

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE

4.2

**Vice President-Elect** 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. Preside for the Vice President when that person is unavailable.
- IV. Assist the Vice President in planning the winter orientation meeting.
- V. During the year
  - A. Become familiar with all Division and section officers' responsibilities.
  - B. Establish ongoing contact with section officers.
  - C. Serve on the Division Executive Committee
  - D. Prepare a Division budget with other members of the Division Executive Committee.
  - E. Review and finalize the convention program with other Division Executive committee members at the summer Board meeting.
  - F. Write brief articles for The Communicator on Division and section topics or innovative instructional activities.
  - G. Complete Executive Director evaluation form and submit to Past President.
  - H. Vice President-Elect of the Dance Division has additional responsibilities listed in the appendix.
- VI. At convention
  - A. Attend all general sessions and the student award ceremony and reception.
  - B. Vice President-Elect of the Dance Division has additional responsibilities listed in the appendix.
- VII. 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.