

**NAKPEHE NECROLOGIST  
OPERATING CODE**

**I. APPOINTMENT AND TERM OF OFFICE**

- A. The necrologist shall be appointed annually by the in-coming NAKPEHE President.
- B. The necrologist may serve successive terms if a re-appointment is offered and accepted.
- C. The necrologist will be a member of the Member Services Committee.

**II. DUTIES AND RESPONSIBILITIES**

- A. Assemble biographical material on any deceased NAPECW/NCPEAM and NAKPEHE members.
- B. Write an appropriate tribute for the NAKPEHE *Chronicle of Kinesiology and Physical Education in Higher Education* and any other similar periodicals to which a significant number of kinesiology and physical educators may subscribe.
- C. Submit to the chairperson of the Member Services Committee a list of deceased members during the past year.
- D. File death notices, tributes, and biographical material of every deceased NAPECW/NCPEAM and NAKPEHE member with the NAKPEHE Archivist and in the NAKPEHE necrologist's file of records.

**\*\*\* All receipts for expenses from this Committee must be submitted to the executive director no later than February 1<sup>st</sup> from the previous fiscal year which ends November 30<sup>th</sup>.**

**Revised: (, July 2008; Block, July 2009)**