

DIVISION CHAIR & ELECT: Colorado Division of:
HE (Health Education Division)
PAR (Physical Activity and Recreation)
G & WS (Girls & Women in Sports)
S&PE (Sport & Physical Education Division)
DD (Dance Division)
HE & RD (Higher Education and Research Division)

Purpose:

The purpose is to serve the association by keeping current in areas pertaining to their respective division and to disseminate such information to the membership and represent their division members.

Organization:

The Division Chair assumes office following the State Convention. The assumption of office shall be automatic after serving in the capacity of Chair-Elect for the previous year.

Responsibilities:

1. Attend all board meetings.
2. Update and evaluate the action plan of the division's activities to the Executive Board at each board meeting.
3. Actively participate in the planning and carrying out of clinics, workshops, speakers, etc. as needed.
4. Find a minimum of **one** presenter for the COAHPERD state pre-convention.
5. Delegate at least one member of the division to sit on each committee.
6. Actively solicit new members for COAHPERD.
7. Maintain a current resource list of organizations, experts, and contact people relative to the division in which you chair.
8. Keep membership updated about current issues within their division area and send to membership via email from Executive Director, newsletter articles and/or website posting.
9. Communicate with and update Division-Elect on any and all issues.
10. Submit one article for **each** newsletter issue.
11. Nominate a minimum of one person for division awards.
12. Collaborate in the evaluation of Division Members.
13. Fulfill additional Division responsibilities. (See addendum)
14. Perform other duties as designated by the Executive Committee.
15. Preside at a minimum of two sessions at the convention.
16. Actively engage in convention duties and responsibilities.
17. Submit items for silent auction and or other fundraising efforts.
18. Submit the end of the year report at the meeting prior to convention.

Elect Responsibilities:

1. Assume Chair position following the chair elect year
2. Attend all Executive Board meetings
3. Act for division Chair in his/her absence
4. Succeed the Chair in case of his or her death, resignation, or removal from office.
5. Assist the Chair in the performance of their duties.

DIVISION CHAIR-ELECTS: Colorado Division of:
AAHE (American Association of Health Education
AAPAR (American Association of Physical Activity and Recreation)
NAGWS (National Association of Girls and Women in Sports)
NASPE (National Association of Sport and Physical Education)
NDA (National Dance Association)
RC (Research Consortium)

Purpose:

The purpose is to serve the association by keeping current in areas pertaining to their respective division and to disseminate such information to the membership and represent their division members.

Organization:

The Division Chair-Elect shall be selected in accordance with the Constitution and By-laws for a total of a two-year term.

Responsibilities:

1. Assume Chair position following the Chair-Elect year.
2. Attend all Executive Board meetings.
3. Act for Division Chair in his/her absence.
4. Succeed the Chair in case of his/her death, resignation, or removal from office.
5. Assist the Chair in the performance of duties.
6. Inform the Chair of any new developments, programs, articles/newsletters.
7. Preside over a minimum of one session at COAHPERD state convention.
8. Actively solicit new members for COAHPERD.
9. Perform other duties as designated by the Executive Committee.
10. Submit items for silent auction and or other fundraising efforts.
11. Collaborate in the evaluation of Division Members.
12. Submit the End of Year Report at the meeting prior to convention.

AAHE Supplemental Information: See Appendix A
AAPAR Supplemental Information: See Appendix B
NAGWS Supplemental Information: See Appendix C
NASPE Supplemental Information: See Appendix D
NDA Supplemental Information: See Appendix E
RC Supplemental Information: See Appendix F

