

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

- I. NAME: The name of this committee shall be the Recognition Committee of the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance and Sport Management (NCAAHPERD-SM).

- II. PURPOSE:
 - A. The Recognition Committee shall select the recipients of Alliance awards and scholarships, excluding the Honor and Hooks Awards. The committee shall also ensure Alliance and Association awards are aligned with SHAPE America awards criteria and timelines.
 - B. The committee will assist the Vice President in fulfilling the office's responsibility to prepare and distribute the program recognizing Alliance Awards, including the Honor Award, Hooks Award, and scholarship recipients at the fall meeting of the Alliance.

- III. ORGANIZATION
 - A. The Recognition Committee shall be a standing committee of NCAAHPERD-SM.
 - B. The Vice President shall serve as one of the committee co-chairs.
 - C. The Alliance President shall appoint all other committee members.
 - D. There shall be two committee co-chairs. One co-chair will be the Vice President and the other shall be elected by the members of the committee.
 - E. Committee co-chairs and members shall serve, at the minimum, a 1-year term.
 - F. 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 Recognition Committee meetings.
 - C. Submit a written and verbal report at each NCAAHPERD-SM Board meeting.
 - D. Collaborate with committee members to ensure the duties of the committee are completed.
 - E. 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 award nominations, award selections, notification of awardees, preparation of awards/plaques, preparation of press releases, preparation of the awards ceremony script, etc.
 - 2. The Action Plan should be updated as needed.

- F. Notify committee members of appropriate deadlines to elicit nominations for each award, insure committee members solicit nominations, ask Board of Directors and other committee chairs to make and solicit nominations for awards.
- G. Facilitate the distribution of nomination award forms to all Alliance members.
- H. Collaborate with committee members and other appropriate persons to confirm eligibility of award nominees.
- I. Facilitate the distribution of award forms to award recipients.
- J. Collect from the committee members and other appropriate persons biographical profiles for the awards program.
- K. Collaborate with the convention co-chairs concerning the logistics of the awards events.
- L. Collaborate with the Convention Committee chair to ensure that all audio visual equipment, podium, plaques and other items are set up and ready at the start of the awards ceremony.
- M. Collect and compile information for the awards ceremony presentation slideshow.
- N. Arrange for the recognition of Nationally Board Certified Teachers, Southern District and SHAPE America National Teachers of the Year (TOYs) of the current year during the awards ceremony.
- O. Facilitate press releases regarding award recipients and provide templates/media packets for committee members to notify newspapers and superiors (principal, superintendent, department chair, etc.) concerning the award recipients.
- P. Collaborate with the Executive Director to post photos and award winner information on the website.
- Q. Inform award recipients of Southern District and SHAPE America processes for moving forward, application information and deadlines.
- R. Collaborate with the President-Elect and the Executive Director regarding the above activities.

V. COMMITTEE MEMBER RESPONSIBILITIES

- A. Attend Recognition Committee meetings and participate in conducting committee business.
- B. Committee members will meet, greet, and seat recipients and family for the awards ceremony.
- C. Participate in convention evaluations.
- D. Actively recruit new members for NCAAPERD-SM.
- E. Nominate individuals for NCAAPERD-SM awards.
- F. Perform other duties as designated by the Board of Directors.

VII. REVISION OF OPERATING CODE

- A. Changes in the purpose and organization of the Recognition 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 NCAAPERD-SM.