



NJAPERD Operating Codes

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Revised and Approved 2/13/23



Executive Division

I. NAME

The name shall be the Executive Division of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To serve as the chief executive office of the Association.
- B. To execute the aims of the Association according to the official Constitution and Bylaws.
- C. To promote the purpose of the Association according to the Constitution and Bylaws.

III. ORGANIZATION

A. The Executive Division Officers shall be:

1. President
2. President-Elect
3. Immediate Past President
4. Executive Director
5. Treasurer/Business Manager

B. Eligibility

1. President: The Immediate Past President-Elect of NJAPERD.
2. President-Elect: Candidates for this position must have had continuous membership for five years prior to election to this office. In addition, they must have a minimum of two years previous experience as a NJAPERD Executive Board Member (four years is preferred).
3. Immediate Past President: The Immediate Past President of NJAPERD.
4. Executive Director: Candidates for this position must have a minimum of 5 years of experience in one of the disciplines related to the mission of the Association. An advanced degree in one of the disciplines related to the mission of the Association is preferred. Must be bonded.
5. Treasurer/Business Manager – Candidates for this position must have a knowledge of QuickBooks and management platforms, proficiency in Excel, and an accounting degree or 4+ years of related experience. Must be bonded.



C. Term of Office

1. President: The President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention, at which point they will move into the Immediate Past President position.
2. President-Elect: The President-Elect is a three-year commitment: one year as President-Elect, one year as President and one year as Immediate Past President. Each term begins with the close of the Annual Convention.
3. Immediate Past President: The Immediate Past President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.
4. Executive Director: Shall be appointed for a negotiated term with the approval of the Executive Board
5. Treasurer/Business Manager: Shall be appointed for a negotiated term with the approval of the Executive Board.

E. Vacancy

1. President: In the case of an inability to serve, the Immediate Past President shall succeed the officer for the unexpired term (and serve as Immediate Past President for the following term).
2. President-Elect: In the event of a vacancy in the office of President-Elect, the nominating committee shall immediately nominate, in accordance with the By-laws, candidates to be elected by an electronic vote of the membership.
3. Immediate Past President: In the event of a vacancy in the office of Past President, the position can be filled through a Presidential appointment of a former Past President starting with the most recent Past President and working down successive years.
4. Executive Director: President shall appoint an Ad Hoc Search Committee to recommend candidate(s) for approval by the Executive Board.
5. Treasurer/Business Manager: President shall appoint an Ad Hoc Search Committee to recommend candidate(s) for approval by the Executive Board.

IV. RESPONSIBILITIES AND DUTIES

A. President

1. Conduct business of the Association according to its Constitution, By-laws, and Operating Codes.
2. Schedule and prepare the agenda for meetings of the Executive Board.



3. Serve as a voting member of the Executive Board and as presiding officer over the meetings of the Executive Board, as well as the Executive Division.
4. Act as presiding officer at all general meetings of the Association and as an ex officio member of all Divisions and Committees of the Organization.
5. Serve as chairperson for the Finance and Personnel Committee (this assignment does not entitle the President to an extra vote on the Executive Board).
6. Appoint chairpersons of standing committees and additional positions with the approval of the Executive Board.
7. Establish ad-hoc committees with the approval of the Executive Board as needs arise.
8. Oversee and provide guidance to Divisions in the development of discipline specific workshops.
9. Provide orientation to all newly elected Division Officers, appointed Committee Chairpersons, and appointed additional positions shortly after they take office.
10. Appoint Representatives to assemblies of SHAPE America and SHAPE Eastern District.
11. Keep SHAPE America and Eastern District informed of NJAHPERD activities, which may involve a written report when requested.
12. Assist and oversee the work of the Immediate Past President and Executive Director for the Annual Convention.
13. Submit the President's Message for the FYI to the Executive Director when necessary.
14. Create and present the Presidential Report at each Executive Board meeting.
15. Supervise the work of the Executive Director and Treasurer/Business Manager.
16. Conduct an annual evaluation of the Executive Director and Treasurer/Business Manager, using a mutually agreed upon instrument, which is developed by the Executive Division and approved by the Finance and Personnel Committee. Present findings of the evaluation to the Finance and Personnel Committee.
17. Represent the face of NJAHPERD at NJAHPERD functions and other State, Regional, and National events as their schedule permits. When necessary, delegate responsibility to the Executive Director or a member of the Executive Division to officially represent NJAHPERD.



B. President-Elect

1. Assist the President and Immediate Past President in conducting the business of the Association.
2. Serve as a voting member of the NJAHPERD Executive Board and attend its scheduled meetings, as well as meetings of the Executive Division.
3. Assist the President in running an orientation to all newly elected Division Officers, appointed Committee Chairpersons, and appointed additional positions shortly after they take office.
4. Serve on the Finance and Personnel Committee, Nominations Committee, and additional committees as delegated by the President.
5. Assist the Executive Director and Immediate Past President with the Annual Convention.
6. Participate in the annual evaluation of the Executive Director and Treasurer/Business Manager.
7. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

C. Immediate Past President

1. Assist the President and President-Elect in conducting the business of the Association.
2. In the event of the President's absence, the Immediate Past President shall act for the President.
3. Serve as a voting member of the NJAHPERD Executive Board and attend its scheduled meetings, as well as meetings of the Executive Division.
4. Assist the President in running an orientation to all newly elected Division Officers, appointed Committee Chairpersons, and appointed additional positions shortly after they take office.
5. Serve on the Finance and Personnel Committee, and additional committees as delegated by the President.
6. Participate in the annual evaluation of the Executive Director and Treasurer/Business Manager.
7. Serve as the Chair of the Jacqueline E Malaska Mini Grant Committee (this assignment does not entitle the Immediate Past President to an extra vote on the Executive Board).
8. Serve as the Chair of the Nominating Committee (this assignment does not entitle the President to an extra vote on the Executive Board).
9. Collaborate with the Executive Director in planning the Annual Convention.
10. Submit a written report on activities to the President three times per fiscal year in December, March, and June.



D. Executive Director

1. Operations Management

a. Association Operations

- (1) Serve as a non-voting member of the Executive Board and Finance and Personnel Committee and attend scheduled meetings.
- (2) Attend meetings of the Executive Division.
- (3) Strengthen operations through systematic planning and evaluation at all levels.
- (4) Maintain organized records and filing systems related to NJAHPERD.
- (5) Manage project-based initiatives related to NJAHPERD.
- (6) Hire and train staff as needed with the approval of the Executive Board.
- (7) Promote and advocate the mission of NJAHPERD through marketing and public relations.
- (8) Publicize award nomination deadlines and award descriptions in appropriate NJAHPERD social media in conjunction with the Awards Committee Chairperson and Social Media Coordinator.
- (9) Distribute the Executive Board approved slate of officer nominations to the membership for an open vote.
- (10) Submit a written monthly report to the Executive Committee (President, President-Elect, Immediate Past President) and a written report on activities to the President three times per fiscal year in December, March, and June.
- (11) Assist in the planning and execution of NJAHPERD business meetings.
- (12) Maintain and update the NJAHPERD website in collaboration with the Treasurer/Business Manager.

b. Membership

- (1) Maintain Associations membership records and send correspondence as needed.
- (2) Cultivate an environment that ensures high level of recruitment, retention, participation and diversity of members.

c. Finance



- (1) Oversee maintenance of the Associations financial records, including but not limited to budget, purchase orders, invoices, etc.
- (2) Grow and diversify revenue through multiple strategies and revenue streams.
- (3) Review and approve all financial transactions by the Treasurer/Business Manager.

2. Collaborations

- a. Recruit and maintain active and productive relationships with like-minded partner Associations with a shared vision that enhance the mission of NJAHPERD.
- b. Engage in advocacy and outreach to stakeholders to promote quality health education, physical education and physical activity.

3. Events Coordinator

- a. Assist VPs and Partners in devising and implementing professional development opportunities for NJAHPERD members.
- b. Develop and implement the Annual Convention with assistance of Immediate Past President.
- c. Represent the face of NJAHPERD at NJAHPERD functions and other State, Regional, and National events as their schedule permits. When necessary, delegate responsibility to member of the Executive Division to officially represent NJAHPERD.

E. Treasurer/Business Manager:

1. Treasurer Operations

- a. Serve as a non-voting member of the Executive Board and Finance and Personnel Committee and attend scheduled meetings.
- b. Attend meetings of the Executive Division.
- c. Keep a current record of all deposits, receipts, and withdrawals in a bank approved by the NJAHPERD Executive Board. These records shall be computerized.
- d. Be responsible for maintaining an official account of the Associations financial records and making monthly reports to the Finance and Personnel Committee and then to the Executive Board. Monthly reports shall be organized by category to facilitate easy understanding by Executive Board Members.



