

MEMORANDUM

Date: June 30, 2009

To: ICHPER·SD Members (Individual and life, National Organizations (N-1, N2-, N3 & N-4), Institutional and International Organizations

From: Dong Ja YANG, Ph.D., President & Dr. Adel Elnashar, Secretary General

Re: **The State of Council (II): Job Opening Announcement for the position of ICHPER·SD Executive Director; Recognition of Honored ICHPER·SD Life Members; The 2009 ICHPER·SD Life Membership & Fundraising Campaign)**

We trust this memorandum finds you in good health, doing well and enjoy your summer. We would like to take this opportunity to extend our appreciation for your support and participation in the ICHPER·SD mission.

The State of Council (II)

ICHPER·SD is an international alliance of HPERSD professionals and organizations. Since the Council's founding in 1958, its officers have all been volunteers and were not compensated for their service. Now we have arrived at the crossroads where we must determine the Council's destiny – through a new paradigm of operation and management.

To exist is to change in coping with the inevitable conditions; to change is to meet new challenges of the time and its needs, and to mold a new paradigm for advancement without limits. We have learned this truth while building the Council's miraculous achievements over a half century as reported in the *State of Council (I)* (i.e. Volume III, No. 2, 2008: the *ICHPER·SD Journal of Research*). Our founders and succeeding members were faithful and committed HPERSD professionals from many regions around the world who have worked or work today as teachers, coaches, researchers and professors. They have worked together whole-heartedly for the Council's mission, showing their admirable personal strength and character through selflessly giving their energy and time, sharing research outcomes and scholarly endeavors and even financing this journey from out of their own pockets.

For the purpose of safeguarding and harmonizing the Council's legacy, merits and experiences accumulated over the past 51 vibrant years, we are at the point where, for our very survival, we must reform our operational paradigm and management.

I. The Council's New Paradigm for Operation & Management

We are laying the groundwork for a restructuring of the current operational paradigm that consists of the many visionary HPERSD volunteering professionals to a new operation involving an innovative team structure with at least one fulltime salaried high profile executive staff member – an Executive Director for the Council. If we don't take this step, ICHPER·SD might otherwise have to face the fact that we could no longer pursue our mission projects in a sustainable way, bringing the organization's financial survival into question. The current status of the ICHPER·SD Anniversary World Congress in Qatar has caused significant problems and has negatively impacted on the Council's regular schedules for the world and 8 regional congresses as well as our finances. These congresses have been the crucial basis of our mission projects and financial resources.

A. Job Opening for the Position of ICHPER·SD Executive Director & Job Description

ICHPER·SD, as a non-profit, charitable, and educational organization as defined in Section 501(c)(3) of the United States Internal Revenue Service Code of 1954, is a non-governmental international academic, scientific and professional organization. For the first time, we are making this announcement of a job opening to search for the fulltime position of an ICHPER·SD Executive Director.

1. Job Opening Announcement

The ICHPER·SD Executive Director (referred to as 'ED' hereafter) will be a fulltime salaried position and an exclusive employee of the International Council for Health, Physical Education, Recreation, Sport, and Dance (ICHPER·SD). It will be the responsibility of the ED to create strategies, fully engage effectively with the 52nd World Congress in Qatar and direct the fundraising mission of the Council – with the title of "Executive Director in Charge of Fundraising".

This ED will serve for a trial term of one year from the first day of employment September 1, 2009 to August 30, 2010. The ED shall execute his/her work at the designated office at the ICHPER·SD headquarters in Reston, Virginia, USA during the specific working hours (40 hours per week) from 9:00 a.m. to 5:00 p.m., from Monday through Friday. ICHPER·SD may renew the ED's contract for 2 or 3 years following the trial term of one year upon the decision of the ICHPER·SD Executive Committee. ICHPER·SD must inform the ED in writing whether the contract will be renewed by July 30, 2010.

The Executive Director's base salary for the first (trial) year will be US \$60,000 and will include basic medical/health insurance coverage plus the employer's standard requirement as set forth by the U.S., state and local governments. The ED may receive a financial bonus in addition to his/her salary in accordance with a contingency plan established during the hiring process between the ED and ICHPER·SD. The contingency plan will include a prorated percentage (%) of the amount to be paid to the ED from each funding source the ED succeeds in acquiring for the Council.

For the best interests of ICHPER·SD, the ED may be removed at any time during this employment period, with or without cause, but with a 30 days advanced written notice by the joint consent of the ICHPER·SD President, Secretary General, and Chair of the Finance Committee with the approval of the ICHPER·SD Executive Committee.

2. Required/Preferred Job Qualifications & Selection Procedures

EDUCATION: Attainment of a Masters or higher degree (e.g., MBA, areas in HPERSD or other related areas) and a minimum of 2 years experience in fundraising with a record of success. Comprehensive computer skills (Microsoft Office Suite), with strong data base management. Must be effective in written and oral presentations, and be able to travel. **EXPERIENCE:** Preferred fundraising experience with volunteer and/or not-for-profit organizations and extensive knowledge in the marketing field. **DEADLINE for APPLICATION:** August 5, 2009. **SUBMISSION of APPLICATION:** 1) Completed Application form obtained from the ICHPER·SD headquarters in Reston, VA. (E-mail: ichper@aapherd.org Tel: (703) 476-3462 Fax: (703) 476-9527); 2) Resume; and 3) Letter of Application which addresses his/her suitability for the job.

3. Job Description

As related to the Council's programs and strategic plans in consultation with the President, Secretary General and Chair of the Finance Committee, the ED evaluates current programs, explores the need for potential programs, and directs and implements additional programs from operational and fundraising perspectives, as appropriate.

- (a) Executes ICHPER·SD headquarters ongoing affairs as assigned and directed by the ICHPER·SD President for the **52nd ICHPER·SD Anniversary World Congress & Exposition in Qatar – which is rescheduled for the last week of May 2010.**

- Promotion and dissemination of the World Congress and Information Booklet.
- Soliciting participants and exhibitors and conducting affairs in close coordination with the Council's Administrative Associate.
- Directs matters pertaining to the Non-Arabic-Speaking countries' registration, abstracts and manuscripts for printing the World Congress Programs and Proceedings

(b) Develops and implements fundraising goals to fulfill the visions and missions of the Council (ICHPER·SD).

- Determines needs and objectives
- Coordinates fundraising efforts
- Implements fundraising policies, procedures and programs, including obtaining legal advice to transfer funds and goods-in-kind
- Directs fundraising interactions
- Develops and monitors annual budget
- Coordinates total the Council's fundraising efforts, including advertising sales.

(c) Obtains funds from corporations to further the missions and goals of the ICHPER·SD.

- Researches and identifies appropriate grant agencies, foundations and other organizations
- Directs efforts to obtain funds
- Coordinates potential advertising sales and sponsorships

(d) Obtains donations from individuals identified by the Council's members, staff or leadership.

- Directs the solicitation process
- Assigns responsibility for personal solicitation to the Executive Committee members and the Board of Governors, volunteers and staff members in consultation with the President.
- Directs efforts to obtain donations
- Works with regional vice presidents and regional secretaries, commissioners and directors and supports their fundraising initiatives.

(e) Manages all related fundraising data collection and distribution, grant applications, vendor contracts, and reporting functions.

- a. Directs production of promotional copy, facilitates production, and contracts with printers and other vendors
- b. Provides oversight to advertising, record-keeping and report generation
- c. With Administrative Associate, meets regularly with the President to provide/report information about the effectiveness of fundraising initiatives.

(f) Recommends special campaigns to the President and organizes as needed.

- Sets objectives

- Targets supporters
- Develops approaches
- Makes solicitations

(g) Develops and directs special events as fundraisers as requested.

- Identifies potential participants
- Directs and implements coordinating arrangements.
- Directs activities

(h) Provides volunteer training and supervision to assist in the fundraising goals of the Council.

- Recruits, schedules, trains and supervises volunteers
- Prepares fundraising and other reports as directed by the President
- Collects, analyzes and summarizes information and trends

As the Executive Director in Charge of Fundraising, he/she creates, directs and implements development programs and associated strategies to attract, cultivate, and retain major sources of fundraising, donations, grants, corporate partnerships and planned giving. The ED attracts contributors and directs programs/events designed to stimulate such gifts and directs efforts to obtain monies from governmental sources, foundations, private companies and individuals in support of selective programs and projects that the organization is advocating or sponsoring on a sustaining basis. He/she develops and directs an ongoing effort to identify and acquire additional funds on a continuing basis and stages various special events related to fundraising. The ED coordinates overall fundraising programs with the President, Secretary General, Chair of the Finance Committee and executive committee members.

II. Recognition of Honored ICHPER·SD Life Members

Among the many distinguished HPERSD professionals, we would *first* like to recognize those members of the team that made our miraculous record possible over a half century. As stipulated in our Bylaws (Article IV, Section 7), “*Life members shall consist of persons who wish to champion the mission of ICHPER·SD through a lifelong commitment to the organization*” – on behalf of the Council we honor and recognize your novel lifetime commitment and contribution.

By championing the mission of ICHPER·SD, you saved the Council when it was in serious financial crisis. You helped to build our courage and financial confidence – enabling us to move forward with our mission. Together with the following champions, the Council is taking on the new paradigm for operation and management:

Honored ICHPER-SD Life Members

Dr. Cilas J. Wilders of the South Africa (1 member); Drs. Ping-Cheung Chan, Frank H. Fu, and Sze Sze Hon of Hong Kong (3 members); Drs. Shinshiro Ebashi, Yoshiro Hatano, Kanayama Chihiro, Masashi Kawanishi, Kazufumi Takahashi, and Saburo Yokokura of Japan (6 members); Drs. Ju-Ho Chang, Jung-Ho Cho, Teak-Koo Cho, Seung-Wook Choi, Tae-Won Chun, Soyoung Chung, Jung Ae Ha, Young Pyo Hong, Kee Chan Joo, Deog Jo Jung, Suhjung Kang, Chan-Kew Kim, Kyung-Ji Kim, Young-Hwan Kim, Chang-Yong Kim, Sook-Ja Kim, Yangkeun Kim, Seol-Hyang Kim, Tae-Young Kim, Sang-Ho Kim, Eunha Koh, Me-Ai Kong, Yoon-Bang Kwon, Hae-Hee Lee, Byung-Kun Lee, Young Sook Lee, Hak Lae Lee, Han Kyuing Lee, Chul Won Lee, Jae Moon Lee, Ok Jin Lee, Duk Hyun Nam, Ho Sung Noh, Yul Ja Oh, Sae Sook Oh, Jang Guen Park, Oh Kyung Rok, Byung Kwan Ryoo, Sung-Sub Shin, Yoon-Kwon Bang, Ho Yoo, Sil Yoo, and Wansoon Yook of the South Korea (43 members); Dr. Leonard A. De Vibries of Malaysia (1 member); Dr. Sharad Chandra Shaha of Nepal (1 member); Profs. Josefina Bauzon, and Teresita Bernardo of Philippines (2 members); Drs. Chi-fu Cheng, Prof. Cheng Chi, and Frank Chin-Lung Fang of Taiwan, R.O.C. (3 members); Profs. Kenneth Butcher, and Mark Mungal of Trinidad and Tobago (2 members); Drs. Eric De Boever, Willy Laporte, and Wim Verbessem of Belgium (2 members), Dr. Kamal Shamshoum of Israel (1 member); Drs. Serap Inal, and Hasan Kasap of Turkey (2 members), Dr. Enrique Chavez Cevalios of Ecuador (1 member), Drs. Mosaad S. Ewies, Adel Elnashar, and Esmat Yahia of Egypt (3 members); Drs. Huda H. Al-Khajjah, and Inaan M. Alnajjar of Bahrain (2 members), Drs. Salah M. Mansy, and Jawad Y. Khalaf of Kuwait (2 members); Dr. Ahmed Al-Emadi of Qatar (1 member); Dr. Tapan Kumar Das of United Arab Emirates (1 member); Drs. Cecilia K.F.An, and Joseph Levy of Canada (2 members); Drs. Mimi Murray, Noriaki Osada, Doris Corbett, Dong Ja Yang, Karen S. Lunquist, Howard M. Sorrell, David Clarke, Woon Se Lee, Francis A. Meyer, Il Ho Park, E. Newton Jackson, Paul Varnes, Tomas Rosandich, T.J. Rosandich, Julian Stein, Marilyn M. Buck, Valerie K. Wayda, Mohammad Torabi, Christopher Edginton, Joon K. Chi, Il Keun Kim, Victoria A. LeFevers, Timothy W. Henrich, Nicolas Fraire, Mary Jo Freshley, Dicken Yung, Larry Neal, and Thomas H. Sawyer of USA (28 members); Dr. Elaine Murphy of Australia (1 member), and Prof. Peter Chen of New Zealand (1 member).

