

## **VICE PRESIDENT OPERATING CODE**

### **I. Election and Term of Office**

- A. The vice president shall be elected annually by the members of NAKHE.
- B. The vice president shall serve for a one-year term.

### **II. Duties and Responsibilities**

- A. Attend the annual business meeting of the corporation and all meetings of the Board of Directors and executive committee.
- B. Review and submit 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.
- C. Be responsible for the planning and management of the annual conference in consultation with the executive director with regard to all fiscal, contractual and marketing decisions and based on the theme approved by the Board of Directors.

- 1. Plan and initiate promotional information announcing the annual conference, including but not limited to the following:
  - a. Preparing and disseminating publicity, which highlights the focus of the conference.
  - b. Preparing and disseminating a “call for papers” which includes the conference theme and descriptive information regarding program proposals.
  - c. Planning for food and social functions, and obtaining, designing, and disseminating registration materials. Any individual or corporation who provides sponsorship for the conference at a minimum of the lecturer honorarium would be entitled to one conference registration.
  - d. Preparing and placing announcements in professional publication such as:
    - 1. Quest
    - 2. Chronicle of Higher Education
    - 3. Chronicle of Kinesiology and Physical Education in Higher Education
    - 4. OPERA
    - 5. AAHPERD Update
    - 6. NASPE News
    - 7. District and State AAHPERD journals and newsletters
- 2. Communicate acceptance/rejection of all program proposals received.
- 3. Coordinate the Dudley A. Sargent Lecture and luncheon with the president and the executive director.
  - a. Clear the time and date with appropriate personnel in NAKHE.
  - b. Select choice of food, decorations, and flowers for head table. Coordinate list of those who should be at the head table, if

appropriate.

c. The vice president shall give a short welcome to the group.

d. The NAKHE president will introduce the Dudley A. Sargent lecturer. Make arrangements for the president to accompany the lecturer to the luncheon.

e. Tape the lecture, if appropriate, and secure the tape before leaving.

f. Have the tape copied and send one copy to the Historian archivist for the historical records. Keep one copy in the

president's file, or if a permanent tape committee is established, send it to that chairperson.

4. Coordinate the Amy Morris Homans Lecture and luncheon with the president and the executive director.

a. Clear the time and date with appropriate NAKHE personnel.

b. Select choice of food, decorations, and flowers for head table. Coordinate list of those who should be at the head table, if appropriate.

c. Send to the luncheon coordinator a list of those who should be at the head table.

d. The vice president shall give a short welcome to the group.

e. The NAKHE President will introduce the Amy Morris Homans lecturer. Make arrangements for the president to accompany the lecturer to the luncheon.

f. Tape the lecture, if appropriate, and secure the tape before leaving.

g. Have the tape copied and send one copy to the Historian-Archivist for the Historical records. Keep one copy in the president's file, or if a permanent tape committee is established, send it to that chairperson.

5. Communicate with the NAKHE president and the executive director regarding the selection of the Delphine Hanna Lecturer, and plan to include this lecture as the opening general session of the annual conference.

a. Schedule the Delphine Hanna Lecture for the opening session of the annual NAKHE Conference.

b. Tape, if appropriate, and secure the tape before leaving.

c. Have the tape copied and send one copy to the archivist for the historical records. Keep one copy in the president's file, or if a permanent tape committee is established, send it to that chairperson.

6. If the NAKHE Service, Scholarship, and Administrator Awards will be presented at a meal function, include the Awards Committee chairperson in the appropriate seating arrangement.

7. Communicate with the contracted organizational travel agency or with the hotel regarding conference preparations and implementation.

- a. Opening/Closing dates and times for the conference (including pre-conference workshop and registration times)
  - b. Special needs for opening meeting
  - c. Receptions(s) and other food functions
  - d. Room arrangements and audio-visual needs
  - e. Arrangements for business meeting
  - f. Homans and Sargent Luncheon arrangements
  - g. Meetings of the Board of Directors (including refreshment breaks)
  - h. Refreshment/food breaks between programs
  - i. Number, price and location of sleeping rooms
  - j. Facilities and equipment (A-V, typewriter, etc.) furnished (without charge to NAKHE) by hotel for meetings
  - k. Number of complimentary rooms or suites included
  - l. Room rates guaranteed and dates around which rates will be honored
  - m. Approximate costs and deadlines for decisions on food functions
  - n. Fitness facilities at hotel
  - o. Special requirements/rules of hotel
8. Arrange for production and distribution of the following materials:
- a. Conference announcement/call for papers
  - b. Program proposal forms
  - c. Conference registration form
  - d. Lodging reservation form
  - e. Conference program
  - f. Conference name tag/badge
  - g. Conference packet/envelope
9. Appoint a coordinator to organize and administer the Pre-conference Workshop on administrative issues whose responsibilities might include, but not be limited to, the following:
- a. Publicizing the workshop (see B-1-d for suggested avenues)
  - b. Organizing the workshop around the theme of the conference
  - c. Soliciting program presenters
  - d. Determining program content
  - e. Selecting presiders for workshop presentations
  - f. Communicating with Vice President regarding program content, room arrangements and audio-visual needs, other appropriate information/requests
  - g. Preparing a report of the workshop and submitting it to the Vice President
10. Appoint a coordinator for the annual golf outing and a coordinator for any other special events (such as a tennis tournament).
11. Arrange with the vice president-elect to prepare program and conference evaluation forms to be disseminated and collected at the conference.

12. Prepare annual budget detailing anticipated conference income and expenses.
13. Collect conference registration fees and place into a local bank account in NAKHE's name.
14. Prepare receipts for conference fees paid by members registering for the conference and make them available either through the mail or on site for all who registered for the conference.
15. Communicate appreciation following the conference to speakers, presidors, committee members, hotel, travel agency, etc.
16. Prepare and submit to the Board of Directors at the spring meeting following the conference the final financial report including head counts for functions and the basis for decisions regarding compensations for sponsorships and others.

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

**Revised: (Mitchell, 2007, Block, 2008, Block 2009, Sampson Moore, 2012)**