Report current membership  4. Provide other information as requested |  |  |  |  |
| Prepare and distribute minutes within 30 days following each Board of Directors, Executive Committee, and Representative Assembly meetings. |  |  |  |  |

**Advocacy and Outreach** Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_

Comments/Evidence:

***Total Evaluation Score*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Comments/Additional Evidence: