

Executive Director - Chief Executive Officer (CEO)

Purpose: Ensure the successful daily operation of SHAPE Colorado and maintain consistency and continuity within the organization.

Responsibilities:

1. Financial

- a. Work with the Treasurer/Accountant and Board of Directors (BOD) to prepare, analyze and make recommendations to the Executive Board concerning the annual budget.
- b. Collaborate with Treasurer/Accountant to ensure their Op Codes are followed.
- c. Evaluates the direction of the organization based on expenditures and makes recommendations for future investments with BOD input.
- d. Forward deposits and all financial information to the Treasurer/Accountant within five business days of receipt.

2. Membership

- a. Maintain an up to date and accurate SHAPE Colorado member database available on Google Docs.
- b. Maintain online membership information and list of benefits to prospective members.
- c. One month before the SHAPE Colorado Convention contact those who did not renew their SHAPE Colorado membership.
- d. Communicate with all SHAPE Colorado members when necessary.
- e. Work with Executive Board to develop strategies for maintaining members.
- f. Provide forms, banners, display items for various conferences, professional development, and advocacy related functions.

3. SHAPE America/CDA/SAM Liaison

- a. Send required reports to Central District and SHAPE America by their respective due dates.
- b. Communicate with all SHAPE Colorado Teachers of the Year (TOY) winners with the procedures for moving forward in the award process and assist them in submitting the appropriate documents.
- c. Maintain membership of Society of Association Management. (Paid for by SHAPE Colorado)
- d. Maintain SHAPE America membership (Paid for by SHAPE Colorado).
- e. Attend all of the following:
 1. Leadership Development Conference (LDC)
 2. Society of Association Management (SAM) meetings
 3. SHAPE Colorado Convention meetings
 4. Central District Convention meetings
 5. SHAPE America Convention meetings
 - i. SAM, AHA, Delegate Assembly Alternate

f. Reports out on all SAM meetings at the next immediate SHAPE Colorado Executive Board meeting and/or the SHAPE Colorado Journal.

4. Communication

- a. Keep an up-to-date individual monthly board report on Google Docs.
- b. Submit report/article for every issue of the SHAPE Colorado Journal.
- c. Publish an email blast the day the SHAPE Colorado Journal is posted on the SHAPE Colorado website.
- d. Collaborate with the Webmaster to ensure that website is accurate and current.
- e. Collaborate with the President to submit reports to Central District and SHAPE America as requested.
- f. Respond to email, phone messages, written correspondence and forward relevant information to the appropriate Executive Board members within 48 hours.

5. Advocacy

- a. Support and collaborate with the Lobbyist monthly to promote SHAPE Colorado.
- b. Establish and maintain contact with related professional associations.
- c. Promote and represent SHAPE Colorado mission and vision.

6. Executive Board Member

- a. Support and collaborate with all members of the SHAPE Colorado Board
- b. Attend all meetings of the Executive Board, Board of Directors, and special meetings.
- c. Collaborate with Board of Directors to select future leaders to attend SHAPE America Leadership opportunities and Central District Leadership Summit.
- d. Perform Op Codes in a professional manner per contract evaluation with a proficient score.
- e. Actively solicit new members for SHAPE Colorado.
- f. Nominate individuals for SHAPE Colorado awards.
- g. Perform other duties as designated by the Board of Directors.
- h. Participate in all board and convention evaluations.
- i. Actively engage in convention duties and responsibilities.
- j. Submit two or more items for Cindy Young silent auction.
- k. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

7. Convention/Other Events

- a. Support and collaborate with the Convention Manager and Convention Committee.
- b. Responsible for convention registration.
- c. Ensure storage of all SHAPE Colorado equipment and its transport.
- d. Collaborate with BOD to create convention evaluation form and have it completed and scheduled to go out by the 3rd Executive Board meeting.
- e. Send evaluation email to convention attendees within five business days following convention.

- f. Compile results of convention evaluation into a workable and easy to read spreadsheet that the convention committee can utilize by the next annual Executive Board meeting, place Excel spreadsheet on Google Docs.
- g. Order end of the year convention gifts for SHAPE Colorado Executive Board as determined by the President.
- h. Order promotional items for convention bags as directed by the President.
- i. Order promotional items for convention as directed by President Elect.
- j. Acquire competitive insurance for SHAPE Colorado on an annual to as needed basis. Notify insurance company a minimum of one week prior to the convention and other sponsored events.

President Elect

Purpose: The President-Elect shall work closely with the President, assisting when needed and preparing for the presidency the following year.

Organization: The President-Elect shall be elected in accordance with the By-Laws. She/he shall assume office following the State Convention.

Responsibilities:

1. Must be a member of SHAPE Colorado for three consecutive years prior to being elected.
2. Must be a member of SHAPE America for one year prior to being elected
3. Attend all Board of Directors and Executive Board meetings.
4. Succeed the President in case of his/her death, resignation, or removal from office.
5. Represent SHAPE Colorado at the following:
 - a. SHAPE America Leadership Development Conference (LDC)
 - b. State, District, and National conventions and other meetings as needed
6. Serve as a voting member on the Recognition and 5280 Grant Committees.
7. Chair the Nominating Committee in order to fill the new board vacancies for their upcoming presidential year.
8. Deliver presidential address at the state convention upon assuming the role of president at the business meeting.
9. Select and communicate five meeting dates/site for the upcoming presidential year's board meetings one year in advance. These five meetings are in addition to the business meeting at convention.
10. Actively solicit new members for SHAPE Colorado.
11. Nominate individuals for SHAPE Colorado awards.
12. Perform other duties as designated by the Board of Directors.
13. Participate in all board and convention evaluations
14. Keep an up-to-date individual monthly board report on Google Docs
15. Submit three or more articles for the SHAPE Colorado Journal.
16. Actively engage in convention duties and responsibilities
17. Submit two or more items for the Cindy Young Silent Auction
18. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Updated 9/9/17

President Elect

Purpose: The President-Elect shall work closely with the President, assisting when needed and preparing for the presidency the following year.

Organization: The President-Elect shall be elected in accordance with the By-Laws. She/he shall assume office following the State Convention.

Responsibilities:

1. Must be a member of SHAPE Colorado for three consecutive years prior to being elected.
2. Must be a member of SHAPE America for one year prior to being elected
3. Attend all Board of Directors and Executive Board meetings.
4. Represent SHAPE Colorado at the following:
 - a. SHAPE America Leadership Development Conference (LDC)
 - b. State, District, and National conventions and other meetings as needed
5. Serve as a voting member on the Recognition and 5280 Grant Committees.
6. Chair the Nominating Committee in order to fill the new board vacancies for their upcoming presidential year.
7. Deliver presidential address at the state convention upon assuming the role of president at the business meeting.
8. Select and communicate five meeting dates/site for the upcoming presidential year's board meetings one year in advance. These five meetings are in addition to the business meeting at convention.
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11. Perform other duties as designated by the Board of Directors.
12. Participate in all board and convention evaluations
13. Keep an up-to-date individual monthly board report on Google Docs
14. Submit three or more articles for the SHAPE Colorado Journal.
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Past President

Purpose: She/he shall work closely with the President and President-Elect in conducting the affairs of the Association.

Organization: The Past President shall assume office following the State Convention. The assumption of office shall be automatic after serving in the capacity of President for the previous year.

Responsibilities:

1. Must be a member of SHAPE Colorado for five consecutive years.
2. Must be a member of SHAPE America for three consecutive years.
3. Attend all Executive Board meetings.
4. Collaborate with all members of the SHAPE Colorado Executive Board.
5. Act for the President in his/her absence.
6. Represent SHAPE Colorado at the State, District, and National conventions and other meetings as needed.
7. Assist the President Elect to fill the new Executive Board vacancies for their upcoming presidential year.
8. Serve as a voting member on the Recognition and 5280 Grant Committees.
 - a. Recruit other SHAPE Colorado Past President's to serve as voting members of the Recognition Committee.
9. Chair the SHAPE Colorado Past President's Council at convention.
10. Responsible for invitation and facilitation of the SHAPE Colorado Past-President's reception at the SHAPE Colorado Convention.
11. Collaborate with Executive Director as needed.
12. Actively solicit new members for SHAPE Colorado.
13. Nominate individuals for SHAPE Colorado awards.
14. Perform other duties as designated by the Board of Directors.
15. Participate in all board and convention evaluations.
16. Keep an up-to-date individual monthly board report on Google Docs.
17. Submit three or more articles for the SHAPE Colorado Journal.
18. Actively engage in convention duties and responsibilities.
19. Submit two or more items for the Cindy Young Silent Auction.
20. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Updated 9/9/17

Secretary

Purpose: To serve SHAPE Colorado by keeping accurate and current records of official meetings of the Board of Directors and the Executive Board.

Organization: The Secretary shall be elected in accordance with the By-Laws. She/he shall first serve a one-year internship as Secretary-Elect and then assume office following the State Convention for a one-year term.

Responsibilities:

1. Attend all the Board of Director and Executive Board meetings.
2. Take and record attendance (first and last name) and minutes, following the approved format on Google Docs at all Board of Director and Executive Board meetings.
3. Prepare and send correspondence from Executive Board meeting, such as sympathy card, congratulatory card, etc.
4. Post all meeting minutes to Google Docs within one week of each scheduled board meeting.
5. Submit a word document and PDF of approved official minutes by the Executive Director to the Webmaster for archival on the SHAPE Colorado website.
6. Train Secretary-Elect to take minutes.
7. Work with the Secretary-Elect to compile a list of motions approved at the end of each year and post them to Google Docs.
8. Actively solicit new members for SHAPE Colorado.
9. Nominate individuals for SHAPE Colorado awards.
10. Perform other duties as designated by the Board of Directors.
11. Participate in all board and convention evaluations.
12. Keep an up-to-date individual monthly board report on Google Docs.
13. Submit three or more articles for the SHAPE Colorado Journal.
14. Actively engage in convention duties and responsibilities.
15. Submit two or more items for Cindy Young silent auction.
16. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Convention Manager

Purpose: The Convention Manager shall organize and coordinate all aspects of the SHAPE Colorado convention.

