



**AMTE Leadership Handbook:  
Officers, Board Members and Committee Chairs**

**June 6, 2009**

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## AMTE ORGANIZATIONAL STRUCTURE (2/09)

### Elected Officers/Board Members-at-Large (Voting Board Members):

- President
- President-Elect/Immediate Past President
- Secretary
- Treasurer
- Board Members-at-Large (3)

### Directors (Non-Voting Board Members):

- Executive Director
  - Local support staff
  - Webmaster for membership services (e.g., MemberClicks)
- Affiliate Director
- Conference Director
  - Conference Assistant Director (includes exhibit coordination)
  - Annual Program Committee (chair and members)
  - Local Arrangements Committee (chair and members)
- Publications Director
  - Connections* Editor
  - Monograph Series Editors (General Editor and Issue Editors)
  - CITE Journal Editors
  - TE-MAT Chair
- Sponsorship Liaison

### Standing Committees (Committee Chairs, Board Representatives and Members):

- Affiliate Connections Committee
- Awards Committee
- Constitution and By-laws Committee
- Membership Committee
- Mentoring Committee
- Nomination and Elections Committee
- Research on Mathematics Teacher Education Advisory Committee
- Technology Committee

### Current Task Forces (Task Force Chairs, Board Representatives and Members):

- Equity (*established December 2007*)
- Journal Task Force (*established April 2009*)

### Current Special Project Teams:

- Elementary Mathematics Specialist Project Team (*established February 2009*)
- AMTE Website Redesign Project Team (*established February 2009*)

## SUMMARY OF LEADERSHIP RESPONSIBILITIES

### Name of Office: **PRESIDENT**

From AMTE Constitution and By-laws:

*The President shall ensure that the affairs of the AMTE are conducted in accordance with this Constitution, By-laws, and policies of the AMTE; shall be the presiding officer at the annual business meeting, Board of Directors meetings and any special meetings; shall call special meetings as provided for in Section VII-2 of this Constitution; shall coordinate the activities of standing committees; and shall provide leadership for the attainment of the goals of the AMTE.*

Membership: Elected by vote of general membership.

Term: Four-year Commitment:

- One year, President-Elect, first year beginning at the conclusion of the business meeting at the Annual Conference.
- Two years, President.
- One year, Immediate Past President, fourth year ending at the conclusion of the business meeting at the Annual Conference.

Succession: Elected position (initial selection is by vote of general membership), normal succession is from the President.

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Participation in CBMS Meetings Per Year, Washington DC:

AMTE is a member of CBMS, and the president attends two CBMS meetings each year (first Friday in May and December), in Washington, DC. All travel expenses are paid by AMTE.

Responsibilities:

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Provide leadership for the attainment of the goals of AMTE.
- Ensure that the affairs of the AMTE are conducted in accordance with the Constitution, By-laws, and policies of the AMTE.
- Establish agendas and preside over the annual business meeting, Board of Directors meetings and any special meetings.
- Represent the organization in an official capacity, as required (e.g., CBMS, NCTM, NCSM).
- Serve as AMTE representative and voting member of the Conference Board of Mathematical Sciences.
- Call special meetings as provided for in Section VII-2 of the Constitution.
- Coordinate the activities of AMTE standing committees and task forces.
- Assign Board Members as committee/task force representatives.
- Review draft meeting minutes for the secretary.
- Participate in and lead online and conference call Board discussions.
- Monitor the AMTE budget and act as a signatory.
- Approve the payment of stipends to the Executive Director and the Conference Coordinator.
- Appoint committee members and committee chairs, with the approval of the Board.

- Select *Connections* Editor, NCTM Representative, CITE Mathematics Editors, Task Force Leaders, Conference Program and Local Arrangements' Chairs, Monograph Editor, Conference Coordinator and Sponsorship Liaison.
- Write three columns a year for *Connections*.
- Maintain affiliate status of AMTE to NCTM (filing report in February).
- Establish the organization as the main voice of Mathematics Teacher Educators nationally.
- Work with the President-Elect or Past-President on issues and decisions facing the organization.
- Notify winners of AMTE elections.
- Thank outgoing committee members for contributions via an official letter.
- Invite new committee members.
- Assign special projects and duties to committees and task forces as directed by the Board.
- Vote as a member of the Board.

Annual Timeline of Duties:

January

- Prepare meeting agendas (requesting agenda items from Board members).
- Appoint Conference Program Chair and Committee members for next conference.
- Send thank-you letters to Nominations and Elections Committee.
- Run Board and Business Meetings at Annual Conference.

February

- Send letters/email to new committee members requesting their service.
- Send thank-you notes to members completing committee or Task Force service.

March

- Send thank-you notes to those completing service on the Board (send copies to Deans or chairs if they request).

April

- Run day-long Board meeting prior to NCTM annual meeting.
- Attend the AMTE reception – acting as host.
- Give presentation at NCSM and NCTM as AMTE President (Presidential Exchange).

May

- Attend CBMS meeting in Washington, DC.

July

- Check with all chairs about progress on committee/task force work.

October

- Make appointments to committees (to start at next Annual Conference).

December

- Attend CBMS meeting in Washington, DC.
- Notify candidates of election results.

Written Reports/Communications:

- President's report at each of the two annual meetings.
- Preside over the Annual Business meeting.
- Write a column for each issue of *Connections* (3 annually).

Board Representative Assignment (s):

None.

**Name of Office: *PRESIDENT-ELECT* or *IMMEDIATE PAST-PRESIDENT***

Statement from AMTE Constitution and By-laws:

*The President-Elect shall serve as assistant to the President and assume the office of President in the year following her/his election. The President-Elect, with the consent of the Board of Directors, shall assume the Presidency during his/her term of office upon the incapacity or unavailability of the President.*

*The Immediate Past President shall serve as a resource person to the President during the year following the Immediate Past President's term of office as President of AMTE. The Immediate Past President, with the consent of the Board of Directors, shall reassume the Presidency during the year following her/his term as President upon the incapacity or unavailability of the President.*

Membership: Elected by vote of general membership.

