**Society for Health And Physical Educators of South Dakota Operating Codes
Alphabetical Order**

**Operating Code – Director of Adapted Education
Revised 10-2015; Updated 2018; Updated 10-2019**

1. Name
	* The name of this office is Director of Adapted Education for SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Adapted Education
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Adapted Education, in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Director of Adapted Education, with his/her responsibilities.
3. Organization
	* The Director of Adapted Education assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Adapted Education.
	* This position is elected in odd-numbered years.
4. Duties:
	* Serve on the Association Board of the Association and attend all SHAPE SD Board meetings.
	* Act as a resource person in the state for adapted information.
	* Monitor the status of the state adapted curriculum and recommend an appropriate schedule for revision.
	* When necessary, chair the task force charged with revision the state adapted curriculum.
	* Solicit presentations for the Fall convention.
	* Attend the Fall convention.
	* Solicit and submit adapted-related articles to SHAPE SD dissemination of knowledge (website/Facebook/Twitter/Social Media).
	* Solicit names of those who would be potential presenters at the following convention.
	* Solicit nominations for the annual Adapted Educator Award.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Education of South Dakota**

**Operating Code – Director of Assessment and Curriculum**

**Revised 10-2015; Updated 2018; Updated 10-2019**

1. Name
	* The name of this office is Director of Assessment and Curriculum of SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Assessment and Curriculum.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Assessment and Curriculum, in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Director of Assessment and Curriculum, with his/her responsibilities.
3. Organization
	* The Director of Assessment and Curriculum assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Assessment and Curriculum.
	* This position is elected in even-numbered years.
4. Duties:
	* Serve on the Association Board of the association and attend all SHAPE SD Board meetings.
	* Encourage and promote quality assessment and curricular experiences in the physical education, health, adapted, and recreational fields.
	* Make use of dollars allocated in the budget for projects/workshops in assessment and curriculum.
	* Act as a resource person in the state for assessment and curricular information.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Through the SHAPE SD dissemination of knowledge, advertise to members any state assessment and curricular workshops.
	* Solicit presentations for the Fall convention.
	* Attend the Fall convention.
	* Solicit and submit assessment and curricular articles for SHAPE SD dissemination of knowledge (website/Facebook/Twitter/other Social Media).
	* Assist in assuring Equity, Diversity and Inclusion (EDI).
	* Solicit names of those who would be potential presenters at the following convention.
	* Solicit nominations for the annual TOY, Honor, and New TOY Award.
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**SHAPE SD: Society for Health And Physical Educators for South Dakota**

 **Operating Code – Director of Awards & Recognition**

**Revised 10-2019**

1. Name
	* The name of this office is Director of Awards & Recognition of SHAPE SD.
2. Purpose
	1. The purpose of this code is to help the individual who is appointed by the President to the position of the Director of Awards and Recognition.
	2. The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Awards and Recognition in the best interests of the Association.
	3. The code should help to standardize practices and acquaint the Director of Awards and Recognition with his/her responsibilities.
3. Organization
	1. The Director of Awards and Recognition assumes office following the fall convention and shall hold this office for one year (but can serve unlimited consecutive terms) following the convention.
	2. In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Awards and Recognition.
	3. This position is appointed yearly.
* The Director of Awards and Recognition is ex-officio, nonvoting member of the Association Board.
	1. Eligibility: The Director of Awards and Recognition must have had three years of continuous membership in SHAPE SD.
1. Duties:
* Collect award nominations no later than September 10.
* Submit completed nominations form nominations to Executive Director for Board voting no later than September 15
* Director of Awards and Recognition will work with the Executive Director to submit complete forms to Board for voting.
* Notify recipients by letter, phone call, or email no later than September 30.
* Notify each award winner that they will receive 2 complimentary banquet tickets (additional tickets can be purchased). Secure contact information from each award winner and notify the recipient’s employer and local newspaper of the award.
* Send necessary paperwork to each award winner so they can send information on to Central District SHAPE America awards committee.
* The Monday following the awards ceremony, send pictures and descriptions of award winners to local news media and the SHAPE SD Technology Coordinator.
* Order awards (3 weeks prior to convention)
	+ - * Jackets with SHAPE SD Logo for TOY and Pathfinder recipients; check sizes and create paper certificates for them as well
			* Honor recipient; engraved clock (or another appropriate award)
			* Friend of SHAPE SD print certificate
			* Plaque for President
* Create awards program (2 weeks prior to convention)
* Have awards program printed (1 week prior to conventions)
* Announce awards or arrange for someone to announce winners at the awards ceremony.
* Solicit presentations from past TOY for Fall convention.
* Work with other Directors to solicit award and recognition recipients.
	+ Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code). Assist in assuring Equity, Diversity and Inclusion (EDI)

Also see the President’s Operating Code for related information.

