

## **SHAPE America Professional Preparation Council Structure & Function**

The Program Councils are the idea generators of the organization. The councils carry out SHAPE America's mission by organizing task forces, carrying out and accomplishing work on behalf of the organization and communicating with the membership at large about the needs of the profession and the resources that SHAPE America should provide. Specifically, the Professional Preparation Council identifies and discusses needs/issues related to professional preparation for HETE and PETE, HETE and PETE program review toward Specialized Professional Association (SPA) national recognition for CAEP accreditation, college and university instructional physical activity programs, academic content knowledge, and strategies for addressing the needs/issues related to those areas.

### Structure

The Professional Preparation Council consists of 6-8 members plus a staff liaison and a liaison from the SHAPE America Board of Directors. The Professional Preparation Council members must collectively have content knowledge in the following areas: Physical Education Teacher Preparation (PETE), Health Education Teacher Preparation (HETE), College and University Instructional Physical Activity Programs, and PETE discipline academic content (e.g., biomechanics, motor development, exercise science, sociology, psychology, history, philosophy), HETE discipline academic content (e.g., personal & consumer health, nutrition, physical activity & fitness, drug abuse prevention, human sexuality, mental/social/emotional health, safety & injury prevention, disease prevention) as well as skills-based health education and HETE & PETE program review toward SPA national recognition.

- Council members will serve three-year terms, beginning and ending at the SHAPE America National Convention. Members may serve two terms.
  - Service as a council member for a period of two or more years of a three-year term shall constitute service of a full term for the purpose of imposing a term limit.

New members will be recommended by existing council members pending approval by the SHAPE America President using the following process:

- A call for applicants will be announced through all appropriate SHAPE America communication channels encouraging interested members to complete/submit the online Council Application Form.

- Once the application period has closed, applications will be distributed to the appropriate councils for review.
- Existing council members will review the applications and develop a rank order list of preferred candidates, including written justification for their preferences, which will be submitted to the SHAPE America President for an approval decision.

Council members may resign in writing to the chairperson and SHAPE America President. Council members may also be terminated by the SHAPE America President with the recommendation of the Council. In the event of an interim vacancy, the council will recommend a replacement either from the pool of applicants or through a call for new applicants depending on the needs of the council created by the vacancy.

### Function

The Professional Preparation Council will conduct monthly online/phone meetings. The Council will also have one annual meeting at the SHAPE America National Convention. Travel to this meeting is at the member's expense.

The Professional Preparation Council is responsible for:

- Supporting professional preparation professionals by providing resources, tools, information, etc. to improve the effectiveness of instruction for preK-16 students and teacher preparation programs.
- Advancing the mission and vision of SHAPE America, including the 50 Million Strong commitment.
- Working collaboratively with the other program councils and special interest groups as appropriate.
- Support translating research into practice to provide Professional Preparation professionals with access to the most current information available.
- Conducting systematic review of existing programs, products, and services in relation to the strategic plan and recommending continuation, revision, or elimination.
- Providing general content expertise related to the work of SHAPE America.

Furthermore, each member of the Professional Preparation Council will:

- Maintain membership in SHAPE America.

- Attend council meetings, including those held at the SHAPE America National Convention; read supporting materials to prepare for meetings.
- Actively participate in the discussion and work of the council.
- Monitor current events in the profession, including those shared via SHAPE America communication channels (e.g., Et Cetera, Exchange, Momentum, etc.).
- Use the Professional Preparation Council Exchange community to communicate with other members regarding any work/discussion of the council.

The Professional Preparation Council will be led by a chairperson appointed by the SHAPE America President from the existing council members with the recommendation of the Council and the SHAPE America Board of Directors. The chairperson will collaborate with the staff liaison to:

- Develop agendas, develop Board of Directors reports, and conduct monthly meetings via online/phone communication.
- Coordinate the efforts of the council by communicating regularly with the council members and the staff liaison.

The Professional Preparation Council will be assigned a SHAPE America staff liaison. The staff liaison will:

- Work collaboratively with the chairperson to coordinate the work of the council, develop meeting agendas, communicate with all council members, and manage the systematic review of existing programs, products, and services.
- Work collaboratively with the council chairperson to develop and share written reports for the tri-annual in-person SHAPE America Board of Director's meetings.
- Prepare and distribute meeting notes to all program council Exchange communities.
- Serve as a liaison to other SHAPE America staff members regarding departmental requests or communications with the council.

The Professional Preparation Council will be assigned a SHAPE America Board of Directors liaison. The Board of Directors liaison will:

- Attend council meetings either via conference call, the in-person meeting and/or Exchange and ensure discussions are aligned with the strategic plan.
- Present current council business and completed council projects at SHAPE America Board of Director's meetings as well as respond to questions.

- Once the council approved a completed project it will be presented to the Board of Directors. This presentation will be made by the Board liaison to the Board of Directors and will include:
  - The specific charge of the task force
  - Acknowledgement of the members who served
  - An outline of the development process
  - Final approval of the council
- Provide answers from the Board to the Council as questions arise.

The Professional Preparation Council will assign a council liaison to all council task forces. The task force council liaison will:

- Attend and participate in all task force calls and Exchange to ensure discussions are aligned with the purpose of the task force.
- Provide guidance from the council directly to the task force.
- Present and respond to questions regarding task force work on all council calls.