Organization: The Convention Manager of SHAPE Colorado is contracted to coordinate all activities associated with the annual convention. This person is accountable to the Board of Directors.

Responsibilities:

1. Attend all Executive Board meetings.
3. Facilitate the Convention Committee Meeting.
4. Submit a written and verbal report at each Executive Board meeting.
5. Work with the Executive Committee to create a 2year convention site and schedule timeline with:
 - a. Hotel contract; references, review, negotiation, deposits and signatures
 - b. Hotel menus and meal costs
 - c. Hotel rooms including complimentary rooms, sleeping rooms and session rooms
 - d. Designed and planned exhibit area space
6. Create and maintain a database of presenters and exhibitors
7. Create presenter certificates.
9. Contact presenters to verify equipment needs, space concerns, session descriptions, etc.
10. Collaborate with the Executive Director on nametags for exhibitors, presenters, speakers, keynote, and guests.
11. Finalize convention Banquet Event Orders and AV requests.
12. Create and print the convention program booklet for convention participants in collaboration with the Recognition Committee Chair and the Executive Director.
13. Collaborate with the Recognition Chair for Awards Banquet and program.
14. Communicate with the Executive Board on the following:
 - a. Session proposals deadline.
 - b. Session proposals form design for website/registration brochure including special needs
 - c. Session data base with name, address, email, phone, day, time, location, division, equipment, special needs, and descriptions
 - d. Session schedule, key note, business lunch meeting, open exhibit time, super stars competition, round tables, socials (presidents, past presidents).
 - e. Session confirmation and rejection letters via email and postal.
 - f. Create a board member job signup sheet.
15. Maintain Exhibitors /Sponsors information including but not limited to:
 - a. Updated database
 - b. Solicit potential exhibitors (cover letter, pricing/options)
 - c. Solicit potential sponsors for meals, door prizes, attendee gift bags
 - d. Establish vender shipping and storage policy with convention hotel and send it to the Webmaster.

16. Collaborate with Board of Directors and Treasurer to determine convention registration fees, based on costs of rooms, AV, meals, gifts, printing, postage, speaker fees, and Executive Board expenses.
17. Create a Convention highlights document to be posted online.
18. Confirm that Continuing Education Recertification hours and/or college credit are provided.
19. Organize Future Professionals with Committee Chair of Higher Education/Future Professionals Committee and assist with the implementation of the Silent Auction.
20. Establish Audio Visual plan
21. Coordinate interior and exterior convention signage
23. Create a document for convention participants to take at registration with the off site and other activities i.e. shopping, restaurants, entertainment, etc.
24. Coordinate convention bag stuffing of vendor materials.
25. Arrange for table decorations for lunches and the awards dinner.
26. Ensure there is a convention photographer – possible slideshow to be shown at lunch.
27. Post convention, including but not limited to:
 - a. Coordinate with Executive Director to meet with hotel for final billing
 - b. Compile exhibitor evaluation forms
 - c. Give post-convention report to SHAPE Colorado Executive Board at 1st board meeting following convention
 - d. Send exhibitor/sponsor thank you

Parliamentarian

Purpose: Role is to assist and support the President in maintaining order and adhering to the governance and policies of COAHPERD. This individual is a non-interventionist.

Organization: This individual shall assume office following Convention every year. This individual should have an understanding of the missions of both SHAPE America and SHAPE Colorado. This individual must be knowledgeable of current Sturgis Rules of Order, as determined in the By-laws. This individual is a non-voting, appointed member of the Executive Board.

Responsibilities:

1. Attend all Executive Board meetings.
2. Assist the President with meeting procedures.
3. Assume the role of Parliamentarian during the Executive Board meeting.
4. Sit in the designated area for visual access to the President.
5. Be available to confer with the President as needed.
6. Be available to meet with the Board of Directors at meetings whenever needed, as assigned by the President.
7. Assist with the coordination of motions and resolutions as requested.
8. Assist with the election and voting procedures.
9. Provide full support for the Executive Board in all matters related to the conference and meeting.
10. Actively solicit new members for SHAPE Colorado.
11. Nominate individuals for SHAPE Colorado awards.
12. Perform other duties as designated by the Board of Directors.
13. Participate in all board and convention evaluations.
14. Keep an up-to-date individual monthly board report on Google Docs.
15. Submit three or more articles for the SHAPE Colorado Journal.
16. Actively engage in convention duties and responsibilities.
17. Submit two or more items for Cindy Young silent auction.
18. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first of each month.