**Society for Health And Physical Educators of South Dakota**

**Operating Code – Director of Collegiate
Revised 10-2015; Updated 2018; Updated 10-2019**

1. Name
	* The name of this office is Director of Collegiate of SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Collegiate.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Collegiate in the best interests of the association.
	* The code should help to standardize practices and acquaint the Director of Collegiate with his/her responsibilities.
3. Organization
	* The Director of Collegiate assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Collegiate.
	* This position is elected in odd-numbered years.
4. Duties:
	* Serve on the Association Board of the association and attend all board meetings.
	* Monitor the areas of research, history, the Emerging Leaders.
	* Work to increase college membership in SHAPE SD.
	* Explore ways that colleges can be of service to practitioners on elementary, middle school and secondary levels.
	* Maintain contact and communicate with the college members by identifying a satellite membership representative from each of the state universities.
	* Keep interested individuals and substructures informed of grant writing opportunities and offer assistance as needed.
	* Promote awareness in the membership of those concerned with the atypical student.
	* Publicize information regarding changes and research findings physical education, health education and related fields.
	* Foster cooperation and involvement with related organizations.
	* Solicit presentations for the fall convention in the research, history, student, and college.
	* Attend the fall convention.
	* Solicit and submit items for SHAPE SD dissemination of knowledge (website/Facebook/Twitter).
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* In section meetings, solicit the names of those who would be potential presenters at the following convention.
	* Solicit nominations for the annual College/University TOY and nominations for New TOY Award.
	* Coordinate the Gary Busch and Marj Evjen Scholarship Program in collaboration with the Executive Director and Treasurer.
	* Complete and submit the Projected Annual Goals Report (Fall Board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Educators of South Dakota**

**Operating Code – Director of Health
Revised 10-2015; Updated 2018; Updated 10-2019**

1. Name
	* The name of this office is Director of Health for SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Health.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Health, in the best interests of the association.
	* The code should help to standardize practices and acquaint the Director of Health, with his/her responsibilities.
3. Organization
	* The Director of Health assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Health.
	* This position is elected in odd-numbered years.
4. Duties:
	* Serve on the Association Board of the Association and attend all SHAPE SD Board meetings.
	* Act as a resource person in the state for health information.
	* Monitor the status of the state health curriculum and recommend an appropriate schedule for revision.
	* When necessary, chair the task force charged with revision the state health curriculum.
	* Solicit health and other presentations for the Fall convention.
	* Attend the Fall convention.
	* Solicit and submit health-related articles to SHAPE SD dissemination of knowledge (website/Facebook/Twitter/Social Media).
	* Solicit names of those who would be potential presenters at the following convention.
	* Solicit nominations for the annual Health Educator Award.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Education of South Dakota**

**Operating Code – Director of Community Initiatives
Revised 10-2015; Updated 2018; Updated 10-2019**

1. Name
	* The name of this office is Director of Community Initiatives of SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Community Initiatives.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Community Initiatives, in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Director of Community Initiatives, with his/her responsibilities.
3. Organization
	* The Director of Community Initiatives assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Community Initiatives.
	* This position is elected in odd-numbered years.
4. Duties:
	* Serve on the Association Board of the association and attend all SHAPE SD Board meetings.
	* Encourage and promote quality Community Initiatives such as but not limited to: health.moves.minds, Fuel Up 2 Play 60, Jump/Hoops for Heart, related to physical education and health. .
	* Make use of dollars allocated in the budget for projects/workshops in Community Initiatives.
	* Act as a resource person in the state for Community Initiatives information.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity, and Inclusion (EDI), Solicit presentations relevant to Community Initiatives for the Fall convention.
	* Work with Exhibitor Chair to solicit these programs for booths and/or presentations at convention.
	* Attend the Fall convention.
	* Solicit and submit Community Initiatives articles for SHAPE SD dissemination of knowledge (website/Facebook/Twitter/other Social Media).
	* Solicit names of those who would be potential presenters at the following convention.
	* Solicit nominations for the annual Friends of SHAPE SD, TOY, Honor, and New TOY Award.
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Educators of South Dakota**

