**THE OFFICE OF**

**DIVISION VICE-PRESIDENTS**

I. NAME:

The name of the offices shall be Division Vice-President of Health, Physical Education, Physical Activity and Recreation, Dance and Sport respectively.

II. PURPOSE:

The purposes of the office of Division Vice-presidents shall be:

To provide leadership in the various areas:

* To coordinate activities within the state.
* To promote representative programs at the State convention.
* To stimulate good public relations in the various fields.
* To encourage and stimulate the professional development of individuals involved in the respective areas.

III. ORGANIZATION:

A. The UAHPERD shall consist of the following Divisions:

1. Dance

2. Health

3. Physical Education

4. Elementary Physical Education

5. Physical Activity and Recreation

6. Sport

B. Division Vice-presidents Elect will become new Vice-presidents and shall automatically assume the duties of their office at the close of the Annual State Convention and shall serve for a period of one year.

C. In the event that the resignation of a Vice-president becomes necessary, the officer shall submit his/her resignation in writing to the UAHPERD President.

D. Vacancies caused by death or resignation or change of residence from the State shall be filled by the Vice-president Elect for the unexpired term.

IV. DUTIES

A. Vice Presidents shall:

1. Assume office immediately following the annual state convention in which he/she has served as Vice President-elect

2. Serve as a member of the UAHPERD Board of Directors.

3. Provide the President, in writing, home and professional addresses during his/her term of office.

4. Attend all pertinent meetings.

5. Submit a written report of all pertinent activities at the Board as requested.

6. Serve as Chairperson for their respective divisions and shall act as a clearing house for all matters concerning the division.

7. Assign appropriate duties to the Vice President-elect

8. Be responsible for the planning and arrangements necessary for the division meetings at the STATE UAHPERD Convention and shall act as the chairperson.

9. Submit an outline of Division demonstrations, meeting plans, speakers, to the BOD.

10. Coordinate the selection of the professional of the year award by soliciting nominations and verifying their meeting the criteria.

11. Responsible to see that articles are submitted by the Vice President-elect for the newsletter and other publications.

B. Vice President-elect shall:

1. Assume office immediately following his/her election at the annual state convention.

2. Assist the Vice President in conducting professional activities within the Division.

3. Be a member of the Convention Planning Committee.

4. Serve as a member of the BOD and attend the Board Meetings.

5. Attend the annual convention and help with the program.