

SHAPE Board Position Nomination FAQ's

1. *What position am I being nominated for?*

- There are 4 Executive Committee positions, 3 of which are elected positions. The Executive Director (ED) is a standing position without a set duration. The ED is a hired/paid position. The other 3 EC positions are: President-Elect, President, and Past President. If you are nominated and elected as President-Elect, your term is three years, and you move from President-Elect year one, to President year two, and Past President year three.
- There are 2 “administrative” positions, which are not affiliated with HPERD and Adaptive divisions. Treasurer and Secretary. Both of these positions are three-year terms and will be elected in 2015.
- There are Presidential Appointments (the number varies from President to President), which are not nominated for: Parliamentarian, Journal Editor, PETE, JRFH/HFH and Awards are appointed positions, from one year to the next. Each new President either affirms the current person filling the roles, or appoints someone new.
- OSPI and American Heart Association representatives are invited guests to board meetings

2. *There are divisional positions.*

- Divisions (Health, Physical Education-Elementary, Physical Education-Secondary, Adapted PE, and Dance) each have a Vice President nominated and elected for each division who serves a three-year term. VP elections of each division will be staggered. Every year two positions will be up for election, and then these two positions will not be up for election for another three years.

3. *What support is provided to a new person in this role?*

- Each position has duties outlined in the SHAPE By-Laws document.
- Each position will be supported by current division VP's.

4. *What is the duration of this term?*

- Each nominated/elected term is three years,
- Each appointed position is one year, unless re-appointed by the next President.

5. *What are the meeting obligations?*

- The SHAPE Board currently meets four times per year as a group, and committees conduct conference calls or meetings as determined by each committee chair.
 - The 4 Board meetings are held:
 - 1) following Saturday's last session at the SHAPE fall conference (1-hour)
 - 2) a few weeks after the fall conference an all day Saturday meeting
 - 3) in the spring as determined by the ED (traditionally a one-day meeting)
 - 4) the evening prior to the fall conference

6. *Does SHAPE cover any expenses I might incur to attend meetings or fulfill other duties?*

- SHAPE covers mileage or air (whichever is less expensive) directly to and from the fall and spring all day meeting.
- If you live greater than 50 miles away from the meeting location and a hotel room is required in order for you to reasonably participate in scheduled meetings, SHAPE asks that you share a room with another Board member and will cover the necessary fees as negotiated prior to each meeting with the ED.
- SHAPE will pay for clock hours at the fall conference. SHAPE will pay \$100 if you work the conference and attend the after conference meeting.

7. *What is expected between meetings?*

- Each Board division is expected to submit two articles to each of three annual journal publications. This can be done with the support of other members. The positions of treasurer, secretary, parliamentarian, and journal editor are not required in the by-laws to submit articles.
- Each Division representative is expected to acquire presenters for the conference schedule for their respective divisions. This can be done with the support of other board members.

- Each Board member is expected to serve on at least one standing committee. Traditionally each President determines the standing committees.
- Each Board division is expected to seek out conference exhibitors.
- Each Board division can provide nominations for any of the following awards:
 - Bob Melson Honor Award
 - Meritorious Service Award
 - College and University Professional of the Year
 - Dance Educator of the Year (K-12 and College/University)
 - Physical Education Elementary Teacher of the Year
 - Physical Education Middle School Teacher of the Year
 - Physical Education High School Teacher of the Year
 - Adapted Physical Education Teacher of the Year
 - Health Educator of the Year