



The Ohio Association for Health,  
Physical Education, Recreation, and Dance

**PROCEDURES MANUAL  
APPROVED DECEMBER 2021**

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## **Article I. VISION, MISSION AND MEMBERSHIP:**

The Ohio Association for Health, Physical Education, Recreation and Dance (hereinafter known as OAHPERD) is committed to the well-being of people in Ohio. The Association represents over 2,000 professional educators in promoting healthy, active lifestyles and lifelong learning through opportunities for professional leadership and development, service, and advocacy. OAHPERD works collaboratively with the Ohio Department of Education, The Ohio Department of Health, the Ohio Legislature, and other agencies and partners to improve the quality and quantity of health education and physical education in Ohio schools.

### **Vision:**

The vision of OAHPERD is one of “keeping Ohioans healthy and active for a lifetime”.

### **Mission:**

The Ohio Association for Health, Physical Education, Recreation and Dance is committed to keeping Ohioans healthy and active by providing lifelong learning, professional development, leadership, service, and advocacy.

### **Membership in OAHPERD:**

1. Membership in the Ohio Association for Health, Physical Education, Recreation and Dance is open to those persons who are interested in the mission of the Association and upon payment of dues as specified in Section 9 in the Constitution and By-laws.
2. Membership shall be designated as professional members, student members, retired members, honorary life members, institutional members, corporate members, and affiliate members. The Executive Director will determine the appropriate membership category if needed.
3. Professional Members shall consist of all persons professionally engaged in one or more of the various aspects of health education, physical education, sport and exercise science, recreation, and dance.

## **Article II. Overview of Governance Structure:**

OAHPERD is governed by a Board of Directors. This article provides an overview of the organization and composition of the Board of Directors.

### **Section A: Purpose & Function of the Board of Directors**

The Board of Directors for OAHPERD is the legal, financial, operational, and governance fiduciary authority of the Corporation according to the laws of the State of Ohio and the federal government regarding not-for-profit associations.

The Board of Directors oversees the fiscal, policy, strategy, and program decisions of the Association. The Board of Directors provides necessary rules, regulations, and mandates governing all operations of the Association.

The Board of Directors will meet quarterly. The Board of Directors shall have the authority to elect officers of the Association, approve any amendments to the Constitution and By-laws of the Association, and approve any strategic plans of the Association.

The Board of Directors is accountable to the members for effective stewardship of the Association. All Standing Committees are accountable to the Board of Directors. All Divisions are also accountable to the Board of Directors. Any ad-hoc or special committees are accountable to the Board of Directors through the President. The Executive Director is accountable to the Board of Directors, specifically the President of the Association.

## **Section B. Composition of the Board of Directors**

The composition of the Board of Directors shall include:

Voting members: President, President (Elect or Past), Secretary, Treasurer, Convention Chair, Awards Chair, Division Liaisons (3), Community Engagement Chair, Media & Marketing Chair, Student Chair, Advocacy Chair, and Governance & Nominations Chair. Non-voting members, Trustees, ODH/ODE Liaisons, and Executive Director.

### **1. Officers**

- a. President
- b. President Elect/Past President
- c. Treasurer
- d. Secretary

### **2. Division Liaisons**

The OAHPERD divisions are structured to reflect strategic priorities and trends within the fields. Division liaisons will serve to represent the Divisions within their identified groups according to the OAHPERD board and committee structure. Chairs will decide which Division Chair will be representing their committee at each Board Meeting. Each Division Chair will have the opportunity to serve as the Division Liaison for quarterly Board meetings. Division chairs NOT serving as Division Liaison will need to present items for consideration by the Board of Directors to the Division Liaisons prior to Board Meetings.

a. The OAHPERD divisions are:

- Adult Development and Learning
- Dance
- Health Education
- Higher Education
- Physical Education
- Recreation
- Sport & Exercise Sciences
- Young Professionals
- Whole Child

b. Division Liaisons are chosen from the following groups of divisions.

- Physical Education, Health Education, Dance, and Whole Child
- Higher Education and Young Professionals
- Recreation, Adult Development & Learning, and Sport & Exercise Sciences

### **3. Committee Chairs** – OAHPERD Committees will include the following:

- Editorial

- Finance
- Governance and Nominating
- Advocacy
- Awards
- Convention
- Community Engagement
- Member Engagement and Social Justice
- Media and Marketing
- Student
- Past President

4. **Ex-officio Members** - Non-voting members of the Board of Directors include:

- Trustees (3)
- Ohio Department of Health representative
- Ohio Department of Education representative
- Executive Director

## **Section C: Authority, Responsibilities, and Expectations**

### **1. Terms of Service**

Directors of the Board are elected for two-year terms with the eligibility of serving two consecutive terms of service (positions of Past-President and President-Elect shall serve a one-year term). Division Liaisons are chosen to attend Board meetings by members of their divisions. Standing Committee Chairs may be appointed by the President for a two-year term.

### **2. Major Responsibilities of the Officers**

#### **President**

It shall be the duty of the **President** to:

- a. Preside at all meetings of the Association and the Board of Directors.
- b. Appoint all committees with approval of the Board of Directors.
- c. Appoint the Chairpersons of all special and committees during their term of office with the approval of the Board of Directors.
- d. Work in collaboration with the Executive Director to collect and collate quarterly reports of the activities of the Officers and/or Divisions for dissemination at Board of Directors meetings.
- e. Vote only in the case of a tie.
- f. Serve as ex-officio member of the Awards Committee.
- g. Serve as representative or appoint a representative to SHAPE America General Assembly.
- h. Any vacancy occurring on the Board of Directors shall be filled by the President with the approval of the Board of Directors.
- i. Participate in the Student Leadership Conference.
- j. Lead the evaluation of the Executive Director working with the Board of Directors.

- k. Represent and advocate for OAHPERD at selected events and conferences as necessary, and as budget allows on the Coalition of Professional Associations (COPA).

### **President-Elect**

It shall be the duty of the **President-Elect**, during the second year of the President's term, to:

- a. Perform the duties of the President in their absence and any other duties that the President or Board of Directors may direct.
- b. Attend the Conference for President-Elects.
- c. Serve as an ex-officio member of the Governance and Nominating Committee.
- d. Serve as a voting member of the Board of Directors.
- e. Work with the President and other selected Board members to evaluate the Executive Director as needed.

### **Immediate Past-President**

It shall be the duty of the **Immediate Past President** for one year to:

- a. Perform the duties of the President in their absence.
- b. Serve as a voting member of the Board of Directors.
- c. Serve as a member of the Governance and Nominating Committee for two years.
- d. Serve as the OAHPERD representative to the SHAPE America General Assembly as needed.

### **Secretary**

It shall be the duty of the **Secretary** to:

- a. Keep the minutes of all meetings of the Board of Directors and make a report at each board meeting.
- b. Ensure the official records of the Association are on file with the Executive Director.
- c. Work in collaboration with the Executive Director to collect all minutes and reports of the Board, committees, and divisions to be distributed 7 days before the next Board meeting.
- d. Serve as a voting member of the Board of Directors.
- e. Perform other duties as the President or Board of Directors may decree.
- f. Assume duties at the post-convention meeting of the Board of Directors following election.
- g. Serve as consultant to the new Secretary for one year, holding a position on the Board of Directors, without vote.