Treasurer/Accountant

Purpose: Create and maintain accurate financial records for SHAPE Colorado.

Organization: The Treasurer shall be elected in accordance with the By-Laws. He/she shall first serve a one-year internship as Treasurer-Elect and then assume office following the State Convention for a two-year term.

Responsibilities:

1. Attend all Executive Board meetings.
2. Receive all monies and deposit in appropriate accounts.
3. Taxes and bills are paid within one week of receipt of invoice.
4. Collaborate with Executive Director to file budget reports for board meetings.
5. Collaborate with Executive Director to assure that all legitimate financial obligations of SHAPE Colorado, as approved by the Board, are met in a timely basis.
6. Receive monthly bank statements, record transactions, and balance checkbook.
7. Assist with conference/convention registration with Executive Director and Convention Manager.
8. Collaborate with Executive Director to file group tax form with SHAPE America.
9. Organize yearly receipts and income each fiscal year.
10. Submit the end of the year report at the meeting prior to convention.
11. Actively solicit new members for SHAPE Colorado.
12. Nominate individuals for SHAPE Colorado awards.
13. Perform other duties as designated by the Board of Directors.
14. Participate in all board and convention evaluations.
15. Keep an up-to-date individual monthly board report on Google Docs.
16. Submit three or more articles for the SHAPE Colorado Journal.
17. Actively engage in convention duties and responsibilities.
18. Submit two or more items for the Cindy Young silent auction.
19. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Treasurer/Accountant Elect

Organization: The treasurer-elect shall be elected as needed in accordance with the By-Laws and serve a one-year term after which he/she shall become Treasurer.

Responsibilities:

1. Attend all Executive Board meetings
2. Act for the Treasurer in his/her absence. Succeed the Treasurer in case of his/her death, resignation, or removal from office.

3. Actively solicit new members for SHAPE Colorado.
4. Nominate individuals for SHAPE Colorado awards.
5. Perform other duties as designated by the Board of Directors.
6. Participate in all board and convention evaluations.
7. Keep an up-to-date individual monthly board report on Google Docs.
8. Submit three or more articles for the SHAPE Colorado Journal.
9. Actively engage in convention duties and responsibilities.
10. Submit two or more items for Cindy Young silent auction.
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Jump Rope/Hoops for Heart Coordinator

Purpose: Serve the association by keeping current in areas pertaining to Jump Rope and Hoops for Heart and disseminate such information to the membership. Support the philosophies and direction of the JRFH and HFH programs.

Organization: The Jump Rope/Hoops for Heart Coordinator shall assume office following the convention every two years. This person will have experience conducting an event and have an understanding of the missions of both SHAPE America and the American Heart Association. The coordinator must be a current member of SHAPE Colorado and SHAPE America. The coordinator will hold this position on the board for a minimum of two years.

Responsibilities:

1. Attend all Executive Board meetings.
2. Organize, manage and direct SHAPE Colorado involvement in JRFH/HFH.
3. Serve as a liaison between SHAPE Colorado and AHA affiliate.
4. Serve as the main contact to SHAPE America.
5. Present at each board meeting JRFH/HFH activities.
6. Plan promotional activities and develop educational materials for SHAPE Colorado.
7. Communicate twice a year with the SHAPE America Joint Projects Project Manager.
8. Submit a yearly report to the SHAPE America Joint Projects office by published deadline.
9. Participate in the planning and conducting of JRFH/HFH clinics and workshops as needed.
10. Organize and/or conduct JRFH/HFH workshops, presentations and demonstration team performances at SHAPE Colorado conventions.
11. Actively solicit new coordinators for a Jump or Hoops event at all functions and conferences.
12. May serve as a member of a SHAPE Colorado committee with the responsibility of updating the committee of the progress of JRFH/HFH programs.
13. Assist with staffing the AHA booth at SHAPE Colorado annual convention.
14. Collaborate in the evaluation of AHA Representative.
15. Actively solicit new members for SHAPE Colorado.
16. Nominate individuals for SHAPE Colorado awards.
17. Perform other duties as designated by the Board of Directors.
18. Participate in all board and convention evaluations.
19. Keep an up-to-date individual monthly board report on Google Docs.
20. Submit three or more articles for the SHAPE Colorado Journal.
21. Actively engage in convention duties and responsibilities.
22. Submit two or more items for Cindy Young silent auction.
23. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first of each month.

Lobbyist

Purpose: The SHAPE Colorado lobbyist shall be the representative of the SHAPE Colorado organization at the state capitol during the legislative General Assembly session. The lobbyist shall be an advocate for SHAPE Colorado issues. The lobbyist will voice concerns, offer information, support or oppose proposed and pending legislation depending on the potential impact on the SHAPE Colorado organization.