- e. Present an annual financial report to the Finance and Personnel Committee and then to the Executive Board.
 - f. Provide advice and guidance to the Finance and Personnel Committee and then to the Executive Board in the approval of the Associations budget.
 - g. Have the books and accounts of the Association reviewed every third year, and whenever there is a change in Treasurer/Business Manager and/or Executive Director. Present the audit to the Finance and Personnel Committee and then to the Executive Board.
 - h. File all necessary tax returns.
 - i. Pay bills in an expeditious manner (presented to the Finance and Personnel Committee for approval if not in the budget). Note: bills presented by Executive Board Members must be on the proper Associations form and accompanied by a receipt for that expenditure.
 - j. Withdrawing funds requires the authorization of the Treasurer/Business Manager and Executive Director with approval of the Finance and Personnel Committee.
 - k. A credit can be issued for a professional development event upon determination of a legitimate reason by the Treasurer/Business Manager and Executive Director.
2. Business Manager Operations
- a. Record attendance at NJAHPERD Executive Board meetings and announce whether a quorum has been reached.
 - b. Record, transcribe, and submit completed minutes from meetings of the NJAHPERD Executive Board and the Finance and Personnel Committee to the Executive Committee (President, President-Elect, Immediate Past President) in a timely manner.
 - c. Process all mail and online memberships.
 - d. Create and maintain an email list for e-Blasts and other informational notices.
 - e. Assist the Executive Director in promoting and advocating the mission of NJAHPERD through marketing and public relations.
 - f. Share information with the Executive Director concerning any membership issues.
 - g. Process convention and workshop registration forms.
 - h. Print registration badges.



- i. Work with the Executive Director to prepare the Convention program.
- j. Set-up computers with membership data for on-site registration and credit/debit card payments.
- k. Inform the Executive Director of any issues concerning registration.
- l. Maintain and update the NJAHPERD website in collaboration with the Executive Director.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Health Division

I. NAME

The name shall be the Health Division of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To support the purposes of NJAPERD and its commitment to the advocacy of healthy, active lifestyles for all.
- B. To promote quality health programs and practices.
- C. To stimulate professional growth by keeping abreast of new trends and innovations in health, and informing the membership through the Associations publications, conventions, and workshops.
- D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in health.

III. ORGANIZATION

- A. The Health Division Officers shall be:
 1. Vice President for Health
 2. Vice President-Elect for Health
- B. The Health Division shall consist of the following sections:
 1. Health Education
 2. Driver and Safety Education
- C. Eligibility
 1. Vice President: The Immediate Past Vice President-Elect of the Health Division.
 2. Vice President-Elect: Candidates for this position must have been members of NJAPERD for at least three continuous years prior to election to this office. Candidates must have related health education experience for a minimum of five years.
- D. Term of Office
 1. Vice President: The Vice President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.



2. Vice President-Elect: The Vice President-Elect is a 2-year commitment: one year as Vice President-Elect and one year as Vice President. Each term begins with the close of the Annual Convention.

E. Vacancy

1. Vice President: In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President-Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President-Elect.
2. Vice President-Elect: A vacancy in the position of Vice President-Elect will be filled through a presidential appointment for the remainder of the Vice President-Elect term and the following year as Vice President.

IV. RESPONSIBILITIES AND DUTIES

A. Vice President

1. Oversee the Health Division and the work of the Vice President-Elect.
2. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
3. Serve as spokesperson for all business related to their Division.
4. Solicit presenters for the NJAHPERD Annual Convention, NJEA Convention and select workshops.
5. Oversee the planning and implementation of the Annual Mary Jo Young Health Workshop (the deadline for preliminary information of the event is June 1st).
6. Assist the Chairperson of the Awards Committee in generating nominations for the Association awards.
7. Be current with member interests and recent trends within their Division.
8. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

B. Vice President-Elect

1. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.



2. Assist the Vice President in all business, planning and programming for the Division.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Physical Education Division

I. NAME

The name shall be the Physical Education Division of the New Jersey Association for Health, Physical Education, recreation, and Dance.

II. PURPOSE

- A. To support the purposes of NJAHPERD and its commitment to the advocacy of healthy, active lifestyles for all.
- B. To promote quality physical education programs and practices.
- C. To stimulate professional growth by keeping abreast of new trends and innovations in physical education, and informing the membership through the Associations publications, conventions, and workshops.
- D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in physical education.

III. ORGANIZATION

- A. The Physical Education Division Officers shall be:
 1. Vice President for Physical Education
 2. Vice President-Elect for Physical Education
- B. The Physical Education Division shall consist of the following sections:
 1. Physical Education
 2. Adapted Physical Education
 3. Related Fields in Human Performance
- C. Eligibility
 1. Vice President: The Immediate Past Vice President-Elect of the Physical Education Division.
 2. Vice President-Elect: Candidates for this position must have been members of NJAHPERD for at least three continuous years prior to election to this office. Candidates must have related physical education experience for a minimum of five years.
- D. Term of Office
 1. Vice President: The Vice President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.



2. Vice President-Elect: The Vice President-Elect is a 2-year commitment: one year as Vice President-Elect and one year as Vice President. Each term begins with the close of the Annual convention.

E. Vacancy

1. Vice President: In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President-Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President-Elect.
2. Vice President-Elect: A vacancy in the position of Vice President-Elect will be filled through a presidential appointment for the remainder of the Vice President-Elect term and the following year as Vice President.

IV. RESPONSIBILITIES AND DUTIES

A. Vice President

1. Oversee the Physical Education Division and the work of the Vice President-Elect.
2. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
3. Serve as spokesperson for all business related to their Division.
4. Solicit presenters for the NJAHPERD Annual Convention, NJEA Convention and select workshops.
5. Oversee the planning and implementation of the Annual Physical Education Workshop and the Annual Adapted Health & Physical Education Workshop (the deadline for preliminary information of the event is June 1st).
6. Assist the Chairperson of the Awards Committee in generating nominations for the Association awards.
7. Be current with member interests and recent trends within their Division.
8. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

B. Vice President-Elect

1. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
2. Assist the Vice President in all business, planning and programming for the Division.



V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Physical Activity Division

I. NAME

The name shall be the Physical Activity Division of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To support the purposes of NJAHPERD and its commitment to the advocacy of healthy, active lifestyles for all.
- B. To promote quality physical activity programs and practices.
- C. To stimulate professional growth by keeping abreast of new trends and innovations in physical activity, and informing the membership through the Associations publications, conventions, and workshops.
- D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in physical activity.

III. ORGANIZATION

- A. The Physical Activity Division Officers shall be:
 1. Vice President for Physical Activity
 2. Vice President-Elect for Physical Activity
- B. The Physical Activity Division shall consist of the following sections:
 1. Adventure fitness
 2. Lifetime activities
- C. Eligibility
 1. Vice President: The Immediate Past Vice President-Elect of the Physical Activity Division.
 2. Vice President-Elect: Candidates for this position must have been members of NJAHPERD for at least three continuous years prior to election to this office. Candidates must have related physical activity experience for a minimum of five years.
- D. Term of Office
 1. Vice President: The Vice President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.



2. Vice President-Elect: The Vice President-Elect is a 2-year commitment: one year as Vice President-Elect and one year as Vice President. Each term begins with the close of the Annual Convention.

E. Vacancy

1. Vice President: In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President-Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President-Elect.
2. Vice President-Elect: A vacancy in the position of Vice President-Elect will be filled through a presidential appointment for the remainder of the Vice President-Elect term and the following year as Vice President.

IV. RESPONSIBILITIES AND DUTIES

A. Vice President

1. Oversee the Physical Activity Division and the work of the Vice President-Elect.
2. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
3. Serve as spokesperson for all business related to their Division.
4. Solicit presenters for the NJAHPERD Annual Convention, NJEA Convention and select workshops.
5. Oversee the planning and implementation of the Annual Lifetime Fitness Workshop (the deadline for preliminary information of the event is June 1st).
6. Assist the Chairperson of the Awards Committee in generating nominations for the Association awards.
7. Be current with member interests and recent trends within their Division.
8. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

B. Vice President-Elect

1. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
2. Assist the Vice President in all business, planning and programming for the Division.



V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with NJHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Dance Division

I. NAME

The name shall be the Dance Division of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To support the purposes of NJAPERD and its commitment to the advocacy of healthy, active lifestyles for all.
- B. To promote quality dance programs and practices.
- C. To stimulate professional growth by keeping abreast of new trends and innovations in dance, and informing the membership through the Associations publications, conventions, and workshops.
- D. To increase public understanding and promote effective public relations through dissemination of information that is developmentally appropriate, educationally sound, and reflects the current trends and issues in dance.

III. ORGANIZATION

- A. The Dance Division Officers shall be:
 1. Vice President for Dance
 2. Vice President-Elect for Dance
- B. The Dance Division shall consist of the following sections:
 1. Dance Education for Physical Educators
 2. Dance Education for Adapted Physical Educators
- C. Eligibility
 1. Vice President: The Immediate Past Vice President-Elect of the Dance Division.
 2. Vice President-Elect: Candidates for this position must have been members of NJAPERD for at least three continuous years prior to election to this office. Candidates must have related dance education experience for a minimum of five years.
- D. Term of Office
 1. Vice President: The Vice President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.



2. Vice President-Elect: The Vice President-Elect is a 2-year commitment: one year as Vice President-Elect and one year as Vice President. Each term begins with the close of the Annual Convention.

E. Vacancy

1. Vice President: In the event of a vacancy, the position of Vice President can be filled through a presidential appointment of an experienced person or movement of the Vice President-Elect into the Vice President position (would still serve the term for which he/she was elected). Resolution of the vacancy will be based on the time remaining in the expired term and the experience of the Vice President-Elect.
2. Vice President-Elect: A vacancy in the position of Vice President-Elect will be filled through a presidential appointment for the remainder of the Vice President-Elect term and the following year as Vice President.