Term: Four-year Commitment

- One year, President-Elect, first year beginning at the conclusion of the business meeting at the Annual Conference.
- Two years, President.
- One year, Immediate Past President, fourth year ending at the conclusion of the business meeting at the Annual Conference.

Succession: Normal succession is prior to the Presidency or immediately after the two-year tenure – Elected position (initial selection is by vote of general membership).

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held prior to the AMTE Annual Conference (January or February), the other is prior to the NCTM Annual meeting, usually on Monday. Additional special meetings as requested by the President and approved by the Board. For required meetings, AMTE will provide a room at a reduced rate or pay one day for hotel accommodations and meals (receipt required). Travel expenses are not reimbursed unless approved by the Board for a special initiative.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Represent the organization in an official capacity in the absence of the President, as needed.
- Act as Board Representative to the Nomination and Elections Committee, assisting in finalizing the slate of new officers.
- Participate in conference call Board meetings and online discussions.
- Work with the President on issues and decisions facing the organization.
- Act in other capacities as assigned by the President.
- Serve as voting member of the Board.

Written Reports/Communications:

- Assist the Chair of the Nominations and Elections Committee in reports on the election process/results at the January/February Board meeting and at the Annual Business Meeting.

Board Representative Assignment:

- Nominations and Elections Committee.
- Other committees/task forces, as assigned by President.

**Name of Office: SECRETARY**

Statement from AMTE Constitution and By-laws:

*The Secretary shall record and maintain a file of the minutes of official meetings of the Association and its Board of Directors and shall be responsible for the correspondence of the Association.*

Membership: Elected by vote of general membership.

Term: Three years

Succession: Normal succession is by a vote of the membership

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Attend all meetings including the AMTE Board meetings and the AMTE Business meeting. At each meeting, the secretary will record proceedings by taking thorough minutes.
- Develop and preserve all necessary records, minutes, agendas, and files of Board meetings.
- Carry on necessary correspondence not specifically the responsibility of other officers.
- Write and distribute minutes of Board meetings (conference-call and face-to-face) and Business meetings with the President and the Executive Director for review. Distribute edited minutes to the Board one week prior to next meeting.
- Record and organize action items of the Board voted upon via email.
- Maintain an archive of past Board and Business meeting minutes in an organized binder and electronic folder that may be passed on to future secretaries.
- Participate in online, conference and face-to-face Board discussions.
- Forward all electronic files of minutes to the incoming Secretary at the end of the Secretary's term.
- Assist in other Board activities and Task Forces, as needed.
- Serve as voting member of the Board.

Annual Timeline of Duties:

January

- Receive and archive annual report from Constitution & By-laws Committee and interim and final reports of Task Forces.
- Send minutes to Board members prior to the Board meeting that precedes the annual conference.
- Attend Board meeting, distributing hard copies of minutes from last meeting. Record minutes at the Board meeting and the Business meeting.

February

- Add minutes approved at January Board Meeting to Archival Minutes.
- Finalize minutes and send them to President and Executive Director.
- Send revised minutes to Board Members.
- Participate in and take minutes for the monthly conference call meeting.
- Add minutes approved in this call to Archival Minutes.
- Finalize minutes and send them to President and Executive Director.
- Send revised minutes to Board Members.

March

- Participate in and take minutes for the monthly conference call meeting.
- Add minutes approved in this call to Archival Minutes.
- Finalize minutes and send them to President and Executive Director.
- Send revised minutes to Board Members.

April

- Send minutes to Board members prior to the Board meeting that precedes the NCTM annual conference.
- Attend Board meeting; report on minutes from past meeting. Record minutes.
- Add minutes approved in this call to Archival Minutes.
- Finalize minutes and send them to President and Executive Director.
- Send revised minutes to Board Members.

May through December (for each Board meeting):

- Participate in and take minutes for the monthly conference call meeting.
- Add minutes approved in this call to Archival Minutes.
- Finalize minutes and send them to President and Executive Director.
- Send revised minutes to Board Members.

Written Reports/Communications:

- Minutes of all Board or General meetings of the organization.

Board Representative Assignment(s):

- Secretary serves on Committees as assigned by the President.



**Name of Office: *TREASURER***

Statement from AMTE Constitution and By-laws:

*The Treasurer shall ensure that all revenues and expenditures of AMTE be in conformity with the Constitution, By-laws, and policies of the AMTE; shall be responsible for maintaining records of all monies received and paid in the name of the Association; shall maintain a current and accurate membership list; shall maintain the Association's non-profit status; shall transact the financial affairs of the Association upon recommendation of the Board of Directors; and shall prepare financial reports to be presented at the meetings of the Board of Directors and prepare an annual report to be presented at AMTE's annual business meeting.*

Membership: Elected by vote of general membership.

Term: Three-year Commitment.

Succession: Elected position (initial selection is by vote of general membership).

Assistance: An assistant may be appointed by the treasurer.

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization
- Act as the custodian of all funds, receiving all dues and other funds, and disbursing all appropriations.
- Attend AMTE Board meetings and the AMTE Business meeting. Prepare and present reports of the treasury at each of these meetings and an annual report to the membership at the Annual Business meeting.
- Make copies of AMTE's financial report and distribute to all Board members at each meeting.
- Establish and maintain a local bank account (checking and money market) for AMTE funds and work with previous Treasurer to ensure a smooth transition of funds from one account to another.
- Manage AMTE funds and implement all decisions regarding investment policies.
- Pay promptly all proper amounts owed by the organization and account for all income and disbursements in an approved accounting format.
- Assist in budget preparation.
- Maintain an accurate, up-to-date database of conference registrations.
- Supervise all activities of appointed assistant.
- Serve as liaison to Kluwer Publications, the publisher of *Journal of Mathematics Teacher Education*. This includes accepting subscriptions, maintaining a database of subscribers, and forwarding subscription payments to Kluwer.
- Participate in online conference call and face-to-face Board discussions.
- Forward all electronic files of finances to the incoming Treasurer at the conclusion of the term of office.
- Assist in other Board activities and Task Forces, as needed.
- File all required reports related to maintaining the official tax status of AMTE.
- Conduct audits of the records, particularly when a new Treasurer is about to take office.

