

**TENNESSEE ASSOCIATION FOR
HEALTH, PHYSICAL EDUCATION, RECREATION & DANCE**

Promoting Healthy Lifestyles for All Tennesseans

**Operating Codes
2014 Revisions (9/13/14)**

TAHPERD ~ OPERATING CODES

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President ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

1. Serve as chair and preside at meetings of the Executive Board.
2. Prepare agenda for Executive Board meetings.
3. Make the following appointments:
 - a. Appoint individuals to serve as delegates to the SHAPE America
 - b. Appoint individuals to serve as delegates to the Representative Assembly of Southern District SHAPE America.
 - c. Appoint a designee to attend State Board of Education meetings. (A maximum of \$50.00 per meeting will be paid to cover expenses. In addition, if the person is a public school teacher, the cost of the substitute is also paid.)
 - d. Submit annual report of Association activities to Executive Board and membership. (Prepare an annual summative report presented at spring meeting and filed electronically with ED.)
4. Submit annual report to SHAPE Southern District.
5. Plan the Leadership Development Conference.
6. Initiate projects for activities of the Association.
7. Meet with the President-elect to discuss the upcoming year and present Handbook and other pertinent files.
8. Coordinate an annual evaluation of the Executive Director and Web Manager, including evaluation by Executive Board and conference with Executive Director.
9. Expected to be a member of TAHPERD and SHAPE America.

President Elect ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

1. Appoint members of all Standing and Ad Hoc Committees, except the Nominating and Strategic Planning Committees (completed by the end of convention as President-elect.)
2. Act for the President in the event of absence, and in case of vacancy in office succeeds to the presidency for the unexpired term.
3. Attend annual SD SHAPE America Leadership Development Conference. (Held at the SD Convention site during the summer)
4. Attend annual SHAPE America Leadership Development Conference. (Held in Washington, DC during the summer) or where the SAM group hosts the Conference.
6. Declare a theme for the upcoming year of TAHPERD.
7. Assist the Past-President with the annual convention.
8. Attend the SD SHAPE America Student Leadership Conference during September.
9. Expected to be a member of TAHPERD and SHAPE America.

Past President ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

1. Serve as chair for the Nominating Committee for officers of the Association.
2. Serve as Convention Manager for the fall conference.
3. Provide the President with assistance and advisement as needed.
4. Responsible for Past Presidents meal function.
5. Order and present a gavel to the out-going President at the end of the convention.
6. Expected to be a member of TAHPERD and SHAPE America.

Note: The Past President is “in charge” of the annual convention, overseeing development of program, and attention to details, thus freeing the President.

Division Vice-Presidents ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

1. Select section chairs.
2. Serve as coordinator for programs of the division at the annual convention.
 - a. Work with section chair to provide convention programs of interest
 - b. Make the final selection on all programs for the division. Forward the selected programs to the convention program coordinator and to the convention manager.
 - c. Send the following information to approved presenters prior to the convention:
 - i. Clinician agreement Vice President will send names and address information to Program Coordinator; Program Coordinator will mail clinician agreement.
 - ii. Handout booklet information Vice Presidents will collect and forward to Program Coordinator.
 - iii. Time/Date/Room of presenter's presentation(s)
 - iv. Vice Presidents coordinate "c" with Executive Director
 - d. Send a "Thank You" letter to all convention presenters in the Division.
3. Organize one workshop of interest to division during the year.
4. Submit written report of division and/or article of interest to Newsletter.
5. Provide written report of division activities at each meeting of the Executive Board.
6. By position is a member of the Convention Program Committee
7. Expected to be a member of TAHPERD.

Division Vice-President Elects ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

1. Act for the Division Vice President in his/her absence, and in case of vacancy in office, succeed to the division vice presidency for the unexpired term.
2. Attend all meetings of the Executive Board.
3. Attend annual SD SHAPE America Leadership Development Conference the summer prior to taking office. (Held at the SD Convention site)
4. Assist with convention program sessions.
5. Assist with Division workshop.
6. Expected to be a member of TAHPERD.

Division Past Vice-Presidents ~OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

1. Serve on the Nominating Committee for the Association.
2. Mentor the new Vice President of the Division.
3. Attend all meetings of the Executive Board.
4. Assist with convention programs.
5. Assist with Division workshop.
6. Expected to be a member of TAHPERD.

Division Section Chairs ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

1. Work with the Division Vice President to plan the convention program.
2. Preside at meetings of section during annual convention.
3. Assist with arrangements for each meeting of the section at the annual convention (A/V, room set-up, etc.)
4. Supervise the distribution and collection of evaluation forms for the programs of the section at the annual convention.
5. Attend TAHPERD Board as requested or at individual interest.
6. Expected to be a member of TAHPERD.

***Executive Director** ~ OPERATING CODE**
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

I. Association Management and General Operations

1. Maintain an office, which will serve as headquarters for TAHPERD.
2. Administer the TAHPERD office to assure efficient operation of association activities.
 - a. Serve as general manager of the Association, under the direction of the Executive Board.
 - b. Serve as the clearinghouse for association activities and programs.
 - c. Serve as custodian of association working records, with the exception of archives.
 - d. Serve as a communication link with elected/appointed leaders and the general membership.
3. Assist and advise the President, President-elect, and other elected/appointed leaders in the discharge of their duties.
 - a. Provide officers and other elected/appointed leaders with pertinent materials for execution of their responsibilities.
 - b. Provide stationery, etc. to officers and committee chairs as needed.
4. Maintain current list of names and addresses of association officers (including telephone number, fax, and e-mail).
5. Maintain current membership file for association mailings and necessary business.
6. Furnish mailing lists/labels upon request, as appropriate.
7. Prepare and distribute lists of Executive Board, Section officers, and committee members to members of Executive Board (at first meeting of the Board following annual convention).
8. Maintain current list of all committees.
9. Prepare periodic reports as needed, including:
 - a. SHAPE America Information Reports
 - b. SD SHAPE America Annual Report
 - c. TEA Annual Report
 - d. SHAPE America Members-in-Common Report
10. Sign all contracts, letters of agreement, and other documents for the Association.

11. Receive and record ballots for all mail votes by members.
12. Complete and submit necessary annual application for solicitation permits (State of Tennessee, etc.).
13. Serve as liaison with other associations and related agencies.
14. Coordinate the exchange of files and Handbook of Procedures from outgoing to incoming officers (at the annual LDC or first Executive Board Meeting following convention).
15. Attend annual SHAPE America Leadership Development Conference, Southern District Leadership Conference, and joint meeting of Society for Association Management (SAM).
16. Membership is required in TAHPERD, SHAPE America and Society of Association Management (SAM).