IV. RESPONSIBILITIES AND DUTIES

A. Vice President

1. Oversee the Dance Division and the work of the Vice President-Elect.
2. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
3. Serve as spokesperson for all business related to their Division.
4. Solicit presenters for the NJAHPERD Annual Convention, NJEA Convention and select workshops.
5. Oversee the planning and implementation of the Annual Dance Education Workshop (the deadline for preliminary information of the event is June 1st).
6. Assist the Chairperson of the Awards Committee in generating nominations for the Association awards.
7. Be current with member interests and recent trends within their Division.
8. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

B. Vice President-Elect

1. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings.
2. Assist the Vice President in all business, planning and programming for the Division.



V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Future Professionals Division

I. NAME

The name shall be the Future Professionals Division of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To support the purposes of NJAPERD and its commitment to the advocacy of healthy, active lifestyles for all.
- B. To provide leadership and serve as spokespersons for the student membership of the Organization, and to serve as representatives of the Future Professionals.

III. ORGANIZATION

A. The Future Professionals Division Officers shall be:

1. President for the Future Professionals Division
2. Vice President for the Future Professionals Division
3. Advisor(s) to Future Professionals
4. School Representative(s)

B. Eligibility

1. President: Candidates for this position must be a matriculated student in a program related to NJAPERD from a college/university in New Jersey. The student must be a member of NJAPERD prior to appointment. Furthermore, the student must have completed a minimum of 30 credits by the end of the semester of the initial appointment and be enrolled as a student for the duration of their term. The student must be a school representative nominated by their advisor. Candidates interested in a student officer position must submit a letter of intent summarizing their professional aspirations and involvement in NJAPERD to the Future Professionals Advisor(s) for consideration. The Advisor(s) to Future Professionals makes a recommendation to the Executive Board for approval.
2. Vice President: Candidates for this position must be a matriculated student in a program related to NJAPERD from a college/university in New Jersey. The student must be a member of NJAPERD prior to appointment. Furthermore, the student must have completed a minimum of 30 credits by the end of the semester of the initial appointment and be enrolled as a student for the duration of their term. The student must be a school representative nominated by their advisor. Candidates interested in a student



officer position must submit a letter of intent summarizing their professional aspirations and involvement in NJAHPERD to the Future Professionals Advisor(s) for consideration. The Advisor(s) to Future Professionals makes a recommendation to the Executive Board for approval.

3. Advisor(s) to the Future Professionals: Advisor(s) to the Future Professionals Division must be a member of NJAHPERD for three continuous years prior to appointment and have a minimum of five years teaching experience. In addition, it is preferable that the person(s) appointed have adult supervision experience at a college/university. The position will be appointed by the NJAHPERD President with approval of the Executive Board.
4. School Representative: Candidates for this position must be a matriculated student in a program related to NJAHPERD from a college/university in New Jersey. The student must be a member of NJAHPERD prior to appointment. Furthermore, the student must have completed a minimum of 30 credits by the end of the semester of the initial appointment and be enrolled as a student for the duration of their term. The student must be a school representative nominated by their advisor.

C. Term of Office

1. President: The President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.
2. Vice President: The Vice President will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.
3. Advisor(s) to Future Professionals: The advisor to the Future Professionals Division will serve a term of three years.
4. School Representative: The School Representative will serve for one year beginning at the close of the Annual Convention and concluding at the close of the following Annual Convention.

D. Vacancy

1. President: In the event of a vacancy, the position of President will be filled through the movement of the Vice President into the President position.
2. Vice President: A vacancy in the position of Vice President will be filled with a School Representative who submits a letter of intent for an officer position to the Future Professionals Advisor for consideration. The Advisor(s) to Future Professionals will make a recommendation to the Executive Board for approval.



3. Advisor(s) to Future Professionals: In the event of a vacancy, the position will be replaced by an appointee of the NJAHPERD President with approval of the Executive Board.
4. School Representative: In the event of a vacancy, the position will be replaced by a nominee of the College/University that is being represented.

IV. RESPONSIBILITIES AND DUTIES

A. President

1. Oversee the work of the Future Professionals Division
2. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings. If not present, the vote will go to the Vice President. If neither the President nor Vice President is present a Student Representative will be designated to vote by the Advisor to Future Professionals or President of NJAHPERD.
3. Serve as spokesperson for all business related to their Division.
4. Work with the Vice President, School Representatives and the Future Professionals Advisor(s) to schedule, coordinate and implement relevant workshops for Future Professionals.
5. Plan and implement a Future Professional Gathering at the Annual Convention.
6. Assist with activities at the Annual Convention as directed by the Future Professionals Advisor(s).
7. Schedule and preside over meetings of the Future Professionals Division.

B. Vice President

1. Assist the President in all business, planning and programming for the Division.
2. Attend Executive Board meetings of NJAHPERD as a non-voting member.
3. Work with the President, School Representatives and the Future Professionals Advisor to schedule, coordinate and implement relevant workshops for Future Professionals.
4. Assist with activities at the Annual Convention as directed by the Future Professionals Advisor(s).
5. Attend meetings of the Future Professionals Division.
6. In the event of the President's absence, the Vice President shall act for the President.

C. Advisor(s) to the Future Professionals Division



1. Serve as the advisor to the Future Professionals Division, providing guidance and overseeing activities of the student officers and school representatives.
2. Serve as a voting member of the Executive Board of NJAHPERD and attend scheduled meetings. In the case of two co-advisors the vote for this position will be shared between the advisors.
3. Provide direction and assistance with planning and implementation of division programming (the deadline for preliminary information of the event is June 1st).
4. Coordinate involvement of student officers and student representatives in activities at the Annual Convention.
5. Attend meetings of the Future Professionals Division.
6. Communicate with appropriate personnel at State College/University HPERD departments to promote student involvement in NJAHPERD.
7. Act as the contact person for student-related activities within the State, District, and National levels of SHAPE America.
8. Ensure that the Future Professionals Division is in accordance with the reimbursement procedures for student attendance of NJAHPERD, SHAPE America Eastern District and SHAPE America- related functions as stipulated in the Future Professionals Division line-item expense travel budget and NJAHPERD financial policy.
9. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

D. College/University Representatives

1. Attend meetings of the Future Professionals Division.
2. Learn the needs and interests of students from their respective Colleges/ Universities field of study.
3. Assist the President and Vice President in the planning and implementation of professional development activities.
4. Assist with activities at the Annual Convention as directed by the Future Professionals Advisor(s).

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in



the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Awards Committee

I. NAME

The name shall be Awards Committee of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To generate nominees and select qualified people to receive the recognition awards.
- B. To encourage award recipients to apply for appropriate District and/or National Awards.
- C. To coordinate with Executive Director in planning the awards banquet and ceremony.
- D. To periodically review and develop new awards.

III. ORGANIZATION

A. The Awards Committee Members shall be:

1. Awards Committee Chairperson
2. Members (a minimum of three members)

B. Eligibility

1. Awards Committee Chairperson: Candidates for this position must be members of NJAPERD for at least one year prior to appointment to this office (two years is preferred). Prior service as a member to the Awards Committee is preferred.
2. Awards Committee Members: Candidates for this position must be current members of NJAPERD. One or more of the members should be prior recipients of a NJAPERD award.

C. Appointment & Term of Office

1. Awards Committee Chairperson shall be appointed by the President of the Organization for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
2. Members of this Committee are recommended annually by the Committee Chairperson to the President and approved by the Executive Board.

D. Vacancy

1. Awards Committee Chairperson: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.



2. Members: In the event of a vacancy, the position will be replaced by an appointee recommended by the Chairperson to the President with approval of the Executive Board.

E. The Committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES

A. Awards Committee Chairperson

1. Schedule and prepare the agenda for meetings of the Awards Committee.
2. Act as presiding officer over the meetings of the Awards Committee.
3. Work with the Executive Director and Social Media Coordinator to publicize award nomination deadlines and award descriptions.
4. Process all applications and confirm all required documentation is received.
5. Oversee the selection of deserving recipients for Association awards and the planning of the annual awards banquet.
6. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates from the Awards Committee to the Executive Board, particularly during active times of the year.
7. Report the final slate of award recipients to the Executive Board. After notification of the Executive Board, submit the names of the award recipients to the Executive Director and Social Media Coordinator for publication.
8. Encourage, assist and mentor NJAHPERD award recipients to pursue Regional Awards and/or National Awards.
9. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

B. Awards Committee Members

1. Play an active role in generating nominations and selecting deserving recipients for Association awards utilizing a proper vetting and selection process.
2. Assist the Chairperson in planning the annual awards banquet including introduction of award recipients, seating arrangements, ordering of awards/plaques and flowers, and awards program and booklet.
3. Support the Awards Committee Chairperson in carrying out the Committee's responsibilities and duties.

C. See Descriptions and Rubrics for Available NJAHPERD Awards in Appendices.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment



to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Equity, Diversity and Inclusion (EDI) Committee

I. NAME

The name shall be Equity, Diversity and Inclusion Committee of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To develop and implement policies and procedures to ensure that NJAPERD and all its events and activities are mindful and accepting of the diverse backgrounds of all people.
- B. To inform and educate the NJAPERD Executive Board and members around the areas of equity, diversity, and inclusion.

