



TAHPERD Handbook of Duties & Procedures for Officers

The Texas Association for Health, Physical Education, Recreation, and Dance is the primary professional organization for developing and promoting the disciplines and professions of health, physical education, recreation, and dance in the State of Texas. The Association is a professional organization committed to the development of knowledge and programs that foster active and healthy lifestyles and to the enhancement of skilled and aesthetic motor performance.

As a member-driven association, the officers are elected by the membership to develop, monitor, and utilize the rules of governance to carry out the business of the Association. The success of TAHPERD continues to be the result of shared governance and the cooperative efforts of volunteer leaders. TAHPERD governance is structured such that all volunteers are expected to work together in their decision-making. This structure also provides an “elect” year for new officers to learn the governance process and the strategic plan of their particular area. The Officers’ Handbook describes the duties and responsibilities of the officers of TAHPERD.

Executive Committee

The Executive Committee is composed of the President, President-elect, Past President, and Executive Director. As a structure of the highest elected officers and the State Office Director, their collaborative governing efforts for TAHPERD carry some of the highest responsibilities. Some of these responsibilities include:

1. multiple meetings (either face-to-face, conference calls, or email) to assure that Board action is being implemented and to conduct Association business between Board meetings;
2. to develop plans with the State Office for the convention and conferences;
3. to monitor the establishment and progress of goals by the Divisions, Sections, and Committees; and
4. to monitor the work and effectiveness of the Executive Director

The Executive Committee must be knowledgeable of the operation of all governance structures and initiate action to ensure proper supervision and adequate discharge of responsibilities and duties.

The Executive Committee supervises the Executive Director for the Board of Directors who has the ultimate responsibility for the employment of the Executive Director. While the Executive Director is responsible to all TAHPERD members, the office is a professional position with responsibilities and duties comparable to those of the three Presidents in scope and importance.

President

The President is responsible for the effective shared governance of the Association. This includes the Executive Committee, Board of Directors, Representative Assembly, TAHPERD committees, Trustees, and Texas Foundation for HPERD. While the responsibility for all officers and committee chairs are under the direction of the President, immediate supervision should be delegated. For example, the Vice Presidents should supervise the officers in their respective divisions and sections.

As the presiding officer of the Board of Directors, the President serves as the Chair of the Executive Committee, Board of Directors, and Representative Assembly. Through consultation with the Executive Committee, the presiding officer develops the agendas and conducts the meetings.

Outlined hereinafter are specific duties of the President, categorized according to general function. Where applicable these duties should be examined and implemented in relation to those listed under the same headings for the Executive Director.

Appointments

Through consultation with the Executive Committee, the President makes appointments for the Association structures listed below. The appointments are made while he/she is serving as President-elect when the selection and notification are done prior to the effective date of the appointments. Other appointments are made as needed and in accordance with the Bylaws and/or Operating Codes. Appointments must be made within restrictions imposed by the Bylaws and/or Operating Codes. The Executive Director will provide a list of all committees with members’ terms and descriptions of the vacancies to be filled. The appointments will be included in the 21-day mailing to the Board of Directors prior to the Fall Board meeting. The Board of Directors must approve all appointments.

1. Members of Standing Committees whose terms will expire at the upcoming convention.
2. Chairs of Standing Committees. If the current committee chair still has time remaining in her/his term, and the President wishes to change the Chair appointment, it is the responsibility of the President to contact the current Chair and notify him/her of the change. If the President chooses to have the current chair with remaining time in her/his term as Chair, the President should confirm this reappointment with the current Chair.
3. The term of the members and Chairs of a President's Ad Hoc Committees will coincide with that of the appointing President. If an incoming President wishes to continue, and thus reappoint, a previous ad hoc committee, he/she may do so and should confirm the appointment with the ad hoc committee members.
4. Convention Manager(s) are appointed after consultation with the Executive Committee and the TAHPERD Director of Convention and Meetings.
5. Parliamentarian of the Board of Directors and Representative Assembly.
6. TAHPERD delegates and alternate delegates to the SHAPE America Representative Assembly.
7. TAHPERD delegates and alternate delegates to Southern District SHAPE America Representative Assembly.
8. Selects recipient(s) for the TAHPERD Distinguished Service Citation.