II. Business and Finance

1. Serve as TAHPERD's chief business and financial officer under the guidelines approved by the Executive Committee.
2. Maintain complete financial records of association income and expenditures, and prepare written financial reports for presentation at each meeting of the Executive Board.
3. Administer the operation of the budget, including the receipt, disbursement, and accounting of association funds.
 - a. Receive and deposit all monies of the Association.
 - b. Sign all checks for the Association.
 - c. Expend monies for the Association according to established budgetary guidelines, including payment of speakers, hotel, and other.
 - d. Reimbursement will be made if request is received within 30 days, association guidelines are followed, and receipts are received.
 - e. Maintain records for all receipts and expenditures of the Association, including invoices, etc. wherever possible.
4. Maintain accurate records for Joint Projects Programs, workshops, annual convention, including income, expenses, participation, membership, etc.
5. Serve as a member of the Finance Committee
 - a. In conjunction with the Finance Committee and the President, prepare an annual budget for presentation to the Executive Board (Fall Meeting) for consideration. (Approval at Spring Meeting)

6. In consultation with the Finance Committee and other appropriate officers, secure the best possible investment of association funds.
 - a. Maintain accurate records of association investments, including amount of interest gained.
7. Assist the Past-President (convention manager) in the preparation of the budget for the annual convention.
8. Arrange for an annual audit of the association financial records.
 - a. Submit required tax and other reports related to association finances and business operations (including Annual Tax Return, Form 990; Employer's Quarterly Tax Return, For 941, etc.)
 - b. Present report of the audit at the spring meeting of the Executive Board.
 - c. Submit written report of audit electronically for TAHPERD files.

III. Other

1. Serve as member of Site Selection Committee.
2. Notify appropriate persons regarding meetings of the Executive Board.
3. Mail agenda to members of Executive Board (2 weeks prior to scheduled meeting).
4. Coordinate the preparation and distribution of materials for meetings of the Executive Board.
5. Coordinate registration at annual convention.
6. Collect convention evaluation forms and forward to appropriate officers.
7. Collect forms of all newly elected officers at convention in preparation for new rosters.

*Contract Position

***Financial Secretary** ~ OPERATING CODE**
**Tennessee Association for Health, Physical Education,
Recreation and Dance**

A. Purpose:

To assist with the financial responsibilities of TAHPERD

B. Organization:

The Executive Director will appoint the Finance Secretary with agreement by the executive committee.

C. Conduct of Business:

1. Pay TAHPERD bills at the request of the Executive Director
2. Maintain financial records for association
3. Reconcile monthly bank records to the records of the association
4. Provide financial reports as requested
5. Assist with duties related to convention registration
6. Take official TAHPERD board meeting minutes, type up and distribute to the Executive Director as requested.

* **Contract Position**

Grants Coordinator ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance

Appointment

1. Grants Coordinator is appointed by the Executive Director.
2. Length of service is a 3 year appointment with possibility of reappointment.

TAHPERD Responsibilities

1. Serve as a member of the TAHPERD Board
2. Attend TAHPERD Board Meetings regularly
3. Be given access to the website to review on-line submitted applications.
4. Post contact information on the TAHPERD website for members to submit paper applications or ask questions.
5. Collect applications for annual review.
6. Send applications to the review committee for decisions two weeks before the state convention.
7. Contact award winners and those whose applications were not funded.
8. Submit a program proposal each year for the Grants Session. Serve as the moderator for the session.
9. Annually, invite the award winners to the convention
10. Process the TAHPERD Expense Voucher and work with the TAHPERD assistant to get checks ready. Checks are to be made out to the school and not an individual.
11. Communicate with the ED to confirm that each awardee is a current member of TAHPERD
12. Post an announcement for each issue of the *TAHPERD Newsletter* soliciting applications.
13. Provide the TAHPERD web master a list of award winners within 60 days of the end of the convention to be posted on the website.

Finances

1. Monitor the grant allotment in the TAHPERD Budget

Liaison to the DOE and Growth Measures ~ OPERATING CODE
Tennessee Association for Health, Physical Education, Recreation and Dance
Presidential Committee

A. Purpose

B. Organization

C. Conduct of Business

Newsletter Editor* ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Committee of One

A. Purpose

The purpose of the Newsletter Editor is to disseminate information about TAHPERD through the publication of a newsletter (TAHPERD Newsletter) and other official documents of the Association.

B. Organization

The Newsletter Editor shall be appointed by the President-elect for a three-year term and may be reappointed for additional terms.

C. Conduct of Business:

1. The TAHPERD Newsletter Editor will publish two (2) issues per year. The cutoff deadline for receiving information for publication is generally 45 days prior to the publication date.
Deadlines for articles submitted to the Newsletter Editor is:
 - Spring - March 15th
 - Fall Convention - August 15thNewsletter Editor will send reminders out to those who need to submit articles 30 days prior to the deadline.
2. Mail the “post convention” issue to all TAHPERD members and this issue will generally contain:
 - a. Messages from President (with photo)
 - b. Reports from:
 - i. Division Vice-Presidents
 - ii. Necrology Committee Chair
 - iii. Joint Projects Coordinator
 - c. Election results (with photo)
 - d. Award recipients (information taken from Awards Program)
 - e. Names and addresses of Executive Board, Committee Chairs
 - f. Call for nominations for next year’s awards
 - g. Announcements/Advertisement
 - h. Program Proposal Form for next convention
 - i. Officer Nomination Form
3. Mail the pre-convention issue to all TAHPERD members and this issue will generally contain:
 - a. Messages from:
 - i. President
 - ii. President-Elect

- b. Reports from:
 - i. Division Vice-Presidents
 - ii. Joint Projects Coordinator
 - c. Convention Information
 - i. Tentative Convention Program
 - ii. Special events
 - iii. Meal functions
 - iv. Pre-Registration form
 - v. Hotel Information
 - d. Candidates for Office (with photos)
4. Reports from Executive Board Meeting.
 5. Program Proposal Form for next convention.
 6. Announcements/Advertisements.

D. Finance:

1. The budget for the newsletter will be approved annually by the TAHPERD Board. *
2. Expenses will be billed through the Executive Director.
3. The Newsletter is published electronically, with complimentary use of computer and software by the University.
4. Members may request a printed copy of the newsletter by notifying the newsletter editor.

* See D.3

* **Contract Position**

Web Manager* ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Committee of One

A. Purpose:

1. To support the structure and function of TAHPERD through the TAHPERD website.
2. To support the dissemination of information and create linkages for TAHPERD members.