- Collect dues from AMTE affiliate groups.

#### Annual Timeline of Duties:

##### January

- Submit committee report from Membership Committee or other committees/task forces (as representative) to AMTE President prior to AMTE Annual Conference.
- Attend Board meetings, distributing current fiscal year statements to Board members
- Update budget and expenditures.
- Pay dues to NCTM as affiliate.

##### February

- Pay dues to CBMS.

##### March

- Prepare report to IRS due March 31.

##### April

- Attend Board meeting, distributing hard copies of fiscal year statements from last meeting.

##### May

- Pay dues to CBMS.

##### June

- Complete budgetary reconciliations at the end of the fiscal year.
- Collect documents and information needed to complete IRS tax form for non-profit corporations.

##### August

- Pay dues to CBMS

##### October/November

- Accept conference registrations.
- Prepare tax report due (6 months after April 15).
- Pay dues and providing membership numbers to CBMS.

##### December

- Complete IRS tax form.

##### Ongoing

- Send JMTE subscription information to Kluwer, as needed.
- Accept and deposit memberships dues.

#### Written Reports/Communications:

- Treasurer's report at each of the two annual meetings.
- Presenting at the Annual Business meeting –keeping membership knowledgeable of all organization's budgetary activities.
- Finalize budget proposal for Annual meeting.
- Reporting on Membership Committee and other committees/task forces (as assigned representative) at each meeting.

#### Board Representative Assignment(s):

- Treasurer serves as the representative to the Membership Committee (and may be assigned to others as needed).

**Name of Office: BOARD MEMBERS-AT-LARGE**

Statement from AMTE Constitution and By-laws:

*The Members-at-Large shall assume those responsibilities determined by the President.*

Membership: Elected by vote of general membership.

Term: Three-year Commitment on a rotating basis.

Succession: Normal succession is an elected position (initial selection is by vote of general membership). One Board Member is elected each year .

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Ensure that the affairs of the AMTE are conducted in accordance with the Constitution, By-laws, and policies of the AMTE.
- Direct and review the general affairs of the organization within the limits set forth in the Constitution and By-laws.
- Provide leadership for the attainment of the goals of the AMTE.
- Participate in online, conference call, and face-to-face Board discussions.
- Participate in the activities of and act as a Board representative for assigned committees – communicating Board actions to committee chairs and committee feedback to Board.
- Assist the President with the selection of committee members and chairs, as requested.
- Give input to the President and making decisions on behalf of the membership.
- Participate in decision making of the Board, including voting on motions as needed.
- Complete other duties as assigned by the President.
- Serve as voting member of the Board.

Annual Timeline of Duties:

January

- Submit committees/task force reports (as representative) to AMTE President prior to AMTE Annual Conference.
- Attend Board meeting at AMTE Annual Conference.

March

- Work with new chair of assigned committees and/or continuing chairs of task forces to formalize goals and set meeting at NCTM Annual Conference.

April

- Attend Board meeting prior to NCTM Annual Conference.

July

- Contact committee/task force chairs to assess progress on goals.

November

- Remind committee and task force chairs about annual progress report due in early January for presentation at AMTE Board Meeting.

Written Reports/Communications

- Report of all associated committees at each of the two annual meetings. Report should cover an objective analysis of the results of the committee's activities during the past year and suggestions and recommendations for committee activities for the next year.

Board Representative Assignment:

- Standing Committees and/or Task Forces as requested by the President.

**Name of Office: EXECUTIVE DIRECTOR**

Statement from AMTE Constitution and By-laws:

*The Executive Director of AMTE shall be an appointed member of AMTE who shall maintain the headquarters of the Association and conduct other duties assigned by the President. The Executive Director shall maintain a current and accurate membership list, monitor and update the website and online management system, including conference registration, elections, and membership renewals done via the online system. The Executive Director shall serve as an ex-officio, non-voting member of the Board of Directors.*

Membership: Appointed by the Board.

Term: Four years, may serve multiple terms.

Succession: Normal succession is as appointed by the AMTE Board in an even-numbered year.

Support and assistance:

Executive Director:

- \$6,000 annual stipend.
- Membership and AMTE Annual Conference Registration paid by AMTE
- Lodging, meals, and travel to AMTE Annual Conference paid by AMTE

Headquarters Support Staff:

- \$8,000 annual payment to AMTE Headquarters for support staff.
- \$4,000 support for AMTE webmaster for membership services (e.g., MemberClicks)

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Maintain basic AMTE operations.
  - Maintain AMTE Headquarters, including webmaster and support staff to conduct AMTE tasks.
  - Oversee the AMTE website membership features.
  - Maintain all relevant files.
  - Maintain insurance coverage.
  - Oversee NCTM affiliation and CBMS membership renewals.
- Membership support.
  - Oversee membership database.
  - Send membership renewal reminders.
  - Conduct regular communication updates (emails and website updates).
  - Conduct elections.
  - Plan reception at NCTM conference; session at NCSM conference.
- Conference support.
  - Coordinate conference registration (with Treasurer).
  - Produce conference materials (e.g., nametags, folders, ribbons, etc.).
  - Assist the Conference Director (e.g., site selection, contract review, direct billing application, etc.).
  - Assist the Program Chairperson (e.g., Call for Proposals, proposal submission, final editing and preparation for production of conference program).