III. ORGANIZATION

A. The Equity, Diversity and Inclusion Committee Members shall be:

1. Equity, Diversity and Inclusion Committee Chairperson
2. Members (two to four members)

B. Eligibility

1. Equity, Diversity, and Inclusion Committee Chairperson: Candidates for this position must be members of NJAPERD for at least one year prior to appointment to this office. Prior experience related to EDI is preferred.
2. Equity, Diversity, and Inclusion Committee Members: Candidates for this position must be current members of NJAPERD.

C. Appointment & Term of Office

1. Equity, Diversity, and Inclusion Committee Chairperson shall be appointed by the President of the Organization for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
2. Members of this committee are recommended annually by the Committee Chairperson to the President and approved by the Executive Board.

D. Vacancy

1. Equity, Diversity and Inclusion Committee Chairperson: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.
2. Members: In the event of a vacancy, the position will be replaced by an appointee recommended by the Chairperson and appointed by the President of the Association with approval of the Executive Board.



E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES

A. Equity, Diversity and Inclusion Committee Chairperson

1. Schedule and prepare the agenda for meetings of the Equity, Diversity and Inclusion Committee.
2. Act as presiding officer over the meetings of the Equity, Diversity and Inclusion Committee.
3. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates from the Equity, Diversity and Inclusion Committee to the Executive Board, particularly during active times of the year.
4. Oversee the work of the Committee Members in accordance with the purpose and responsibilities of the Equity, Diversity and Inclusion Committee.
5. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

B. Equity, Diversity and Inclusion Committee Members

1. Promote a welcoming and equitable environment in NJAHPERD for individuals of diverse backgrounds.
2. Create professional learning opportunities around the subject of equity, diversity and inclusion.
3. Assist the Executive Director and Division Vice Presidents to appropriately represent EDI at professional development events.

V. AMENDMENTS

- ##### A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Finance and Personnel Committee

I. NAME

The name shall be Finance and Personnel Committee of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To formulate financial and personnel procedures.
- B. To review the annual budget of NJAHPERD as prepared by the Executive Director and Treasurer/Business Manager.

III. ORGANIZATION

A. The Finance and Personnel Committee Members shall be:

1. President (Chairperson)
2. Members (six members)

B. Eligibility

1. President acts as the Finance and Personnel Committee Chairperson.
2. Finance and Personnel Committee Members:
 - a) Executive Director (non-voting member)
 - b) President-Elect
 - c) Immediate Past President
 - d) Treasurer/Business Manager (non-voting)
 - e) Two other Appointed Members

C. Appointment & Term of Office

1. President acts as the Finance and Personnel Committee Chairperson. The term of office is one year.
2. Members of this committee are automatically placed via the Bylaws (Executive Director, President-Elect, Immediate Past President, Treasurer/Business Manager). The term of office is one year.
3. Other members are appointed by the President with approval from the Executive Board. The term of office is one year.

D. Vacancy

1. President: Refer to the vacancy section under the operating code for the President.
2. Members placed via the bylaws: Refer to the vacancy section for the respective position.
3. Appointed members: Will be replaced through appointment by the President with approval from the Executive Board.



E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES

A. President (Chairperson)

1. Schedule and prepare the agenda for meetings of the Finance and Personnel Committee.
2. Act as presiding officer over the meetings of the Finance and Personnel Committee.
3. Present updates from the Finance and Personnel Committee to the Executive Board. Note: despite holding two positions, the President is entitled to only one vote on the Executive Board.
4. Oversee the work of the Committee Members in accordance with the purpose and responsibilities of the Finance and Personnel Committee.
5. Submit a written report on activities three times per fiscal year in December, March, and June.

B. All Committee Members

1. Formulate decisions concerning personnel hired or approved by this Association and present these to the Executive Board for approval.
2. Make decisions affecting the financial status of NJAHPERD, including contracts, investments, and other matters, which may affect the financial status of the Association. Such decisions must be presented to the Executive Board for approval.
3. Under the direction of the Treasurer/Business Manager and Executive Director, prepare a budget to be presented to the Executive Board well in advance of the end of the fiscal year.
4. Review the evaluation of the Executive Director and Treasurer/Business Manager as conducted and presented annually by the Executive Division.
 - a) Make a recommendation to continue or to terminate employment, which is presented to the Executive Board for its decision.
 - b) Discuss salary and make a recommendation to be voted upon by the Executive Board.
5. Review the Associations investments and suggest changes as needed.
6. Review financial reports and audits provided by the accountant.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs



with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Jacqueline E Malaska (JEM) Mini Grants Committee

I. NAME

The name shall be the Jacqueline E Malaska (JEM) Mini Grants Committee of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To review applications submitted by Association members for funding to enhance their health and physical education programs.
- B. To select grant recipients.

III. ORGANIZATION

- A. The JEM Mini Grants Committee Members shall be:
 1. Immediate Past President (Chairperson)
 2. Members (a minimum of four members)
- B. Eligibility
 1. Immediate Past President acts as the JEM Mini Grants Committee Chairperson.
 2. Committee Members: Candidates for this position must be current members of NJAHPERD. One or more of the members should be a Past President.
- C. Appointment & Term of Office
 1. Immediate Past President acts as the JEM Mini Grants Committee Chairperson. The term of office is one year.
 2. Members of this committee are recommended annually by the Committee Chairperson to the President and approved by the Executive Board.
- D. Vacancy
 1. Immediate Past President: Refer to the vacancy section under the operating code for the Immediate Past President.
 2. Members: In the event of a vacancy, the position will be replaced by an appointee recommended by the Chairperson and appointed by the President of the Association with approval of the Executive Board.
- E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES

- A. Immediate Past President (Chairperson)
 1. Schedule and prepare the agenda for meetings of the JEM Mini Grants Committee.



2. Act as presiding officer over the meetings of the JEM Mini Grants Committee.
3. Present updates from the JEM Mini Grants Committee to the Executive Board. Note: this assignment as Committee Chairperson does not entitle the Past President to an extra vote on the Executive Board.
4. Oversee the work of the Committee Members in accordance with the purpose and responsibilities of the JEM Mini Grants Committee.
5. Present committee recommended JEM Mini Grant recipients to the Executive Board.
6. Upon notification of the Executive Board, notify the recipients of the approval of the mini grant.

B. JEM Mini Grant Committee Members

1. Review JEM Mini Grant applications using the established criteria and rubrics (refer to Appendices).
2. Discuss and select a final slate of JEM Mini Grant recipients to be presented to the Executive Board.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Nominations Committee

I. NAME

The name shall be Nominations Committee of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To solicit and/or accept qualified individuals from the membership of NJAHPERD to run for office.
- B. To select from the nominees after a comprehensive vetting process (see Appendices for criteria and rubric).
- C. To present the Slate of Officers to the Executive Board for approval.
- D. To present the Slate of Officers to the Membership for an open vote.

III. ORGANIZATION

- A. The Nominations Committee Members shall be:
 1. Immediate Past President (Chairperson)
 2. Members (five members)
- B. Eligibility
 1. Immediate Past President acts as the Nominations Committee Chairperson.
 2. Nominations Committee Members:
 - a) President-Elect
 - b) Executive Director (non-voting member)
 - c) The remaining members will include three Association Past Presidents and/or current/Past Vice Presidents recommended by the Committee Chairperson, to the President and Executive Board for approval.

NOTE: A member of the Nominating Committee, if selected to run for office, must recuse from discussions and voting related to that position.

- C. Appointment & Term of Office
 1. Immediate Past President acts as the Nominations Committee Chairperson. The term of office is one year.
 2. Members of this committee are automatically placed via the Bylaws (President-Elect, Executive Director). The term of office is one year.



3. Other members are appointed upon recommendation by the Nominations Committee Chairperson to the President with approval from the Executive Board. The term of office is one year.

D. Vacancy

1. Immediate Past President: Refer to the vacancy section under the operating code for the Immediate Past President.
2. Members placed via the bylaws: Refer to the vacancy section for the respective position.
3. Appointed members: will be replaced by an appointee recommended by the Nominations Committee Chairperson to the President with approval of the Executive Board.

- E. The committee shall be organized as a Standing Committee of the Association.

IV. RESPONSIBILITIES AND DUTIES

A. Immediate Past President (Chairperson)

1. Schedule and prepare the agenda for meetings of the Nominations Committee.
2. Act as presiding officer over the meetings of the Nominations Committee.
3. Present updates from the Nominations Committee to the Executive Board. Note: this assignment as Committee Chairperson does not entitle the Past President to an extra vote on the Executive Board.
4. Oversee the work of the Committee Members in accordance with the purpose and responsibilities of the Nominations Committee.
5. Present committee recommended slate of nominees to the Executive Board for approval.
6. Upon approval of the Executive Board, send the final slate to the Executive Director for distribution to Membership for an open vote.

B. All Committee Members

1. Identify and solicit qualified candidates for nomination.
2. Review primary qualifications (refer to Operating Codes for eligibility criteria) and resumes/biographies of nominees using the established criteria and rubrics (refer to Appendices).
3. Discuss and select a final slate of nominees to be presented to the Executive Board for approval.