B. Organization

1. In consultation with the Executive Committee, the President-elect will appoint the Website Manager for a 3-year term. Reappointment is possible.
2. The Website Manager must have the technical skills to maintain and update the TAHPERD website.
3. The Executive Director will be the primary liaison between the Website Manager and the Executive Board.

C. Conduct of Business

1. The Website Manager will work within the TAHPERD guidelines to:
 - a. Post current and accurate information, including messages, special events, TAHPERD events, and general professional business.
 - b. Update the website on a continuous basis, removing outdated information. The Executive Director will work closely with the Website Manager to ensure the website is current.
 - c. Post the TAHPERD Directory provided by the Executive Director by June 1
2. The Website Manager will:
 - a. Post information provided by the following individuals: President, Executive Director, Newsletter Editor, Program Coordinator (information related to the convention program), Convention Manager (information related to the convention), the Chair of the Advocacy Committee (information related to advocacy), and the Chair of the Awards Committee.
 - b. The Website Manager should respond to the individual submitting the request within 48 hours, providing an indication as to when the information will be posted.

D. Annual Evaluation

The Website Manager will be subject to an annual review by the Executive Committee and the Executive Director.

E. Finance:

1. The Executive Committee will approve the Website Manager's budget, a line item within the TAHPERD budget, on an annual basis.
2. Expenses will be billed through the Executive Director.

F. Timeline

1. Update website monthly (15th of each month).
 2. Post highlights of convention, LDC within 2 weeks following receiving the information.
 3. Post results of election for new officers within 2 weeks following receiving the information.
 4. Post updates from SHAPE America within 1 week of their arrival.
 5. Post upcoming events - workshops, convention, demonstration dates, etc., on monthly update.
- * Information to be posted on website must be received electronically and in correct **FORMAT**.
 - * **Contract Position**

Advocacy COMMITTEE ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee

A. Purpose

The purpose of the Advocacy Committee is:

1. To provide health, physical education, recreation, and dance personnel across the state with information and research data to support and promote quality physical education, health and wellness programs.
2. To educate health, physical education, recreation, and dance personnel across the state of the need for legislation, the process and action required in developing legislation and the action necessary to get legislation passed that results in quality physical education, health and wellness programs in Tennessee.
3. To establish liaisons with the legislature, Department of Education, and other associations as needed to be kept up-to-date on pending legislation.
4. To collaborate with other education agencies in developing appropriate legislation for education in Tennessee.
5. To collaborate with the Society for Health and Physical Educators and the Southern District of SHAPE America in public affairs and legislation at the national, district and state levels.
6. To interpret the profession to the general public in the state through:
 - a. Television
 - b. Newspapers
 - c. Public seminars, workshops, etc.
 - d. Social media
 - e. Billboards
7. To establish and maintain relations with professional agencies, public officials, and other appropriate individuals and groups (including Tennessee State Board of Education, Tennessee School Boards Association, Tennessee Department of Education, Tennessee General Assembly, Governor of Tennessee, Tennessee Coordinated School Health and Tennessee Obesity Task Force) through:
 - a. Letter writing/e-mails
 - b. Personal contacts
 - c. Submission of plans and needs
 - d. Presentations at conferences/conventions of professional agencies and groups.

B. Organization

1. The committee shall be listed as a Standing Committee of TAHPERD.
2. The committee shall consist of a minimum of nine (9) members, including the chair of the Advocacy Committee.
3. Regular committee appointments will be for a three-year term, with reappointment if in the best interest of the Association. Consideration should be

given to the appointment of members with interest and expertise in public affairs and legislation.

4. Subcommittees may be appointed by the chair.

C. Conduct of Business

1. There shall be a regular meeting of the Advocacy Committee at the site of the annual convention. The chair, as necessary, may call additional meetings.
2. The chair will establish committee procedures and coordinate the activities of the committee.
3. The chair will coordinate Legislative events/activities.
4. The chair will submit board reports as required.

Applied Strategic Planning (ASP) COMMITTEE ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**
Standing Committee

A. Purpose

The mission of the Applied Strategic Planning Committee is to promote quality lifestyles for all Tennesseans. The functions of the committee are to:

1. Assist the Association in long-range planning to meet the needs of the membership and foster the goals of TAHPERD.
2. Study current trends at the district and national levels that relate directly to the Association.
3. Maintain awareness of political, legislative, and educational issues that have potential impact on TAHPERD.
4. Provide input to various association committees regarding the above.
5. Network with related associations in promoting the goals of TAHPERD.

B. Organization

1. The committee shall be a standing committee of TAHPERD.
2. The committee shall consist of at least twelve (12) members: the chair, Executive Director (Ex-Officio), President, President-elect, Past President, Membership Chair, Advocacy Chair and representatives from the Tennessee Department of Education or Governor's Council on Physical Fitness and Health. Additional members-at-large may be appointed by the President-elect (in concurrence with the committee chair) to insure representation of all divisions of TAHPERD and elementary, secondary and higher education.
3. The members will be appointed by the President-elect.
4. Each member will serve a three-year term on a rotating basis. Members may be reappointed.
5. In the event of inability to fulfill responsibilities, a committee member may be replaced following a letter of resignation to the President or upon the recommendation of the chair. A replacement shall be appointed by the President to complete the unexpired term.

C. Conduct of Business

1. Meetings
 - a. A minimum of one annual meeting shall be held at a time and place designated by the chair.
 - b. A majority of the members of the committee shall constitute a quorum.
 - c. A committee member, if unable to attend the annual meeting, shall inform the chair prior to the time of the meeting.
 - d. A record of the proceedings of all meetings shall be maintained.
2. Duties of the Chair
 - a. Implement the functions as described in A.
 - b. Advise the committee members of their responsibilities.

- c. Prepare the agenda for the meeting(s) and preside at meetings.
 - d. Implement actions taken by the committee at meetings.
 - e. Maintain the Applied Strategic Plan with progress indicated on each benchmark.
 - f. Prepare and submit a report to the President for each Board meeting
3. Duties of the Committee
- a. To bring together ideas/concepts from divisions and the membership at large and prioritize recommendations within the Strategic Planning program; an effort must be made to have each of the designated areas provide ideas and suggestions.
 - b. To review how the mission, vision and goals of TAHPERD have been reflected in the business and programs of the Board and membership;
 - c. To address accomplishments of the Board and membership of TAHPERD as related to the strategic plan and make recommendations for future improvement. Those recommendations should be listed on a priority basis with suggested strategies for implementation.
 - d. Identify strategies that strengthen the identified goals of TAHPERD;
 - e. Document how the Board is following the state goals of the strategic plan to fulfill the Mission and Vision of TAHPERD.
4. Finances
- a. Members will be reimbursed for travel (gasoline) and lodging for no more than two (2) meetings per year (Board action, 1983).
 - b. Requests for special needs should be submitted to the Finance Committee prior to approval of the annual budget.
 - c. Expenditures/reimbursements for committee expenses, excluding item 4a, shall be consistent with all current fiscal policies of the Association.
 - i. Expenses of committee members to any meetings held during an association convention are not reimbursable
 - ii. Committee members may be reimbursed for excessive out-of-pocket expenses incurred in executing special committee responsibilities.
 - iii. Following the completion of committee work, a single request for reimbursement, when indicated, shall be submitted by a committee member to the chair.
5. Amendment of the Operating Code
 Recommendations for revisions and/or amendments to this code shall be submitted to the Executive Board for review and approval.