### **Treasurer**

It shall be the duty of the **Treasurer** to:

- a. Submit quarterly financial reports in collaboration with the Fiscal Agent/Executive Director at regular Board of Directors meetings.
- b. Submit a yearly financial statement to be published in the Association's official publication, *Future Focus*.
- c. Manage convention fiscal duties in collaboration with the Executive Director/Fiscal Agent.
- d. In collaboration with the Executive Director, submit annual tax filing to the Internal Revenue Service in keeping with the requirements of the corporation status regulations.
- e. Chair the Finance Committee.
- f. Monitor the Association's investments, as chair of the Finance Committee, according to the Investment Policy approved by the Board of Directors.
- g. Maintain in collaboration with the Executive Director/Fiscal Agent OAHPERD credit card activity.
- h. Keep the Board of Directors continuously informed of the necessity of maintaining and receiving funds that equal the minimum yearly disbursements to help insure the Association's continuation of a non-deficit budget year.
- i. Assure the Association's continuation in the event of a deficit budget by maintaining a reserve fund of not less than one half of the yearly disbursements.
- j. Inform all structures of the Association of their responsibilities to report all fiscal transactions to the Fiscal Agent in keeping with corporate and IRS regulations.
- k. Approve expense vouchers and invoices/receipts as necessary for payment by the Executive Director/Fiscal Agent, following the fiscal year budget as a guide for all transactions.
- l. Maintain a current listing of Information Regarding the Office of Treasurer.
- m. Perform other such duties as the President or Board of Directors may direct.

### **3. Major Responsibilities of the Board**

Major responsibilities of the **Board of Directors** include:

- a. Attend all quarterly meetings of the Association.
- b. Approve the annual budget upon the recommendation of the Finance Committee.
- c. Approve all special expenditures beyond the budget within an authorized spending limit.
- d. Develop all Association policy and public policy position statements.
- e. Approve the Strategic Plan and all Strategic Plan updates.
- f. Approve the Hiring, Compensation, and Evaluation Plan for the Executive Director working through the President.
- g. Review the quarterly reports of all Committees. Reports should address divisional or committee activities and also contain comments relative to performance expectations of the division or committee.
- h. Approve any By-law/Constitution and Procedures Manual changes.
- i. Elect officers of the Board of Directors during the Board of Directors Meeting held during the annual state convention.
- j. Serve as a platform for the discussion of any trends or emerging needs of the profession.



- k. Promote cross-disciplinary dialogues and exchanges among the divisions of the Association.
- l. Promote and facilitate regional balance in the membership and the leadership of the Association.
- m. Recommend to the Governance and Nominating Committee candidates for the Board of Directors from throughout the Association, encouraging Black, Indigenous, and people of color (BIPOC) member involvement, thus securing the future leadership of the Association.
- n. Represent the Association as ambassadors to professional colleagues, government officials, local school districts, and state-wide educational leaders nationally.
- o. Approve Presidential appointments.

## **Section D: Performance Expectations of the Board of Directors**

**Members of the Board of Directors** shall be judged against the following performance expectations:

1. OAHPERD membership in good standing.
2. Attend at least 75% of meetings in a calendar year.
3. Completion of annual forms required by the Executive Director, such as a Conflict-of-Interest Statement.
4. Compliance of the Association with all federal and state financial and legal laws pertaining to professional associations.
5. Overall fiscal health of the Association as defined as an approved annual budget and a year's worth of expenses in reserves.
6. Adherence to the policies, public policy, and By-law/Constitution recommendations
7. Monitoring of Officers elected to lead the Association.
8. Promotion of cross-disciplinary exchanges and professional development across divisions of the Association.

## **Section E: Evaluation & Review Process**

The **effectiveness of the Board of Directors** shall be judged against the following performance expectations:

1. Overall fiscal health of the Association as defined as a balanced annual budget and a year's worth of expenses in reserves.
2. Effectiveness of the Board and annual membership meeting of the Association.
3. Completion of the annual evaluation of the Executive Director.
4. Progress toward the strategic objectives and initiatives articulated in the Strategic Plan.
5. Effectiveness of the governance process of the Association.
6. Board member expenses are to be reported using the approved form and reimbursed as described in Appendix B.

## **Article III: DIVISIONS**

### **Section A. Purpose & Function**

The Divisions shall promote disciplinary and interdisciplinary learning in the core disciplines represented by members of the Association. The Divisions shall host and promote professional development programs and workshops for their membership throughout the year.

The Divisions shall also solicit programs and presentations demonstrating the expertise of their members at the Annual Convention. The Divisions shall also serve as state-wide advocates for curriculum, public policy, and policies which affect the disciplines represented by its membership.

### **Section B. Composition and Terms of Service**

The Divisions shall be led by a Chair and Vice Chair who are elected by the members of the division. These elections shall take place at division meetings during the OAHPERD Annual Convention. Chairs shall serve two-year terms and Vice Chairs shall serve one-year terms with automatic succession to the Chair position after this term. Chairs shall serve a maximum of two consecutive terms in their respective positions.

Upon completion of a one-year term as Vice Chair, the Vice Chair will assume the position of Chair for a two-year term, thus leaving the position of Vice Chair vacant for one year. Elections for Vice Chairs will take place every other year, in accordance with the schedule set up on Appendix G (voting grid).

### **Section C. Major Responsibilities**

Major responsibilities of the Divisions include:

1. Promote continuing education and/or professional development workshops for members in their disciplines throughout the State of Ohio.
2. Promote diversity, equity, and inclusion through the recruitment of Black, Indigenous, and people of color and underrepresented groups as members of their respective divisions. Promote relevant events to members in their divisions.
3. Involve members in curriculum and standards development at the state level.
4. Promote and engage student leaders as active participants in the Division.
5. Work closely with the Advocacy and Public Relations Committee to advocate for issues affecting the discipline.
6. Promote public service projects related to the discipline.
7. Promote special events and new developments through the state-wide and local media markets within Ohio.
8. Prioritize projects that are most appropriate for supporting the membership.
9. Engage higher educational leadership in the professional development of the membership.
10. Promote annual highlights of the Division at the Annual Convention.
11. Recommend professional award nominees to the Award Committee, representing the highest and best standards of leadership in their divisions.
12. Provide content, such as division updates, news, and professional development opportunities to Executive Director for posting on Division web page.

13. Recruit presentations for the annual OAHPERD convention.

### **Section D. Line of Communication and Authority**

The Divisions are accountable to the Board of Directors through the Division Chair. Vice Chairs are accountable to the Division Chair. The Chair and Vice Chair are accountable to communicate to members in the Division through email, social media and/or through the Division web pages. The Divisions shall work with Standing Committees to coordinate common priorities.

