

## **Duties & Procedures for Division Officers**

### **Division Officers**

The Division officers consist of the Vice President, Vice President-elect, and immediate Past Vice President for each of the Divisions of College, Dance, General, Health, Physical Education, and Recreation. Each of these officers has specific responsibilities and duties as outlined hereinafter and together they function as the Division Executive Committee. As prescribed in the Bylaws, the Executive Committees conduct such activities as are necessary between annual conventions to ensure continuity in the operation of the Division.

### **Division Vice Presidents**

The Vice Presidents have charge of activities of the Divisions and they supervise the officers of the Sections within their respective Divisions. The Vice Presidents are responsible to the President, but they work and communicate directly with the Executive Director and other officers as appropriate on various matters. The following are specific duties of the Vice Presidents:

1. Serve as Chairs of the Division Executive Committees and initiate projects for the year. Appoint no more than two student representatives to represent the Division at the TAHPERD Representative Assembly.
2. Attend the convention program planning meetings: one held at the convention and the other held prior to the Spring Board of Directors meeting.
3. Plan and execute programs for their respective Divisions for the state convention.
4. Preside at the Division meetings during the convention.
5. Write letters of appreciation following the convention to persons participating in the Division programs.
6. Supervise and assist Section Chairs in planning convention programs. This supervision includes examination of programs to ensure quality programs and to avoid duplication among Sections. Ensures that abstracts and audio visual requirements are submitted and complete along with the program proposals.
7. Organize a system for Division Vice Presidents to visit each program presented by the Division at convention to monitor the quality of the program and the number in attendance.
8. Work with the Division Executive Committee and Section leaders to evaluate each Section's viability.
9. Assist interest groups to organize new Sections within the Divisions.
10. Serve as members of the Board of Directors and attend the two annual meetings. One is usually held on Wednesday during the state convention and a spring meeting is usually scheduled on a weekend in April at the site of the next annual convention.
11. Serve as members of the Representative Assembly and attend the annual meeting, which is usually held on Thursday evening at the convention.
12. From students serving on the various Section Executive Committees within the Division, appoint two students to represent your Division as voting delegates to the Representative Assembly. Names should be submitted to the Executive Director prior to September 30.

13. Attendance at the annual Leadership Conference, which is usually held in January or February of each year.
14. Attend the meeting of the Convention Planning Committee, which is held in conjunction with the spring meeting of the Board of Directors and at the site of the upcoming convention. Vice Presidents are responsible for the coordination of program planning and selection for their Divisions. NOTE: TAHPERD will pay travel expenses for Vice Presidents and no more than two Section leaders to attend this planning meeting.
15. Serve as ex officio members of appropriate Standing Committees, i.e., College Committee, Dance Committee, Health Committee, Physical Education Committee, and Recreation Committee.
16. Submit an annual report of Division activities to the Board of Directors. This report should be mailed to the Executive Director no later than 30 days prior to the Board meeting.
17. Keep the President, Executive Director, and Vice Presidents-elect informed of the operations of your respective Division.
18. No later than October 1, correspond with Section Chairs to ensure proper selection of candidates for Section elections and ballot preparation for the convention.
19. Prior to the conclusion of the annual convention, make sure that each Section within your division has turned into the Hospitality/Information Booth the Section's officer ballot results. Where needed, follow up to ensure that all Division and Section officers are appointed and reported to the state office by January 31.
20. Prepares and submits budget requests (if any) to the Chair of the Finance Committee (President-Elect) for following year budget preparation. Requests must be submitted in writing to the State Office prior to February 15.

#### **Division Vice Presidents-elect**

The Vice Presidents-elect act for the Vice Presidents in their absence and assume the office of Vice President in the event of a vacancy. According to Robert's Rules of Order, when the unexpired term is less than one-half (after June 1 for TAHPERD) the Vice President-elect completes the unexpired term and then serves a full term as Vice President. The Bylaws prescribe that a vacancy in the office of Vice President-elect is filled by the person with the second highest vote in the election.

While the Vice Presidents-elect have specific duties as outlined herein after, the principal responsibility is to become familiar with the operation of the Association and to initiate planning for terms as Vice President. The specific duties include:

1. Serve as a member of the Division Executive Committee.
2. Serve as a member of the Board of Directors and attend the two annual meetings. One is usually held on Wednesday during the state convention and a spring meeting is usually scheduled on a weekend in April or May at the site of the next annual convention.
3. Serve as a member of the Representative Assembly and attend the annual meeting, which is usually held on Thursday evening at the convention.

4. Attend the convention program planning meetings: one held at the convention and the other held prior to the Spring Board of Directors meeting.
5. Attendance at the annual Leadership Conference, which is usually held in January or February of each year.
6. Attend the meeting for Convention Planning and the Board of Directors, which is usually held in April or May at the site of the upcoming convention. Travel expenses will be reimbursed by TAHPERD.
7. Serve as ex officio member of appropriate Standing Committees, i.e., College Committee, Dance Committee, Health Committee, Physical Education Committee, and Recreation Committee.
8. Ensure that all Division and Section officers are appointed by January 31 and reported to the Executive Director.
9. As a member of the Division Executive Committee, assist in the conduct of a review of the Sections within your respective Division.

### **Division Past Vice Presidents**

The principal function of the immediate Past Vice Presidents is to assist the Vice Presidents and Division Executive Committees through the benefit of experience to ensure continued effective operation. The following are specific duties of the Past Vice Presidents:

1. Serve as a member of the Division Executive Committee.
2. Serve as a member of the Board of Directors and attend the annual meetings. One is held on Wednesday during the state convention and a Spring meeting is usually scheduled on a weekend in April or May at the site of the next annual convention.
3. Serve as a member of the Representative Assembly.
4. Attend the convention program planning meetings: one held at the convention and the other held prior to the Spring Board of Directors meeting.
5. Serve as ex officio member of appropriate Standing Committees, i.e., College Committee, Dance Committee, Health Committee, Physical Education Committee, and Recreation Committee. NOTE: The Past Vice Presidents typically serve as the ex officio Chair of their respective Division Committees.
6. As a member of the Division Executive Committee, assist in the conduct of a review of the Sections within your respective Division.
7. Attend the meeting of the Convention Planning Committee and the Board of Directors, which is usually held in April or May at the site of the upcoming convention. Travel expenses will be reimbursed by TAHPERD.

### **Finances**

Funds are provided to defray expenses of travel for Vice Presidents to meetings which they are "required" to attend. Also a small Division budget is provided to cover business and convention program expenses during the year. The Division Executive Committee should decide the expenditure of the Division's budget.