Archives Committee ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Committee of One

A. Purpose

The functions of the Archives Committee are to:

1. Assist the Association in providing information about materials of archival value.
2. Assist in obtaining archival material from members and other sources. (See attached.)
3. Suggest articles and prepare material for a history and archives page in the newsletter.
4. Stimulate archival activity in the districts and state association.
5. Promote interest in the history of the Association and its contributions to the history of health, physical education, recreation, and dance and allied fields currently represented in the Association.
6. Promote the writing of the history of the state, district, and state association.
7. Disseminate information on sources of materials to encourage and facilitate historical research.

B. Organization

The President-elect of the Association will appoint the Archives Committee.

1. Finance
 - a. Requests for special needs should be submitted to the Finance Committee prior to approval of the budget.
 - b. Expenditures/reimbursements for the Archives Committee expenses shall be consistent with all current policies of the Association.
2. Amendment of the Operating Code
Recommendations for revisions and/or amendments to this code shall be submitted to the Executive Board for review and approval.

C. Conduct of Business

Types of Materials Sought for the Archives

1. Official reports of TAHPERD and TAHPERD-cosponsored events
2. Financial and legal documents, including budgets, audits, contracts, constitutions and bylaws, etc.
3. Minutes of meetings
4. Photographs from conventions, workshops
5. Biographical material/, biographical sketches of deceased association members
6. Memorabilia

Awards Committee ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee

A. Purpose

The purpose of the Awards Committee is to supervise and conduct the Awards Program for the Association. (See Awards Bylaws for qualifications.)

B. Organization

The President-elect of the Association will appoint the Awards Committee

1. The committee shall consist of eight members from previous award recipients.
2. Members shall serve three-year terms on a rotating basis.

C. Conduct of Business

1. Any member of the Association may submit names for consideration for awards. Nominations shall be submitted to the Chair of the Awards Committee by written letter, nomination form at the convention, or email.
2. The nominations letter will include the candidate's current address, phone and email contact information. In addition, the nomination shall include a statement of why he/she feels the candidate is worthy of the award.
3. Award deadline for submitting names is June 1.
4. Physical Education Teacher of the Year eligible nominees shall complete the Teacher of the Year application.
5. Each "Future Professional" nominee shall receive a certificate. Each Future Professional nominee shall complete the application for the Southern District Outstanding Student Award.
6. The number of "Life Fellow" Award recipients shall be based on the number of eligible nominees each year.
7. The recipient of the "Connie Hall Givens—Coordinated School Health" Award shall be a current representative of Coordinated School Health.
8. TAHPERD award recipients must be a current TAHPERD member at time of nomination or before receiving the award.
9. By secret ballot, the awards committee shall elect recipients of the awards. Affirmative votes from a majority of those present shall determine election. Names of those not elected shall be added to the list of names to be considered for the following year. The TAHPERD executive board votes to approve/not approve award recipients.
10. Award recipients shall be allowed to bring 2 guests to the awards luncheon.
11. The awards shall be presented at a general session of the annual convention.
12. Award recipients may be asked to present a program session at the

TAHPERD convention the following year.

13. Along with the Awards Chairperson, make a recommendation to the Executive Board concerning revision of this operating code
14. Chair Responsibilities:
 - a. Make an annual written report to the President at the spring meeting of the association.
 - b. Receive all nominations for awards.
 - c. Contact award nominees from the previous year that were not selected for the award and request he/she update their application for submission for the current year.
 - d. Screen all nominees according to eligibility requirements.
 - e. Check with the executive director regarding membership status. If membership has expired, contact nominees regarding their membership status.
 - f. Email award application and other required materials to all eligible nominees. The email will include directions for completing the application and other documents as well as any additional deadlines for submission.
 - g. Submit the names of the eligible award nominees and their biographical data to each committee member.
 - h. Rank each eligible award nominee using the rating scale provided.
 - i. Collect all rating sheets from the Awards Committee and determine the list of candidates by compiling the ratings.
 - j. Submit, to the Executive Board at it's fall meeting, a report including:
 - a. Names of candidates for awards and ballot for the board to approve or not award recipients.
 - b. Names of nominees who may be recommended for consideration the following year.
 - k. Notify the President, in writing, of the selection of the recipients.
 - l. Email the award recipients of their selection through a congratulatory letter. The letter will include the date, time, and location of the awards ceremony as well as information on the number of guests allowed for each award recipient.
 - m. File, with the Executive Director, the names of the award honorees and one copy of the biographical data on each.
 - n. Work in cooperation with the Executive Director to purchase
 - o. Prepare a printed program for the awards program at the convention, containing each award recipients' biographical information.
 - p. Send the names of the award recipients to Newsletter Editor.
 - q. Return, to the Executive Director, all award materials in order for them to be issued to the Awards Chairperson successor.
 - r. Along with the Awards Committee, make recommendations to the Executive Board concerning revision of this operating code.

15. Committee Responsibilities:

a. Solicit nominations by:

- i. Preparing announcements for the spring newsletter.
- ii. Requesting names from Vice Presidents of each division.
- iii. Personal contact with members.

b. Each committee member, including the chair, shall rank (1-2-3, etc.) the nominees for the award using the TAHPERD Award Rating Sheet. The ratings sheets shall be returned to the chair. See Appendix A for criteria ranking and rating forms.

Appendix A

Awards Rating Sheet

Dear Awards Committee:

Please use the rating scale to determine the appropriateness of each application submitted based on the award criteria. Include your individual ratings directly on the Awards rating review form below. Please email back to the TAHPERD Awards Chairperson by:

September 5, 2013

0 1 2 3 4 5 6 7 8 9 10

Application is not complete, poorly organized, insufficient information for the required information

Application is complete. Award criteria is minimally met.

Application is complete, timely and well presented. The applicants' qualifications are beyond the award criteria requested.