- Assist the Local Arrangements Chairperson (e.g., support and materials needed).
- Summarize conference evaluations.
- Board support.
  - Make arrangements for board meetings.
  - Establish board listserv, tally votes.
  - Assist in the transition involved with board members, particularly the president and treasurer, assuming office.
  - Provide recognition of retiring board members and committee chairpersons, and new affiliates.
- Committee and Task Force work.
  - Support the work of each committee (e.g., member recruitment booth at NCTM, online conference proposal submission, affiliate web pages, etc.).
- Affiliates.
  - Archive data related to annual reports and affiliate officers.
  - Provide necessary technical support to Affiliate Liaison in processing applications for new affiliates.
- Publication support (monograph and newsletter).
  - Produce and ship monograph to members.
  - Provide newsletter content; assist with editing.
- Other duties as mutually agreed upon by the AMTE Board and the Executive Director.

Written Reports/Communications:

- Report of Executive Director activities at each of the two annual meetings.

Board Representative Assignment:

- Constitution and By-laws Committee.

**Name of Office: *AFFILIATE DIRECTOR***

From AMTE Constitution and By-laws:

*The Board of Directors shall appoint a member in good standing to be the representative to the Organizations to which AMTE is affiliated. The representative must also be a member of the affiliated organization. The term of the representative shall be two years and may be renewed.*

Membership: Appointed by the President, with the approval of the Board.

Term: Two-year Commitment.

Succession: Normal succession is as appointed by a President at the beginning of his/her term of office. The Term coincides with the President's term of office

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Review NCTM affiliate news electronic postings regularly.
- Consult with AMTE President, NCTM officials and staff concerning matters of interest to AMTE.
- Prepare resolutions in consultation with the AMTE Board for NCTM Delegate Assembly.
- Attend NCTM Caucus and Delegate Assembly at NCTM Annual Meeting.
- Share NCTM information with AMTE Board and members.
- Advocate for AMTE positions with NCTM.
- Serve as coordinator of AMTE Affiliates.
- Participate in online Board discussions.
- Act as a non-voting member of the Board.

Annual Timeline of Duties:

January

- Submit report to AMTE President prior to AMTE Annual Conference.
- Arrange for updated information on officers to be sent to NCTM, as well as affiliate dues, create and/or review any resolutions from AMTE for NCTM Delegate Assembly.
- Attend AMTE Board Meeting and Conference; report at AMTE Business Meeting on matters of interest to members.

April

- Attend NCTM Caucus and Delegate Assembly.

October

- Work with the Board to submit any resolutions to NCTM Delegate Assembly (due in November).

November

- Submit any AMTE resolutions to NCTM Delegate Assembly.
- Send requests for Annual Reports from all AMTE Affiliates.

Ongoing

- Work with Executive Director to post conference information with NCTM.
- Organize regular communication with all AMTE Affiliates.

Written Reports/Communications:

- Report of NCTM affiliate activities at each of the two annual meetings.
- Submit annual affiliate application to NCTM.

Board Representative Assignment:

- Affiliate Connections Committee.



**Name of Office: CONFERENCE DIRECTOR**

Statement from AMTE Constitution and By-laws:

*The Conference Coordinator shall be appointed by the President with the approval of the Board of Directors for a period of four years. She/he shall be an ex-officio, non-voting member of the Board of Directors and may serve multiple terms.*

Membership: Appointed by the President, with the approval of the Board.

Term: Four-year Commitment.

Succession: Normal succession is as appointed by a President at the beginning of his/her term of office. The Term coincides with the President's term of office.

Assistance and Support:

- \$1,000 annual stipend.
- AMTE Annual Conference Registration paid by AMTE.
- Lodging at the AMTE Annual Conference paid by AMTE.

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Travel to potential sites for conference selection and advance preparation. Conferences rotate from East, West, and Central sites – so travel moves accordingly.

Note: Travel expenses for conference site visitations not otherwise covered by conference hotels or other related sources are paid by AMTE.

Responsibilities:

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Provide a Conference Director's Report for the meeting of the Board of Directors at the Annual Meeting and at the meeting of the Board during the NCTM Annual Meeting.
- Work with Site Services personnel and the Executive Director, or designee, to determine the hotel location for each annual conference.
- Recommend to the Board the location of the annual conference (city and conference hotel).
- Advocate for conference needs, and work with the hotel, the program chair, and the local arrangements person to deliver the conference.
- Oversee the work of the Assistant Conference Director, Annual Program Committee, Local Arrangements Committee, Tech Squad and Exhibit Coordinator.
- Produce conference materials, including folders, flyers, signs, etc.
- Summarize conference evaluations.
- Participate in online, conference call and face-to-face Board discussions.
- Serve as a non-voting member of the Board.

## Annual Timeline of Duties:

### Summer

- Assist Site Services in making arrangements for on-site visits to potential hotel sites.
- Travel to one or more cities to visit hotels. When possible, the local arrangements person for that conference should also visit the sites.
- Make in consultation with others, usually the executive director and the local arrangements person, a recommendation to the Board for the next conference site. Include in the report the advantages and any concerns about the location in comparison to other choices.
- Serve as the contact person for other events/meetings, such as preconference sessions held in conjunction with the AMTE conference; answer questions about facilities and serve as the liaison to the hotel when appropriate.
- Approximately six months prior to the conference, begin to monitor the room block and hotel reservations for the conference.

### Fall

- Work with Site Services to develop the contract between AMTE and the hotel for the conference to be held more than one year out.
- Scrutinize the proposed contract with the conference hotel and, as much as possible, ensure that AMTE's needs are met.
- Receive weekly reports on the number of room block reservations from Site Services.
- Make adjustments to the room block as formal amendments to the contract, which must be signed by the Executive Director, when needed.
- Write an article for the fall issue of the newsletter that details conference location, registration fees, and hotel reservation information.
- Provide the hotel contact person with detailed information on room arrangements that includes the type of tables and chairs, audio visual equipment needed, and capacity for every session and event during the conference, including the Thursday pre-conference sessions, and as appropriate, other events held in conjunction with the AMTE conference over the conference dates.
- Ensure, with the Executive Director, that the direct bill application is completed and approved. With the treasurer, supply all financial information requested by the hotel.
- Review the banquet event orders provided by the hotel for accuracy and make any needed changes.
- Complete any additional paperwork for the hotel, such as answers to their list of questions.
- Travel to the hotel at a time convenient to the hotel and the local arrangements person for an on-site visit to meet the hotel staff and discuss the conference.
- Provide a list of special food needs to the hotel contact and choose menus based on these considerations. Contact any AMTE members when needed, such as those requesting kosher meals, about the arrangements.
- Provide the hotel with a list of special room reservations (upgrades and discounts) for Board members and other special guests that usually include the Jacobs lecturer and the NCTM president.
- Check accuracy of room reservation list, compare the hotel room list and AMTE registration list, and contact the hotel with needed changes to ensure that AMTE receives credit for all nights used by conference attendees.

