

OPERATING CODE OF THE PROFESSIONAL DEVELOPMENT  
COMMITTEE OF NCAAHPERD-SM  
Approved June 2020

- I. 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).
- II. PURPOSE: To serve the Alliance by providing professional development opportunities for all members.
- III. ORGANIZATION
  - A. The Professional Development Committee shall be a standing committee of NCAAHPERD-SM.
  - B. The Alliance President shall appoint all committee members.
  - C. 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.
  - D. Committee co-chairs and members shall serve, at the minimum, a 1-year term.
  - E. Committee members may be re-appointed. The elected committee co-chair may be re-elected.
- IV. Co-Chair Responsibilities
  - A. Co-chairs will attend all NCAAHPERD-SM Board of Directors meetings.
  - B. Facilitate the Professional Development Committee meetings.
  - C. Submit a written and verbal report at each NCAAHPERD-SM Board meeting.
  - D. 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.
  - E. Collaborate with the Executive Director regarding the above activities.
  - F. Actively engage in non-state convention professional development and professional duties.
- V. COMMITTEE MEMBER RESPONSIBILITIES
  - A. Attend Nominating Committee meetings and participate in conducting committee business.
  - B. Actively recruit new members for NCAAHPERD-SM.
  - C. Perform other duties as designated by the Board of Directors.

- VI. Revision of the Operating Code
  - A. 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.
  - B. No portion of this code shall conflict with the Constitution and Bylaws of NCAAHPERD-SM.