### **Section E. Performance Expectations**

The effectiveness of the Divisions shall be judged against the following performance standards:

1. Effectiveness of annual professional development workshops promoted and conducted within each Division.
2. Increase Black, Indigenous, and people of color and underrepresented groups in the divisional membership and member involvement.
3. Effective communication with Division membership.

## **Article IV: Committees and Ex-officio Members**

Information related to each committee and ex-officio members will be presented below that will include purpose and function, composition and terms of service, major responsibilities, line of communication and authority, and performance expectations.

**Committees** include:

- Editorial Board
- Finance
- Governance and Nominating
- Advocacy
- Awards
- Convention
- Community Engagement
- Member Engagement and Social Justice
- Media and Marketing
- Student
- Past President

**Ex-officio members** include:

- Trustees
- Ohio Department of Health representative
- Ohio Department of Education representative
- Executive Director

### **1. EDITORIAL BOARD**

#### **Section A. Purpose and Function**

The Editorial Board Committee shall supervise the publication of the Association's journal *Future Focus*. The work of the Editorial Board includes soliciting articles and review submissions for the Association's journal. In addition, the Editorial Board may assist in other publication efforts of the Association.

### **Section B. Composition and Terms of Service**

The Editorial Board shall be led by an Editor to be appointed by the Board of Directors. The Board of Directors will select the Editor from the list of candidates who submitted nomination materials by the deadline and are approved by the Nominating Committee. The Editor shall serve a three-year term of office. The Editor is a voting member of the Board of Directors. The stipend the Editor receives will be determined at the annual budget meeting.

The Editor may recruit Editorial Board members as needed to complete the work of the Association. Members of the Editorial Board shall be recommended by the Governance and Nominating Committee to the Board of Directors for appointment. Editorial Board members shall also be approved by the Board of Directors at their next quarterly meeting. Editorial Board members shall serve two-year terms.

### **Section C. Major Responsibilities**

Major responsibilities of the **Editor** include:

1. Solicit and receive articles for publication in *Future Focus*.
2. Solicit and prepare columns to be authored by the President, Executive Director, or other Officers of the Association.
3. Write an Editor's Column in *Future Focus*.
4. Coordinate the review of articles sent to reviewers, keeping authors informed and providing feedback to authors on the status of their submission.
5. Edit all articles and columns for language use and content in the Association's publications.
6. Prepare a journal copy for production and work with the designer on the final copy of the Association's journal.
7. Submit a final copy to the executive director for distribution.
8. Recommend Editorial Board members to the Governance and Nominating Committee to be approved by the Board of Directors.
9. Provide technical expertise and guidance to other committees and officers of the Association for their publication needs.

Major responsibilities of the **Editorial Board Committee** include:

1. Review submitted manuscripts and articles for publication in the Association's journal and provide a decision regarding its acceptance to the journal. Advise the Editor of *Future Focus* on the overall direction, content, and editorial position of the publication.
2. Solicit submitted articles from members and others in higher education or school and agency practitioners, highlighting trends and issues in the fields of health, physical education, recreation, and dance.
3. Provide editorial support and guidance to other committees of the Association with their publication needs.

### **Section D. Line of Communication and Authority**

The Editorial Board Committee is accountable to the Board of Directors through their appointed Editor. The Editorial Board Standing Committee presents a report on its progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

### **Section E. Performance Expectations**

The **Editor** shall be judged against the following performance standards:

1. Promptness and effectiveness of communication with authors, including the timeliness of reviews.
2. Effective and timely production of the journal and relevant association publications.
3. Effectiveness of editorial support provided to other Committees and Officers of the Association in their publication needs.

The **Editorial Board Committee** shall be judged against the following performance standards:

1. Quality of submitted reviews and refereed publications.
2. Timeliness of the return of reviews to authors.
3. Appropriateness of the editorial perspective recommended for OAHPERD publications.

## **2. Finance Committee**

### **Section A. Purpose and Function**

The Finance Committee shall be a source of review and advisement to the Board of Directors on all financial practices of OAHPERD, including a review of monthly, quarterly, and annual financial reports; budget development; special financial reports on programs, such as the convention and membership; and investment planning of the Association. The Finance Committee shall also serve as the Review Committee of the Board working with the Executive Director on the annual review. The Committee shall also review all operating procedures as requested by the President supporting the Association.

### **Section B. Composition and Terms of Service**

The Finance Committee shall be led by a Chair elected by the Board of Directors. The Chair of the Finance Committee shall be the elected Treasurer, who is a voting member of the Board of Directors.

The Treasurer shall recommend a sub-committee structure of at least three members to the Board of Directors to accomplish the work of the committee. Any sub-committee structures or changes in the structure shall be approved by the Board of Directors. The Treasurer may recruit committee members as needed to complete the work of the Association. These Standing Committee members shall also be approved by the Board of Directors at their next quarterly meeting. Standing Committee members may serve indefinitely with a term of office based upon their interest in the work of the committee and the needs of the Association.

### **Section C. Major Responsibilities**

Major responsibilities of the **Finance Committee** include:

1. Review monthly, quarterly, and annual financial reports and balance sheets of the Association making recommendations for changes or improvements to the Board of Directors.
2. Review the annual budget with a recommendation for acceptance or modification to the Board of Directors.
3. Review fiscal agent reports of the Association for various special projects, programs, and the Annual Convention.
4. Review all federal, state, and local tax filings of the Association to assure their timely submission.
5. Review the investment portfolio of the Association making any recommendations for changes in investment strategy to the Board of Directors.
6. Serve as the Selection Committee for the hiring of accounting firms, auditors, investment agencies, and fiscal agents of the Association.
7. Serve as the Annual Review Committee of the Association reviewing the findings of auditors making any recommendations for implementation to the Board of Directors.
8. Review any operational procedures of the Board as requested by the President.
9. Review all grant proposals and funding opportunities. External grant applications sponsored by OAHPERD, a Division or Special Project should include an application and budget to be approved by the Board of Directors. The Board of Directors shall also be responsible for developing Association policy with regard to which grant and funding opportunities the Association will consider.

#### **Section D. Line of Communication and Authority**

The Finance Committee is accountable to the Board of Directors through their appointed Chair. The Finance Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

#### **Section E. Performance Expectations**

The Finance Committee shall be judged against the following performance standards:

1. Adequate submission of the Association financial reports, including budgetary reports; monthly, quarterly, and annual financial reports; federal, state, and local tax filings; and special program reports of the Association
2. Adequate preparation of the Board for their financial analysis and understanding of the work of the Association.
3. Effective communication among the Fiscal Agent, Treasurer, Executive Director, President, and the Board regarding financial matters.
4. Overall fiscal health of the Association and quality of recommendations to the Board of Directors regarding financial, operational, and investment decisions.

### **3. Governance and Nominating Committee**

#### **Section A. Purpose and Function**

The Governance and Nominating Committee shall serve as a source of recruitment and evaluation of potential candidates for officers of the Association to be recommended to the Board of Directors for election. The Governance and Nominating Committee implements the election procedures. The Governance and Nominating Committee shall also be responsible for reviewing the eligibility of Board of Directors nominees, Standing Committee and Division Chairs and Vice Chairs.