NOTE: while the President may contact key individuals to determine their willingness to serve on committees, the Executive Director, following approval by the Board of Directors, will send the official announcements of committee appointments.

Meetings

1. Convention

- a. Selects the theme for her/his convention year
- b. Consults with EC to suggest speakers for the general sessions
- c. Presides at general sessions
- d. Presents the awards at the Awards Dinner and introduces all award honorees at a general session
- e. Heads the receiving line at receptions which may be held to honor officers and award recipients and special guests
- f. Presides over and serves as voting member at meetings of the Executive Committee, Board of Directors, and Representative Assembly.
- g. Submits an annual report to the Board of Directors and the Representative Assembly
- h. Serves as an official spokesperson of the association to news media
- i. Writes letters or notes of appreciation to include the following:
 - 1) Convention Managers and Chairs of local committees
 - 2) Participants at general sessions including speakers, persons delivering welcome messages, color guards, and musical groups.
 - 3) Commercial exhibitors (in conjunction with Exhibits Manager)

2. Summer Conference

- a. Consults with Executive Director and local committee to suggest speakers for the general session
- b. Presides at the general session
- c. Writes letters or notes of appreciation to include the following:
 - 1) Convention Managers and Chairs of local committees
 - 2) Participants at the general session including speakers, persons delivering welcome messages, color guards, and musical groups (in conjunction with Director of Meetings and Convention)
 - 3) Commercial exhibitors (in conjunction with Exhibits Manager)

3. Leadership Conference

- a. Consults with Executive Committee to develop the agenda
- b. Presides over the conference

TAHPERD Publications

1. Write a President's Message for each issue of the *TAHPERD Journal*. Deadlines for sending copy to the editor are January 1 for the spring issue, June 1 for the summer issue, and September 1 for the fall issue.
2. Write a President's Message to introduce each new issue of the Membership Directory. Copy should be sent to the TAHPERD Office by February 1st.
3. Write a President's Message for the Annual Convention program (by October 1) and Summer Conference program (by July 1).

Correspondence and Reports

The President may sign correspondence and reports of official action of the Association which should be prepared in consultation with the Executive Director and Executive Committee as needed. The Executive Director is to provide assistance in the preparation and distribution and file copies are to be kept in the TAHPERD Office.

While certain matters may be handled more expeditiously by telephone, in most instances written correspondence and e-mail are more effective and economical and provide needed documentation. Important decisions and information provided by telephone should always be confirmed by correspondence to eliminate errors and misunderstanding, to provide a written record, and to keep appropriate individuals informed. The President should routinely send copies of correspondence and reports to the following:

1. President-Elect, immediate Past President, Executive Director: all correspondence and reports.
2. TAHPERD's Director of Conventions and Meetings: matters relating to the convention, including program details. Always copy to the Executive Director.
3. Vice Presidents, Vice Presidents-Elect, Past Vice Presidents: matters relating to Divisions, Sections, or Committees related to the Divisions. Always copy to the Executive Director.
4. Section officers: matters related to the Section or Committees related to the Section. Always copy to the Executive Director and appropriate VPs.
5. Committee Chairs: matters related to the Committees. Always copy to the Executive Director.
6. In conjunction with the Executive Director, prepares and submits an annual report of Texas AHPERD activities to the American Alliance via the Southern District Representative to the Alliance Board of Governors.