### Spring

- Work with the conference hotel, the program chair, and the local arrangements person to deliver the conference.
- Participate prior to the conference, usually on Wednesday, in a pre-conference meeting with the hotel staff.
- Serve during the conference as the liaison between AMTE and the conference hotel to ensure that the conference is delivered as planned.
- Serve as the hotel's contact during the conference to answer all questions related to any arrangements for audio-visual equipment, room arrangements, and food.

- Revise, as needed, the meeting specifications in terms of number of attendees, type of events, and amount of space needed.
- Review preliminary information from Site Services to narrow the list of possible locations.
- Review detailed packets of hotel information and narrow the list to one or more cities and a list of several hotels to visit on site.
- Make a recommendation to the Board of Directors at a spring Board meeting about the registration costs for the next conference.
- Work with the Executive Director to develop the registration and hotel information for the next conference so that it may be included in issues of *Connections* and posted on the website.
- Share any constraints related to the hotel arrangements with the program chair, such as the size of the meeting rooms and other unusual features of the hotel that will need to be considered as the program is planned.
- Answer questions about the hotel and its features when needed.
- Write an article for the newsletter issue following the conference that reports highlights of the recent conference.
- Write an article for the summer issue of the newsletter that details conference location, registration fees, and hotel reservation information.

Written Reports/Communications:

- Conference Director's report is delivered at each meeting of the Board of Directors.
- See above for an approximate timeline .

Board Representative Assignment:

- The conference director must work with both the program chair and the local arrangements person to deliver the conference.

**Name of Office: CONNECTIONS EDITOR and EDITORIAL PANEL**

From AMTE Constitution and By-laws:

*The newsletter editor(s) shall be appointed by the President with the approval of the Board of Directors for a period of two years and shall be an ex-officio, non-voting member of the Board of Directors. The Newsletter Editor(s) may serve multiple terms.*

**Connections Editor**

Membership: Appointed by the President, with the approval of the Board.

Term: Two-year Commitment.

Succession: Normal succession is as appointed by a President at the beginning of his/her term of office. The Term coincides with the President's term of office.

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Produce three issues of *Connections* each year.
- Work with the President, Conference Personnel, Executive Director and the Editorial Panel to collect and prepare information for *Connections*.
- Review NCTM affiliate news electronic postings regularly for possible additions to *Connections*.
- Communicate with AMTE Affiliate Presidents, sending articles for affiliate Newsletters.
- Participate in online Board discussions.
- Act as a non-voting member of the Board.

Annual Timeline of Duties:

January

- Collect information from Annual Meeting for *Connections*.

February

- Deadline for *Connections* content (March issue). Should include information on NCTM national events, report of annual conference from secretary, call for proposals for next conference, summary of committee reports and other appropriate content.

March

- Draft issue of *Connections* reviewed by Editorial Panel, revised then sent to Executive Director and President for final review. Sent to membership between March 15 - 25.
- Send 20 copies of *Connections* to CBMS (Lisa Kolbe, Administrative Coordinator, CBMS 1529 18th Street, NW, Washington, DC 20036-1358).

April

- Deadline for *Connections* content includes report on NCTM national events, call for proposals for next AMTE conference, call for nominations, etc.

May

- Issue of *Connections* sent between May 15 and 25.

- Send 20 copies of May issue to CBMS.

#### August

- Deadline for *Connections* content includes conference information, site information, hotel registration, conference registration, etc.

#### October

- October issue of *Connections* sent between October 15 and 25. Send 20 copies of October issue to CBMS.

#### Ongoing

- Work with President and Executive Director to publish information for the members – such as conference, voting, opportunities for volunteering and other business of AMTE.

#### Written Reports/Communications:

- Editor prepares a written report on *Connections* activities at each of the two annual meetings.

#### Board Representative Assignment:

- None.

### ***Connections Editorial Panel***

#### Membership:

Six-member panel, three-year term, two members appointed per year by President (in consultation with Editor).

#### Duties of Connections Editorial Board:

Work with the Editor to ensure the quality, usefulness, and on-time delivery of the *Connections* Newsletter for members of the AMTE.

#### Specific responsibilities:

- Consult with the Editor regarding possible topics and material for the newsletter.
- Review newsletters, journals and other material, looking for content that may be of interest to the AMTE membership and included in *Connections*.
- Review the regular features of the Newsletter, make suggestions for improvement as suggest new features, as appropriate.
- Review drafts of the newsletter distributed by the Editor according to a specified timeline.

**Name of Office: *MONOGRAPH SERIES EDITOR***

Membership: Appointed by the President, with the approval of the Board.

Term: Term is for three to four years, with the possibility of renewal.

Succession: Normal succession is as appointed by a President.

Assistance: Editor(s) for individual monographs, editorial panel for individual monographs.

