

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE

7.5

Membership Committee Operating Code  
Revised 04-06-2013

- I. NAME: Membership Committee
- II. PURPOSE:
  - A. To encourage and enlist membership in the Association.
  - B. To encourage and enlist membership in the American Alliance for Health, Physical Education, Recreation, and Dance.
  - C. To disseminate information to the membership concerning goals and issues promoted by the Association.
  - D. To serve as a liaison between the Board of Directors and the membership, including regional alliances.
- III. ORGANIZATION:
  - A. The Membership Committee and Chair shall be appointed by the President Elect and approved by the Board of Directors.
  - B. The Past Vice President-Elects and the Past President shall serve on the Committee.
  - C. The Membership Committee shall be composed of a Regional Representative from each of the regions of the state (State Department of Education Regions).
  - D. All Committee members will serve a three-year term on a rotating basis.
  - E. Each Regional Representative will appoint a local contact leader in each city or county. Whenever possible, there should be a contact leader within each city and county.
  - G. If a committee member resigns or is unable to fulfill committee responsibilities, the President shall appoint a replacement.
- IV. RESPONSIBILITIES:
  - A. Duties of the Committee:

1. The Committee shall have at least two Committee meetings each year at the Convention; one which shall be at the at the annual convention.
2. The Committee shall update and develop strategies annually for increasing membership as well as its involvement in Association activities.
3. The Committee shall disseminate state and national membership applications, information concerning the Association's goals, projects, and Convention offerings to current and prospective members throughout the year.
4. The Committee shall ensure representation at professional conferences in the state to invite membership and involvement in the Association.
5. The Committee shall be responsible for operating the membership table at the registration area of the Convention.
6. The Committee shall serve as the liaison for the membership to the Board of Directors.
7. The Committee shall encourage each Division and Section to send out flyers, letters, brochures, etc., inviting professionals to attend VAHPERD-sponsored workshops.

B. Duties of the Chair:

1. Cooperatively, the Chair and Regional Representatives shall designate specific Contact Persons within each region to include at least the elementary, secondary, and college and university levels. Names of the Contact Leaders will be presented to the Board of Directors at the Winter Board meeting. Other contact persons may include members from the areas of health, physical education, recreation, dance, administration, etc.
2. The Chair shall attend at least one Board of Directors meeting per year, as designated by the President.
3. The Chair will obtain from the Executive Director a current membership list sorted by region within 30 days after the annual convention an updated copy of the preceding year and present year membership within two weeks after the Convention. Members' names shall be disseminated to the appropriate Regional Representative and Contact Leader.

4. The retiring Chair shall pass on a list of suggestions and materials, which will assist the new Chair in discharging his/her duties.
5. The Chair shall prepare an annual written report and submit to the Executive Director one-week prior to the first Board of Directors meeting at the annual Convention.

C. Duties of the Regional Representative:

1. The Regional Representative will work with the Chair to select contact leaders for the region by the Winter Board of Directors meeting.
2. The Regional Representative will implement strategies developed in the annual plan to disseminate membership information and encourage professional involvement in the Association.
3. The Regional Representative will serve as a liaison between the Chair and the Contact Leaders for the region.

D. Duties of the Contact Leader:

1. Contact Leaders' terms are renewed each year.
2. The Contact Leader will work directly with the Regional Representative, current membership, and prospective members within the region to increase membership and involvement, and disseminate materials as suggested by the Chair and/or Board of Directors.
3. The Contact Leader will listen to concerns of professionals and bring them to the attention of the Regional Representative, and/or Board of Directors via the Chair of the Membership Committee.

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.