V. AMENDMENTS



- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Advocacy Coordinator

I. NAME

The name shall be Advocacy Coordinator of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To advocate for issues pertinent to the Association and its members.
- B. To advance legislation supporting health, physical education, and physical activity.

III. ORGANIZATION

- A. This position consists of the Advocacy Coordinator.
- B. Eligibility for the Advocacy Coordinator: Candidates for this position must be members of NJAPERD for at least one year prior to appointment to this office. Prior experience in advocacy is preferred.
- C. Appointment & Term of Office: The Advocacy Coordinator shall be appointed by the President of the Association for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
- D. Vacancy: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES

- A. In collaboration with the Legislative Consultant and Senior Manager of Advocacy at SHAPE America, identify local, state, and national issues that impact the Association.
- B. Advocate for the Associations priorities as outlined in its mission statement.
- C. Compile advocacy documents for dissemination at NJAPERD conventions/ workshops, publications, and posting on the Associations web page.
- D. Collaborate with other Associations, alliances, coalitions, and stakeholders to promote NJAPERD's mission.
- E. Represent the face of NJAPERD at Speak Out Day and other relevant events. When necessary, delegate responsibility to a member of the Executive Division to officially represent NJAPERD.
- F. Serve as a voting member of the NJAPERD Executive Board. Attend meetings and present updates on advocacy efforts to the Executive Board, particularly during active times of the year.



G. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

V. AMENDMENTS

A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Health and Physical Education (HPE) Supervisor Liaison

I. NAME

The name shall be Health and Physical Education (HPE) Supervisor Liaison of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To serve as a liaison for NJAPERD to the HPE Supervisors in NJ.
- B. To provide opportunities for networking with supervisors.

III. ORGANIZATION

- A. This position consists of the HPE Supervisor Liaison.
- B. Eligibility for the HPE Supervisor Liaison: Candidates for this position must hold a membership to NJAPERD and serve as a supervisor in health and physical education.
- C. Appointment & Term of Office: The HPE Supervisor Liaison shall be appointed by the President of the Association for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
- D. Vacancy: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES

- A. Serve as a non-voting member of the NJAPERD Executive Board. Attend meetings and present updates on activities of HPE supervisors to the Executive Board, particularly during active times of the year.
- B. Develop a networking event at the Annual Convention.
- C. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the



Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



New Jersey Department of Education (NJDOE) Liaison

I. NAME

The name shall be New Jersey Department of Education (NJDOE) Liaison of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

To serve as a liaison to NJAPERD regarding NJDOE services and activities.

III. ORGANIZATION

- A. This position consists of the NJDOE Liaison.
- B. Eligibility for the NJDOE Liaison: The NJDOE Coordinator for Comprehensive Health and Physical Education.
- C. Term of Office: Term of office is based on employment at NJDOE.

IV. RESPONSIBILITIES AND DUTIES

- A. Act as a liaison to NJAPERD for the New Jersey Department of Education.
- B. Serve as a non-voting member of the NJAPERD Executive Board. Advise the Executive Board on upcoming events and programs that are being sponsored by the NJDOE.
- C. Collaborate with NJAPERD on health and physical education events across the state.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



New Jersey Education Association (NJEA) Liaison

I. NAME

The name shall be New Jersey Education Association (NJEA) Liaison of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To be a liaison for NJAHPERD to the NJEA.
- B. To coordinate the planning and implementation of the NJAHPERD Program for the Annual NJEA Convention.

III. ORGANIZATION

- A. This position consists of the NJEA Liaison.
- B. Eligibility for the NJEA Liaison: Candidates for this position must be current members of NJAHPERD, as well as NJEA/NJ Retired Education Association.
- C. Appointment & Term of Office: The NJEA Liaison shall be appointed by the President of the Organization for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
- D. Vacancy: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES

- A. Attend NJEA affiliate meetings to obtain and integrate information regarding programming for the NJEA Annual Convention.
- B. Serve as a resource and assist potential presenters in completing the program application when necessary.
- C. Coordinate the solicitation of quality programming representing the disciplines of HPE and Dance for the NJEA Annual Convention with assistance from the Vice Presidents.
- D. Communicate with presenters to confirm arrangements at the NJEA Convention.
- E. Submit NJEA approved sessions to the NJAHPERD Executive Director for publication prior to the NJEA Annual Convention.
- F. Provide NJEA with updated conference/convention information for publication in the NJEA Review.
- G. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates on NJEA activities and the NJEA Annual Convention to the Executive Board, particularly during active times of the year.



H. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

V. AMENDMENTS

A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Parliamentarian

I. NAME

The name shall be Parliamentarian of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To execute the aims and purposes of NJAPERD according to the Associations Constitution and Bylaws.
- B. To provide guidance to the Association during business meetings in accordance with Robert's Rules of Order.

III. ORGANIZATION

- A. This position consists of the Parliamentarian.
- B. Eligibility for the Parliamentarian: Candidates for this position must be current members of NJAPERD.
- C. Appointment & Term of Office: The Parliamentarian shall be appointed by the President of the Organization for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
- D. Vacancy: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES

- A. Maintain the internal consistency of the Associations Constitution and By-laws, and the Operating Codes.
- B. Serve as a non-voting member of the NJAPERD Executive Board and attend meetings to see that the business of the Association is conducted according to Robert's Rules of Order.
- C. Serve as counsel to Executive Board members.
- D. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAPERD Constitution and By-laws, it is brought back to the Executive



Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Retirees Network Coordinator

I. NAME

The name shall be Retirees Network Coordinator of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

To encourage the engagement of retirees in the activities of the Association.

III. ORGANIZATION

- A. This position consists of the Retirees Network Coordinator.
- B. Eligibility for the Retirees Network Coordinator: Candidates for this position must be current retired members of NJAHPERD.
- C. Appointment & Term of Office: The Retirees Network Coordinator shall be appointed by the President of the Association for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
- D. Vacancy: In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES

- A. Serve as a liaison between retirees and the Executive Board, maintaining a flow of information regarding issues pertinent to NJAHPERD retirees.
- B. Develop and maintain an active communication network among HPERD retirees and disseminate information and ideas regarding programs, workshops, and activities that include and encourage unique contributions and participation of retirees.
- C. Provide program sessions designed for retirees at the NJAHPERD Annual Convention.
- D. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates on retiree network activities to the Executive Board, particularly during active times of the year.
- E. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

V. AMENDMENTS



- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Social Media Coordinator

I. NAME

The name shall be the Social Media Coordinator of the New Jersey Association for Health, Physical Education, Recreation, and Dance.

II. PURPOSE

- A. To promote the NJAPERD brand through posting information using multiple digital platforms
- B. Collaborate with the Executive Director and President to augment messaging across social media platforms.

III. ORGANIZATION

- A. This position consists of the Social Media Coordinator.
- B. Eligibility for the Social Media Coordinator: Candidates for this position must be members of NJAPERD for at least one year prior to appointment to this office. Prior experience related to a variety of digital platforms is preferred.
- C. Appointment & Term of Office: The Social Media Coordinator shall be appointed by the President of the Association for a one (1) year term with approval of the Executive Board. At the conclusion of the term they are eligible for reappointment.
- D. In the event of a vacancy, the position will be replaced by an appointee of the President with approval of the Executive Board.

IV. RESPONSIBILITIES AND DUTIES

- A. Coordinate messaging across all NJAPERD Platforms with the Executive Director and President.
- B. Determine the optimal frequency, content and timing of messaging across platforms.
- C. Publicize award nomination deadlines and award descriptions in appropriate NJAPERD social media in conjunction with the Awards Committee Chairperson and the Executive Director.
- D. Publicize mini grant application deadlines in appropriate NJAPERD social media in conjunction with the JEM Mini Grant Chairperson and the Executive Director.
- D. Monitor and disseminate appropriate content from other Associations to promote relevant information aligned with the NJAPERD mission.
- E. Maintain administrative access to the NJAPERD social media platforms.



- F. Serve as a voting member of the NJAHPERD Executive Board. Attend meetings and present updates on social media activities to the Executive Board, particularly during active times of the year.
- G. Submit a written report on activities to the President three times per fiscal year in December, March, and June.

V. AMENDMENTS

- A. Amendments to this operating code shall be made by written presentation of the amendment to the Executive Board; such Board will refer the proposed amendment to the Parliamentarian for review and possible correction. If the amendment concurs with the NJAHPERD Constitution and By-laws, it is brought back to the Executive Board for approval of the revised operating code. If the proposal incurs change in the Constitution and Bylaws, the changes to the By-laws must be brought to the Executive Board for initial discussion at a board meeting and voted on at a subsequent board meeting.



