

Operating Code for the Executive Director
(Includes membership and registration responsibilities)

ARTICLE I. NAME OF THE POSITION

- A. Name of the position shall be the Executive Director for the National Association for Kinesiology in Higher Education (Corporation).

ARTICLE II. PLAN OF ORGANIZATION

- A. The Executive Director is appointed by the President with the approval of the Board of Directors.
- B. The Executive Director shall serve a three-year term of office. The Executive Director may be appointed to additional terms of office as approved by the Board of Directors.
- C. The Executive Director will be evaluated annually by the Executive Committee with results compiled by the President with forthcoming recommendations to the Board of Directors.

ARTICLE III. PURPOSE OF THE POSITION

- A. Public Relations Responsibilities
1. Attends the Annual Business Meeting and any Board of Directors' meetings held at the NAKHE Annual Conference.
 2. Periodically reviews the website for accuracy.
 3. Maintains supply of stationery and membership brochures for Board of Directors members' use and membership solicitation.
 4. Maintains and checks P.O. Box.
- B. Interactive Responsibilities
1. Attends all Board of Directors meetings and conference calls as a non-voting member and effectively responds to questions relative to fiscal responsibilities of this position.
 2. Effectively communicates with Corporation officers and members and responds appropriately to directives/requests.
 3. Reports to the Executive Committee (President, Past-President, President-Elect) and includes the President in email correspondence on major items.
 - a. Sends copies of monthly bank statement and reconciliation to the President.

- b. Sends copies of quarterly investment reports to the President.
4. Assists President to compile and track annual association budget.
5. Assists Past President and the Conference Manager with site selection.
6. Assists the Conference Manager by reviewing contracts for future conference sites.
7. Works with Webmaster.
 - a. To review NAKHE Annual Conference registration process and forms.
 - b. To review summer workshop registration process and forms.
 - c. To prepare membership registration and renewal process and form.
 - d. To provide feedback on website content to Webmaster.
8. Assists Future Directions Committee Chairperson and Conference Manager.
 - a. Assists with booking rooms and meeting space with hotel as needed.
 - b. Attends Future Directions Committee Meetings as needed as a non-voting member.
9. Assists Vice President and Conference Manager with NAKHE Annual Conference budget and contract (specifics below).
10. Assists Leadership Institute Chairperson with workshop budget (specifics below).

C. Fiscal Responsibilities

1. Maintains checking and savings accounts in the name of the Corporation in banks, trust companies, and other depositories as approved by the Board of Directors. The Executive Director will be the first signatory and the President will be the second signatory on Corporation accounts.
2. Maintains custody of all funds and securities of the Corporation.
3. Works with the Foundations Committee to invest funds not needed in the daily operation of the Corporation upon recommendation of the Foundations Committee, who serve as the financial advisors, and the Board of Directors.
4. Represents the Corporation in all matters relative to the articles of incorporation and tax status as required by law and as requested by the President or the

Executive Committee.

5. Compiles and presents annual budget to the Board of Directors.
6. Presents the fiscal report to the membership at the annual corporation business meeting in January.
7. Is familiar with, and appropriately uses the Corporation's membership software.
8. Accounts for all membership dues.
9. Accounts for all donations.
10. Issues stipends to *Quest* and *IJKHE* editors, associate editors, Webmaster, and any other paid positions.
11. Issues reimbursements for approved association expenses.
12. Maintains accounts payable and receivable.
13. Pays operational expenses of the association in a timely manner.
14. Collects and deposits funds received for the endowment funds and notifies the Foundations Committee Chairperson.
15. Recommends changes to the Board of Directors for improving effectiveness of fiscal and other management operations.
16. Oversees preparation of the corporate tax return and submits to the IRS.

D. Fiscal Oversight of NAKHE Annual Conference

1. Assists and reviews Vice President's conference budget proposal.
2. Assists Vice President and Conference Manager to develop and review conference budget.
3. Assists Vice President and Conference Manager to review hotel contract and any other contracts related to the annual conference.
4. Prepares conference planning timeline.
5. Pays deposits to conference hotel.
6. Assists with pre-conference site visit logistics.

7. Assists the Convention Manager and Vice President by reviewing the conference program for flow and compatibility with hotel contracted meeting space.
 - a. Reviews audiovisual and food quotes.
 - b. Works with Webmaster to prepare conference registration form and process.
 - c. Coordinates conference billing with the hotel.
 - d. Tracks sponsors and donations of conference.
 - e. Reviews final budget of conference.
 - f. Processes reimbursements for conference.
 - g. Processes refunds for conference.
 - h. Prepares honoraria for lecturers.
 - i. Secures and maintains Corporation event insurance.

E. Fiscal Oversight of Summer Workshops

1. Assists Leadership Institute Chairperson to review budget.
2. Prepares summer workshop planning timeline.
3. Assists and reviews Leadership Institute Department Head Certification Training and Leadership Development Workshop budget proposal.
4. Works with Webmaster to prepare workshop registration form and process.
5. Tracks sponsors for workshop.
6. Pays approved invoices or reimburse host.
7. Reviews final budget of workshop.

ARTICLE IV. AMMENDMENTS TO THE OPERATION CODE

- A. The operations code for the Executive Director may be amended by the Executive Committee subject to the approval of the Board of Directors.
- B. Changes to these operations codes shall be submitted to the Bylaws Chairperson by June 1st of each year. All subsequent final edits shall be submitted by November 1st in preparation for the NAKHE Annual Conference Board of Directors meeting.

Revised: (Oates, Lund, 2005; Mitchell, 2007; Claxton, 2008; Block, 2009; Sampson Moore, 2012; Oates, 2014; Baghurst, 2023)