

SHAPE Florida Handbook of Duties & Procedures for Officers

The purpose of SHAPE Florida is to advance and advocate for high quality, professional practice in health and physical education, physical activity, and sport that promotes healthy, active lifestyles for Florida's children, youth, and adults.

The Association is a professional organization committed to the development of knowledge and programs that foster active and healthy lifestyles and to the enhancement of skilled and aesthetic motor performance.

The Mission of SHAPE Florida: Empower educators to transform communities by inspiring lifelong healthy behaviors.

Vision – Supportive, Healthy, Active, Positive, Engaged

As a member-driven association, the officers are elected by the membership to develop, monitor, and utilize the rules of governance to carry out the business of the Association. The success of SHAPE Florida continues to be the result of shared governance and the cooperative efforts of volunteer leaders. SHAPE Florida governance is structured such that all volunteers are expected to work together in their decision-making. This structure also provides a 2-year term for most positions that rotate on alternating years of elections so that new officers will learn the governance process and the strategic plan of their role. The Officers' Handbook describes the duties and responsibilities of the officers of SHAPE Florida.

All Board Members:

Duties. It shall be the duty of the Board Members to:

- Demonstrate a professional and positive attitude in all SHAPE Florida related activities.
- Perform all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by SHAPE Florida Bylaws.
- Appoint and remove, employ, and discharge, and except as otherwise provided in these Bylaws, prescribe the duties, and fix the compensation, if any, of all officers, agents, and employees of the organization.
- Supervise all officers, agents, and employees of the organization to assure that their duties are performed properly.
- Meet at such times and places as required by these Bylaws.
- Register their addresses with the Secretary of the organization and notices of meetings mailed or electronically distributed to them at such addresses shall be valid notice thereof.
- Fulfill commitments as delineated in the Board of Directors (BOD) Description and Expectations located in the policy and procedures manual.

Leadership Committee

The Leadership Committee (LC) is composed of the President, Vice-President, Treasurer, Secretary, and Executive Director (ED). As a structure of the highest elected officers, their collaborative governing efforts for SHAPE Florida carry some of the highest responsibilities. Some of these responsibilities include:

- Multiple meetings (either face-to-face, conference calls, or email) to assure that Board action is being implemented and to conduct Association business between Board meetings. Expectations of monthly meeting at a minimum.
- To develop plans with the State Office for the convention and conferences.
- To monitor the establishment and progress of goals by the Organization, Board, and Committees; and
- To collaborate with and guide the effectiveness of the Executive Director.

The Leadership Committee must be knowledgeable of the operation of all governance structures and initiate action to ensure proper supervision and adequate discharge of responsibilities and duties.

The Leadership Committee within the Board of Directors supervises the ED. And, the BOD has the responsibility of reviewing the performance of the ED annually. The Executive Director serves all SHAPE Florida members.

Board of Director Positions

The Board of Directors shall have eleven (11) members. The board shall be comprised of one member of each of the following categories (with the exception that there will be four Members at Large serving the roles of Board Officers – President, Vice President, Secretary, and Treasurer). Board roles indicated below will be elected as follows:

even-numbered years (+)	odd-numbered years (*)
President Secretary Professional Development Physical Education	Vice President Treasurer Advocacy Health District Leader Higher Education
every year	
Future Professional	

+ President

- Has held a SHAPE Florida Board of Directors position for a minimum of 1 term.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Facilitate BOD meetings with an Agenda; and
- Guide the organization's work according to its stated Purpose and Mission; and
- Set priorities for Board business; and
- Engage BOD Members in healthy discussions, keep meetings orderly and on-task; and
- Collaborate with the ED to carry out BOD Policies and directives; and
- Partner with the ED to solicit Donors; and Encourage BOD Members to serve on BOD Committees; and
- Selects the theme for convention; and
- Consults and collaborates with LC and convention committee to plan and execute convention
- Attends, represents, and engages at leadership, advocacy and collaborative meetings, summits, conferences, at the district and national level of like purposed organizations
- Coordinate the Annual Performance Review and Job Description updates of the ED; and
- Uphold the integrity of the board and SHAPE Florida
- Other responsibilities as outlined in the policy and procedures manual

* Vice President

- Has held a SHAPE Florida Board of Directors position for a minimum of 1 term.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Partner with the SHAPE Florida President; and
- Fulfills BOD duties when the BOD President is absent; and
- Assists the BOD in executing duties; and
- Serves on Committees to learn BOD operations; and
- Represents organization at leadership, advocacy and collaborative meetings, summits, conferences, at the district and national level of like purposed organizations as delegated by president
- Uphold the integrity of the board and SHAPE Florida
- Other responsibilities as outlined in the policy and procedures manual