The Governance and Nominating Committee shall also bring forth proposals for any policy, legislative, or By-law/Constitution changes to the Board of Directors for approval. The Committee shall also lead an annual governance evaluation process among the Board of Directors and all Committees of the Association.

## **Section B. Composition and Terms of Service**

The Governance and Nominations committee shall be led by the Immediate Past President. The Immediate Past President shall serve as the Chair of the Governance and Nominations Committee for 2 years.

The Chair of the Governance and Nominations Committee shall recommend at least three members to serve on this committee to the Board of Directors. Any sub-committee structures or changes in the structure shall be approved by the Board of Directors. The Chair may recruit committee members as needed to complete the work of the Association. These committee members shall also be approved by the Board of Directors at their next quarterly meeting. Standing Committee members shall serve a two-year term or longer as desired.

## **Section C. Major Responsibilities**

Major responsibilities of the **Governance and Nominating Committee** include:

1. Publicize to the membership the offices for election including President, Secretary, and Treasurer.
2. Accept recommendations from membership and review candidates' eligibility for the offices of President, Secretary, and Treasurer.
3. Recommend a slate of candidates on an established schedule to the Board of Directors for election as officers of the Association.
4. Solicit, review eligibility and recommend candidates for the positions of Committee Chairs and Vice Chairs to the Board of Directors for appointment on a bi-annual schedule.
5. Assist Division Chairs in identifying candidates for division leadership positions, including Vice Chairs and Student Representatives.
6. Review recommended committee member rosters from Committee Chairs with a recommendation to the Board of Directors.
7. Distribute all appropriate forms to candidates to complete their nomination for an office or committee position within the Association.
8. Implement the following **election procedures**:
  - Present a slate of candidates for all elected officers to the President no later than the date of the spring, Board of Directors Meeting, including the following officers: President-Elect, Secretary, and Treasurer.
  - Provide each person nominated for office with: a) an "Agreement to Run" form; b) the prospective officer biographical information form; and c) the role description for the office for which they have been nominated. See Appendix 1.

- If more than two candidates accept a nomination for office, the Governance and Nominating Committee will select the two most highly qualified candidates for placement on the election ballot to be given to the Board of Directors.
- Assist in counting ballots of the Board of Directors.
- Report the election of officers at the Annual Meeting.
- Maintain a cumulative file of all biographical information on candidates.
- Review and evaluate any additional policies, procedures, and public policy proposed by the Board of Directors.
- Review any recommended changes to job descriptions and operating codes for the Association, then make recommendations to the Board of Directors for approval and update any nomination forms.
- Facilitate an annual Board self-evaluation process involving the Board and all committees of the Association in evaluating their effectiveness against their performance standards.

#### **Section D. Line of Communication and Authority**

The Governance and Nominations Committee is accountable to the Board of Directors through their appointed Chair. The Governance and Nominations Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

#### **Section E. Performance Expectations**

The Governance and Nominating Committee shall be judged against the following performance standards:

1. Effective review of eligibility of candidates recommended for leadership on the Board of Directors as officers of the Association.
2. Effectiveness of recruiting and appointing candidates for the role of Standing Committee Chairs and Vice Chairs of the Association.
3. Support to Division Chairs in recruiting Vice Chairs and any other candidates for leadership positions in their division.
4. Support the President in making special appointments of the Association.
5. Effectiveness of all election processes of the Association.
6. Effectiveness of all appointment processes of the Board of the Association.
7. Effectiveness of the review process of any additional policies, procedures, and public policy proposed by the Board of Directors.
8. Effectiveness of the review process of the recommended changes to job descriptions and operating codes for the Association, then make recommendations to the Board of Directors for approval and update any nomination forms.
9. Effectiveness of the self-evaluation process of the Board of Directors and all Committees of the Association.

## **4. Advocacy**

### **Section A. Purpose and Function**



The Advocacy Committee shall be responsible for studying the needs for State of Ohio public policy pertinent to the objectives of OAHPERD. The Committee shall recommend to the Legislation Committee of the Ohio Education Association any legislative measures relevant to the objectives of OAHPERD. The Committee shall also organize, encourage, and aid Board, Divisions, and Committees of OAHPERD in their advocacy to promote a favorable public awareness and legislative environment pertinent to the objectives of the Association and the disciplines within the Divisions.

### **Section B. Composition and Terms of Service**

The Advocacy Committee shall be led by a Chair appointed by the Board of Directors. The Chair shall be recommended by the Governance and Nominating Committee to the Board of Directors for appointment. The Committee Chair shall serve a two-year term of office.

### **Section C. Major Responsibilities**

Major responsibilities of the Advocacy Committee include:

1. Study the needs for the State of Ohio public policy pertinent to OAHPERD and communicate those needs to the legislators, Ohio Department of Education (ODE) and/or Ohio Department of Health (ODH) representatives on the Board of Directors.
2. Draft and recommend desirable State of Ohio public policy or legislation concerning objectives of the Association as recommended by the Board of Directors.
3. Make recommendations relevant to the disciplines and interests of OAHPERD members to the Board of Directors and, if approved, to relevant outside agencies.
4. Organize, encourage and aid the Divisions in their advocacy and public awareness initiatives.
5. Disseminate information throughout the Association and to other allied partners throughout the State of Ohio concerning public policy pertinent to the OAHPERD membership and its purposes.
6. Communicate effectively with students and faculty at colleges and universities regarding the agenda and mission of the Association.
7. Make regular progress reports of the Committee's activities to the Board of Directors at the Annual Convention or other times as requested by the President.
8. Submit articles as needed to the Editor of *Future Focus* to inform members of important and relevant information.
9. Maintain a current list of local, state, and national government officials, legislators, and leaders in education who are influential in the communication of OAHPERD's needs and interests.
10. Represent OAHPERD with affiliated organizations and allied partners in education, recreation, health, physical education, and dance.

### **Section D. Line of Communication and Authority**

The Advocacy Committee is accountable to the Board of Directors through their appointed Chair. The Advocacy Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

### **Section E. Performance Expectations**

The Advocacy Committee shall be judged against the following performance standards:

1. Effectiveness of legislative advocacy efforts and communication on issues of concern and interest to OAHPERD members and their specific disciplines.
2. Knowledge of OAHPERD members on legislative initiatives impacting their profession.
3. Effective representation of OAHPERD, its mission, and capabilities at the Ohio Department of Education, the Ohio Department of Health, and the Ohio Legislature.
4. Effectiveness of public awareness among the citizens of Ohio on the importance of the disciplines and contribution of the fields of health, physical education, recreation, and dance to the overall well-being of citizens.