III. The 2009 ICHPER-SD Life Membership & Fundraising Campaign

ICHPER-SD, as an organization of the members, for the members, and by the members, must rely on our members' support and contribution as we undertake a reform and hiring process for the fulltime ICHPER-SD Executive Director. This is a landmark in the Council's roadmap for the future and an inevitable course of reform that we must take. This fundraising campaign is a great challenge yet so critical.

We believe that everything is possible if every member takes part and contributes to this great challenge: ICHPER-SD is now asking of you the following:

1. Consider championing the mission of the Council throughout your professional life and beyond by becoming a *Life* Member! The *Life* Membership fee of US\$ 1,500 may be a large amount for you; nevertheless, your heart is even bigger in caring for our mission through this commitment.
2. Consider contributing any amount – large or small! Just think of it as another form of exercise – exercising your fine spirit of participation by giving to a great cause.
3. Write a pledge to yourself to contribute in accordance with your own preferred schedule!
4. Consider seeking and approaching potential donors on behalf of the Council!

Would you please fill out the special form on the next page and send it to the Council for the 2009 Fundraising Campaign!!!

Thank you!!!

The 2009 ICHPER•SD Life Membership & Fundraising Campaign

A Special Form for Life Membership, Contribution and Pledge

I, as a current member of ICHPER•SD, would like to change my membership from *Individual* membership to *Life* membership: (Please print)

Name: _____
Last First
Middle
ICHPER•SD I.D. No.: _____ Expiration Date: _____

I, as a current member of ICHPER•SD, would like to contribute US \$ _____ to participate in the 2009 ICHPER•SD Special Fundraising Campaign. This amount is enclosed herewith. _____ or charged to (see payment box below).

(Please print)

Name: _____
Last First
Middle

I am not a current member of ICHPER•SD but I would like to make a donation in the amount of US \$ _____ for the 2009 ICHPER•SD Special Fundraising Campaign.

Payment can be made by money order or check drawn on US or Canadian bank; or by charge card:

Payment is enclosed: _____ or Please charge US \$ _____ to my credit card.

VISA (13 or 16 numbers): _____

MasterCard (16 numbers): _____

American Express (15 numbers): _____

Signature: _____ Exp. Date: _____

Send To (via mail, fax or e-mail attachment):

ICHPER•SD, 1900 Association Drive, Reston, Virginia 20191 - 1598, USA

Tel: (703) 476-3462 Fax: (703) 476-9527 E-Mail: ichper@aahperd.org

OFFICIAL USE ONLY: Dep. Date: _____ Ck. Date: _____ Ck#: _____ Amt.: _____