

250 Committee Operating Codes

- 6.8 The TAHPERD Office will inform candidates that they need to be present at the meeting of the Representative Assembly so that they may be introduced prior to the voting.
- 6.9 The Nominating Committee Chairs are to attend the Representative Assembly to introduce the candidates selected by their committee.

Adopted by the Board of Directors, November 1962

<i>Amended:</i>	<i>December 1965</i>	<i>January 1976</i>	<i>November 2001</i>	<i>April 2011</i>
	<i>December 1971</i>	<i>December 1984</i>	<i>April 2003</i>	
	<i>December 1972</i>	<i>April 1998</i>	<i>December 2008</i>	
	<i>November 1973</i>	<i>December 1999</i>	<i>December 2010</i>	

Operating Code for Personnel Committee

1. Name

The name of this committee shall be the TAHPERD Personnel Committee.

2. Purpose

- 2.1. The purposes of the Personnel Committee are as follows:
- 2.2. To maintain and update the job description of the Executive Director.
- 2.3. To assist the Executive Director in prioritizing annual goals based on current needs of the Association.
- 2.4. To perform an annual evaluation of the Executive Director.
- 2.5. To provide an annual salary recommendation for the Executive Director to the Finance Committee for their use in developing the following year's budget.
- 2.6. To review and recommend benefit packages received by the TAHPERD staff such as: health care, retirement, auto allowances, etc.
- 2.7. To receive and review the proposed establishment of new staff positions in the TAHPERD office from the Executive Director.
- 2.8. To establish and maintain current manuals on Policy and Procedures for TAHPERD employees.

3. Organization

- 3.1. The committee shall be a Standing Committee of the association.
- 3.2. The committee shall consist of seven voting members as follows: Past President (ex officio) shall serve as Chair, President (ex officio), President-elect (ex officio), four appointed members. The TAHPERD Executive Director is an ex officio, non-voting member.
- 3.3. The immediate Past President leaving office the convention prior to the spring meeting of the Personnel Committee, shall attend the spring meeting with full voting rights to assist with the evaluation of the Executive Director.
- 3.4. Appointments shall be made to ensure that two (2) are selected from the ranks of Past-Presidents or former trustees of the TAHPERD Trust. Two (2) members at-large are to be selected from those currently serving on the Board of Directors at the time of appointment. These two (2) at-large appointees must have 10 years of membership, of which, the last five (5) must be continuous.
- 3.5. The individuals appointed by the President shall serve three-year (3) terms.
- 3.6. The terms of the appointed members shall be rotated with one (1) person being appointed each year, and two (2) people will be appointed every third (3) year.
- 3.7. Appointed members who have served a full three-year (3) term may not be reappointed to succeed themselves.
- 3.8. In the event circumstances result in a vacancy of one (1) or more committee members, replacements will be appointed by the President and approved by the Board of Directors to complete the unexpired term.

4. Operation

- 4.1. The committee shall meet at least two times annually as follows: a meeting at the TAHPERD office and a meeting at the annual convention.
- 4.2. The Executive Director will mail or email to the Personnel Committee a meeting agenda and all reference documents (see 4.5 below) fourteen (14) days in advance of the scheduled committee meeting.
- 4.3. Using evaluation tools/instruments adopted by the Board of Directors, the committee will perform an annual evaluation of the Executive Director. The evaluation instrument is to be completed by the Board of Directors, the Representative Assembly, and the TAHPERD office staff.
- 4.4. The committee shall review and make recommendations relative to the staffing needs of the association. However, the selection, specific job description and assignment, annual evaluation, promotion, discipline, salary (within established guidelines), and termination of individual staff members shall remain the responsibility of the Executive Director.

- 4.5. The committee shall annually review the documents that govern or affect the TAHPERD office staff. These include but may not be limited to the following:
 - 4.5.1. Contract of the Executive Director
 - 4.5.2. Policy and Procedures for TAHPERD Employees
 - 4.5.3. TAHPERD Travel Policy
 - 4.5.4. Employee Benefits received in addition to salary
 - 4.5.5. Job descriptions
 - 4.5.6. Past President process for ED surveys
- 4.6. The committee shall provide written reports of its activities of each meeting to the Board of Directors. Each report should also include any recommendations that require approval of the Board of Directors or Representative Assembly. Each report is to be emailed to the Executive Director so that distribution can be made to the Board of Directors 21 days prior to their spring and fall meetings. A report of the annual evaluation of the Executive Director shall be presented to the Board at its spring meeting.

Adopted by the Board of Directors: December 1993

Amended:

<i>December</i>	<i>1994</i>	<i>April</i>	<i>2002</i>	<i>April</i>	<i>2009</i>
<i>April</i>	<i>1998</i>	<i>April</i>	<i>2003</i>		
<i>April</i>	<i>2000</i>	<i>May</i>	<i>2004</i>		

Operating Code for Physical Education Committee

1. Name

- 1.1. The name of this Committee shall be the Physical Education Committee of the Texas Association for Health, Physical Education, Recreation, and Dance.

2. Purpose

- 2.1. The purpose of the Committee shall be to initiate and conduct projects designed to improve programs in physical education in public and private elementary and secondary schools, in the colleges and universities, in non-school groups and agencies, and in the community.
- 2.2. All elected officers and/or appointed committee Chairs are expected to attend the annual TAHPERD Leadership Conference as well as the annual state convention.
- 2.3. The Committee shall be responsible for the selection of the Professional / Educator of the Year Awards for physical education in: elementary school, middle school, and high school categories.

3. Organization

- 3.1. The committee shall be organized as a Standing Committee of the association.
- 3.2. The committee shall consist of nine (9) members, including the Chair.
- 3.3. Three (3) of the nine (9) members shall be the Vice President, Vice President-elect, and the immediate Past Vice President of the Physical Education Division. The remaining six (6) members and the Chair shall be the immediate Past Vice President of the Physical Education Division and approved by the Board of Directors.
- 3.4. Committee members shall serve for three-year (3) terms with two (2) persons being appointed each year and one (1) person becoming a member by being elected Vice President-elect for Physical Education.
- 3.5. Appointments shall be made to ensure that at least three (3) of the members are from the elementary and/or secondary schools, that at least three (3) are from colleges and universities, and that at least three (3) are men and at least three (3) are women.
- 3.6. Individuals appointed from colleges and universities must be designated physical educators in teacher preparation programs approved by the Texas Education Agency. Those appointed from the elementary and/or secondary schools must hold a teaching certificate in physical education (or possess the equivalent in training and experience) and must have the major portion of their teaching assignment in physical education (pedagogy).
- 3.7. Individuals who have served a full three-year (3) term may not immediately succeed themselves as committee members.

4. Operation

- 4.1. The following are examples of matters to which the committee should direct attention in order to carry out the purpose as stated in Section 2, above:
 - 4.1.1. Selection of physical education Professional / Educators of the Year Awards.
 - 4.1.2. Scope and sequence of activities in the physical education program.
 - 4.1.3. Resource materials and curriculum guides for physical education.