Name of Award

Name(s):	Rating Score #1-10	Recommended for Award	Not Recommended
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EXAMPLE: Judy Jones

8

Yes

JAMES E. WARD FUTURE PROFESSIONAL HONOR AWARD

Nomination Form

Nominee's Name:

Address:

Nominee's e-mail:

Nominee's phone number:

College / University

Address:

Nominated by:

Title:

Address:

Telephone:

E-mail:

ELIGIBILITY REQUIREMENTS: The nominee shall...

1. Be a full-time undergraduate student at the time the award is presented.
2. Be a member of their State SHAPE America. TAHPERD membership must be current for the year nominated for the award. Free membership will be awarded for the school's Student Honor Award winner.
3. Be a declared major in a field related to Health, Physical Education, Recreation or Dance.
4. Become a member of the Society for Health and Physical Educators if selected as the state award winner

Upon completion, the reference shall submit this form to the faculty member making the nomination. The faculty member, making the nomination, shall email all forms (i.e., nomination form, student response form, references) to the Awards Committee Chairman.

***Constitution* COMMITTEE ~ OPERATING CODE**
**Tennessee Association for Health, Physical Education,
Recreation and Dance**
Standing Committee

A. Purpose

The purposes of the Constitution Committee are:

1. To study the constitution for possible improvements according to the needs of the Association.
2. To revise the Constitution and By-Laws whenever so authorized by the membership of the association.
3. To revise the Operating Codes whenever so authorized by the TAHPERD Board.

B. Organization

Members of the committee (3-5) are appointed by the President-elect.

C. Conduct of Business

1. This committee shall hold a meeting at the time of the TAHPERD annual convention. Between meetings, most of its work may be done by correspondence.
2. Prior to the state convention, members shall study the constitution for possible improvements according to the needs of the Association.
3. The committee may receive and make recommendations to the Executive Board concerning revision of the constitution.
4. Committee members shall be responsible for giving all members of TAHPERD an opportunity to make suggestions concerning proposed changes in the constitution.
5. The committee shall prepare an annual written report. The report will be presented at the spring meeting of the TAHPERD Board, thus reflecting any changes made during the year by the Board and/or by the vote of the membership at the convention business meeting.
6. The chair shall make copies of approved revisions available to the Executive Director so that these may be incorporated into new copies of the handbook.
7. The committee shall make suggestions to the Executive Board for the revision of this operating code.

Convention Manager ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**
Standing Committee

A. Purpose

To be the lead person to plan and organize the annual state convention working with key TAHPERD leaders by virtue of position and selection.

B. Organization

The organization of the committee will be based on TAHPERD board positions.

The positions are key to coordinate the convention so all areas of the convention are coordinated to guarantee a smooth and functioning convention. The committee will be composed of the Past president, program chair, exhibits chair, membership chair, executive director, three divisions vice presidents, joint project chair, AHA representative, newsletter editor, and web manager. Additional chairs can be added based on additional duties to be executed (signage, hospitality, etc.)

C. Conduct Business

- Serves as Chairperson of the Convention Planning Committee
- Appoint the convention committee chairs
- Help select members of committees when necessary
- Make sure all committees are functioning and progressing on time.
- Provide a TAHPERD board meeting on site and tour of the facilities.
- Coordinate the participation of the university's "major club" with sponsoring university professor
- Consult with previous Convention Manager

Convention Program Committee ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee

A. Purpose

Secure appropriate division programs and pre convention workshops for the annual convention.

B. Organization

The organization of the committee is specified in the bylaws. The committee is composed of the Convention Program chair, three division vice presidents, and joint projects chair.

C. Conduct of Business

- Determine if there will be pre-convention/post-convention programs
- Secure programs for appropriate audience
- Accept and reject programs
- Communicate with presenters for needs and special requests (equipment, etc.)
- Determine division needs
- Communicate with Convention Program Chair the acceptance or rejection of programs (The Convention Program Chair will communicate the acceptance or rejection to all presenters (June/July)
- Secure the necessary programs for convention
- Determine division budget (Division VP) and submit to ED 6 months prior to convention
- Send thank you notes to presenters after the convention
- Responsible for having presenters submit their handouts and session descriptions

Convention Program Coordinator ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee

A. Purpose

Communicates and coordinates with the 3 division vice presidents and joint project chair

B. Organization

Appointed position for a 3-year term with possible reappointment.

C. Conduct of Business

Communicates with web manager and posting the program proposal and when to remove the proposal from the website.

- Web page information (in consultation with Executive Director).
- Receives all convention proposals- electronically.
- Sends a copy of all proposals to appropriate vice presidents and chairs - electronically.
- Sets up the convention time schedule based on needs.
- Communicate to presenters the time, day and location of presentation(s).
- Schedules all sessions appropriately with direction from VPs.
- Updates and communicates with all vice presidents on a regular and ongoing basis.
- In July have a tentative list of programs and presenters to Newsletter editor and ED for Pre-convention flyer.
- In September, have a finalized schedule to present to the TAHPERD board.
- In September, send to the ED a final copy of the program.
- Arrange for equipment and technology.
- Hand out clinician agreement to vice-presidents for them to send to presenters- ED.
- Presenter's certificates.
- Attendance certificates.

Note: Program coordinator does not accept or reject program sessions. That decision is left to the VP and Section Chairs.

***Demonstration School* COMMITTEE ~ OPERATING CODE
(Draft, 2011)
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee**

A. Purpose

The purpose of the Demonstration School Committee is to promote quality physical education through recognition of Pre-K, Elementary, Middle School and Secondary School Programs exhibiting that quality.

The functions of the committee are:

1. To develop the criteria for TAHPERD Demonstration Schools
2. To develop the application process for potential schools.
3. To promote the Demonstration School Project via newsletter, State Department of Education, universities
4. To evaluate applications and select demonstration centers

B. Organization

1. The Demonstration School Committee will be comprised of a chairperson and members who have themselves been teachers in demonstration schools and/or programs of such caliber, e.g., STARS.
2. If no teachers of former demonstration schools are available for service on the committee, quality physical education teachers within that designated grade level will be selected for service on the committee.

C. Conduct of Business:

1. The development of criteria and application process for the Demonstration School Project will be conducted electronically with the possibility of one face-to-face meeting during the summer.
2. A policy for on-site visits to evaluate schools completing the application process will be determined by the committee and thus developed after the completion of the previous business item.

Exhibits Manager ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**
Committee of One

A. Purpose

1. To be responsible for the soliciting exhibit space and program advertisements for the commercial and educational institutions (prior to convention)
2. To help coordinate exhibits onsite at the convention.
3. To coordinate hospitality for exhibitors at the convention.
4. To report to and advise the Board on matters related to exhibits and program advertisement.