Responsibilities:

- Contribute time, effort, and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Develop themes for the even-numbered monographs, in consultation with the Board.
- Attend (if possible) a portion of the AMTE Board meeting on Thursday before AMTE Annual Conference and one day during NCSM/NCTM Conference, as appropriate.
- Assist monograph issue editors in developing a call for manuscripts, getting it approved by the Board, and having it distributed to members.
- Serve as a reviewer, in addition to members of the Editorial Panel, of submitted monograph articles.
- Make monograph issue editors aware of the timeline for publication, process of developing a monograph from initial call to final submission of monograph to printer, and assisting them in completing the process, including editing as needed.
- Work as a liaison between the issue editors and the Executive Director on specific issues related to ISBN numbers, Library of Congress cataloguing, and selection of printer.

Annual Timeline of Duties:

January

- Submit report on monograph status to AMTE Board Representative prior to AMTE Annual Conference.

February

- Work with issue editors to develop a call for manuscripts for monographs for the volume to be published in the following year.

March

- Ensure that the call for manuscripts is uploaded on the AMTE website and distributed electronically to AMTE members.

June-August

- Review manuscripts submitted for publication consideration in the monograph.
- Provide templates for communications to prospective authors as needed.
- Provide assistance, as needed, to monograph issue editors to ensure that the process moves forward.

September-December

- Work with issue editors, as needed, to secure appropriate revisions to manuscripts that have been provisionally accepted, pending satisfactory revisions.

January – May of Second Year

- Work with issue editors, as needed, to edit manuscripts and prepare the monograph for publication. (Monograph should be ready to go to the printer by August 1 so that it is available for distribution to the membership by early September.)

Written Reports/Communications:

- Report of monograph status at each of the two annual Board meetings and during conference calls, as appropriate.

Board Representative Assignment(s): Board Member.

Board Representative Responsibilities:

- Keep monograph series editor informed of any Board policy changes related to monograph publication.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and providing support to monograph series editor.
- Inform Board of Committee suggestions.

**Name of Office: PUBLICATIONS DIRECTOR**

Membership: Appointed by the President, with the approval of the Board.

Term: Term is for three years, with the possibility of renewal.

Succession: Normal succession is as appointed by a President.

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

A major *initial* role of the AMTE Publications Director will be to take the lead in responding to the recent AMTE Publications Task Force report, including:

- Chair a Task Force to gather information and make recommendations related to initiating a mathematics teacher educator practitioner-oriented journal including: conceptualizing the journal (e.g., focus, length, format, frequency); establishing processes for identifying the Editor and Editorial Panel; and determining necessary resources (e.g., printing, editing).

Ongoing activities of the AMTE Publications Director include providing oversight to all AMTE publications to ensure quality, avoid redundancies, and meet the needs of the membership. For example:

- Make recommendations to raise the visibility and accessibility of AMTE's publications.
- Pursue publications-related needs, such as print-on-demand options for monographs and journals and archiving AMTE publications on the AMTE website.
- Ensure that AMTE publications (past and future) are indexed in appropriate databases.
- Obtain ISBN's, bar codes and Cataloging in Publication (CIP) information.
- Produce monograph cover and front-matter (title page, inside of front and back covers, etc.).
- Participate in AMTE Board meetings (two full day face-to-face annual meetings and regular conference calls).

Written Reports/Communications:

Prepare an annual report on AMTE Publications to the Board.

Board Representative Assignment(s):

TBD.



**Name of Office: *SPONSORSHIP LIAISON***

Membership: Appointed by the President, with the approval of the Board

Term: Term is for four years, with the possibility of renewal.

Succession: Normal succession is as appointed by a President.

Participation in AMTE Board Meetings:

- Face-to-face Meetings: One Board meeting is held the day before the AMTE Annual Conference (January or February), the other is held at the NCTM Annual meeting during the NCTM Research Pre-session or the NCSM meeting, usually on Monday. For each of these meetings, AMTE will pay one additional day for hotel accommodations and meals. Travel expenses are not reimbursed.
- Conference Call Meetings: The Board meets via conference call on a monthly basis, dates determined by consensus.

Responsibilities:

- Establish contacts within an existing list of companies, foundations, and organizations that have an interest in mathematics teacher education.
- Prepare a publish-ready menu of sponsorship opportunities (e.g., providing a monetary award to accompany the AMTE recognitions, sponsoring a meal at a conference, or co-producing a monograph).
- Prepare and assist in the distribution of materials (letters, flyers, etc.) to solicit support from potential sponsors.
- Correspond with sponsors to determine specific sponsorship commitments.
- Prepare contracts for individual sponsors (distribution and collection of contracts is coordinated through the office of the Executive Director).
- Participate in AMTE Board conference calls.
- Attend at least one of the two annual AMTE Board meetings (prior to the AMTE annual meeting and/or prior to the NCTM annual meeting).
- Give input to the President regarding decisions related to sponsorship.

Written Reports/Communications:

- Prepare report of sponsorship activities for the March/April Board meeting.

Board Representative Assignment(s):

- Non-voting Board member.

Board Representative Responsibilities:

- None.

**Name of Office: *Committee, Task Force, Conference Program or Local Arrangements Chair (General Information)***

Membership: Appointed by the President, with the approval of the Board

Term: Usually a one-year commitment as chair, though some Chairs may be renewed for a longer term.

Succession: Normal succession is as appointed by a President. The Term is for one year as Chair and coincides with the President's decision or the nature of the task (conference, task force). Should it be found at any time that a committee is not adequately functioning or that a member of a committee is not fulfilling his/her duties the President will attempt to rectify the situation by persuasion. Should that be unsuccessful, the Chair or the committee member will be replaced.

Assistance: Committee or Task Force members.

Travel: No official travel, but since committee meetings are encouraged during AMTE Annual Meeting and NCTM Annual Meeting, attendance is encouraged.