Finances

Funds are provided in the budget to defray the expenses of the President in discharging the duties of office. Reimbursement is made by submitting expense vouchers to the Executive Director. Presidents should attempt to obtain support from their own school, college/university, or other professional affiliation. It is often the policy of such institutions to assist with support in terms of postage, clerical assistance, and telephone costs to persons serving as officers in professional associations. The following are expenditures for which the President may be reimbursed by the association:

1. Long distance telephone charges
2. Postage
3. Clerical assistance
4. Travel expenses (except to state convention) to perform specific duties including:
 - a. specific to Presidential travel - clinics and workshops conducted and/or sponsored by the Association
 - b. presentations and meetings of teachers and/or majors clubs
 - c. SHAPE America and Southern District conventions
 - d. meetings of the Executive Committee

NOTE: TAHPERD provides a complimentary suite for the President and complimentary registration for the Annual Convention but the costs of travel and meals are to be paid by the individual.

Committee Service

The President serves as a member of the Board of Directors, Representative Assembly, Executive Committee, Finance Committee, and Personnel Committee.

President-Elect

The President-Elect acts for the President during his/her absence and assumes the office of President 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 President-elect completes the unexpired term of the President and then serves a full term as President. The Bylaws prescribe that a vacancy in the office of President-elect is filled by the person with the second highest vote in the election. While the President-elect has specific duties as are outlined herein after, the principal responsibility is to become familiar with the operation of the Association and to initiate planning for the term as President. Specific duties include:

1. Serve as Chair of the Finance Committee
2. Serve as a member of the:
 - a. Executive Committee
 - b. Board of Directors
 - c. Representative Assembly
 - d. Personnel Committee
3. Make selections for committee appointments as outlined above under the duties of the President. Selections need to be made prior to the deadline for Board Report submissions.
4. Submit an annual report (written and possibly oral) to the Board of Directors and the Representative Assembly.
5. Attend the SHAPE America Presidents-elect Conference and prepare a report for the fall issue of the *TAHPERD Journal*.
6. Serve as a delegate to the Representative Assembly of both SHAPE America and Southern District SHAPE America.
7. Attend the annual officer orientation and next year's convention kick-off meeting at the convention.

Correspondence

While certain matters may be handled more expeditiously by telephone, in most instances written correspondence is more effective and economical. Important decisions and information provided by telephone should be confirmed by correspondence to eliminate error and misunderstandings, to provide a written record, and to keep appropriate individuals informed. Modern communication technology of e-mail and faxes can often speed this written documentation as needed. The President-elect should routinely send copies of correspondence and reports to the following:

1. President, immediate Past President, and Executive Director: all correspondence and reports.
2. Convention Manager and Executive Director: matters relating to the convention, including program details.

Finances

Funds are provided in the budget to defray the expenses of the President-elect in discharging the responsibilities of office. Reimbursement is made by submitting expense vouchers to the Executive Director. The President-elect should attempt to obtain support from her/his school, college/university, or other professional affiliation. It is often the policy of such institutions to assist with support in terms of postage, clerical assistance, and telephone costs to persons serving as officers in professional affiliations. The following are expenditures for which the President-elect may be reimbursed by the association:

1. Long distance telephone charges
2. Postage
3. Travel expenses (except to Annual Convention) to perform specific duties including:
 - a. SHAPE America Leadership Development Conference (Presidents-elect and Executive Director)
 - b. SHAPE America and Southern District SHAPE America Conventions to serve as a delegate to the Representative Assembly
 - c. Southern District SHAPE America Leadership Conference with Vice President-elects.
 - d. Meetings of the Executive Committee, Finance Committee, and Personnel Committee
 - e. Other travel requested/approved by the Executive Committee to represent TAHPERD

Past President

The principal function of the immediate Past President is to assist the President and the Executive Director through the benefit of experience to ensure continued effective governance. The following are specific duties to which may be added specific assignments for which the individual may be uniquely qualified because of experience as President.

1. Serves as a member of the:
 - a. Executive Committee
 - b. Finance Committee
 - c. Personnel Committee - Chair
 - d. Board of Directors
 - e. Representative Assembly
2. Serves as Chair of the Personnel Committee
3. With the assistance of the Executive committee, plans and presides at the Presidents' Luncheon during the Annual Convention.
4. Presents an annual report of activities and recommendations (written and possibly oral) to the Board of Directors and the Representative Assembly.