Organization: The lobbyist shall be contracted from September 15 through May 15 each year. Additional time spent by the lobbyist will be on a voluntary basis.

Responsibilities:

1. Attend all Executive Board meetings.
2. Submit a written and verbal report at each Executive Board meeting.
3. Review pending legislation and propose political strategy.
4. Brain storm issues for potential legislation with SHAPE Colorado Executive Board (if not determined by legislators)
5. Assist in developing SHAPE Colorado position on legislation
6. Articulate the SHAPE Colorado mission and vision and provide documentation supporting SHAPE Colorado position to members of the Colorado general assembly.
7. Track legislation from committees to floor action.
8. Testify and organize colleagues to testify before legislative committees
9. Find sponsors for SHAPE Colorado proposed legislation
10. Organize e-mail contacts with grassroots network when needed for promoting SHAPE Colorado position to legislators.
11. Create and sustain a grassroots network connection with American Heart Association, Colorado Children's Campaign, Colorado Health Foundation, Colorado Department for Public Health, Colorado Organization for Physical Activity, Colorado Governor's Council for Physical Fitness, Healthy Eating & Active Living Coalition and all relevant organizations.
12. Invite legislators to the SHAPE Colorado convention
13. Assist Executive Director at other events, including but not limited to, the Healthy Schools Summit.
14. Assist with SHAPE Colorado projects, workshops and convention, if requested.
15. Collaborate with SHAPE Colorado partnerships to maximize advocacy efforts for each organization.
16. Coordinate a SHAPE Colorado Lobby Day when legislation arises.
17. Present an end of the year report at the meeting prior to convention and submit the end of the year report on Google docs.
18. Actively solicit new members for SHAPE Colorado.
19. Nominate individuals for SHAPE Colorado awards.
20. Perform other duties as designated by the Board of Directors.

21. Participate in all board and convention evaluations.
22. Keep an up-to-date individual monthly board report on Google Docs.
23. Submit three or more articles for the SHAPE Colorado Journal.
24. Actively engage in convention duties and responsibilities.
25. Submit two or more items for Cindy Young silent auction.
26. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

October:

1. Meet and plan strategy with designated support groups
2. Attend convention
3. Hand out legislative information at convention
4. Meet with AHA grassroots program director/ lobbyist

November:

1. Call legislators and ask for support during session
2. Provide legislative update to the Executive Board

December:

1. Prepare letter of introduction to legislators including (lobbyist name, organization and issues)
2. Conference/e-mail grassroots network

January through May:

1. Attend general assembly
2. Monitor legislative bills (tracking online)
3. Meet with legislators to promote SHAPE Colorado legislative position
4. Attend Executive Board meetings (with update and direction for future).
5. Solicit, organize and assist with testimonials when needed.
6. Attend committee meetings/hearings.

June-August:

1. Present an end of the year report at the September meeting prior to convention and submit the end of the year report on Google docs.
2. Brainstorm a legislative “wish list” for next year
3. Prepare a strategy for next year with allied organizations.
4. Meet with Board of Directors to evaluate lobbyist performance, revise agreement language and sign contract for next year when contract is up for renewal.

Lobbyist

Purpose: The SHAPE Colorado lobbyist shall be the representative of the SHAPE Colorado organization at the state capitol during the legislative General Assembly session. The lobbyist shall be an advocate for SHAPE Colorado issues. The lobbyist will voice concerns, offer information, support or oppose proposed and pending legislation depending on the potential impact on the SHAPE Colorado organization.

Organization: The lobbyist shall be contracted from September 15 through May 15 each year. Additional time spent by the lobbyist will be on a voluntary basis.

Responsibilities:

1. Attend all Executive Board meetings.
2. Submit a written and verbal report at each Executive Board meeting.
3. Review pending legislation and propose political strategy.
4. Brain storm issues for potential legislation with SHAPE Colorado Executive Board (if not determined by legislators)
5. Assist in developing SHAPE Colorado position on legislation
6. Articulate the SHAPE Colorado mission and vision and provide documentation supporting SHAPE Colorado position to members of the Colorado general assembly.
7. Track legislation from committees to floor action.
8. Testify and organize colleagues to testify before legislative committees
9. Find sponsors for SHAPE Colorado proposed legislation
10. Organize e-mail contacts with grassroots network when needed for promoting SHAPE Colorado position to legislators.
11. Create and sustain a grassroots network connection with American Heart Association, Colorado Children's Campaign, Colorado Health Foundation, Colorado Department for Public Health, Colorado Organization for Physical Activity, Colorado Governor's Council for Physical Fitness, Healthy Eating & Active Living Coalition and all relevant organizations.
12. Invite legislators to the SHAPE Colorado convention
13. Assist Executive Director at other events, including but not limited to, the Healthy Schools Summit.
14. Assist with SHAPE Colorado projects, workshops and convention, if requested.
15. Collaborate with SHAPE Colorado partnerships to maximize advocacy efforts for each organization.
16. Coordinate a SHAPE Colorado Lobby Day when legislation arises.
17. Present an end of the year report at the meeting prior to convention and submit the end of the year report on Google docs.
18. Actively solicit new members for SHAPE Colorado.
19. Nominate individuals for SHAPE Colorado awards.
20. Perform other duties as designated by the Board of Directors.

