

VICE PRESIDENT OPERATING CODE

- I. Election and Term of Office
 - A. The Vice President shall be elected biennially by the members of the Corporation.
 - B. The Vice President shall serve for a two-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 the Bylaws Committee 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 the annual meeting in January.
 - C. Review and submit NAKHE Bylaw changes to the Bylaws Committee by August 1 to be considered by the Board of Directors and then prepared for consideration by association membership at the annual meeting in January.
 - D. 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. Promote the annual conference, including, but not limited to, the following:
 - a. Publicize the highlights of the conference.
 - b. Announce a “call for proposals” which includes the conference theme and descriptive information regarding program proposals.
 - c. Plan for food and social functions, and obtain, design, and disseminate registration materials.
 - d. Prepare and place announcements in professional publications such as:
 1. Quest
 2. Chronicle of Higher Education
 3. International Journal of Kinesiology in Higher Education
 4. Sub-Discipline specific journals and newsletters
 2. Communicate acceptance/rejection of all proposals received.
 3. Coordinate the Dudley A. Sargent Lecture and luncheon with the President and the Executive Director.
 - a. Establish the time and date with appropriate Corporation personnel.
 - b. Select choice of food.
 - c. Deliver a short welcome to the attendees.
 - d. The Dudley A. Sargent lecturer will choose a person to introduce them. If no one is chosen, arrange for the President to introduce the lecturer.
 - e. Make arrangements for the President to accompany the lecturer to the luncheon.
 - f. Record the lecture, if appropriate, and secure the recording before leaving.

- g. Send one copy of the recording to the Historian archivist for the historical records. Keep one copy in the President's file, or if a permanent recording 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. Establish the time and date with appropriate Corporation personnel.
 - b. Select choice of food.
 - c. Deliver a short welcome speech to the attendees.
 - d. The Amy Morris Homans lecturer will choose a person to introduce them. If no one is chosen, arrange for the President to introduce the lecturer.
 - e. Make arrangements for the President to accompany the lecturer to the luncheon.
 - f. Record the lecture, if appropriate, and secure the recording before leaving.
 - g. Send one copy of the recording to the Historian archivist for the historical records. Keep one copy in the President's file, or if a permanent recording committee is established, send it to that chairperson.
- 5. Communicate with the President and the Executive Director regarding the selection of the Delphine Hanna Lecturer and plan to include this lecture in an open general session of the annual conference.
 - a. Establish the time and date with appropriate Corporation personnel.
 - b. Select choice of food.
 - c. Deliver a short welcome to the attendees.
 - d. The Delphine Hanna lecturer will choose a person to introduce them. If no one is chosen, arrange for the President to introduce the lecturer.
 - e. Make arrangements for the President to accompany the lecturer to the luncheon.
 - f. Record the lecture, if appropriate, and secure the recording before leaving.

Send one copy of the recording to the Historian archivist for the historical records. Keep one copy in the President's file, or if a permanent recording committee is established, send it to that chairperson.
- 6. Communicate with the Awards Committee, the President, and the Executive Director regarding the selection of the Young Scholar Award and plan to include this lecture in an open general session at the annual conference.
 - a. Establish the time and date with appropriate Corporation personnel.

- b. Arrange for the Chair of the Awards Committee to deliver a short welcome to the attendees and introduce the Young Scholar Lecturer.
 - c. Record the lecture, if appropriate, and secure the recording before leaving.
 - d. Send one copy of the recording to the Historian archivist for the historical records. Keep one copy in the President's file, or if a permanent recording committee is established, send it to that chairperson.
- 7. Communicate with the Diversity and Inclusion Committee, the President, and the Executive Director regarding the selection of the Praxis Lecture Award and plan to include this lecture in an open general session at the annual conference.
 - a. Establish the time and date with appropriate Corporation personnel.
 - b. Arrange for the Chair of the Diversity and Inclusion Committee to deliver a short welcome to the attendees and introduce the Praxis Lecturer.
 - c. Record the lecture, if appropriate, and secure the recording before leaving.
 - d. Send one copy of the recording to the Historian archivist for the historical records. Keep one copy in the President's file, or if a permanent recording committee is established, send it to that chairperson.
- 8. Arrange for the Service, Scholarship, Teaching, and Administrator Awards to be presented at a meal function. Arrange for the President to introduce the award winners.
- 9. Communicate with the contracted organizational travel agency or with the hotel regarding conference preparations and implementation with regards to and not limited to the following:
 - a. Opening/closing dates and times for the conference (including pre-conference workshop and registration times)
 - b. Special needs for the opening meeting
 - c. Receptions(s) and other food functions
 - d. Room arrangements and audio-visual needs
 - e. Arrangements for the business meeting
 - f. Homans and Sargent Luncheon arrangements
 - g. Meetings of the Board of Directors (including refreshment breaks)
 - h. Refreshment/food breaks in between programs
 - i. Number, price and location of sleeping rooms
 - j. Facilities and equipment (A/V, etc.) furnished (without charge to the Corporation) 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 the hotel
 - o. Special requirements/rules of hotel
10. Arrange for the production and distribution of the following materials:
- a. Electronic materials
 - 1) Conference announcement/call for papers
 - 2) Program proposal forms
 - 3) Conference registration form
 - 4) Lodging reservation form
 - 5) Conference program
 - b. Physical materials
 - 1) Conference name tag/badge
 - 2) Conference packet/envelope
11. Work with the Director of the Leadership Institute to organize and administer the Pre-conference Workshop and the Department Head Certification Training which might include, but not be limited to, the following:
- a. Publicizing the workshop
 - b. Organizing the workshop around the theme of the conference
 - c. Soliciting program presenters
 - d. Determining program content
 - e. Selecting presidors for workshop presentations
 - f. Communicating with the Director of the Leadership Institute regarding program content, room arrangements and audio-visual needs, other appropriate information/requests
12. Appoint a coordinator for the outside-of-conference outings.
13. Arrange with the Vice President-elect to prepare program and conference evaluation surveys
14. Arrange with the Webmaster to electronically disseminate and collect surveys.
15. Prepare the annual budget detailing anticipated conference income and expenses.
16. Communicate appreciation following the conference to speakers, presidors, committee members, hotel, travel agency, etc.
17. 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 1st from the previous fiscal year which ends June 30th.

Revised: (Mitchell, 2007, Block, 2008, Block 2009, Sampson Moore, 2012, Prewitt 2016, Langdon 2021)