+ Secretary

- Has held a SHAPE Florida Board of Directors position for a minimum of 1 term.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Coordinating, scheduling, and communicating all meetings
- Taking minutes at meetings, verify and submit board meeting minutes, post meeting, to board for approval. Oversee handling of all board documents to submit for approval (including but not limited to meeting minutes, bylaws or policy changes, legal documents etc.)
- Engage with other BOD Members as a resource person and provide information on relevant topics necessary to fulfill their duties
- Maintain the structural organization and integrity of the board and SHAPE Florida
- Other responsibilities as outlined in the policy and procedures manual

* Treasurer

- Has held a SHAPE Florida Board of Directors position for a minimum of 1 term.
- Professional experience overseeing a budget.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Maintain budget, accounting, and financial records; and
- Prepare and complete accurate financial reports for BOD approval per SHAPE Florida Bylaws; and
- Complete accurate and timely financial reporting forms (i.e.: IRS Form 990, etc.); and
- Present an Annual Budget for formal BOD approval; and
- Reconcile bank statements, manage cash flow, pay debts, and manage bank accounts and credit cards; and
- Lead audits as needed; and
- Sign financial documents, as needed.
- Uphold the integrity of the board and SHAPE Florida
- Other responsibilities as outlined in the policy and procedures manual

* **Advocacy**

- Has evidenced experience in advocating on a state or national level.
- Has held a district-level, health/wellness, physical education, dance, or athletic position for a minimum of 3 years.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Maintain communication with other organizations that advocate for Health and Physical Education
- Keep abreast of current state and national legislation and changes that impact Health and Physical Education
- Communicate to the BOD and members of policy changes or legislative impact to Health and Physical Education and initiate action if needed
- Engage and participate in opportunities to advocate for HPE and SHAPE Florida members regularly
- Initiate stakeholder engagement in legislative opportunities
- Create opportunities for members to engage advocacy
- Other responsibilities as outlined in the policy and procedures manual

+ **Professional Development** (Convention, Summer Academy, Webinars, Tech)

- Has evidenced experience in successful professional development and event planning.
- Has held a district-level, health/wellness, physical education, dance, higher education, or athletic position for a minimum of 3 years.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Acting convention coordinator
- Develop and or schedule member professional development
- Provide resources for professional development for members
- Other responsibilities as outlined in the policy and procedures manual

* **Health** (Health Education, Wellness Professionals)

- Has held a position in health education or wellness for a minimum of 3 years.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Coordinate with Advocacy Board Member to stay abreast of any current health legislation and communicate accordingly to members
- Oversee committees for award selections in the Health Division
- Communicate best practices in Health Education to all stakeholders
- Other responsibilities as outlined in the policy and procedures manual

+ **Physical Education** (K-12, Elementary, Middle, High, Adaptive, Sport)

- Has held a position in physical education, dance, or athletics for a minimum of 3 years.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Coordinate with Advocacy Board Member to stay abreast of any current physical education legislation and communicate accordingly to members
- Oversee committees for award selections in the Physical Education Division
- Communicate best practices in Physical Education to all stakeholders
- Other responsibilities as outlined in the policy and procedures manual

* **District Leader** (Formerly CODA)

- Has held a health or physical education district-level leadership role (or designee) for a minimum of 2 years.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Organize and schedule meetings for District Leaders group
- Facilitate communication between FLDOE and district leaders
- Coordinate presenters for District leaders Fall meeting
- -Coordinate with Advocacy Board Member to disseminate information to District Leaders group
- Other responsibilities as outlined in the policy and procedures manual

* **Higher Education**

- Has held a college/university level position for a minimum of 3 years.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Facilitate communication from SHAPE Florida to PETE/HETE college and University programs
- Promote SHAPE Florida membership, scholarship opportunities to HETE/PETE students
- Facilitate communication between students and District leaders for future employment opportunities
- Other responsibilities as outlined in the policy and procedures manual

Future Professionals

- Is a current college/university student.
- One year term; annual election.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- Promote SHAPE Florida membership and scholarship opportunities to HETE/PETE students
- Assist in organizing training and development opportunities for SHAPE Florida Student Members
- Communicate Student needs to SHAPE Florida BOD
- Other responsibilities as outlined in the policy and procedures manual

Executive Director (non-voting)

- Meets qualifications as specified in the executive director job description.
- Has held a district-level, health/wellness, physical education, dance, higher education, or athletic position for a minimum of 3 years.
- A member in good standing (paid membership) of SHAPE Florida.

Duties.

- As assigned in job description

* – Board roles indicated above will be elected in odd-numbered years.

+ – Board roles indicated above will be elected in even-numbered years.