Correspondence

The Past President should routinely send copies of correspondence to the President, President-Elect, and Executive Director and to other officers and individuals as appropriate.

Finances

Funds are provided in the budget to defray the expenses of the immediate Past President to attend meetings of the Executive Committee (except at the TAHPERD convention) and for specific functions as assigned by the Executive Committee and/or the Board of Directors. Care should be exercised not to assign duties normally performed by the President. Expenses for duties performed as a substitute for the President are to be charged to the President's budget allocation.

Executive Director

The Executive Director of the Texas Association for Health, Physical Education, Recreation, and Dance is the chief executive officer of the Association and is responsible for the day-to-day operation of the state office. This is a salaried, non-voting position. As an employee of the Board of Directors, the Executive Director functions under the supervision of the Executive Committee Presidents, who are the chief elected officers of the Association. The Bylaws prescribe certain responsibilities and duties for the Executive Director. The Board of Directors may assign additional duties.

The administrative and general oversight duties of the Executive Director are as follows. The Executive Director shall:

1. Serve as advisor to the Executive Committee, the Board of Directors, and the Representative Assembly in their respective planning and policy-making functions.
2. Develop strategies to implement the Association's Strategic Plan and evaluate its effectiveness.
3. Serve as the chief business and financial officer of the Association.
4. Establish and maintain liaisons with professional associations outside the Association.
5. Establish and maintain close contact with the Texas Legislature, State Board of Education, State Board for Educator Certification, and other appropriate groups to monitor and influence their actions related to the mission of the Association.
6. Administer and coordinate the public affairs initiatives of the Association.
7. Employ, supervise, evaluate, and, if necessary, dismiss Association employees.
8. Administer and coordinate all Association conventions and conferences.
9. Administer and coordinate all membership service activities, including recruitment and retention.
10. Serve as the executive editor of all Association publications.

Division Officers

The Division officers consist of the Vice President, Vice President-elect, and immediate Past Vice President for each of the Divisions of Area, College, Dance, General, Health, Physical Education, and Recreation. Each of these officers has specific responsibilities and duties as outlined hereinafter and together they function as the Division 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 Division.

Division Vice Presidents

The Vice Presidents have charge of activities of the Divisions and they supervise the officers of the Sections within their respective Divisions. The Vice Presidents are responsible to the President, but they work and communicate directly with the Executive Director and other officers as appropriate on various matters. The following are specific duties of the Vice Presidents:

1. Serve as Chair of their respective Division's Executive Committee and initiate projects for the year.
2. Attend the convention program planning meetings: one held at the convention and the other held prior to the Spring Board of Directors meeting.
3. Plan and execute programs for their respective Divisions for the state convention.
4. Preside at the Division meetings during the convention.
5. Write letters of appreciation following the convention to persons participating in the Division programs.
6. Supervise and assist Section Chairs in planning convention (2) and summer conference (1) programs. This supervision includes examination of programs to ensure quality programs and to avoid duplication among Sections. Ensures that abstracts and audio visual requirements are submitted and complete along with the program proposals.
7. Organize a system for Division Vice Presidents and/or Section Officers to visit each program presented by the Division at convention to monitor the quality of the program and the number in attendance. Complete and turn in a "Section Chair Report" for each program observed.
8. Work with the Division Executive Committee and Section leaders to evaluate each Section's viability.
9. Assist interest groups to organize new Sections within the Divisions if necessary.
10. Serve as members of the Board of Directors and attend the two annual meetings. One is held on the Wednesday during the TAHPERD convention and a spring meeting is usually scheduled on a weekend in April at the site of the next Annual Convention.
11. Serve as delegates to the Representative Assembly (RA) and work with the Division's Section officers that they attend as delegates also. The RA is held on the Thursday evening of the convention.
12. Appoint two students to represent your Division as voting delegates to the Representative Assembly. Names should be submitted to the Executive Director prior to September 30.
13. Attendance at the annual Leadership Conference, which is usually held in late January or early February of each year.
14. Attend the meeting of the Convention Planning Committee, which is held in conjunction with the spring meeting of the Board of Directors and at the site of the upcoming convention. Vice Presidents are responsible for the coordination of program planning and selection for their Divisions. NOTE: TAHPERD will pay travel expenses for Vice Presidents. Certain Section leaders are invited by the Executive Committee to attend this planning meeting and assist with programming.
15. Serve as ex officio members of appropriate Standing Committees, i.e., College Committee, Dance Committee, Health Committee, Physical Education Committee, and Recreation Committee.
16. Submit an annual report of Division activities to the Board of Directors. This report should be mailed/mailed to the Executive Director no later than 30 days prior to the Board meeting.
17. Keep the President, Executive Director, and Vice Presidents-elect informed of the operations of your respective Division.
18. No later than October 1, correspond with Section Chairs to ensure proper selection of candidates for Section elections and ballot preparation for the convention.