**Responsibilities:**

- Acceptance of a Chair appointment presumes willingness by the appointee to contribute time, effort and knowledge to advance the objectives of the committee/task force and attain the goals of the organization.
- Abide by the policies and purposes of the organization.
- Work with the President (particularly Task Force Chairs) to put together a committee that reflects the diversity of the organization – geographically, math department/education department, racial, gender, ethnicity, years of experience, Community College/ 4 year Institution/Doctoral Institution, etc.
- Hold virtual committee/task forces meetings as deemed necessary - the number of conference call or email meetings will vary with the purpose and function of the committee.
- Consult regularly with Board Representative on matters of interest to AMTE that relate to particular committee.
- Share information with AMTE Board and members.
- Prepare an annual report of accomplishments and summary of committee activities. This is due in early January for presentation at the Annual Board Meeting.
- Monitor the web pages that relate to the work of the committee/task force so the web page is current and that all events and announcement are accurately posted.

Additional qualifications and responsibilities are indicated in the separate committees listed below. Specific committee activities are outline in more detail hereinafter.

**Annual Timeline of Duties:**

January/February

- Attending Annual Meeting and calling a committee/task force meeting during that timeframe.

March

- Determining committee priorities for coming year.
- Assigning activities to appropriate committee members.

April

- Attending NCTM Annual Meeting and calling a committee/task force meeting during that timeframe.

**Written Reports/Communications:**

- Report of activities to the AMTE Board at each of the two annual meetings through the assigned Board Representative.

Board Representative Assignment:

- Each Committee Chair will be assigned a Board Member as a Representative for reporting and support purposes.

Board Representative Responsibilities:

- Remain in contact with Chairs of Committees/Task Forces with the Board information pertinent to that committee/task force.

**Name of Office: CHAIR, AFFILIATE CONNECTIONS COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: One-year Commitment (may be renewed).

Succession: Normal succession is as appointed by a President.

Assistance: Six-member committee.

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the Committee and attain the goals of the organization.
- Conduct committee meetings via email/conference calls.
- Develop plans for support of current affiliate groups.
- Develop plans for connections to other related organizations (NCSM, etc).
- Attend (recommended) AMTE Annual Conference conducting AMTE Organization Connections Committee meeting, attending Board meeting if appropriate.
- Attend (recommended) NCTM Annual Conference conducting AMTE Organization Connections Committee meeting.
- Maintain links to other organizations on the AMTE website.

Annual Timeline of Duties:

January

- Submit report on committee's work to AMTE Board Representative prior to AMTE Annual Conference.

March

- Determine committee priorities for coming year.
- Assign activities to appropriate committee members.

May

- Develop interim Committee report for Board Representative.

Written Reports/Communications:

- Report of Affiliate Connections Committee activities at each of the two annual meetings.

Board Representative Assignment(s): Affiliate Director.

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the Organization Connections Committee.
- Inform Organization Connections Committee Chair of *Connections* updates (if any) and when they are due.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and providing support to chair,
- Inform committee chair of Board initiatives related to membership
- Inform Board of Committee suggestions.

**Name of Office: CHAIR, AWARDS COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: One-year Commitment (may be renewed).

Succession: Normal succession is as appointed by a President.

Assistance: 6-member committee.

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the committee and attain the goals of the organization.
- Conduct committee meetings via email.
- Establish the process and developing the forms and selecting the most qualified person to receive AMTE Outstanding performance Awards in Teaching, Research and Service to mathematics teacher education.
- Attend (if possible) a portion of the AMTE Board meeting on Thursday before AMTE Annual Conference.
- Confirm the membership of nominees (awardees must be members of AMTE).
- Maintain the confidentiality of the nominations and the final awardees until the presentation at the Annual Conference.
- Present the award (with the President) at the Annual AMTE meeting.

Annual Timeline of Duties:

January

- Submit report on committee's work to AMTE Board Representative (assigned) prior to AMTE Annual Conference.

March

- Determine committee priorities for coming year.
- Refine criteria for award selection and specific criteria for each award.
- Refine application form and process.
- Assign activities to appropriate committee members.

March - June

- Oversee revisions of guidelines for award nominations and review process.

April

- Call for nominations through *Connections*.

June

- Submit nomination materials (June 15).

July - September

- Oversee review of nominations.
- Select by committee review the award recipient.
- Prepare award presentation statement based on nomination materials.

October

- Inform board of award recipient.
- Inform winner of award.

Written Reports/Communications:

- Report of Awards Committee activities at each of the two annual meetings.

Board Representative Assignment (s): Board Member.

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the Awards Committee

- Inform Awards Committee Chair of *Connections* updates (if any) and when they are due .
- Serve as committee advocate to AMTE Board for any issues that might arise.

**Name of Office: CHAIR, CONSTITUTION AND BY-LAWS COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: One-year commitment as Chair, one additional year as committee member.

Succession: Normal succession is as appointed by a President in even years.

Assistance: Committee members as needed.

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the committee and attain the goals of the organization.
- Conduct committee meetings via email.
- At the direction of the AMTE Board, revisiting the constitution and by-laws making suggestions and changes as needed. The AMTE Board may choose to initiate this examination at the request of a member of the Board, a member of the Constitution and By-laws Committee, or any member of the Association.
- Review the Constitution and By-laws to confirm that current practices conform with the requirements of the By-laws.
- Propose changes as necessary for the good of the organization.

Annual Timeline of Duties:

January/February

- Receive a report from the Board Representative concerning any constitution and/or by-laws deliberation that arose during the Board meeting at the AMTE Annual Conference.

April

- Submit a report to the Board Representative on any committee deliberation during the January-April period prior to NCSM/NCTM Annual Meeting.

May

- Receive a report from the Board Representative concerning any constitution and/or by-laws deliberation that arose during the Board meeting at the NCSM/NCTM Annual Meeting.

December

- Submit a report to the Board Representative on any committee deliberation during the May-December period prior to AMTE Annual Conference.

Written Reports/Communications

The recommendations of the Constitution and By-laws Committee are presented to the AMTE Board by the Board Representative at each of the two annual meetings.

Board Representative Assignment(s): Executive Director.

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to Constitution or By-laws.
- Communicate to the Committee the need for attention for any suggestions for review related to the Constitution and By-laws.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and providing support to chair.
- Inform committee chair of Board initiatives related to Constitution and By-laws.
- Inform Board of Committee suggestions.