## **5. Awards**

### **Section A. Purpose and Function**

The Awards Committee shall work with the OAHPERD divisions to select annual awards in the following areas:

- Adapted Physical Education Teacher of the Year
- K-12 Dance Educator of the Year
- Elementary Physical Education Teacher of the Year
- Middle School Physical Educator of the Year
- High School Physical Educator of the Year
- Excellence in Programming Award
- Health Professional Award of the Year
- Honor Award
- Honorary Life Membership Award
- Memorial Scholarship
- Meritorious Award
- Young Professional Award
  - PreK-12
  - Higher Ed
- Scholar Award
- Research Grants
- Ohio Gold Award
- Legacy Award

In addition, the Committee shall work with the Editorial Board to identify candidates and assist them in selecting the OAHPERD Scholar Award. The Committee shall also oversee the process of a sub-committee in awarding Memorial Scholarships each year to deserving students enrolled in colleges and universities in OAHPERD related disciplines. The Committee shall also oversee the process of a sub-committee to select Legacy Award using the Legacy Award guidelines.

### **Section B. Composition and Terms of Service**

The Awards Committee shall be led by a Chair appointed by the Board of Directors. The Chair shall be recommended by the Governance and Nominating Committee to the Board of Directors for appointment. The Committee Chair shall serve a two-year term of office.

The Chair of the Awards Committee shall recommend a sub-committee structure to accomplish the work of this Committee to the Board of Directors. The sub-committees include: Ohio Gold, Memorial Scholarship, Legacy Award, and Annual Awards (Teacher of the Year). Any additional sub-committee structures or changes in the structure shall be approved by the Board of Directors. Each sub-committee shall have a Chair. The Sub-Committee Chairs are selected by the Chair of the Awards Committee, qualifications verified by the Nominating Committee and appointed by the Board of Directors at the next quarterly meeting. The Sub-Committee Chairs serve a one-year term. The Chairs may select a Vice-Chair if necessary to assist in completing the committee's tasks. The Sub-Committee Chair recruits committee members based on the procedures outlined by each subcommittee. These Committee members shall also have their qualifications verified by the Nominating and Elections Committee and then elected by the Board of Directors at their next quarterly meeting.

### **Section C. Major Responsibilities**

Major responsibilities of the Awards Committee include:

1. Implement a sub-committee structure and procedures to facilitate the selection of all annual awards of OAHPERD.
2. Work with the OAHPERD and the Divisions to identify candidates and collect application and relevant materials for all candidates submitted for each of the OAHPERD awards.
3. Work with the subcommittees to select an appropriate nominee for each award to be announced at the Annual Convention of OAHPERD.
4. Implement a comprehensive selection process for each award (Additional Guidelines can be found in the Appendix). Modifications of any award rubrics or guidelines must be given to the Board of Directors for approval before May 1 to be approved at the May meeting for the revision to be considered as a part of that calendar year's award.
  - a. **Memorial Scholarship.** The Memorial Scholarships sub-committee shall award no more than four scholarships per year to undergraduate students who are enrolled in an Ohio college or university who are involved in an OAHPERD discipline. Candidates for the Memorial Scholarship must be members of OAHPERD for a minimum of 6 months at the time of receiving the award. All application materials, scoring rubrics, and guidelines must be approved by the Board of Directors by the end of the May meeting of the calendar year the award will be given (e.g the 2022 award materials must be approved by May 2022).
  - b. **Ohio Research Grant.** Work to identify candidates and make annual recommendations for the recipient(s) of the Ohio Research Grant.
  - c. **Ohio Gold.** Work to identify candidates and make annual recommendations for the recipient(s) of the Ohio Gold. Maintain a documented set of criteria and application materials for use in the selection of each OAHPERD award.
  - d. **Legacy Award.** Work with the identified candidates and make an annual recommendation for the recipient of the Legacy Award.
  - e. **OAHPERD Scholar Award.** Work with the Editorial Board Standing Committee to identify candidates and select a nominee for the OAHPERD Scholar Award of the Association.
  - f. **OAHPERD Annual Awards** – Teacher of the Year (Elementary, Middle School, High School, K-12 Dance Educator, Recreation Professional, Young Professional, Honor and Honorary Life, Meritorious.
5. Facilitate the development of the awards ceremony program at the Annual Convention.

6. Arrange for printing and distribution of certificates and monetary awards to recipients and provide information for SHAPE America Midwest District Awards.
7. Work with the subcommittees to consider nominations of our Black, Indigenous, and people of color and underrepresented members.

#### **Section D. Line of Communication and Authority**

The Awards Committee is accountable to the Board of Directors through their appointed Chair. The Awards subcommittees are accountable for submitting a report to the Chair so they can present on the subcommittees progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

#### **Section E. Performance Expectations**

The Awards Committee shall be judged against the following performance standards:

1. Effectiveness of the committee to identify and select candidates for each of the OAHPERD awards.
2. Effectiveness of awards nomination process and objectivity in selecting candidates for awards utilized by each sub-committee.
3. To annually review and update the selection criteria, process and other materials for the selection of OAHPERD Awards by the deadline.

## **6. Convention**

#### **Section A. Purpose and Function**

The Convention Committee shall ensure the continuity of planning, organization, administration, and evaluation of the Annual Convention. The Committee shall be responsible for determining dates, locations, and facilities for the Annual Convention and other conferences as directed by the Board of Directors or the President.

#### **Section B. Composition and Terms of Service**

The Convention Committee shall be led by a Chair appointed by the Board of Directors. The Chair shall be recommended by the Governance and Nominating Committee to the Board of Directors for appointment. The Committee Chair shall serve a two-year term of office.

#### **Section C. Major Responsibilities**

Major responsibilities of the **Convention Committee Chairperson** include:

1. Work in collaboration with the President to determine the convention theme.
2. Work in collaboration with the Executive Director to recruit and supervise volunteers to lead the following convention tasks:
  - a. Publicity and Hospitality
  - b. College Student Services
  - c. General Arrangements
  - d. Special Events
  - e. Solicitation

- f. Registration
3. Work as a partner with the Convention Committee, Treasurer, and Executive Director to assure that all aspects and planning of the convention are executed.
  4. Follow a convention planning guide as a basis for planning, conducting, and evaluating an annual convention.
  5. Maintain accurate records and reports from all sub-committees, making reports for the quarterly Board of Directors meetings.
  6. Meeting annually following the convention with the Executive Director, Treasurer, and President to set financial goals for future conventions within the operating budget.
  7. Work with the Executive Director on the following tasks:
    - a. Secure pre-convention workshops and location
    - b. Secure convention keynote and featured speakers
    - c. Order convention gifts
    - d. Facilitate at least three meetings of the Convention Committee
    - e. Recruit OAHPERD member volunteers for the days of the convention
    - f. Serve as contact person for questions regarding the convention
    - g. Be on hand at the convention for all events and socials
    - h. Serve as a liaison to all exhibitors.

