OPERATING CODE OF THE PROFESSIONAL DEVELOPMENT   
COMMITTEE OF NCAAHPERD-SM

Approved June 2020

1. NAME: The name of this committee shall be the Professional Development Committee of the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance and Sport Management (NCAAHPERD-SM).
2. PURPOSE: To serve the Alliance by providing professional development opportunities for all members.
3. ORGANIZATION
   1. The Professional Development Committee shall be a standing committee of NCAAHPERD-SM.
   2. The Alliance President shall appoint all committee members.
   3. There shall be two committee co-chairs. One co-chair will be appointed by the President and the other shall be elected by the members of the committee.
   4. Committee co-chairs and members shall serve, at the minimum, a 1-year term.
   5. Committee members may be re-appointed. The elected committee co-chair may be re-elected.
4. Co-Chair Responsibilities
   1. Co-chairs will attend all NCAAHPERD-SM Board of Directors meetings.
   2. Facilitate the Professional Development Committee meetings.
   3. Submit a written and verbal report at each NCAAHPERD-SM Board meeting.
   4. Facilitate and create an Action Plan for non-state convention professional development including events such as regional workshops and webinars
      1. The Action Plan should include but is not limited to creating a checklist of activities such as selection of presenters, location of sites, registration communications, printed fliers and website notices, etc.
      2. The Action Plan should be updated as needed.
   5. Collaborate with the Executive Director regarding the above activities.
   6. Actively engage in non-state convention professional development and professional duties.
5. COMMITTEE MEMBER RESPONSIBILITIES
   1. Attend Nominating Committee meetings and participate in conducting committee business.
   2. Actively recruit new members for NCAAHPERD-SM.
   3. Perform other duties as designated by the Board of Directors.
6. Revision of the Operating Code
   1. Changes in the purpose and organization of the Professional Development Committee or in the operating code are subject to the approval of the Alliance Board of Directors.
   2. No portion of this code shall conflict with the Constitution and Bylaws of NCAAHPERD-SM.