B. Organization

The Exhibits Manager, will be appointed by the President-elect (in consultation with the Executive Committee).

C. Conduct of Business

The Exhibits Manager will have the responsibility of coordinating all exhibits at the annual convention:

1. securing contracts with exhibitors through **CVent**
2. forwarding and reporting funds to the Executive Director
3. assigning exhibit space
4. directing correspondence with all exhibitors who have paid concerning procedures, time of setup/takedown, etc.
5. written solicitation of the traditional list of potential exhibitors
6. coordination of the on-site exhibit show
7. other business as deemed appropriate

The Exhibits Manager will gather names of persons attending so name tags can be secured and handed out when they arrive. The exhibitor's packet will also include a program for each exhibitor so they can see their ad and when their program is being presented.

Commercial exhibits space shall be assigned by choice of the exhibitors in order or receipt of payment, based on the package the exhibitor chooses.

1. Educational exhibit space will be randomly assigned after commercial exhibitors have made their choices.
2. No exhibit or program space will be sold for tobacco or alcoholic beverages.
3. The Exhibits Manager will submit a report at the spring meeting of the Board.
4. The Exhibits Manager will coordinate:
 - i. Securing companies and products
 - ii. Mailing of exhibitor's form to exhibitors
 - iii. Coordinating space and tables with hotel contact person

- iv. Registration information to exhibitors
- v. Easels (if requested)
- vi. Signs
- vii. Name badges and programs for exhibits
- viii. Thank you notes after convention

D. Finances:

1. The TAHPERD Board shall allocate funds for the necessary operation of the exhibits, e.g.... hospitality for exhibitors.
2. Exhibits will be a line item for both budget and expenditures in all budget reports.
3. The Board shall allocate other funds, as it may deem appropriate.

(President-elect appointment for 3-year term, with possible reappointment)

Finance COMMITTEE ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee

A. Purpose

1. To serve as an aid in providing for a sound basis for the financial operation of the Association.
2. To prepare the annual budget of the Association.
3. To provide an annual audit of the financial records of the Association.
4. To explore all possible sources of income, to review each with respect to its appropriateness in line with the objectives of the Association, and to recommend these sources to the Executive Board for final action.

B. Organization

1. The committee shall be composed of five members, plus Executive Director (Ex-Officio).
2. Members are appointed for terms of three years and are eligible for reappointment.

C. Conduct of Business

1. Committee business should be conducted in face-to-face meetings if possible. The chair and two members shall be considered as a quorum to conduct such business. However, if it is impossible to assemble this number, business may be conducted by mail or electronic vote from at least three members of the committee.
2. Each committee member should be encouraged to consult with other association members in order to get a cross-section opinion from the total membership.
3. The committee should be prepared to review fiscal affairs and recommendations of the Association at the time of the annual meeting or at such times as the President shall call regular or special meetings of the Executive Board.
4. The budget for the upcoming fiscal year will be presented for discussion purposes at the **fall** meeting of the Executive Board, with approval of the budget at the **spring** meeting of the Board.
5. The committee shall report recommendations to the Executive Board concerning revision of this operating code.

D. Duties of the Committee

Investments

1. Make recommendations of surplus funds of the association
2. Evaluate and recommend savings programs and investment policies
3. Budget Preparation
4. Prepare the Operating Budget and the Convention Budget

See also: **Financial Policies, Executive Director Operating Code, II. Business and Finance**

Financial Policies adopted 9.15.2007 :

1. A full audit will be conducted each 5-10 years as stated in the By-Laws of the Association and/or with a change in Executive Director).
2. Agreed Upon Procedures* will be conducted each year in between the audits. The Finance Chair will write a report, based on the review of the AUP to be presented at the spring meeting of the Executive Board.
3. A financial report will be presented at each meeting of the Executive Board with an itemized listing of all expenditures.
4. All paid positions will have a contract or term appointment with the association, stating the financial package of the agreement and the length of term of the appointment.
5. Policies will be in place for contracts with outside agencies.

Grants COMMITTEE ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Committee of 1

A. PURPOSE

The purpose of the Grants Committee is to review TAHPERD Grant Applications and select the grant awardees.

B. ORGANIZATION

1. Members of the Grants Committee are:

- a. Grants Coordinator
- b. Executive Director
- c. President
- d. Past President
- e. President-elect

C. CONDUCT OF BUSINESS

1. The Grants Coordinator will electronically send a packet with each application to each member of the committee two weeks prior to the convention.
2. Each of the members will rank the applicants from 1 to X with 1 as the highest or best application.
3. The Grants Coordinator will assemble the scores, add them together per applicant then provide an average. *Lower scores* are better scores.
4. The Grants Coordinator will rank the averages and the top 8 will be the grant awardees.
5. No more than 8 awards are given annually. Not all of the grants must be awarded in a given year.
6. In case of a tie ranking resulting in a list of greater than 8, the Grants Coordinator will send another e-mail to the committee for them to rank those who are tied.

Qualifications for Grant Applicants/Applications

1. An applicant must be a current member of TAHPERD at the time that the committee convenes to rank the applications.
2. Only one (1) grant application per person per year will be considered. If two (2) or more applications are submitted by one (1) person, the Grants Coordinator will contact the applicant requesting which one application the committee will review.
3. The grant application must be complete for committee consideration.
4. Multiple applications from one (1) school are permitted, each submitted separately and meeting the qualifications.
5. The grant awardee must use the money as requested. In extraordinary circumstances, the grant awardee may contact the Grant Coordinator requesting a change.
6. The grant awardee agrees to share his/her project during the Grants Session at the next convention.

Review Process

Reviewers will review and rate each application using the following criteria. Each criterion will weighed as indicated.

1. Purpose and Intended Outcomes. (40%) The review panel will examine the degree to which the applicant clearly states the purpose and intended outcomes of the project. The project should clearly be linked to the mission of TAHPERD.
2. Intended Audience and Communities Served. (30%) The review panel will assess the degree to which the project would impact the intended audience and communities served.
3. Feasibility. (30%) The review panel will assess whether the proposal is reasonable.

Joint Projects Coordinator ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Committee of One

A. Purpose:

1. To coordinate the activities of Jump for Heart and Hoops for Heart
2. To serve as the communication link to SHAPE America and Southern District SHAPE America.

B. Organization:

The President-elect, in consultation with the Executive Committee, will appoint the Joint Projects Coordinator for a 3-year term. Reappointment is possible.