21. Participate in all board and convention evaluations.
22. Keep an up-to-date individual monthly board report on Google Docs.
23. Submit three or more articles for the SHAPE Colorado Journal.
24. Actively engage in convention duties and responsibilities.
25. Submit two or more items for Cindy Young silent auction.
26. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

October:

1. Meet and plan strategy with designated support groups
2. Attend convention
3. Hand out legislative information at convention
4. Meet with AHA grassroots program director/ lobbyist

November:

1. Call legislators and ask for support during session
2. Provide legislative update to the Executive Board

December:

1. Prepare letter of introduction to legislators including (lobbyist name, organization and issues)
2. Conference/e-mail grassroots network

January through May:

1. Attend general assembly
2. Monitor legislative bills (tracking online)
3. Meet with legislators to promote SHAPE Colorado legislative position
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5. Solicit, organize and assist with testimonials when needed.
6. Attend committee meetings/hearings.

June-August:

1. Present an end of the year report at the September meeting prior to convention and submit the end of the year report on Google docs.
2. Brainstorm a legislative “wish list” for next year
3. Prepare a strategy for next year with allied organizations.
4. Meet with Board of Directors to evaluate lobbyist performance, revise agreement language and sign contract for next year when contract is up for renewal.

Technology Coordinator

SHAPE Colorado Website Purpose: The SHAPE Colorado website provides timely pertinent information to help SHAPE Colorado members to be more effective in their work. The SHAPE Colorado website shares archived and current resources for professionals in related content areas.

Purpose: This individual will maintain and upgrade the SHAPE Colorado website as needed and manage the social media accounts.

Organization: The Technology Coordinator shall be appointed by the President, and may be reappointed. This individual is a non-voting, appointed member of the Executive Board.

Responsibilities:

1. Coordinator
 - a. Head the Technology Ad Hoc committee (members appointed by President) to help with managing of accounts;
 - b. Ensure the posting of current information on all platforms;
 - c. Maintain a complete file of materials pertinent to the procedures and operation of this position (i.e. passwords, logins and instructions necessary for the work of the association to continue);
 - d. Attend all Executive Board meetings.
 - e. Submit a written (on Google Drive) and verbal report at each Executive Board meeting.
 - f. Collaborate with the Convention Manager and Recognition Chair as needed.
 - g. Maintain consistent communication with the Executive Director concerning pertinent SHAPE Colorado information for the website and social media accounts.
2. Website
 - a. Maintain and upgrade the SHAPE Colorado website as needed.
 - b. Collaborate with the Journal Editor for posting of the Journal on the SHAPE Colorado website.
 - c. Post appropriate material for the benefit of SHAPE Colorado members (i.e. current leadership rosters, information related to upcoming state, district and national conventions, Access to forms and documents [Award nominations, Grant applications, etc.], Minutes from board meetings, etc.)
3. Social Media

- a. Post current information on all social media accounts;
 - b. Create unique content relevant to the activities of SHAPE Colorado;
 - c. Repost or retweet content from related accounts (i.e. American Heart Association, SHAPE America, etc.)
4. Board Responsibilities
- a. Actively solicit new members for SHAPE Colorado
 - b. Nominate individuals for SHAPE Colorado awards.
 - c. Participate in all board and convention evaluations.
 - d. Keep an up-to-date individual monthly board report on Google Docs.
 - e. Submit two or more articles for the SHAPE Colorado Journal.
 - f. Actively engage in convention duties and responsibilities.
 - g. Submit two or more items for Cindy Young silent auction
 - h. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.
 - i. Perform other duties as designated by the Board of Directors.

Advocacy Committee Chair

Purpose: This individual will serve the association by promoting, advocating, and educating our stakeholders and members concerning quality health and physical education programs.

Organization: There will be an Advocacy chair and Advocacy members. The Advocacy Committee Chair shall be elected by members of the Advocacy Committee to serve a 1-year term. The Chair may be reelected.

