

Duties & Procedures for Officers

Student Section

All Student Section-elect officers' terms are for two (2) years and the Student Section officers' terms are for one (1) year. The following are specific duties of the Student Section Chair:

1. Appoint student members as officers to the positions of 1st Vice Chair, 2nd Vice Chair, and Secretary for the Student Section.
2. Attendance at the annual Leadership Conference, which is usually held in January or February of each year. A \$50 travel reimbursement is available if attending for the complete time of the conference.
3. Attend the convention planning meeting and the Board of Directors, which is usually held in April or May of each year. The purpose of this meeting is to plan for convention programs with other officers and to conduct other business of the Association. Travel expenses are reimbursed to this meeting and attendance is most important and strongly urged.
4. Working with the Student Section officers and the College Division Vice President, plan the business meetings, election of officers, and programs for the Student Section at the annual convention.
5. Submit an annual report of Student Section activities and any recommendations for action by the Board of Directors to the Executive Director no later than September 15.
6. Serve as a voting member of the Board of Directors and attend the annual meeting, which is usually held on Wednesday during the convention.
7. Preside at all Student Section meetings at the convention.
8. Serve as a voting member of the Representative Assembly and attend the annual meeting, which is usually held on Thursday evening at the convention.
9. Write a Student Section message for each issue of the TAHPERD Journal. Deadlines are January 1 for the Winter issue, April 1 for the Spring issue, and September 1 for the Fall issue.
10. Review the Student Section Operating Code with the officers and Division Vice President. Any revisions in the Operating Code must be approved by the Board of Directors and submitted to the Executive Director no later than August 31.

Student Representatives to Divisions and Sections

1. Attends meetings of the Division or Section.
2. If and when asked by the Division Vice President to serve as a delegate, attends the annual meeting of the Representative Assembly, usually held on Thursday evening at the annual convention.
3. Presents the student perspective in dealing with issues with the other officers of the Division or Section.