

Duties & Procedures for Officers

Section Officers

The Section officers consist of the Chair, Chair-elect, immediate Past Chair, and Secretary (if available). Each of these officers has specific responsibilities as outlined hereinafter and they function together with a student representative as the Section Executive Committee. As prescribed in the Bylaws, the Executive Committees conduct such activities as are necessary between annual conventions to ensure continuity in the operation of the sections. The Executive Committees also serve as the Nominating Committees for the election of that Section's officers (see Section Operating Code). These nominations are to be reported to the Executive Director no later than September 15.

Section Chair

The Section Chairs are responsible to the appropriate Vice Presidents for the efficient and effective execution of their duties. The following are specific duties of Section Chairs:

1. Serve as Chair of the Section Executive Committee to initiate projects for the year.
2. Appoint student representative to serve on the Committee if not elected in the Section's business meeting.
3. Attend the annual officer orientation and convention planning meeting, which is usually held on Friday at the convention. The Chairs attend this meeting with the Chairs-elect since it is held during the convention prior to the one for which they plan programs.
4. Attendance at the annual Leadership Conference, which is usually held in January or February of each year.
5. Solicits and/or presents at least two convention programs for your respective Section.
6. Communicates with the State Office, Executive Committee, and Board of Directors as needed to carry out the duties as a Section Officer.
7. Submits Section goals and budget requests (if needed) for the following year to the Division's Vice President with copies to the Executive Director. Requests must be made in writing prior to the Leadership Conference.
8. With the Section Executive Committee, reviews the Section Operating Code and makes any recommended changes in writing to the Executive Director prior to June 30. Changes must be approved by the Board of Directors.
9. Preside at Section meetings including conducting the election of officers.
10. Write letters of appreciation following the convention to persons participating in the Section programs.
11. Serve as members of the Section Nominating Committees. Nominations must be sent to the Executive Director no later than September 15.
12. Serve as members of the Representative Assembly and attend the annual meeting, which is usually held on Thursday evening at the convention.
13. Submit an annual report of Section activities to the Board of Directors. Reports must be sent to the Executive Director no later than 30 days prior to the Board meeting.

Section Chairs-elect

The Chairs-elect act for the Chairs in their absence and assume the office of Chair in the event of a vacancy. According to Robert's Rules of Order, when the unexpired term is less than one-half (after June 1 for TAHPERD) the individual completes the unexpired term and then serves a full term as Chair. The Bylaws prescribe that a vacancy in the office of Chair-Elect is filled by the person with the second highest vote in the election.

While the Chair-elect has specific duties as outlined hereinafter, the principal responsibility is to become familiar with the operation of the association and to initiate planning for the term as Chair. The following are specific duties of the Chairs-elect:

1. Serve as members of the Section Executive Committee.

2. Serve as members of the Section Nominating Committee. This includes obtaining nominees for the offices of chair-elect and secretary of the section, verifying eligibility of the candidates with the state office, communicating with the candidates, and preparing ballots for election to be held during the section business meeting at the annual convention.
3. Serve as voting members of the Representative Assembly and attend the annual meeting, which is usually held on Thursday evening at the convention.
4. Attend the annual officer orientation and convention planning meeting, which is usually held on Friday at the convention.
5. Attendance at the annual Leadership Conference, which is usually held in January or February of each year.

Section Past Chairs

The principal function of the immediate Past Chair is to assist the Chairs and Section Executive Committees through the benefit of experience to ensure continued effective operation. The following are specific duties of the immediate Past Chairs:

1. Serve as members of the Section Executive Committee.
2. Serve as Chairs of the Section Nominating Committee. A slate of candidates should be submitted to the Executive Director no later than September 15.
3. Serve as a voting member of the Representative Assembly and attend the annual meeting, which is usually held on Thursday evening at the convention.
4. Attend the annual officer orientation and convention planning meeting, which is usually held on Friday at the convention.

Section Secretaries

1. Record minutes of the business meetings of the Section.
2. Prior to the conclusion of the annual convention, turn the Section's officer ballot results into the Hospitality/Information Booth.
3. Serve as members of the Section Executive Committee.
4. Serve as members of the Section Nominating Committee.