19. Prior to the conclusion of the Annual Convention, make sure that each Section within your division has turned in the “Section Election Results” form to the Hospitality Booth.
20. Prepares and submits budget requests (if any) to the Chair of the Finance Committee (President-Elect) for following year budget preparation. Requests must be submitted in writing to the State Office prior to February 1.

Division Vice Presidents-elect

The Vice Presidents-elect act for the Vice Presidents in their absence and assume the office of Vice President 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 Vice President-elect completes the unexpired term and then serves a full term as Vice President. The Bylaws prescribe that a vacancy in the office of Vice President-elect is filled by the person with the second highest vote in the election.

While the Vice Presidents-elect have specific duties as outlined herein after, the principal responsibility is to become familiar with the operation of the Association and to initiate planning for terms as Vice President. The specific duties include:

1. Serve as a member of the Division Executive Committee.
2. Serve as a member of the Board of Directors and attend the two annual meetings. One is held on Wednesday during the TAHPERD convention and a spring meeting is usually scheduled on a weekend in April at the site of the next Annual Convention.
3. Serve as a delegate for the Representative Assembly and attend the annual meeting, which is held on Thursday evening at the convention.
4. Attend the convention program planning meetings: one held at the convention and the other held prior to the Spring Board of Directors meeting.
5. Attendance at the annual Leadership Conference, which is usually held in late January or early February of each year.
6. Attend the meeting for Convention Planning and the Board of Directors, which is usually held in April at the site of the upcoming convention. Travel expenses will be reimbursed by TAHPERD.
7. Serve as ex officio member of appropriate Standing Committees, i.e., College Committee, Dance Committee, Health Committee, Physical Education Committee, and Recreation Committee.
9. As a member of the Division Executive Committee, assist in the conduct of a review of the Sections within your respective Division.

Division Past Vice Presidents

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

1. Serve as a member of the Division Executive Committee.
2. Serve as a member of the Board of Directors and attend the annual meetings. One is held on Wednesday during the TAHPERD convention and a Spring meeting is usually scheduled on a weekend in April at the site of the next Annual Convention.
3. Serve as a delegate for the Representative Assembly.
4. Attend the convention program planning meetings: one held at the convention and the other held prior to the Spring Board of Directors meeting.
5. Serve as ex officio member of appropriate Standing Committees, i.e., College Committee, Dance Committee, Health Committee, Physical Education Committee, and Recreation Committee. NOTE: The Past Vice Presidents serve as the ex officio Chair of their respective Division Committees.
6. As a member of the Division Executive Committee, assist in the conduct of a review of the Sections within your respective Division.
7. Attend the meeting of the Convention Planning Committee and the Board of Directors, which is usually held in April at the site of the upcoming convention. Travel expenses will be reimbursed by TAHPERD.

Finances

Funds are provided to defray expenses of travel for Vice Presidents to meetings which they are “required” to attend. Also a small Division budget is provided to cover business and convention program expenses during the year. The Division Executive Committee should decide the expenditure of the Division’s budget.

