

## **MEMBER SERVICES COMMITTEE OPERATING CODE**

### **I. NAME**

The name of the committee shall be the Member Services Committee of the National Association for Kinesiology in Higher Education.

### **II. PURPOSES**

A. To oversee the member services of NAKHE to ensure quality and consistency with the mission of NAKHE.

B. To provide *the Awards, Elections, Membership, Public Affairs, Social Justice, and Technology Sub-committees*, and the appointees responsible for *necrology, oral history and archives* a liaison to the Board.

### **III. PLAN OF ORGANIZATION**

A. The committee shall be a standing committee of the corporation.

B. The president shall appoint a chair of the Member Services Committee for a term of service that shall begin on January 1 of the appointment year and continue for a three (3) year period. The chair shall be a member of the Board of Directors and shall coordinate the duties of the Member Services Committee members at the annual conference.

C. The Member Services Committee shall also include:

1. The Chair of the Membership Committee
2. The Chair of the Awards Sub-Committee
3. The Chair of the Elections Sub-Committee
4. The Chair of the Public Affairs Sub-Committee
5. The Chair of the Social Justice Sub-Committee
6. The Chair of the Technology Sub-Committee
7. Appointees to include: Necrology, Oral History and the Archivist

D. All committee members shall be members of NAKHE appointed by the president with approval by the Board of Directors.

E. Resignations from the committee shall be presented to the president who shall appoint a successor to complete the unexpired term.

F. Review and submit Committee Operating Code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

#### **IV. CONDUCT OF BUSINESS**

A. Committee members will work independently as appointed chair within their operating guidelines and under the direction and supervision of the chair of member services

B. The chair of the Member Services Committee shall maintain a file of correspondence between committee members and associated sub-committee correspondence.

#### **V. REPORTS**

An annual written report of this committee's activities shall be submitted by the chair of the Member Services Committee to the president of the corporation and the Board of Directors at a specified date. It shall include annual reports of each sub-committee's work.

#### **VI. FINANCIAL SUPPORT**

Expenses of the committee shall be defrayed by the corporation within the limitations of the established budget. Additional funds may be requested when necessary.

*All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.*

(Block, 2009; Sampson Moore, 2012)