**THE OFFICE OF PRESIDENT-ELECT**

I. NAME:

The name of the office shall be President-elect of the Utah Association of Health, Physical Education, Recreation and Dance.

II. PURPOSES:

 A. The President-elect shall act for the President in his/her absence and, in the case of death or resignation of the President, the President-elect shall succeed the President for his or her unexpired term.

 B. To assist the President in the business, convention program, and activities of the UAHPERD.

 C. To keep informed concerning all of the business of the Utah Association and be ready at any time to assume the duties of President in case of need.

III. ORGANIZATION:

 A. The President-elect shall be elected at the annual convention of the UAHPERD and shall hold office for one year or until replaced.

 B. The President-elect automatically succeeds to the office of President at the end of his or her expired term.

IV. DUTIES:

 A. General Duties

 The President-elect shall:

1. Attend all meetings of the Board of Directors as a voting member.

2. Prepare President-elect reports for the Board of Directors to keep them informed concerning the activities of the President-elect

 3. Act for the President in his or her absence and shall automatically become President when the office becomes vacant.

4. Call and preside at the meeting with the new Board of Directors at the end of the annual convention.

5. Attend the June LDC meeting in Washington, D.C. that is held for District Representatives, District President-Elects, and State President-elects. UAHPERD and SWD pay a budgeted amount to defray cost.

6. Represent the UAHPERD at the Representative Assembly of the AAHPERD as the second delegate. UAHPERD provides $200 toward expenses if all R.A. Meetings are attended.

 B. Special Duties in Connection with the Convention:

 The President-elect shall:

1. Work closely with the president and the program planning

 personnel in planning and carrying out the convention.

1. Prepare the convention program for printing. Check on:
2. Printed program cover
3. Program format
4. Roster of the UAHPERD Board of Directors

and Committee Chairperson

 3. At the conclusion of the convention

1. Assume all responsibilities of the president at the conclusion of the General Session of the Convention.
2. Complete reports and files and turn over materials to the new President-elect
3. Update the Code of Operations for the office of President-elect and make any suggested changes to the Board of Directors. Transfer code to the new President-elect
4. Be prepared to propose committee appointments for the coming year. Consider that it is well to start this job early in the term of office. Where replacements on committees are needed, it is desirable to get suggestions from Board members. Committee Chairpersons are all appointed by the president and, where standing committees are concerned, the chairperson should be chosen from the committee membership. The choice of personnel on the president's committees is a full prerogative of the President-elect. All committee appointments are at his or her discretion. It is desirable to consider balanced geographical and professional areas (health, physical education, dance and physical activity - recreation representation). These committees should be complete and ready to function at the start of the new administration.