C. Conduct of Business:

1. TAHPERD Responsibilities:

- a. Serve as a member of the TAHPERD Executive Board and attend all meetings of the Board.
- b. Submit the goal and plan of action at the fall Board meeting.
 - i. Establish *annual* goals to increase Joint Projects participation among TAHPERD members.
 - ii. JRFH/HFH year-end final report to the TAHPERD Board (coordinate with Polly Perkins).
- c. Submit a progress report at the spring meeting of the Board including:
 - i. JRFH/HFH activities and financial totals for the year to date - Spring Board Meeting.
 - ii. Convention presentation information - Spring Board Meeting.
- d. Coordinate breakfast or lunch for state JRFH/HFH coordinators.
- e. Present for approval by the TAHPERD Board a budget for Team Tennessee (JRFH/HFH Demonstration Teams).
- f. Select and coordinate JRFH Demonstration Teams for the annual convention, in collaboration with HFH Coordinator.
- g. Be available to present at TAHPERD-sponsored workshops.
- h. Coordinate travel team. (If invited to school, local school will provide coverage of expenses for team - housing & food).
- i. Responsible for one convention program in addition to demonstration - responsible for convention programs.
- j. Responsible for coordinating one joint projects meeting for Jump and Hoop coordinators.

2. Joint Projects Responsibilities:

- a. Communicate regularly with SHAPE America Joint Projects personnel.
- b. Comply with all SHAPE America requirements for TAHPERD.
- c. Provide publicity concerning Joint Projects to various news media including
 - i. TAHPERD Newsletter,
 - ii. American Heart Association Newsletter.

- d. Contact key state leadership for endorsement of the program (e.g., directors of schools, supervisors of instruction, parent organizations).
- e. Submit requested information to Southern District SHAPE America about state Joint Project activities.
- f. Submit annual Coordinator Incentive Membership Report and other reports requested by SHAPE America Joint Projects.
- g. Team with American Heart Association personnel to:
 - i. Plan and outline promotional activities.
 - ii. Develop educational objectives for Joint Project programs.
 - iii. Coordinate AHA booth at TAHPERD Convention.
 - iv. Present check to TAHPERD President along with the American Heart Association.

3. Finances

Monies allotted in TAHPERD Budget for Joint Projects are to be used for promotion for Jump Rope & Heart at convention, conferences, and workshops.

- a. Money provided for JRFH/HFH coordinators breakfast or lunch at TAHPERD convention.
- b. Money provided for t-shirts or sweatshirts for Team Tennessee.
- c. Joint Project Coordinator and JRFH/HFH coordinators follow TAHPERD guidelines for application for funds.
- d. TAHPERD provides registration for National SHAPE America Convention.

Let's Move Active Schools Committee ~ OPERATING CODE
**Tennessee Association for Health, Physical Education,
Recreation and Dance**
Standing Committee

A. Purpose

Ensure that Tennessee schools provide a comprehensive school physical activity program with quality physical education as the foundation. Our youth need knowledge, skills and confidence to be physically active for a lifetime.

B. Organization

The committee shall be composed of the Chair and four- five TAHPERD members from across the state. Members should be from a variety of backgrounds including: Elementary, Middle, High and University.

C. Conduct of Business

Business shall be conducted primarily via e-mail.
Conference calls with the committee will be conducted as needed.
The committee will meet at TAHPERD and guide the Let's Move Active School session/forum at TAHPERD.

Membership COMMITTEE ~ OPERATING CODE
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee

A. Purpose

The purpose of this committee shall be to promote membership in the Tennessee Association for Health, Physical Education, Recreation, and Dance from:

1. Public schools, K-12
2. Private schools, K-12
3. All colleges and universities
4. Social agencies
5. Any other interested individuals or groups

B. Organization

The Membership Committee shall be composed of the Chair and designated individuals from schools (K-12), community colleges, private and state colleges and universities, and other associated agencies. The President-elect will make the committee appointments, with a suggested total of 5 committee members.

C. Conduct of Business

1. The Membership Chair shall:
 - a. Conduct meetings of the committee when called.
 - b. Send letters to specific individuals seeking their help in recruiting additional TAHPERD members from their colleagues.
 - c. Design a fall campaign for solicitation of membership in the association
 - d. Prepare a mass mailing to all Tennessee schools in August.
2. The Executive Director shall:
 - a. Keep current membership list.
 - b. Provide membership information to the chair as requested.

D. Membership Year

Membership in the Tennessee Association for Health, Physical Education, Recreation, and Dance shall be from September 1 - August 31.

***Necrology* COMMITTEE ~ OPERATING CODE**
**Tennessee Association for Health, Physical Education,
Recreation and Dance**
Committee of One

A. Purpose

The Necrology Committee shall keep a register of deaths of active or retired members of TAHPERD in memory of what they have contributed to the fields of health, physical education, recreation, and dance. (Anyone who has retired or transferred to another field of endeavor shall be included in this record, providing they were active in the Association while in the fields of health, physical education, recreation, and/or dance.)

B. Organization

The President-elect will appoint the Necrology Committee for a term of three years and eligible for reappointment.

C. Conduct of Business

1. A record of deaths shall be kept and a report made-to the President of the Association and to the Newsletter Editor. A necrology report will be given a report at the Annual Convention.
2. This report should record:
 - a. A brief biographical sketch containing the training, accomplishments, and memoirs left by the deceased.
 - b. Dates of birth and death.
3. A copy of the necrology report will be submitted to the TAHPERD Archivist following the annual convention.

***Nominating* COMMITTEE ~ OPERATING CODE**
Tennessee Association for Health, Physical Education,
Recreation and Dance
Standing Committee

A. Purpose

To prepare a slate of at least one, preferably two nominees for the offices of President-elect and Vice Presidents-elect of each division and present this at the fall Executive Board meeting.

B. Organization

The organization of the committee is specified in the bylaws. The nominating committee is composed of the immediate Past President, who serves as chairperson and the immediate Past Vice Presidents of the divisions. (Article V. Section 1)

C. Conduct of Business

1. The committee shall solicit nominations from the membership through:
 - a. Preparing articles for the spring issues of association publications.
 - b. Announcements at the state convention.
 - c. Nominations must be accompanied by supporting data and permission of the individual to have his/her name considered.
2. The chair shall screen all nominees concerning eligibility according to the constitution. In addition, all candidates must be members of TAHPERD.
3. The chair shall then submit the names of eligible persons and their supporting data to other committee members.
4. Each committee member, including the chair, shall rank (1-2-3, etc.) all nominees for each office and return the ratings to the chair.
5. The chair shall determine the slate of officers by compiling the ratings.
6. The chair shall present this slate to the Executive Board for its approval at the fall meeting.
7. The chair shall notify all candidates of their selection and request biographical data from them if necessary.
8. The chair shall prepare ballots and biographies of candidates. The membership will be given the option of voting by mail or on-site at the convention. Ballots and biographies will be included in the fall newsletter or in a separate mailing and should be returned in a signed envelope to the Executive Director.
9. The chair shall designate members of the committee or others to:
 - a. Prepare a ballot box and be responsible for its care during and after balloting.
 - b. Determine method for distributing ballots to ensure that each registrant receives only one. Determine and announce the hours of voting.
 - c. Count the ballots, both mail and on-site, and report the results to the chair.
10. At the first general session of the state convention, the chair shall present the slate of officers.