Responsibilities:

1. Attend all Executive Board meetings.
2. Facilitate the Advocacy Committee Meeting.
3. Submit a written and verbal report at each Executive Board meeting.
4. Collaborate with the Advocacy Committee to create an Action Plan.
5. Action Plan should include but is not limited to creating new ways to advocate, increasing awareness of physical education needs, and being proactive about issues that we are facing as a board.
6. Review advocacy materials and update as needed.
7. Assist Lobbyist as needed.
8. Collaborate and coordinate with the Lobbyist for SHAPE Colorado Lobby Day.
9. Maintain an up-to-date monthly Committee report on Google Docs.
10. Make sure progress on short-term Action Plan goals have been addressed.
11. Collaborate with the Advocacy Chair of Central District and the Advocacy Chair of SHAPE America.
12. Collaborate with partnerships that support the SHAPE Colorado mission.
13. Collaborate with Executive Director as needed.
14. Collaborate with the Webmaster concerning social networking and disseminating timely information.
15. Actively solicit new members for SHAPE Colorado.
16. Nominate individuals for SHAPE Colorado awards.
17. Perform other duties as designated by the Board of Directors.
18. Participate in all board and convention evaluations.
19. Keep an up-to-date individual monthly board report on Google Docs.
20. Submit three or more articles for the SHAPE Colorado Journal.
21. Actively engage in convention duties and responsibilities.
22. Submit two or more items for Cindy Young silent auction.
23. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Recognition Committee Chair

Purpose: This individual shall insure selection of deserving recipients for the Awards as defined by the Awards criteria.

Organization: The SHAPE Colorado President shall appoint the Recognition Committee Chair.

Responsibilities:

1. Attend all Executive Board meetings.
2. Review and monitor the award criteria and assist webmaster to update the online process.
3. Collaborate with committee members to ensure the duties of this committee are completed.
4. Notify other Committee Chairs of appropriate deadlines to elicit nominations for each award, insure solicitations of nominations are carried out and notify Committee Chairs and members of award logistics.
5. Collaborate with Convention Manager on Award Banquet.
6. Ensure that all AV equipment, podium and items are set up and ready at the start of the banquet.
7. Collaborate with Executive Director to secure award nominations and processes.
8. Meet with committee to confirm eligibility of award nominees.
9. Collaborate with Executive Director for the design and ordering of the commemorative award.
10. Write biographical sketches for the award program.
11. Collaborate with Executive Director and Convention Manager to create and print awards program booklet.
12. Collaborate with the convention manager concerning the logistics of the awards banquet.
13. Create and compile information for the Awards Banquet presentation slideshow and script.
14. Arrange photographer to take pictures of winners at awards ceremony.
15. Meet, greet, and seat recipients and family for the Awards Banquet.
16. Present or arrange for Master of Ceremony at the Awards Banquet at the SHAPE Colorado convention.
17. Notify newspapers and superiors (principal, superintendent, department chair, etc.) of award.
18. Inform award winners of Central District and SHAPE America processes for moving forward; application information and deadlines.
19. Provide recognition of Nationally Board Certified Physical Education, Central District Association and SHAPE America National Teachers of the Year (TOY) of the current year.
20. Collaborate with the Webmaster to post photos and award winner information on the website.

21. Actively solicit new members for SHAPE Colorado.
22. Nominate individuals for SHAPE Colorado awards.
23. Perform other duties as designated by the Board of Directors.
24. Participate in all board and convention evaluations.
25. Keep an up-to-date individual monthly board report on Google Docs.
26. Submit three or more articles for the SHAPE Colorado Journal.
27. Actively engage in convention duties and responsibilities.
28. Submit two or more items for Cindy Young silent auction.
29. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Professional Development Committee Chair

Purpose: This individual will serve the association by providing professional development opportunities for all members.

Organization: There will be a Professional Development Chair and Professional Development members. The SHAPE Colorado President shall appoint the Professional Development Committee Chair.

Responsibilities:

1. Attend all Executive Board meetings.
2. Facilitate the Professional Development Committee meetings.
3. Submit a written and verbal report at each Executive Board meeting.
4. Maintain an up-to-date monthly Committee report on Google Docs.
5. Collaborate with the professional development committee to create an action plan utilizing information from the National organizations.
6. Action Plan should include but is not limited to creating new ways to advocate, increasing awareness of physical education needs, and being proactive about issues that we are facing as a board.
7. Collaborate with Executive Board on logistics for all workshops and SHAPE Colorado sponsored events.
8. Maintain a physical education professional development calendar with the Colorado Department of Education. (Located on the SHAPE Colorado Website)
9. Actively solicit new members for SHAPE Colorado.
10. Nominate individuals for SHAPE Colorado awards.
11. Perform other duties as designated by the Board of Directors.
12. Participate in all board and convention evaluations.
13. Keep an up-to-date individual monthly board report on Google Docs.
14. Submit three or more articles for the SHAPE Colorado Journal.
15. Actively engage in convention duties and responsibilities.
16. Submit two or more items for Cindy Young silent auction.
17. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Higher Education/Future Professionals Committee Chair

Purpose: This individual will organize and recruit future professionals for SHAPE Colorado and organize them for convention activities.

Organization: The SHAPE Colorado President shall appoint the Higher Education and Future Professionals Committee Chair.

