

**OPERATING CODE OF THE CONVENTION COMMITTEE  
OF NCAAHPERD-SM  
Approved June 2020**

- I. NAME: The name of this committee shall be the Convention Committee of NCAAHPERD-SM.
  
- II. PURPOSE: The Convention Committee shall collaborate with the President-Elect and the Executive Director to organize and coordinate all aspects of the annual fall convention.
  
- III. ORGANIZATION
  - A. The Convention Committee shall be a standing committee of NCAAHPERD-SM.
  - B. The President-Elect is the program coordinator for the annual fall convention.
  - C. The President-Elect shall serve as one of the committee co-chairs.
  - D. The President-Elect of each Association is responsible for the convention program and shall, therefore, serve on the Convention Committee. An Association may delegate these responsibilities to a person other than its President-Elect provided that the Alliance President-Elect is informed.
  - E. The Alliance President shall appoint all other committee members.
  - F. There shall be two committee co-chairs. One co-chair will be the President-Elect and the other shall be elected by the members of the committee.
  - G. Committee chairs and members shall serve, at the minimum, a 1-year term.
  - H. Committee members may be reappointed. The elected committee co-chair may be reelected.
  
- IV. Co-Chair Responsibilities
  - A. Co-chairs will attend all NCAAHPERD-SM Board of Directors meetings.
  - B. Facilitate the Convention Committee meetings.
  - C. Submit a written and verbal report at each NCAAHPERD-SM Board meeting.
  - D. Facilitate and create a Convention Committee Action Plan.
    - 1. The Action Plan should include but is not limited to creating a checklist of planned activities such as registration, exhibitors, schedule of programs and presenters, audiovisual needs, North Carolina renewal credits, and process.
    - 2. The Action Plan should be updated as needed.
  - E. Actively engage in the annual fall convention duties and responsibilities.
  
- V. Committee Adherence to the President-Elect's Operating Code
  - A. Association officers should bring program ideas and possible speakers; names to the January Board of Directors meeting so that program planning and coordination

between Associations can be enhanced. Prior planning meetings with other association officers or representatives are strongly encouraged.

- B. Preliminary program reports are due to the President-elect on or before March 31. These reports must include only program titles and presenters for all planned sessions.
- C. Final program reports are due to the President-elect on or before May 16. The final program report form must be completed fully.
- D. A draft of the total convention program will be sent to the Board of Directors members on or before August 1.
- E. All changes to the program must be sent in writing to the President-elect on or before September 1.
- F. Prepare and bring the convention program and deliver it to the Executive Director for distribution to the Alliance membership.
- G. Work closely with the Executive Director to see that all preparations for the convention are made.
- H. Distribute evaluation forms to Association Presidents and Convention Committee Members just before the convention and receive them after the convention.
- I. On the basis of the evaluation forms and his/her own observation, the President-Elect will write an evaluation of the convention program to be given to his/her successor and to be kept in the President-elect's file.

#### VI. COMMITTEE MEMBER RESPONSIBILITIES

- A. Attend Convention Committee meetings and participate in conducting committee meetings.
- B. Actively recruit new members for NCAAHPERD-SM.
- C. Perform other duties as designated by the Board of Directors.

#### VII. REVISION OF THE OPERATING CODE

- A. Changes in the purpose and organization of the Convention Committee or in the operating code are subject to the approval of the Alliance Board of Directors.
- B. No portion of this code shall conflict with the Constitution and Bylaws of NCAAHPERD-SM.