Major responsibilities of the **Convention Committee** include:

1. Oversee all planning, organization, administration, and evaluation of the Annual Convention including the convention program of speakers and sessions.
2. Develop a system of area convention managers working closely with the Executive Director and the Convention Chairperson.
3. Select dates and locations for the Annual Convention and other conferences as requested.
4. Develop and use a convention planning guide as a basis for planning, conducting, and evaluating an annual convention and/or regional workshop.
5. Maintain accurate and complete records collating reports from various sub-committees and transferring these records to the Association Secretary and next year's Chairperson and Convention Managers prior to the March Board of Directors meeting.
6. Work as a partner with the Convention Chairperson and other convention managers, as well as the Treasurer, Division Chairs, and Executive Director to meet the needs of the membership.
7. Collaborate with the Executive Director to provide ongoing contact and correspondence with the Division Chairs to assure that speakers are recruited from their divisions for presentations.
8. Work with the Executive Director and Convention Chairperson to determine layouts, details, and timelines for online proposal submission.
9. Work with the Executive Director to develop a detailed list of audio-visual needs and room assignments for the convention provided to the convention site contractor.
10. Work with the Executive Director to provide contracts for each speaker.
11. Work with the Executive Director regarding all necessary information for name tags, needed arrangements, VIP services, etc.

#### **Section D. Line of Communication and Authority**

The Convention Committee is accountable to the Board of Directors through their appointed Chair. The Convention Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

#### **Section E. Performance Expectations**

The **Convention Committee** shall be judged against the following performance standards:

1. Implementation of the Annual Convention according to the projected budget.
2. Effective promotion of the Annual Convention to members and other interested professionals.
3. Effectiveness of member satisfaction on convention evaluations.
4. Diversity of the convention programming, including representation from all OAHPERD disciplines.

## **7. Community Engagement**

### **Section A. Purpose and Function**

The Community Engagement Chair and Committee shall promote fundraising programs and related activities to all OAHPERD members. The Community Engagement Chair(s) shall work with the Executive Director and Division Chairs to promote these activities throughout the membership.

### **Section B. Composition and Terms of Service**

The Community Engagement Committee shall be led by a Chair appointed by the Board of Directors. The Chair shall be recommended by the Governance and Nominating Committee to the Board of Directors for appointment. The Committee Chair shall serve a two-year term of office.

### **Section C. Major Responsibilities**

Major responsibilities of the Community Engagement Chair include:

1. Attend OAHPERD Board of Directors meetings.
2. Carry on any correspondence with SHAPE America and OAHPERD members.
3. Publicize fundraisers and activities via *Future Focus*, monthly e-news, social media, and email.
4. Promote fundraising programs through workshops, conferences, clinics or meetings.
5. Plan and implement convention programs.
6. Conduct any other duties of the position as requested by the President or Board of Directors.
7. Attend National, District, and State SHAPE America meetings.

### **Section D. Line of Communication and Authority**

The Community Engagement Committee is accountable to the Board of Directors through their appointed Chair. The Community Engagement Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

### **Section E. Performance Expectations**

The **Community Engagement Committee** shall be judged against the following performance standards:

1. Effective promotion and communication to the OAHPERD membership.
2. Effectiveness and implementation of convention programming.

## **8. Member Engagement & Social Justice**

### **Section A. Purpose and Function**

The Member Engaging and Social Justice Committee shall be responsible for membership activity, related to recruitment, maintaining an active database, and engaging in equitable and just practices throughout the organization. The Chair of the committee shall make recommendations to enhance the membership of the organization as well as identify unjust and inequitable practices to the Board of Directors.

### **Section B. Composition and Terms of Service**

The Member Engagement and Social Justice Committee shall be led by a Chair appointed by the Board of Directors. The Chair shall be recommended by the Governance and Nominating Committee to the Board of Directors for appointment. The Committee Chair shall serve a two-year term of office.

### **Section C. Major Responsibilities**

Major responsibilities of the **Member Engagement & Social Justice Committee** include:

1. Recommend membership categories and prices for approval by the Board of Directors.
2. Develop written marketing policies and procedures that will have a positive impact on the Association.
3. Create and execute membership recruitment campaigns to retain current membership and encourage new membership that includes Black, Indigenous, and people of color and of underrepresented groups.
4. Maintain a database of contacts at all Ohio colleges and universities to facilitate the exchange and dissemination of higher education and young professional information.
5. Maintain a database of contacts at all Ohio colleges and universities to facilitate the exchange and dissemination of young professional information. Identify other target market customers.
6. Each year OAHPERD will award ten, one-year memberships to individuals who are Black, Indigenous, and people of color and of underrepresented groups upon completion of an application.
7. Each year the Association will award five convention fees to individuals who are Black, Indigenous, and people of color and of underrepresented groups upon completion of an application.
8. Offer presentations with an emphasis on social justice and equity across divisions at the annual convention.
9. Address issues related to social justice and equity to the Board of Directors and membership.
10. Review policies and practices to ensure they are just and equitable.

### **Section D. Line of Communication and Authority**

The Member Engagement and Social Justice Committee is accountable to the Board of Directors through their appointed Chair. The Member Engagement and Social Justice Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

### **Section E. Performance Expectations**

The **Member Engagement and Social Justice Committee** shall be judged against the following performance standards:

1. A sustainable number of members with diverse representation.
2. Effective databases of contacts and dissemination of information.
3. Offerings of the convention programming that include emphasis placed on social justice and equity across OAHPERD disciplines.
4. Promotion and implementation of social just and equitable policies and procedures.

## **9. Media & Marketing**

### **Section A. Purpose and Function**

The Media and Marketing Committee shall be responsible for the social media and social marketing initiatives across the organization, which includes the promotion of and advocacy for the organization. The Chair of the committee shall make recommendations to enhance the social media and marketing presence of the organization to the Board of Directors.

### **Section B. Composition and Terms of Service**

The Media and Marketing Committee shall be led by a Chair appointed by the Board of Directors. The Chair shall be recommended by the Governance and Nominating Committee to the Board of Directors for appointment. The Committee Chair shall serve a two-year term of office.

### **Section C. Major Responsibilities**

Major responsibilities of the **Media & Marketing Committee** include:

1. Maintain the Association's social media accounts on a regular basis.
2. Create, curate, and manage the social marketing initiatives of the Association.
3. Design, create, and manage social ad campaigns and marketing.
4. Development of brand awareness and online reputation
5. Become an advocate for the association in social media spaces, engaging in dialogue and answering questions where appropriate.
6. Monitor trends in social media tools.

### **Section D. Line of Communication and Authority**

The Media and Marketing Committee is accountable to the Board of Directors through their appointed Chair. The Media and Marketing Committee is accountable for presenting a report on



their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

### **Section E. Performance Expectations**

The **Media and Marketing Committee** shall be judged against the following performance standards:

1. Effectiveness of social media and marketing has on recruitment and retention of membership.
2. Increase communication through a wide spread of social media tools.

## **10. Student**

### **Section A. Purpose and Function**

The Student Committee shall promote student leadership and involvement in OAHPERD. Student leadership and involvement shall include student presentations and student participation in the professional development activities of the Association. The Student Committee shall be responsible for assisting in the development of future professionals by linking students with professionals in the field in their chosen areas of expertise and professional disciplines. The committee shall also organize and oversee student activities.