Appendix A

Criteria and Rubrics for Association Awards

I. DRIVER EDUCATION TEACHER OF THE YEAR AWARD

- A. General Criteria: Driver Education teachers who meet the eligibility requirements listed below and exemplify the criteria for this award, are encouraged to apply for this award.
1. NJAHPERD membership for minimum of three (3) current and consecutive years. Other state SHAPE/AHPERD, or SHAPE America membership is accepted towards the three (3) current and consecutive years; it is the responsibility of the applicant to provide this documentation at the time of the application portfolio submission.
 2. Minimum five (5) year teaching/supervising experience in driver education. (Please provide documentation).
 3. Degree and certification for teaching driver education and possess a current SDI number from NJ Motor Vehicle Commission. (Please provide documentation).
 4. Full-time teaching position at time of application portfolio submission & selection. Contractual responsibilities must include teaching driver education.
 5. Conducts a quality driver education program as reflected in NJ Student Learning Standards.
 6. Two letters of recommendation should be included with the application portfolio. Letters should be directly related to the award criteria listed for each award. At least one letter should be included from each of the following: principal/supervisor, a fellow teacher and a representative from one of the teen safe driving initiatives. Letters of recommendation must be dated, the author's position listed and written on school/district/professional association letterhead.
- B. Award Criteria: Below are the five (5) award criteria. Summarize your relevant qualifications for each criterion on no more than one page of text for each. The applicant must be a teacher who:
1. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.;
 2. Serves as a positive role model for school and community encouraging and sharing safe driving behaviors and laws;
 3. Participates in recent driver education professional development opportunities;
 4. Provides service to the profession through leadership, presentations, and/or written publications;



5. Utilizes driver education content specific programs to enhance curriculum and community safe driving behaviors. (NJM Safe Driving Program, Share The Keys, Champion Schools, Organ Donation Programs, MoveOver Laws and other programs/speakers).

II. ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL PHYSICAL EDUCATION TEACHER OF THE YEAR AWARD

A. General Criteria: Educators who meet the eligibility requirements listed below and exemplify the criteria for these awards, are encouraged to apply for the appropriate NJAHPERD Teacher of the Year Award.

1. NJAHPERD membership for a minimum of three (3) current and consecutive years. Other state SHAPE/AHPERD, or SHAPE America membership is accepted towards the three (3) current and consecutive years; it is the responsibility of the applicant to provide this documentation at the time of application portfolio submission.
2. Minimum five (5) year teaching experience in grade level/discipline.
3. Degree and certification in teaching.
4. Full-time teaching position at time of application portfolio submission & selection.
5. Conducts a quality program as reflected in NJ Student Learning Standards and SHAPE America Standards for K-12 programs. Higher Education candidates showing evidence of supporting future professionals as in PETE (physical education teacher education) will be given strong consideration.
6. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.
7. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.
8. Participates in recent professional development opportunities.
9. Provides service to the profession through leadership, presentations, and/or written publications.
10. Minimum of 50% of total job responsibilities in teaching one of the following: Adapted Physical Education, Physical Education, Dance Education, School Health Education (Driver Education teachers please refer to Driver Education General Criteria for requirements.)
11. Two letters of recommendation must be included with the application portfolio. Letters should be directly related to the awards criteria listed for each award. One letter is to be written by a supervisor/administrator and one letter by a fellow teacher. Letters of recommendation must be dated, the author's position listed and written on school/district letterhead.

B. Specific Award Criteria: Below are the five (5) award criteria. Summarize your relevant qualifications for each criterion on no more than one page of text for each. The applicant must be a teacher who:



1. Conducts an appropriate physical education program as reflected in the students' individualized education programs and generally accepted standards of practice for physical education;
2. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students;
3. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the physical and emotional needs of all students;
4. Participates in recent professional development opportunities;
5. Provides service to the profession through advocacy, consultation, in-service training presentations and/or active membership in related professional organizations.

C. Physical Education Teacher of the Year Application Scoring Rubric

CANDIDATE'S NAME:

Committee Member:

LEVEL: ELEMENTARY/MIDDLE/HIGH SCHOOL

Exceptional 4 pts	Good 3 pts	Average 2 pts	Minimal 1 pt
The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria/prompt.	The candidate has presented appropriate evidence which clearly and consistently addresses the targeted criteria/prompt.	The candidate has presented evidence to address parts of the stated criteria. The evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria/prompt.	The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria/prompt.

Points	Criteria
1.	The application is neat, demonstrates an effective writing style, appropriate use of grammar, and completely addresses the criteria.
2.	The candidate's education, experience, achievements and community service demonstrate an interest in improving self and surroundings.
3.	The letters of recommendation describe an accomplished teacher who is capable of representing the profession and deserving of the recognition of Teacher of the Year.
4.	Criteria #1: Conducts a quality physical education program as reflected in students' individualized education programs and generally accepted standards of practice for physical education.
5.	Criteria #2: Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.



6.	Criteria #3: Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the physical and emotional needs of all students.
7.	Criteria #4: Participates in recent professional development opportunities.
8.	Criteria #5: Provides service to the profession through advocacy, consultation, in-service training presentations and/or active membership in related professional organizations.
Total points	/ 32 points

III. HIGHER EDUCATION TEACHER OF THE YEAR AWARD

A. General Criteria: Educators who meet the eligibility requirements listed below and exemplify the criteria for these awards, are encouraged to apply for the appropriate NJAHPERD Teacher of the Year Award.

1. NJAHPERD membership for a minimum of three (3) current and consecutive years. Other state SHAPE/AHPERD, or SHAPE America membership is accepted towards the three (3) current and consecutive years; it is the responsibility of the applicant to provide this documentation at the time of application portfolio submission.
2. Minimum five (5) year teaching experience in grade level/discipline.
3. Degree and certification in teaching.
4. Full-time teaching position at time of application portfolio submission & selection.
5. Conducts a quality program as reflected in NJ Student Learning Standards and SHAPE America Standards for K-12 programs. Higher Education candidates showing evidence of supporting future professionals as in PETE (physical education teacher education) will be given strong consideration.
6. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.
7. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.
8. Participates in recent professional development opportunities.
9. Provides service to the profession through leadership, presentations, and/or written publications.
10. Minimum of 50% of total job responsibilities in teaching one of the following: Adapted Physical Education, Physical Education, Dance Education, School Health Education (Driver Education teachers please refer to Driver Education General Criteria for requirements.)
11. Two letters of recommendation must be included with the application portfolio. Letters should be directly related to the awards criteria listed for each award. One letter is to be written by a supervisor/administrator and one



letter by a fellow teacher. Letters of recommendation must be dated, the author's position listed and written on school/district/college/university letterhead.

B. Specific Award Criteria: Below are the three (3) award criteria. Summarize your relevant qualifications for each criterion on no more than one page of text for each. The applicant must be a teacher who:

1. Demonstrates creative and/or innovative teaching in a collegiate health, physical education, recreation, or dance program;
2. Promotes professionalism among his/her students through advisement and/or mentorship;
3. Provides service to the profession through leadership, research, grants, presentations, and/or writing (publications).

IV. MARY JO YOUNG SCHOOL HEALTH TEACHER OF THE YEAR

A. General Criteria: Educators who meet the eligibility requirements listed below and exemplify the criteria for these awards, are encouraged to apply for the appropriate NJAHPERD Teacher of the Year Award.

1. NJAHPERD membership for a minimum of three (3) current and consecutive years. Other state SHAPE/AHPERD, or SHAPE America membership is accepted towards the three (3) current and consecutive years; it is the responsibility of the applicant to provide this documentation at the time of application portfolio submission.
2. Minimum five (5) year teaching experience in grade level/discipline.
3. Degree and certification in teaching.
4. Full-time teaching position at time of application portfolio submission & selection.
5. Conducts a quality program as reflected in NJ Student Learning Standards and SHAPE America Standards for K-12 programs. Higher Education candidates showing evidence of supporting future professionals as in PETE (physical education teacher education) will be given strong consideration.
6. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.
7. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.
8. Participates in recent professional development opportunities.
9. Provides service to the profession through leadership, presentations, and/or written publications.
10. Minimum of 50% of total job responsibilities in teaching one of the following: Adapted Physical Education, Physical Education, Dance Education, School Health Education (Driver Education teachers please refer to Driver Education General Criteria for requirements.)
11. Two letters of recommendation must be included with the application portfolio. Letters should be directly related to the awards criteria listed for



each award. One letter is to be written by a supervisor/administrator and one letter by a fellow teacher. Letters of recommendation must be dated, the author's position listed and written on school/district letterhead.

B. Specific Award Criteria: Below are the four (4) award criteria. Summarize your relevant qualifications for each criterion on no more than one page of text for each.

The applicant must be a teacher who:

1. Demonstrates leadership in developing and implementing or directing/coordinating effective health education/promotion programs;
2. Provides volunteer service at the school or community levels;
3. Provides service to local, state or national professional associations/organizations;
4. Shows evidence of meritorious professional activity in at least three (3) of the following: innovative teaching, publications, presentations, funded research or programs, special projects, or other health-related activities.

V. THERESA PURCELL CONE DANCE TEACHER OF THE YEAR AWARD

A. General Criteria: Educators who meet the eligibility requirements listed below and exemplify the criteria for these awards, are encouraged to apply for the appropriate NJAPERD Teacher of the Year Award.

