

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE

4.3

**Past Vice President Operating Code**  
Revised 5-2009

- I. Attend the new officer orientation and reception following the Representative Assembly.
- II. Attend all Board of Directors meetings and the Representative Assembly.
- III. During the year
  - A. contact and receive program proposals from Past Section Chairs and Association members.
  - B. Rank program proposals with the Division vice President and Vice President elect.
  - C. Serve on the Division Executive committee.
  - D. Submit the Division's proposed budget to the Executive Director for the Finance Committee's consideration.
  - E. Review and finalize the convention program with other Division Executive committee members at the summer Board meeting.
  - F. Submit a nomination form nominating any former Vice President as a candidate for the office of President-elect.
  - G. Complete Executive Director evaluation form and submit to the Past President.
  - H. Vice President of the Dance Division has additional responsibilities listed in the appendix.
- IV. At Convention
  - A. Attend all general sessions, the student award ceremony, and reception.
  - B. Assist with the division/section business meeting, election of officers, and all other proceedings.
  - C. Attend the Representative Assembly and serve as a voting member.
  - D. Provide the new Division vice President with names and contact information of at least two past section chairs (going out of office) as candidates for the office of vice President Elect of your Division.
  - E. Complete Convention Manager evaluation form and submit to the Executive Director at the last general session.
  - F. Past Vice President of the Dance Division has additional responsibilities listed in the appendix.
- 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.