### **Section B. Composition and Terms of Service**

The Student Committee shall be led by a Student Chair and Student Vice Chair for one-year term. Student Chair and Vice Chair are elected by the attendees of the annual Student Leadership Retreat. The one-year term begins at the Student Leadership Retreat and will end at the next Retreat.

### **Section C. Major Responsibilities**

Major responsibilities of the **Student Committee** include:

1. Create sub-committees as needed for the Association, including the Student Leadership Retreat.
2. Increase student involvement and enrollment in the various OAHPERD divisions working with Division Chairs.
3. Assist students in gaining a better understanding of the professional development opportunities available through the Association.
4. Educate students on the operations of a professional association, including its procedures and processes.
5. Organize and oversee student activities at the Annual Convention.
6. Organize and oversee student presentations at the Annual Convention.
7. Promote student activities and presentations throughout the year.
8. Increase student contact with the Association regarding workshops, conventions, and the annual retreats.

9. Work in collaboration with the OAHPERD office to maintain student leadership content on the web site.
10. Promote annual highlights of the Student Committee.
11. maintain regular communications via the organization's social media outlets

#### **Section D. Line of Communication and Authority**

The Student Committee is accountable to the Board of Directors through their appointed Chair. The Student Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

#### **Section E. Performance Expectations**

The effectiveness of the Committee shall be judged against the following performance standards:

1. Effectiveness of annual professional development workshops promoted and conducted within each division
2. Growth of divisional membership
3. Growth of student involvement in divisions
4. Increased diversity of the division, including racial, geographic, discipline, and socio-economic diversity of the members.
5. Student engagement in OAHPERD tasks and activities.

## **11. Past President**

#### **Section A. Purpose and Function**

The Past President Committee shall be a source of advice and continuity to the Board of Directors, and in particular the President and/or President Elect or Past President. The Committee may also serve as a resource for the Board of Directors.

#### **Section B. Composition and Terms of Service**

The Past President Committee shall be led by the Immediate Past President. The Committee Chair shall serve a two-year term of office.

#### **Section C. Major Responsibilities**

Major responsibilities of the **Past President Committee** include:

1. Serve as a resource for the President and/or President Elect or Past President.
2. Provide continuity to OAHPERD relative to organizational functions, policies, procedures, and initiatives.
3. Undertake special projects on the request of the President.
4. Promote interest and active participation in OAHPERD on the part of the membership.

#### **Section D. Line of Communication and Authority**

The Past President Committee is accountable to the Board of Directors through their appointed Chair (i.e., Immediate Past President). The Past President Committee is accountable for presenting a report on their progress at the quarterly meetings of the Board of Directors and the regular annual meetings of the Association.

### **Section E. Performance Expectations**

The Past President Committee shall be judged against the following performance standards:

1. Ongoing and effective communication with the President, Past President, President Elect.
2. Submission of quarterly report on committee activities to the Board of Directors.
3. Engagement in special projects as requested.
4. Effective communication with OAHPERD Membership through a variety of channels.

## **12. Ex-officio Members**

### **Trustees**

It shall be the duty of the **Trustees** to:

1. Coordinate with other Trustees who shall attend all OAHPERD Board of Directors or special meetings (voice, no vote capacity). At least one Trustee shall attend each board meeting.
2. Possess knowledge of OAHPERD policies, procedures, and organizational functions.
3. Oversee the continued existence, continuity, and quality of the organization as administered by those in leadership positions.
4. Provide consultation in the case of litigation when called upon by the President, and/or Board of Directors.
5. Report quarterly to the Board of Directors.
6. Communicate with other Trustees in addition to designated meetings.
7. The Trustees shall be appointed by the President with approval of the Board of Directors.
8. The term of office shall be three years, not to exceed three terms (9 years).

### **Ohio Department of Health/Ohio Department of Education representatives**

Major responsibilities of the Ohio Department of Health (ODH) and the Ohio Department of Education (ODE) representatives include:

1. Study the needs for the State of Ohio public policy pertinent to OAHPERD and communicate those needs to the Board of Directors.
2. Make recommendations relevant to the disciplines and interests of OAHPERD members to the Board of Directors.

### **Executive Director**

It shall be the duty of the **Executive Director** to:

1. Serve at the discretion of the President and the Board of Directors provided the Association is satisfied with their performance. The management contract may be terminated at any time should the performance be deemed unsatisfactory.
2. Serve as an ex-officio member of the Board of Directors, Advocacy Committee, the Media and Marketing Committee, and Editorial Committee.
3. Implement membership procedures and maintain records.
4. Be responsible for preparing and printing the Annual Convention program and for publicizing the Annual Convention in all official publications of the Association. Fulfill the roles of Coordinator of Conventions and Commercial Exhibits as described in the role description. Work with the Convention Committee to fulfill all assigned tasks.
5. Carry out any other duties related to the office as directed by the President or Board of Directors.
6. Keep Board of Directors informed and up to date on all financial and investment matters.
7. As the Fiscal Agent, maintain secured storage for the purpose of preserving all records of Incorporation, IRS Tax Reports, fiscal records, and a current copy of the OAHPERD Constitution and Bylaws.
8. Serve as otherwise indicated in the position description for Executive Director.
9. Produce and distribute monthly e-news.

### **Other Special Presidential Appointments**

The OAHPERD Board of Directors shall also include Other Special Presidential Appointments. These Special Appointments are appointed by the President, approved by the Board, and serve during the term of their current President. The Special Appointment position on the OAHPERD board is as an ex-officio member with voice, no vote.

### **Immediate Action Team**

The Immediate Action Team acts on pressing issues between regular meetings of the Board, advising the Board of actions taken in lieu of a Board vote. The Immediate Action Team has the authority to act on behalf of the Board between scheduled Board meetings, reporting to the Board on those decisions.

Members of the Immediate Action Team include President, Past-President/President-Elect, Treasurer, Secretary, one Trustee, and other board members as needed.

## **Article V: Ad Hoc Committees and Special Presidential Appointments**

### **Section A. Purpose and Function**

The OAHERD President shall make special presidential appointments. These persons are responsible for advocacy and partnerships, which advance the mission of OAHPERD and the profession within the OAHPERD divisions and among external professional networks and associations representing allied partners to the Association.

## **Section B. Composition and Terms of Service**

Special Presidential Appointments serve at the pleasure of the current OAHPERD President as approved by the Board. They serve a term of office consistent with the current term of office of their appointing president.

## **Section C. Major Responsibilities**

Major responsibilities of the **Special Presidential Appointments** include:

1. Promote OAHPERD within the assigned state, district, or national organization which is an allied partner of OAHPERD.
2. Collaborate with their state, district, and national organizations on common projects.
3. Advocate for their assigned focused area within the divisions and committees of OAHPERD reaching out to the membership and building awareness of their unique area of effort.
4. Identify new programs and collaborative opportunities with their assigned collaborative partners, assuring an effective relationship between these partners and OAHPERD.