1. NJAPERD membership for a minimum of three (3) current and consecutive years. Other state SHAPE/AHPERD, or SHAPE America membership is accepted towards the three (3) current and consecutive years; it is the responsibility of the applicant to provide this documentation at the time of application portfolio submission.
2. Minimum five (5) year teaching experience in grade level/discipline.
3. Degree and certification in teaching.
4. Full-time teaching position at time of application portfolio submission & selection.
5. Conducts a quality program as reflected in NJ Student Learning Standards and SHAPE America Standards for K-12 programs. Higher Education candidates showing evidence of supporting future professionals as in PETE (physical education teacher education) will be given strong consideration.
6. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.
7. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.
8. Participates in recent professional development opportunities.
9. Provides service to the profession through leadership, presentations, and/or written publications.
10. Minimum of 50% of total job responsibilities in teaching one of the following: Adapted Physical Education, Physical Education, Dance Education, School Health Education (Driver Education teachers please refer to Driver Education General Criteria for requirements.)



11. Two letters of recommendation must be included with the application portfolio. Letters should be directly related to the awards criteria listed for each award. One letter is to be written by a supervisor/administrator and one letter by a fellow teacher. Letters of recommendation must be dated, the author's position listed and written on school/district letterhead.
- B. Specific Award Criteria: Below are the five (5) award criteria. Summarize your relevant qualifications for each criterion on no more than one page of text for each. The applicant must be a teacher who:
1. Teaches creatively and utilizes various methodologies;
 2. Presents a balanced and sequential curriculum based on the developmental, social and psychological needs of the students;
 3. Emphasizes the significance of dance as an integral cultural component that enables students to understand their own cultural heritage as well as that of others;
 4. Promotes an understanding of dance as a creative art through the discussion of aesthetics of students' own works and/or the works of others;
 5. Shows professional commitment through membership and active participation in local, state, regional, and/or national dance organizations.
- C. Dance Education Teacher of the Year Application Scoring Rubric

CANDIDATE'S NAME:

Committee Member:

Exceptional 4 pts	Good 3 pts	Average 2 pts	Minimal 1 pt
The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria/prompt.	The candidate has presented appropriate evidence which clearly and consistently addresses the targeted criteria/prompt.	The candidate has presented evidence to address parts of the stated criteria. The evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria/prompt.	The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria/prompt.

Points	Criteria
1.	The application is neat, demonstrates an effective writing style, appropriate use of grammar, and completely addresses the criteria.
2.	The candidate's education, experience, achievements and community service demonstrate an interest in improving self and surroundings.
3.	The letters of recommendation describe an accomplished teacher who is capable of representing the profession and deserving of the recognition of Teacher of the Year.



4.	Criteria #1: Teaches creatively and utilizes various methodologies.
5.	Criteria #2: Presents a balance and sequential curriculum based on the developmental, social and psychological needs of the students.
6.	Criteria #3: Emphasizes the significance of dance as an integral cultural component that enables students to understand their own cultural heritage as well as that of others.
7.	Criteria #4: Promotes an understanding of dance as a creative art through the discussion of aesthetics of students' own works and/or the works of others.
8.	Criteria #5: Shows professional commitment through membership and active participation in local, state, regional, and/or national dance organizations.
Total points	/ 32 points

VI. THOMAS VODOLA ADAPTED PHYSICAL EDUCATION AWARD

A. General Criteria: Educators who meet the eligibility requirements listed below and exemplify the criteria for these awards, are encouraged to apply for the appropriate NJAPERD Teacher of the Year Award.

1. NJAPERD membership for a minimum of three (3) current and consecutive years. Other state SHAPE/AHPERD, or SHAPE America membership is accepted towards the three (3) current and consecutive years; it is the responsibility of the applicant to provide this documentation at the time of application portfolio submission.
2. Minimum five (5) year teaching experience in grade level/discipline.
3. Degree and certification in teaching.
4. Full-time teaching position at time of application portfolio submission & selection.
5. Conducts a quality program as reflected in NJ Student Learning Standards and SHAPE America Standards for K-12 programs. Higher Education candidates showing evidence of supporting future professionals as in PETE (physical education teacher education) will be given strong consideration.
6. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students.
7. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, sportsmanship, and sensitivity to the needs of students.
8. Participates in recent professional development opportunities.
9. Provides service to the profession through leadership, presentations, and/or written publications.
10. Minimum of 50% of total job responsibilities in teaching one of the following: Adapted Physical Education, Physical Education, Dance



Education, School Health Education (Driver Education teachers please refer to Driver Education General Criteria for requirements.)

11. Two letters of recommendation must be included with the application portfolio. Letters should be directly related to the awards criteria listed for each award. One letter is to be written by a supervisor/administrator and one letter by a fellow teacher. Letters of recommendation must be dated, the author's position listed and written on school/district letterhead.
- B. Specific Award Criteria: Certified Adapted Physical Education (CPAE) or eligible to sit for the Certified Adapted Physical Education exam (eligibility = 200 hours of practicum experience, at least one 3-credit hour survey course in APE) is desirable. Below are the five (5) award criteria. Summarize your relevant qualifications for each criterion on no more than one page of text for each. The applicant must be a teacher who:
1. Conducts an appropriate physical education program as reflected in the students' individualized education programs and generally accepted standards of practice for physical education;
 2. Utilizes various teaching methodologies and plans innovative learning experiences to meet the needs of all students;
 3. Serves as a positive role model epitomizing personal health and fitness, enjoyment of activity, and sensitivity to the physical and emotional needs of all students;
 4. Participates in recent professional development opportunities;
 5. Provides service to the profession through advocacy, consultation, in-service training presentations and/or active membership in related professional organizations.

VII. LILYAN B. WRIGHT FUTURE PROFESSIONAL AWARD

- A. This award honors a future professional who has served his/her college/university professional organization and demonstrates excellence in academics.
- B. Criteria
 1. Is a current member of NJAHPERD;
 2. Has attended two (2) or more conferences, workshops, clinics, or student division meetings;
 3. Has completed 60 or more semester hours;
 4. Has an overall cumulative average of 3.0 or higher and a cumulative major average of 3.0 or higher;
 5. Demonstrates evidence of leadership within professional associations (NJAHPERD), college/university or community;
 6. Is an active member of their professional club at their college/university;
 7. Volunteers to work with children and/or community members as a coach, mentor, camp counselor, etc.
 8. Submits at least two letters of recommendation in support of the aforementioned criteria.
- C. Lilyan B. Wright Future Professional Application Scoring Rubric



CANDIDATE'S NAME:

Committee Member:

Exceptional 4 pts	Good 3 pts	Average 2 pts	Minimal 1 pt
The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria/prompt.	The candidate has presented appropriate evidence which clearly and consistently addresses the targeted criteria/prompt.	The candidate has presented evidence to address parts of the stated criteria. The evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria/prompt.	The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria/prompt.

Points	Criteria
1.	The application is neat, demonstrates an effective writing style, appropriate use of grammar, and completely addresses the criteria.
2.	The candidate's education, experience, achievements and community service demonstrate an interest in improving self and surroundings.
3.	The letters of recommendation describe an accomplished student who is capable of representing the profession and deserving of the recognition of Future Professional of the Year.
4.	Has attended two (2) or more conferences, workshops, clinics, or student division meetings.
5.	Has completed 60 or more semester hours.
6.	Has an overall cumulative average of 3.0 or higher and a cumulative major average of 3.0 or higher.
7.	Demonstrates evidence of leadership within professional associations (NJAHPERD), college/university.
8.	Volunteers to work with children and/or community members as a coach, mentor, camp counselor, etc.
Total points	/ 32 points



VIII. STUDENT HEALTHY LIFESTYLE AWARD

A. Criteria

1. The NJAPERD Student Healthy Lifestyle Award recognizes outstanding achievement by a student in grades 6-12 in physical education who has a personal commitment to a healthy, active lifestyle and who can serve as a role model for other students.
2. This award recognizes a student who is committed to improving his/her personal health and the health of the school and community;
3. Nominations for this award will be accepted from current NJAPERD members.

IX. PHYSICAL ACTIVITY CHAMPION AWARD

A. This award recognizes outstanding achievement and/or accomplishment in promoting quality physical activity within our schools, communities and/or state. The award may be given to individuals, groups, organizations or corporations that exhibit one or more of the criteria below.

B. Criteria

1. Candidate has demonstrated leadership in the development and integration of innovative and effective programming that provides quality physical activity within their school, community or state;
2. Candidate provides access to facilities that support increased opportunities for staff/students and/or individuals/families to engage in quality physical activity;
3. Candidate supports and/or promotes “community service” events that exemplify quality physical activity;
4. Candidate is an active role model that demonstrates participation in daily, quality physical activity.

C. Physical Activity Champion Application Scoring Rubric

CANDIDATE'S NAME:

Committee Member:

Exceptional 4 pts	Good 3 pts	Average 2 pts	Minimal 1 pt
The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria/prompt.	The candidate has presented appropriate evidence which clearly and consistently addresses the targeted criteria/prompt.	The candidate has presented evidence to address parts of the stated criteria. The evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria/prompt.	The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria/prompt.



