

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,
RECREATION AND DANCE

4.1

Vice President Operating Code
Revised 04-06-2013

- I. Attend the new officer orientation and reception following the Representative Assembly.
- II. Attend all Board of Directors meetings and the Representative Assembly.
- III. Plan and facilitate the winter orientation meeting with assistance of the Vice President-Elect and Past Vice President including a review of responsibilities and materials for all division and section officers.
- IV. During the year
 - A. Collaborate with the Nominating Committee to:
 1. Contact previous division officers and seek nominations for the office of President Elect and of Vice President-Elect of the Division.
 2. Provide a rank order of nominees for the office of Division Vice President-
 3. Submit at least two names for each of these offices to the nominating committee chair for consideration.
 - B. Serve on the Division Executive committee.
 - C. As a member of the Division Executive committee, prepare a division budget.
 - D. By March 15th, contact each section chair to obtain a list of nominees for each Chair-Elect position.
 - E. Submit an article/report to the Journal or Communicator dealing with activities of the Division at the convention and/or during the year.
 - F. Obtain input from the Division Past Vice President to include in convention report for spring Board meeting.
 - G. Prepare a report for each Board meeting and Representative Assembly. Be prepared to present the report orally. Send a copy of the annual report to the Executive Director 21 days prior to convention for e-mail distribution.
 - H. Solicit convention Division meeting agenda items from Section Chairs.
 - I. Review and finalize the convention program with other Division Executive Committee members at the summer Board meeting.
 - J. Plan and prepare the agenda for the convention Division meeting with input from the sections officers. Provide ballots for the election of section officers.

- K. Obtain program proposal forms from the Executive director for distribution at the convention division meeting.
 - L. Complete Executive Director evaluation form and submit to Past President.
 - M. Vice President of the Dance Division has additional responsibilities listed in the appendix.
- V. At Convention
- A. Attend all general sessions and award presentations.
 - B. Preside over the Division meeting and election of section officers. Collect all information on elected candidates including name, home and school addresses, telephone numbers, fax numbers, and e-mail address and submit to the Executive director and the new Division Vice President-Elect.
 - C. Attend the Representative Assembly and serve as a voting member.
 - D. Present an oral annual report to the Representative assembly summarizing activities and making recommendations for the coming year.
 - E. Distribute and explain program proposal forms at the Division meeting. Inform each incoming section Past Chair that it is his/her responsibility to obtain at least three program proposals and presiders if requested. Remind them of the March deadline for program proposals.
 - F. Vice President of the Dance division has additional responsibilities listed in the appendix.
- VI. 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.