11. The chair shall report the results of the election to the President, who will inform the membership.
12. The chair shall present to the President of the Association a written report. .
13. The committee shall make recommendations to the Executive Board concerning a revision of the operating code.

Site Selection COMMITTEE ~ OPERATING CODE
Tennessee Association for Health, Physical Education, Recreation and Dance
Standing Committee

A. Purpose

The mission of the Site Selection Committee is to investigate and make recommendations on the locations of future TAHPERD Conventions to the Executive Board. The functions of the Committee are to:

1. Assist the Association in long-range planning to meet the needs of the membership and foster the goals of TAHPERD.
2. Evaluate future sites regarding their suitability for TAHPERD Conventions.
3. If necessary, the committee will request proposals from appropriate sites and/or nearby colleges and universities regarding future sites.

B. Organization

1. The Committee shall be a standing committee of TAHPERD.
2. The committee shall consist of:
 - a. Committee Chair (Past President)
 - b. Executive Director
 - c. One member from each of the divisions of Tennessee – East, Middle and West
3. The members will be appointed by the President-elect.
4. Each member will serve a three-year term on a rotating basis. Members may be reappointed.
5. In the event of inability to fulfill responsibilities, a replacement shall be appointed by the President to complete the unexpired term.

C. Conduct of Business

TAHPERD Talks COMMITTEE ~ OPERATING CODE
Tennessee Association for Health, Physical Education, Recreation and Dance
Standing Committee

- A. Purpose: is to bring professionals together to enjoy a meal and have an open discussion.

- B. Organization
 - 1. The committee shall be listed as a standing committee of TAHPERD.
 - 2. The committee shall consist of a minimum of three (3) members, including the chair of the committee.
 - 3. Regular committee appointments will be for a three year term, with reappointment possible.

- C. Conduct of Business
 - 1. The committee will meet at the convention.
 - 2. Read over completed applications with priority going to those that meet the October 1st deadline.
 - 3. The committee (panel) votes on the applications as they come in on which ones to fund. Criteria
 - a. Purpose and plan; 40% the review panel will examine the degree to which the applicant clearly states the purpose of the project.
 - b. Intended Audience and Communities Served: 30% the review panel will assess the degree to which the project would impact the intended audience and communities severed.
 - c. Feasibility 30% the review panel will assesses whether the proposal is reasonable.
 - d. Applicant is a current member in good standing of the Tennessee Association of Health, Physical Education, Recreation and Dance.
 - 4. The committee receives the Applicant Information Form and the Project Information Form to include a detailed Budget.
 - 5. The awardee is required to send a brief one paragraph summary within 30 days of the conclusion of the event.

Social Media~ Operating Code
Tennessee Association for Health, Physical Education, Recreation and Dance
Committee of One

- D. Purpose:
 - a. To support the structure and function of TAHPERD through Social Media.
 - b. To support the dissemination of information to TAHPERD members through various social media outlets.

- E. Organization
 - 4. The committee shall be a committee of one.
 - 5. Regular committee appointments will be for a three year term, with reappointment possible.

- F. Conduct of Business
 - a. Post current and accurate information, including messages, special events, TAHPERD events, and general professional business.
 - b. Keep up with current issues and trends in the social media realm.

Workshop Coordinator ~ OPERATING CODE
Tennessee Association for Health, Physical Education, Recreation and Dance
Presidential Committee

A. Purpose

B. Organization

C. Conduct of Business

Convention Planning Handbook
Tennessee Association for Health, Physical Education, Recreation and Dance

A. Purpose

To plan, organize and present the annual TAHPERD Convention.

B. and C. Organization and Conduct of Business

TAHPERD President

- Select the convention “theme” (colors, logo, etc.)
- Select key note speaker

TAHPERD Past-President

- Coordinate Past-President’s Breakfast—site, invitations

TAHPERD Past-President/Convention Manager

- Serves as Chairperson of the Convention Planning Committee
- Appoint the convention committee chairs
- Help select members of committees when necessary
- Make sure all committees are functioning and progressing on time.
- Provide a TAHPERD board meeting on site and tour of the facilities.
- Coordinate the participation of the university’s “major club” with sponsoring university professor
- Consult with previous Convention Manager

Division Vice-Presidents

- Determine if there will be pre-convention/post-convention programs
- Secure programs for appropriate audience
- Accept and reject programs
- Communicate with presenters for needs and special requests (equipment, etc.)
- Determine division needs
- Communicate with Program Coordinator the acceptance or rejection of programs (The Program Coordinator will communicate the acceptance or rejection to all presenters (June/July)
- Secure the necessary programs for convention
- Determine division budget and submit to ED 6 months prior to convention
- Send thank you notes to presenters after the convention
- Responsible for having presenters submit their handouts and session descriptions

Executive Director

- Reserve all required facilities and insure availability
- Make all contacts with the host site to reserve required facilities

- Secure hotel bids for convention after the site committee decides on site
- Secure hotel(s) – reserve room blocks
- Coordinate meal functions (menus, etc.), special sessions, gala activities, and goody bags in consultation with the President.
- Serve as the liaison between TAHPERD Convention Manager and the host site
- Secure hotel rooms for on-site TAHPERD Board meeting
- Finalize all presenter’s and/or speakers contracts
- Prepare pre-convention flyer in consultation with President
- Oversee on-site registration
- Approve all expenditures

Exhibits Manager

- Securing contracts with exhibitors through the CVent system
- Forwarding and reporting funds to the Executive Director assigning exhibit space
- Directing correspondence with all exhibitors who have paid concerning procedures, time of
- Setup/takedown, etc. written solicitation of the traditional list of potential exhibitors
- Coordination of the on-site exhibit show other business as deemed appropriate
- Securing companies and products
- Mailing of exhibitor’s form to exhibitors
- Coordinating space and tables with hotel contact person
- Registration information to exhibitors
- Easels (if requested)
- Signs
- Name badges and programs for exhibits
- Thank you notes after convention