

**OPERATING CODE OF THE OFFICE OF EXECUTIVE DIRECTOR
OF NCAAPERD-SM**

Approved June 1999, Revised November 2002, July 2003, June 2020

I. NAME

A. The name of this office shall be Executive Director of the North Carolina Alliance for Athletics, Health, Physical Education, Recreation and Dance.

II. ORGANIZATION

A. The Executive Director contract shall be for twelve months unless otherwise approved by the Executive Board.

B. An annual performance review shall be conducted by the NCAAPERD-SM President which shall include input from the President-Elect, Vice President, immediate Past President, Board of Directors, and may include input from members and affiliates. A summary of this review shall be reported annually to the Board of Directors.

C. In case of a vacancy in the office, the Board of Directors shall appoint a person to fill the vacancy until the position is filled.

III. DUTIES AND RESPONSIBILITIES

A. General Duties

1. Work collaboratively with the Executive Committee, Board of Directors, members, and affiliates in advancing the mission of NCAAPERD-SM.
2. Serve as a liaison and/or representative for the Alliance.
3. Provide leadership and continuity for all Alliance goals and operations.

B. Specific Responsibilities

1. Membership

- a. Promote and implement strategies to increase membership
- b. Serve on ad hoc membership ~~groups~~ committees.
- c. Analyze membership and do research on trends.
- d. Respond to all questions about membership.
- e. Analyze other membership lists for potential members.
- f. Plan, develop, and implement a comprehensive membership recruitment plan.
- g. Prepare a membership directory as directed by the Executive Board.

C. Business and Financial

1. Serve as the Alliance's primary financial officer under policies set by the Board

of Directors.

2. Budget

- a. In conjunction with the President and Executive Committee, prepare an annual budget to be presented to the Board of Directors for approval/modification.
- b. Administer the operation of the budget to include receipt, disbursement, and accounting of Alliance funds
- c. Supervise the keeping of the Alliance books.
- d. Oversee the collection of dues, registration fees, and sales income from all Alliance functions.
- e. Serve as trustee for the Alliance funds.
- f. Assist associations with the negotiation of contracts (if an Association initiates the contract, then the Association will give a copy of the contract to the Executive Director.) If the Executive Director receives a contract for an Association, the director shall:
 - 1) Provide a complete copy of the contract and any accompanying documents to the Board of the Association that will be involved with and in the contract, for review.
 - 2) Meet with and discuss the contract and any accompanying documents with the Association's Board to alleviate any conflicting actions that an Association has with on-going contracts.
 - 3) Obtain the Board's recommendations, suggest changes and renegotiate the contract if necessary.
 - 4) Obtain the signature of the Association's President, which gives approval and acceptance of the contract.
 - 5) Provide a complete copy of the approved contract and any accompanying documents to the NCAAHPERD-SM Executive Committee to review for 'Conflicts of Interest' before signing any type contract or agreement.
 - 6) Submit a written report on all approved contracts and services provided for other organizations/groups at each Board of Directors meeting.

3. Reports

- a. Submit required tax and other essential monthly, quarterly, and annual reports to appropriate state and national governmental agencies.
- b. Submit annual reports to SHAPE America with copies to the Executive Committee.
- c. Provide quarterly financial reports to the Executive Board and special

accounts or as requested.

- d. Provide yearly financial statements at the annual business meeting at the convention Alliance business meeting.
- e. Prepare all books/records for the audit three months prior to the convention
- f. Secure an external audit of all Alliance financial records every two years.
- g. Work with a financial committee and advisors to insure the NCAAHPERD-SM investment policy is followed and that maximum benefits accrue with minor risks.
- h. Release annually for publication in the NCAAHPERD-SM Journal/News a financial statement.
- i. Obtain written approval from the President before transfers or withdrawals are made from the Alliance investments account and provide an accounting and explanation for all transfers, withdrawals, and deposits.

D. Central Office Management

1. Provide Association supplies, equipment and files.
2. Keep the computer system up-to-date.
3. Process insurance contracts for bonding and liability.
4. Keep up-to-date files of the policies of the Alliance in the form of constitution, resolutions, reports, and minutes.
5. Attend Executive Committee meetings, Board of Directors meetings, and Alliance business meetings.
6. Assist the President and Board of Directors in assuring that projects are carried over from year to year and ensure continuity and progress.
7. Serve as a member of the Executive Committee and the Board of Directors.
8. Work on special projects as assigned by the President and Board of Directors.
9. Identify common advocacy goals which promote healthy lifestyle and promote the goals and purposes of the Alliance.
10. Work with the Constitution Committee to prepare amendments to the Constitution and By-Laws to be reported to the membership.
11. Submit an annual report of activities at the annual convention.

E. Meeting Planning/Convention Responsibilities

1. Convention
 - a. Collaborate with the President-elect and the Convention Committee to organize and coordinate all aspects of the annual fall convention.
 - b. When appropriate, negotiate and sign contracts with convention centers, meeting sites, and invited convention speakers being paid an honorarium

- c. Organize and conduct the registration aspect of the convention with the registration volunteers.
- d. Exhibits
 - 1) Recruit exhibitors and complete contracts and other business arrangements.
 - 2) Select a decorating company and sign a contract for their services.
 - 3) Work with associations/special projects on space arrangements for meetings.
 - h. Meetings
 - 1) Assist President in preparing the Executive Committee and Board meeting agendas.
 - 2) Facilitate site selection and logistics for meetings of the Executive Committee and Board.
 - 3) Prepare email or mailings for reports to the Committee or Board as requested.
 - 4) Provide materials including: reimbursement forms, stationary, envelops, requested reports and other necessary items to members at the meeting.
- F. Liaison Responsibilities
 - 1. Provide for efficient communication between Associations/Committees.
 - 2. Prepare reports, lists, and information as requested.
 - 3. Support association/committee work.
 - 4. Attend association/committee meetings when invited.
 - 5. Update associations/committees on current happenings.
 - 6. Use publications effectively to promote Alliance goals.
 - 7. Work with the editor of the Journal to assure current and appropriate content.
- G. SHAPE America and the Southern District of SHAPE America.
 - 1. Serve as contact for both SHAPE America and the Southern District of SHAPE America.
 - 2. Follow-up on requests for information by SHAPE America and the Southern District of SHAPE America.
 - 3. Represent NCAAPERD-SM at Alliance functions as directed by the Executive Committee/President
 - 4. Advise the President-Elect on the SHAPE America Leadership Development Conference.
 - 5. Attend SHAPE America and the Southern District of SHAPE America

Convention.

6. Participate in the Society of Association Management (SAM), an affiliate of SHAPE America.
- H. State Department of Education
1. Work with to plan and coordinate activities and special workshops to promote NCAAHPERD-SM.
 2. Attend meetings when appropriate.
- I. Other Agencies
1. Work with other allied agencies, and other related partner groups and agencies.

IV. REVISION OF THE CODE

- A. Revision of this code may be made through approval of the Board of Directors.
- B. No portion of this code shall conflict with the Constitution and Bylaws of the Alliance.