**Operating Code – Director of Health
Revised 10-2015; Updated 2018; Updated 10-2019**

1. Name
	* The name of this office is Director of Health for SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Health.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Health, in the best interests of the association.
	* The code should help to standardize practices and acquaint the Director of Health, with his/her responsibilities.
3. Organization
	* The Director of Health assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Health.
	* This position is elected in odd-numbered years.
4. Duties:
	* Serve on the Association Board of the Association and attend all SHAPE SD Board meetings.
	* Act as a resource person in the state for health information.
	* Monitor the status of the state health curriculum and recommend an appropriate schedule for revision.
	* When necessary, chair the task force charged with revision the state health curriculum.
	* Solicit health and other presentations for the Fall convention.
	* Attend the Fall convention.
	* Solicit and submit health-related articles to SHAPE SD dissemination of knowledge (website/Facebook/Twitter/Social Media).
	* Solicit names of those who would be potential presenters at the following convention.
	* Solicit nominations for the annual Health Educator Award.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Educators of South Dakota**

**Operating Code – Director of Physical Education**

Created 10-2019

1. Name
	* The name of this office is Director of Physical Education of SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Physical Education.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Physical Education, in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Director of Physical Education, with his/her responsibilities.
3. Organization
	* The Director(s) of Physical Education assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* Up to four (4) representatives will be elected to these positions, with preference to elect 2 on even-numbered years, and 2 on odd-numbered years.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Physical Education.
4. Duties:
	* Serve on the Association Board of the Association and attend all SHAPE SD Board meetings.
	* Work to increase membership awareness of trends in fitness, health, skills, dance, and sports in elementary, middle school and secondary physical education.
	* Act as a resource person in the state for physical education events.
	* When necessary, participate on the task force charged with revising the state standards for physical education.
	* Solicit presentations for the fall convention in all areas of K-12 physical education.
	* Attend the fall convention.
	* Solicit and submit items to the SHAPE SD dissemination of knowledge (website/Facebook/Twitter).
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Solicit the names of those who would be potential presenters at the following convention.
	* Submit names for Teacher of the Year: Elementary, Middle School, High School/Secondary, Dance, and New TOY award to nominations committee chair.
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Educators of South Dakota**

**Operating Code – Director of Recreation & Lifetime Activities**Revised 10-2015; Updated 2018; Updated 10-2019

1. Name
	* The name of this office is Director of Recreation and Lifetime Activitiesof SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Recreation and Lifetime Activities.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Recreation and Lifetime Activities, in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Directors of Recreation and Lifetime Activities, with his/her responsibilities.
3. Organization
	* The Director of Recreation and Lifetime Activitiesassumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Recreation and Lifetime Activities.
	* This position is elected in even-numbered years.
4. Duties:
	* Serve on the Association Board of the association and attend all board meetings.
	* Work to increase membership awareness of recreational, lifetime activities, fitness, and leisure trends.
	* Coordinate special projects pertinent to the promotion of recreation, lifetime activities, leisure, fitness, and aquatics in South Dakota.
	* Establish an information network with recreation, leisure, fitness, and aquatics professionals and recreation, lifetime activities, leisure, fitness, and aquatics organizations in South Dakota.
	* Work with appropriate agencies to maintain certification and licensing standard among professionals (ex. Aquatics, Archery) in South Dakota.
	* Solicit presentations for the fall convention in the areas of recreation, lifetime activities, leisure, fitness, and aquatics.
	* Attend the fall convention.
	* Solicit and submit items for SHAPE SD dissemination of knowledge (website/Facebook/Twitter/social media).
	* Solicit the names of those who would be potential presenters at the following convention.
	* Solicit nominations for the annual TOY Awards and Friends of SHAPE SD.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code). Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Educators of South Dakota**

**Operating Code – Director of Sport and Coaching**

**Revised 10-2015; Updated 2018: Updated 10-2019**

1. Name
	* The name of this office is Director of Sport and Coaching of SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Director of Sport and Coaching.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Sport and Coaching, in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Director of Sport and Coaching, with his/her responsibilities.
3. Organization
	* The Director of Sport and Coaching assumes office following the fall convention and shall hold this office for two (2) years following the convention.
	* In case of resignation or death, the President will appoint an individual to complete the unexpired term of the Director of Sport and Coaching.
	* This position is elected in even-numbered years.
4. Duties:
	* Serve on the Association Board of the Association and attend all SHAPE SD Board meetings.
	* Work to increase membership awareness of trends in sport and coaching in relationship to physical education.
	* Act as a resource person in the state for sport and sport-related events.
	* When necessary, participate on the task force charged with revising the state standards for coaching certification.
	* Solicit presentations for the fall convention in the areas of sport and coaching related or relevant to elementary, middle school and secondary physical education.
	* Attend the fall convention.
	* Solicit and submit items to SHAPE SD dissemination of knowledge (website/Facebook/Twitter/social media).
	* Solicit the names of those who would be potential presenters at the following convention.
	* Submit names for Pathfinder award to nominations committee chair.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health and Physical Educators of South Dakota**