Responsibilities:

1. Attend all Executive Board meetings.
2. Facilitate the Higher Education and Future Professionals committee meetings.
3. Submit a written and verbal report at each Executive Board meeting.
4. Maintain an up-to-date monthly Committee report on Google Docs.
5. Collaborate with committee members to ensure the duties of this committee are completed.
6. Organize Future Professionals to run Silent Auction at SHAPE Colorado yearly convention.
7. Organize Future Professionals yearly Pre-Convention workshop.
8. Organize Superstars event at SHAPE Colorado yearly convention.
9. Maintain dates and criteria for Future Professional Scholarship receive submissions for scholarship, communicate with Executive Director and Treasurer about students that receive the scholarship.
10. Actively solicit new members for SHAPE Colorado.
11. Nominate individuals for SHAPE Colorado awards.
12. Perform other duties as designated by the Board of Directors.
13. Participate in all board and convention evaluations.
14. Keep an up-to-date individual monthly board report on Google Docs.
15. Submit three or more articles for the SHAPE Colorado Journal.
16. Actively engage in convention duties and responsibilities.
17. Submit two or more items for Cindy Young silent auction.
18. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Committee Members:

Purpose: The purpose is to serve the association by keeping current in areas pertaining to their respective committees and to disseminate such information to the membership.

Organization: The Committee Members are members that represent the membership on the Executive Board.

Responsibilities:

1. Attend all Executive Board meetings.
2. Support the Committee Chair during each Executive Board meeting.
3. Assist with the development of the committee plans and activities.
4. Actively solicit new presenters for the SHAPE Colorado state convention.
5. Ensure the committee page on the SHAPE Colorado website is up to date.
6. Actively solicit new members for SHAPE Colorado.
7. Nominate individuals for SHAPE Colorado awards.
8. Perform other duties as designated by the Board of Directors.
9. Participate in all board and convention evaluations.
10. Keep an up-to-date individual monthly board report on Google Docs.
11. Submit three or more articles for the SHAPE Colorado Journal.
12. Actively engage in convention duties and responsibilities.
13. Submit two or more items for Cindy Young silent auction.
14. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Journal Editor

Journal Purpose: Provide state of the art information to help SHAPE Colorado members to be more effective in their work. The Journal strives to share “best practices” of professionals in Physical Education and Health in Colorado.

Editor Purpose: This individual will prepare and edit the Journal for on-line publication.

Organization: The Journal Editor shall be appointed by the President, and may be reappointed. This individual is a non-voting, appointed member of the Executive Board.

Responsibilities:

1. Attend all Executive Board meetings.
2. Solicit members for the journal editorial review board, which includes the Executive Director and the Board of Directors.
3. Two weeks prior to the Journal submission deadline send an email to the Executive Director to encourage members to write articles to be submitted for the Journal. Potential authors include but are not limited to physical educators, higher education professors, students, and related organizations.
4. A publication ready, headshot, will be provided by contributors to the Journal for publication with their article.
5. Solicit appropriate membership and registration forms from Central District and SHAPE America to be included in each Journal.
6. Publish article requirements and deadlines in each Journal issue.
7. Submit the proposed draft articles to the editorial review board by the published deadline.
8. Oversee the editing and correcting of the articles.
9. Collaborate with the Webmaster to publish the journal on the SHAPE Colorado website.
10. Notify the Executive Director of publication on the website of each journal and advise email notification to the members.
11. Actively solicit new members for SHAPE Colorado
12. Nominate individuals for SHAPE Colorado awards.
13. Perform other duties as designated by the Board of Directors.
14. Participate in all board and convention evaluations.
15. Keep an up-to-date individual monthly board report on Google Docs.
16. Submit three or more articles for the SHAPE Colorado Journal.
17. Actively engage in convention duties and responsibilities.
18. Submit two or more items for Cindy Young silent auction.
19. Inform BOD of personal schedule, including availability, vacations, and prior major obligations on the first on each month.

Journal Editorial Review Board Purpose: These individuals will assist the Journal editor in reviewing and editing proposed articles for the SHAPE Colorado Journal publications.

PAST PRESIDENT ADVISORY COUNCIL

Purpose: These individuals will serve the association as an advisory group to the Executive Board. This council will provide assistance, advice, and consultations as needed.

Organization: This council shall consist of SHAPE Colorado Past Presidents. The immediate Past President shall serve as Chair.

Responsibilities:

1. To serve as an advocate, under the direction of the SHAPE Colorado Executive Board as needed and/or requested.
2. This Council will meet at least annually at the SHAPE Colorado convention.
3. To serve as an advisory council to the current Executive Board.
4. To review minutes of Executive Board meetings as posted on the website.
5. Past Presidents are ex officio board members and invited to attend Executive Board meetings.
6. According to the By-Laws, Past Presidents are life members of SHAPE Colorado and eligible to hold office.
7. To provide a historical perspective of the SHAPE Colorado organization.
8. Perform other duties as designated by the Executive Board.
9. Submit items for silent auction and or other fundraising efforts.