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, excluding the Area Division.
3. Attend the annual officer orientation 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 programs for your respective Section for Annual Convention and one program for summer conference. In lieu of this requirement, the Area Division officers will evaluate all exhibitor showcase programs, provide door prizes for the General Sessions, and distribute raffle tickets during the Annual Convention.
6. Communicates with the TAHPERD 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 September 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, excluding the Area Division.
11. Serve as members of the Section Nominating Committees. Nominations must be sent to the Executive Director no later than September 30.
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 principle 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 meeting, which is usually held on Friday at the convention.
5. Attendance at the 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 30.
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 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.

Student Section

All Student Section officers' terms are for two (2) years. The following are specific duties of the Student Section Chair:

1. Appoint a student member to the positions of 1st Vice Chair for the Student Section.
2. Attendance at the annual Leadership Conference, which is usually held in January or February of each year.
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.
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. 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 September 30.

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.

Committees

Members of Standing Committees are appointed by the President for staggered terms of three (3) years and must be approved by the Board of Directors. President's Committees are ad hoc committees appointed by the President to carry out the specific duties and responsibilities charged to them and do not require approval of the Board of Directors. Their term of service expires when their specific function has been accomplished or at the end of the appointing President's term of office. Succeeding Presidents, at their discretion, may continue the functions of these Committees if their work is incomplete. If they continue, no change is normally made in the membership of the Committee. A student member may be appointed for a one-year (1) term to each Committee as a representative from the Student Section.

The following are specific duties of **Committee Chairs**:

1. Coordinate and supervise the work of the Committee during the year.
NOTE: Committee members should plan to meet at least one (1) time during the year in addition to meeting at the Annual Convention (usually at the annual Leadership Conference) to establish annual goals and report on progress. If funds are needed to conduct the committee's business, a request must be made to the Finance Committee in writing no later than February 15.
2. Provide all Committee members with a copy of the current operating code and the roster of names and addresses of the Committee members.
3. Review with the Committee members the operating code and any charges given to the Committee by the President or the Board of Directors. Any revisions in the operating code must be approved by the Board of Directors and should be submitted to the Executive Director no later than August 31.
4. Attendance at the annual Leadership Conference, which is usually held in January or February of each year.
5. Submit an annual report of Committee activities and any recommendations for action by the Board of Directors no later than 30 days prior to Board meetings.
6. Preside at the meeting of the Committee at the Annual Convention and at other scheduled times. Arrangements for meeting facilities and times will be made by the Executive Director upon request from the Committee Chair.

Trustees

The purpose of the Trustees is to supervise the investment of funds belonging to the TAHPERD Trust and managed by Kanaly Trust Company of Houston, Texas. As a group of five (5) individuals, they recommend policy governing receipts and expenditures of the "Trust" so as to maximize the investment growth and revenue. Trustees serve five-year (5) terms, and each President appoints one (1) new Trustee that must then be approved by the Board of Directors. Qualifications for service as a Trustee should include background and interest in the management of financial investments and there should be evidence of fiscal responsibility for such management. They should also have a good understanding of TAHPERD's budget and financial needs. Of utmost importance is a thorough knowledge of the structure and operation of the Association, and ideally a Trustee would have served as an officer.

Responsibilities of the **Chair of the Trustees** include:

1. Review (along with the Executive Director) prospective purchases/sales of stocks, bonds, notes, etc., as suggested by Kanaly Trust officers and give approval for such trades when appropriate.
2. Plan the agenda and preside at all meetings of the Trustees.
3. Conduct orientation sessions during the convention so that Trustees can better understand their responsibilities.
4. On a timely basis, review the Trust portfolio, share concerns with the Executive Director, other Trustees, and the TAHPERD Executive Committee.
5. Submit an annual written report to the Executive Director for use by the Board of Directors and the Representative Assembly no later than 30 days prior to Board meetings.
6. Serve as a member of the Finance Committee to provide input into the budget planning process of the Association.

Adopted by Board of Directors

Amended:

April 2002

April 2007

April 2011

April 2012