## **Section D. Line of Communication and Authority**

Special Presidential Appointments report to the OAHPERD President. They serve a term of office consistent with the term of their appointing president as approved by the Board. Special President Appointments report on their activities to the Board of Directors annually.

## **Section E. Performance Expectations**

The Special Presidential Appointments shall be judged against the following performance standards:

1. Effectiveness of the advocacy and representation of OAHPERD with their respective allied partners.
2. Attendance at the annual OAHPERD post-convention Board of Directors Meeting.
3. Attendance at meetings convened by allied partners for which they are invited.
4. Number and quality of collaborative opportunities identified with allied partners.

## **Article VI: Amendments**

This procedure manual will be reviewed annually at the May meeting by the Board of Directors and can be amended at any board meeting by a majority vote of the Board of Directors.

Appendix 1

Ohio Association for Health, Physical Education, Recreation, and Dance

Election of, Appointment and Voting Eligibility

Board of Directors

Position	Name (Terms Ends)	Elected			Appointed			Board of Directors Vote	
		Each year	Even years	Odd years	As needed	Each year		Yes	No
Executive Assistant									X
Executive Director									X
<b>OFFICERS</b>								X	
President*** ^								X	
Secretary*** ^			X					X	
President Elect *** ^			X					X	
Past President ***^								X	
Treasurer *** ^				X				X	
Trustees (3) ^^(1)					X				X
Convention Chair					X			X	X
Awards Chair					X			X	
ODE/ODH Liaison									X
<b>* Division Liaison -1</b>								X	
-Physical Education				X					X
-Health Education			X						X
-Dance				X					X
<b>*Division Liaison-2</b>								X	
-Higher Ed				X					X
-Young Professional			X						X
<b>*Division Liaison -3</b>								X	
-Recreation				X					X
-Adult Dev & Learning			X						X
-Sport & Exercise Sciences				X					X

Position	Name (Terms Ends)	ELECTED			APPOINTED			BOARD VOTE	
		Each year	Even years	Odd years	As needed	Even years	Odd years	Yes	No
Community Engagement Chair					X			X	
Student Committee Advisor		X						X	
Student Committee Chair					X			X	
Advocacy Committee Chair					X			X	
Leadership Development Chair					X			X	
Media & Marketing Chair **					X			X	
Governance & Nominating Chair							X	X	

\* Division Liaison- May change with each board meeting. Chairs from each division within each grouping decide which Division Chair will represent the divisions. Division chairs are to communicate with division members as to ideas/concerns from within their own divisions. The Division Liaison is to present the concerns of the other divisions within their group.

\*\* Editor and Editorial Committee

\*\*\* Evaluate the Executive Director

^^ Immediate Action Team- President, President P/E, Treasurer, Secretary, one Trustee, other Board Members as needed.

## Appendix 2

### OAHPERD AGREEMENT TO RUN

I, DO, /DO NOT  hereby agree to submit my name as a candidate for the following OAHPERD office(s):

President-Elect       Treasurer       Secretary       Division Chair

1.  **Yes**  **No** I am currently a member of OAHPERD (membership required to hold office).

Date of Membership [Click here to enter a date.](#)

2.  **Yes**  **No** I currently serve as an elected officer in OAHPERD.

If the answer is yes, specify office(s) and expiration date(s).

Office [Click here to enter text.](#) Expiration Date [Click here to enter a date.](#)

3. I agree to be a candidate for the above office and:

- a. To fulfill the requirements as outlined in the enclosed operating code of this office.
- b. To attend the First Board of Directors Meeting at the annual convention to be introduced as a candidate.
- c. If elected, I will attend the New Board of Directors Meeting at the annual convention and any additional meetings as outlined in the operating code.
- d. To review the "objectives" of OAHPERD as stated in the constitution and bylaws.

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Signature

Date

**Send completed forms to:**

**OAHPERD**

**400 W. Wilson Bridge Rd., Suite 120**

**Worthington, OH 43085**

**(614)228-4715**

[lisa@assnoffices.com](mailto:lisa@assnoffices.com)

**Email submissions are preferred.**

**\*RETURN WITH BIOGRAPHICAL INFORMATION FORM**



## Appendix 3

### OAHPERD OFFICER EXPENSES

#### **President, President-Elect/Past President, and Executive Director:**

SHAPE America Convention – ½ room expenses at the reduced block rate, and \$50 per diem (food and related expenses) for up to 5 days, substitute pay if needed, and travel (parking, mileage, coach airfare, ground transportation). We will reimburse for airfare or mileage whichever is less. All expenses paid for Executive Director if a contracted service.

#### **Executive Director (every year); President-Elect (odd numbered years); All Ohio Board Member (even numbered years):**

Society for Association Managers Leadership Development Conference – ½ room expenses at the reduced block rate, and \$50 per diem for up to 5 days, substitute pay if needed, and travel (mileage or coach airfare, whichever is less). All expenses are paid for the Executive Director if a contracted service.

#### **Board of Directors:**

Transitional Board Meeting during Convention – mileage, substitute pay if needed, and meals as provided by OAHPERD. No alcohol will be provided.

#### **Divisions:**

Each Division will be provided funding to cover costs operating the Division. These funds are not to be used to compensate presenters who are members or are eligible to become members of OAHPERD (i.e., someone who is engaged in Health, Physical Education, Recreation and/or Dance).

#### **Community Engagement Chair**

SHAPE America Convention – one Community Engagement Chair — ½ room expenses at the reduced block rate, and \$50 per diem for up to 5 days, substitute pay if needed, and travel (mileage or coach airfare, whichever is less).

OAHPERD Convention – Community Engagement Chair– share room (if possible), mileage, parking, and substitute pay if needed.

OAHPERD/Health, Moves Minds– Community Engagement Chair– mileage, parking, and substitute pay if needed.

DEFINE TRAVEL - Ground transportation costs to and from the airport are included in above travel. Per Diem rate applies to actual days at that event. Not covered: rental cars, room for spouse/significant other.

- Mileage shall be reimbursed at the OAHPERD board approved rate. Tolls will also be covered when receipts are presented with a voucher.
- OAHPERD expects officers to make every effort to share rooms at all covered conferences in order to reduce costs. If an individual is unable to find a roommate, the President may waive this. If a members

choose to room singly or share with a non-officer, i.e., family, friend, etc., then they are responsible for payment of ½ of the room.

- OAHPERD will not cover the cost of alcohol at any time.
- Receipts/vouchers must be submitted 15 days following the conclusion of the event/purchase for reimbursement.
- OAHPERD does not pay for convention registration, state or SHAPE America membership.
- Conversion of any OAHPERD monies, equipment or supplies for personal use or gain, i.e., credit card, cash, checking account, etc., for anything that is not directly related to OAHPERD business will be a cause for immediate dismissal and reimbursement to the association for all expenses will be required. Legal action may also be taken.

Affixing my signature to this document signifies that I understand and will abide by the rules set forth.

Name \_\_\_\_\_ Date \_\_\_\_\_

OAHPERD Office \_\_\_\_\_