Points	Criteria
1.	The application is neat, demonstrates an effective writing style, appropriate use of grammar, and completely addresses the criteria.
2.	The candidate's education, experience, achievements and community service demonstrate an interest in improving self and surroundings.
3.	The letters of recommendation describe an accomplished professional who is capable of representing the profession and deserving of the recognition of Physical Activity Champion.
4.	Summarizes in essay form, relevant qualifications for the Physical Activity Champion Award using <u>one or more of the criteria listed below</u> .
5.	**Candidate has demonstrated leadership in the development and integration of innovative and effective programming that provides Quality Physical Activity within their school, community or state.
6.	**Candidate provides access to facilities that support increased opportunities for staff/students and/or individuals/families to engage in Quality Physical Activity.
7.	**Candidate supports and/or promotes "community service" events that exemplify Quality Physical Activity.
8.	**Candidate is an active role model that demonstrates participation in daily Quality Physical Activity.
Total points	/ 16 points

X. DISTINGUISHED LEADERSHIP AWARD

A. This award is presented to a professional who has made an outstanding contribution to the advancement of health, physical education, recreation, and dance.

B. Criteria

1. Ten (10) or more years of teaching experience, five (5) of which must be consecutive and completed prior to being recommended for the award;
2. A member of NJAHPERD for a minimum of ten (10) years OR an individual who is not eligible for NJAHPERD membership but has made significant contributions to the discipline (and therefore would not have to meet the criteria of 10 or more years of teaching);
3. Evidence of significant contributions to professional organizations, school, or community;
4. Submits at least two letters of recommendation in support of the aforementioned criteria.

C. Distinguished Leadership Application Scoring Rubric



CANDIDATE'S NAME:

Committee Member:

Exceptional 4 pts	Good 3 pts	Average 2 pts	Minimal 1 pt
The candidate has presented relevant, detailed, concrete evidence which clearly, convincingly, and thoroughly responds to each component of the stated criteria/prompt.	The candidate has presented appropriate evidence which clearly and consistently addresses the targeted criteria/prompt.	The candidate has presented evidence to address parts of the stated criteria. The evidence does not clearly, consistently, or convincingly address all of the components of the targeted criteria/prompt.	The candidate has presented minimal or irrelevant evidence, which does not clearly or convincingly address the stated criteria/prompt.

Points	Criteria
1.	The application is neat, demonstrates an effective writing style, appropriate use of grammar, and completely addresses the criteria.
2.	The letters of recommendation describe an accomplished professional who is capable of representing the profession and deserving of the recognition of Distinguished Leadership Award.
3.	Provides documentation of 10 or more years of teaching experience, five of which must be consecutive and completed prior to being nominated for this award.
4.	Summarizes in essay form, evidence of significant contributions to professional organizations, school, or community.
Total points	/ 16 points

XI. EVERETT L. HEBEL AWARD

A. This award honors Dr. Everett L. Hebel, a former President of NJAPERD as well as a health and physical education teacher, coach, and Athletic Director for 43 years. It is presented to a professional in recognition of his/her outstanding contributions to any of our teaching areas as well as coaching or officiating.

B. Criteria: The recipient must:

1. Currently be a member of NJAPERD and have been for at least 10 years.
2. Have successfully taught in any of our disciplines a minimum of 5 years;
3. Have successfully coached any interscholastic sport or co-curricular activity a minimum of 5 years and/or successfully officiated any sports activities a minimum of 5 years;
4. Submit at least 2 letters of recommendation in support of the above criteria.



XII. HONOR AWARD

- A. This is the highest award presented by NJAHPERD and recipients shall be known as HONOR AWARD FELLOWS of the association. It is awarded to an individual who has made continued and significant contributions to the profession. This award shall be conferred on members who meet the requirements set forth below. For each category, specific accomplishments should be indicated.
- B. Criteria
1. Served professionally in school, college, or community programs for a period of at least ten (10) years prior to recommendation;
 2. Possess a Master's degree (can be waived, however, by unanimous vote of the Awards Committee);
 3. A member of NJAHPERD for a minimum of ten (10) years;
 4. To indicate distinguished professional service or mentoring contribution, the candidate must present evidence of successful experience in any five or more of the categories listed below.
 5. Dates, where appropriate, are to be included. Elected officer in SHAPE America, SHAPE America Eastern District or NJAHPERD; Chairperson of a Section of the National, District or State Association; Elected officer of other professional organizations; Chairperson or member of at least one committee of the SHAPE America (formerly AAHPERD), SHAPE America Eastern District or NJAHPERD; College department head or director; public school supervisor; coordinator; consultant of health, physical education or recreation; city director; or athletic director; Speaker before educational societies, conventions, assemblies, and luncheon meetings or radio and television presentations concerning matters relating to physical education, health education, safety education, athletics, recreation or dance in the past 10 years. Titles, places, dates and approximates size of audience are to be included.
 6. Articles published on health, safety, physical education, recreation or dance for magazines, course of study, hand books, manuals, etc. Name of publication and date of printing are to be included;
 7. Contributions to convention programs, workshops, panel discussion or service as discussion leaders, etc., and identify locations, dates and topics;
 8. Initiate, design and complete, new programs, projects or research relating to the field of health, safety, physical education, recreation or dance, giving date and details of program, project or research;
 9. Author or co-author of one or more books on physical education, health, athletics, recreation or dance giving date of publication;
 10. Submits at least two letters of recommendation in support of the aforementioned criteria.



Appendix B

NJAPERD J.E.M. Mini Grant Proposal Assessment Rubric

The Grant Proposal Chair has checked each proposal to assess if all sections are complete. The Chair has informed the submitter of any incomplete grant that will not be accepted this year and that a complete grant can be resubmitted the next year. Grant recipients will be assisted in the purchasing process. 100 points are the maximum awarded.

Proposal Title: _____

Points	50	40	25	15	Score
<ul style="list-style-type: none"> ▪ Description of main idea ▪ Description of how this project will benefit students in health, physical education, recreation or dance 	<ul style="list-style-type: none"> ▪ Includes clearly defined goal and objectives. ▪ Explanation of benefits. ▪ Explanation of how this proposal supplements or enhances existing programs. ▪ Includes the number of students impacted. 	<ul style="list-style-type: none"> ▪ Proposal omits one of the following: Goal and objectives, Benefits for students, Program supplement or enhancement or number of students. 	<ul style="list-style-type: none"> ▪ Proposal omits two the following: Goal and objectives, Benefits for students, Program supplement or enhancement or number of students. 	<ul style="list-style-type: none"> ▪ Proposal provides minimal information that does not address the criteria for this section. 	
Points	20	15	10	5	Score
<ul style="list-style-type: none"> ▪ Assessment 	<ul style="list-style-type: none"> ▪ Description includes the criteria for assessment, assessment tools, and who will complete the assessment. 	<ul style="list-style-type: none"> ▪ One of the following items is missing: criteria, tools or who will complete assessment. 	<ul style="list-style-type: none"> ▪ Two of the following items are missing: criteria, tools or who will complete assessment. 	<ul style="list-style-type: none"> ▪ Description is minimal and how the assessment will be conducted is not evident. 	



Points	15	10	5	2	Score
<ul style="list-style-type: none"> Relationship to NJSLS 	<ul style="list-style-type: none"> Description includes the specific Content Standards, Strands and Cumulative Progress Indicators Addressed. Must include at least one from the Comprehensive Health and Physical Education Standards; however, other content area Standards can be included. 	<ul style="list-style-type: none"> Identifies Standard but is missing Strands or Cumulative Progress Indicators; however, description offers an explanation for how the proposal meets the Standards. 	<ul style="list-style-type: none"> Identifies Standard but is missing Strands or Cumulative Progress Indicators and does not offer an explanation for how the proposal meets the Standards. 	<ul style="list-style-type: none"> Identifies Standard but does not discuss how the proposal will meet this Standard. 	
Points	15	10	5		Score
<ul style="list-style-type: none"> Proposed budget 	<ul style="list-style-type: none"> Budget clearly presented. Includes vendor info, specific costs of equipment or services requested; Quantity, type of equipment, shipping, shared costs, total. 	<ul style="list-style-type: none"> One or more costs omitted: Vendor info, quantity, type of equipment or cost is missing; Type of service or cost is missing; Shared cost is not indicated; or Total is missing. 	<ul style="list-style-type: none"> Budget lists only total costs. 		
Total Score					



Comments from Reviewer:

Shopping list only:

Reviewer's Name:

Date:



Appendix C

New Executive Board Member Nominations Committee Rubric

	For each item rate 3 (high) to 0 (low) 3 = exceptionally qualified 2 = qualified 1 = marginally qualified 0 = not qualified	Rating	TOTAL (Adjusted for weight of item)
Professional background and expertise (2)			
Service in State (2)			
Question 1. What personal qualities and professional skills would you bring to the NJAHPERD Executive Board? (3)			
Question 2. What leadership skills and other strengths do you have that will enhance your responsibilities as a Board member? (3)			
Question 3. Based on NJAHPERD's mission, how would you contribute to the conversation about the organization's focus and where the organization's priorities should be? Examples might include ways in which NJAHPERD can best serve and give back to our HPE community, etc. (3)			
Question 4. What ways would you serve as an ambassador for NJAHPERD and its initiatives & mission? (3)			
Question 5. Can you speak to your willingness to commit to attending board meetings, committee meetings and other responsibilities that may arise? (2)			
Question 6. What is the single most important issue related to our profession that you believe NJAHPERD should focus on in the next 2 – 3 years? (3)			
Overall Impression from Interview/questionnaire (3)			
Total Points out of 24			