**Operating Code –Emerging Leaders**Revised 10-2015; Updated 2018; Updated 10-2019

1. Name
	* The name of this office is the Emerging Leaders of SHAPE SD.
2. Purpose
	* The purpose of this code is to help individuals appointed to the office of Emerging Leaders.
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Emerging Leaders in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Emerging Leaders with his/her responsibilities.
3. Organization
	* The Emerging Leaders assumes office following the fall convention and shall hold this office for one year following the convention and can serve consecutive terms.
	* In effort to encourage student participation and future professional membership, the position of Emerging Leaders will be one year, but leaders can serve multiple terms.
	* The Emerging Leaders position is a NON-VOTING position, due to the unlimited number of Emerging Leaders and to allow them to be eligible to receive scholarships from SHAPE SD.
	* Emerging Leaders can be elected yearly.
	* In case of resignation or death, a new Emerging Leader can be appointed to complete the unexpired term of the Emerging Leaders.
4. Duties:
	* Serve on the Association Board of the Association and attend all SHAPE SD Board meetings (as requested by Executive Board)
	* Act as a resource person in the state for students enrolled in public and private colleges and universities in South Dakota and surrounding states.
	* Encourage student participation and professional growth in the fields of physical education, health, physical activity, coaching and recreation.
	* Work with the Director of Collegiate and other Board of Directors to achieve the goals of the section.
	* Coordinate special projects pertinent to the students in Physical Education and/or Health Education and related fields in South Dakota.
	* Establish an information network between the various SD college/university majors’ clubs.
	* Develop programs for students, both social and professional at the fall convention.
	* Solicit presentations for the fall convention.
	* Solicit nominations for the annual College/University TOY Award and New TOY Award.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).

**Society for Health And Physical Educators of South Dakota**

**Operating Code – Director of Technology**Revised 10-2015; Updated 2018: Updated 10-2019

1. Name:
* The name of this office is Director of Technology for SHAPE SD.
1. Purpose
	* The purpose of this code is to help the individual who is selected to the position Director of Technology
	* The code shall serve as a guide and reminder of certain responsibilities and actions which should be taken by the Director of Technology in the best interests of the Association.
	* The code should help to standardize practices and acquaint the Director of Technology with his/her responsibilities.
2. Organization
* The Director of Technology shall serve for one year (renewable) following appointment by the President and approval by the Association Board.
* The Director of Technology serves as an ex-officio non-voting member of the Association Board.
1. Duties:
	* To maintain the web page, Twitter, and Facebook (and other Social Media accounts) accounts for the benefit of the Society for Health And Physical Educators of South Dakota.
	* Posting appropriate material for the benefit of SHAPE SD members. This includes, but is not limited to:
		+ - Current leadership rosters
			- Information related to upcoming state, district, regional and national conventions.
			- Information, when Board approved, to related conventions and conferences
			- Access to forms and documents for member use (Membership Application, Award Nomination form, etc.)
			- Work with Director of Awards and Recognition publish announcements relevant to annual awards and recognitions.
			- Minutes and agendas from regular and special board meetings
			- Links to Dakota Sports, SHAPE America, Central District SHAPE America, Sanford *fit*, health.moves.minds., and other resources as approved by the SHAPE SD Board
			- Links to other web pages of interest to the membership
	* Changes to the SHAPE SD website/Facebook/Twitter/and other social media may be suggested by any officer of the association, however, no change shall be made to the website/Facebook/Twitter and other social media accounts unless approved by 2 of the following 3 officers: President, Director of Technology or Executive Director. Such approval may be verified via email or by formal vote at a meeting of the Association Board.
	* Advocate for the promotion and support of quality physical education, health, and physical activity across the state and work with Advocacy as needed (see Advocacy Operating Code).
	* Assist in assuring Equity, Diversity and Inclusion (EDI)
	* Complete and submit the Projected Annual Goals Report (Fall board meeting), the Midterm Progress Report (Spring board meeting), and the Final Progress Report (Convention board meeting).