**Name of Office: CHAIR, MEMBERSHIP COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: One-year Commitment (may be renewed).

Succession: Normal succession is as appointed by a President.

Assistance: Six-member committee.

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the committee and attain the goals of the organization.
- Conduct committee meetings via email/conference calls.
- Develop plans for support of current members.
- Develop plans for outreach to non-members.
- Attend (if possible) a portion of the AMTE Board meeting on Thursday before AMTE Annual Conference and one day during NCSM/NCTM Conference.
- Review and revise AMTE membership recruitment materials.
- Assist in the recruitment of AMTE members at receptions and meeting functions.
- Develop ways to retain members.
- Explore ways to gain new members from our affiliate groups.
- Assess member benefits.
- Explore needs of the whole membership or subgroups such as graduate student, community college member, etc. on a regular basis (survey, etc.).

Annual Timeline of Duties:

January

- Submit report on committee's work to AMTE Board Representative prior to AMTE Annual Conference.

March

- Determine committee priorities for coming year.
- Assign activities to appropriate committee members.

May

- Develop interim Committee report for Board Representative.

Written Reports/Communications:

- Report of Membership Committee activities at each of the two annual meetings.

Board Representative Assignment(s): Board Member.

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the Membership Committee.
- Inform Membership Committee Chair of *Connections* updates (if any) and when they are due.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and providing support to chair.
- Inform committee chair of Board initiatives related to membership.
- Inform Board of Committee suggestions.



**Name of Office: CHAIR, MENTORING COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: One-year Commitment (may be renewed).

Succession: Normal succession is as appointed by a President.

Assistance: Six-member committee.

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the committee by the Board and attain the goals of the organization.
- Conduct committee meetings via email/conference calls.
- Develop plans for support of current members.
- Develop plans for outreach to new members or first-time conference attendees.
- Attend (if possible) a portion of the AMTE Board meeting on Thursday before AMTE Annual Conference.
- Develop, review and revise AMTE mentoring systems.

Annual Timeline of Duties:

January

- Submit report on committee's work to AMTE Board Representative prior to AMTE Annual Conference.

March

- Determine committee priorities for coming year.
- Assign activities to appropriate committee members.

May

- Develop interim Committee report for Board Representative.

Written Reports/Communications:

- Report of Membership Committee activities at each of the two annual meetings.

Board Representative Assignment(s): Board Member.

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the Membership Committee.
- Inform Membership Committee Chair of *Connections* updates (if any) and when they are due.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and provide support to chair.
- Inform committee chair of Board initiatives related to membership.
- Inform Board of Committee suggestions.

**Name of Office: CHAIR, NOMINATIONS AND ELECTIONS COMMITTEE**

Membership: Appointed by the President, with the approval of the Board

Term: One-year Commitment as Chair, one additional year as committee member

Succession: Normal succession is as appointed by a President.

Assistance: Five-member committee (including President-Elect or Immediate Past President)

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the committee by the Board and attain the goals of the organization.
- Conduct committee meetings via email/conference calls.
- Arrange for the nomination of a viable pool of candidates for each office or Board position to be filled.
- Present the slate of candidates to the President and Executive Director.
- Consult with Presidents of the AMTE affiliate groups for nominations to position openings.

Annual Timeline of Duties:

January/February

- Work with the President to announce election results at AMTE Annual Meeting (President calls candidates and informs them of the results).
- Submit report on committee's work to AMTE Board Representative prior to AMTE Annual Conference.

March

- President (with Board approval) selects Chair and Nominations and Elections Committee formed.

April/May

- Develop and send paragraph for Call for Nominations to *Connections* Editor and Executive Director.
- Place the call for Nominations in *Connections* and on website.

June/July

- Solicit nominations for the slate via personal contacts, announcements, and sending email via listserv.
- Nominations deadline.

August

- Discuss all submissions and selecting a final slate of nominees comprised of 2 candidates for each office.

September

- Confirm that the slate of nominees agrees to run for office and obtain from each candidate a biography, statement about AMTE, and photo; forwarding these to Executive Director for use in ballot (by Oct. 1).

October

- President (with Board approval) selects Chair and Nominations and Elections Committee formed.

November

- Ballot becomes available on website.

December

- Deadline for voting.
- Executive Director reports results of election to President and Chair.
- All candidates are called by President with results of the vote.

Written Reports/Communications:

- Report of Nominations and Election Committee activities is given at the January/February AMTE Annual Board Meeting and oral report at the Annual Business Meeting.

Board Representative Assignment(s): President-Elect or Immediate Past President

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the Nominations and Election Committee.
- Inform Nominations and Elections Committee Chair of *Connections* updates (if any) and when they are due.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and provide support to Committee Chair.
- Inform committee chair of Board initiatives related to Nominations and Elections.
- Inform Board of Committee suggestions.

**Name of Office: CHAIR, RESEARCH ON MATHEMATICS TEACHER EDUCATION ADVISORY COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: Two-year Commitment.

Succession: Normal succession is as appointed by a President.

Assistance: Six-member committee.

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the committee and attain the goals of the organization.
- Conduct committee meetings via email/conference calls.
- Review the charge to the committee, working with Committee members to plan activities in response to the charge.

Annual Timeline of Duties:

January

- Submit report on committee's work to AMTE Board Representative prior to AMTE Annual Conference.

March

- Review charge and determine committee priorities for coming year.
- Assign activities to appropriate committee members.

May

- Develop interim Committee report for Board Representative.
- Work with Board Representative to submit Committee Planner to the AMTE President.

Written Reports/Communications:

- Report on activities of the Committee at each of Board meetings, as needed.

Board Representative Assignment(s): Board Member

Board Representative Responsibilities:

- Keep committee chair informed of Board discussions and decisions relevant to the Research Committee.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and providing support to chair.

**Name of Office: CHAIR, TECHNOLOGY IN MATHEMATICS EDUCATION COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: One-year Commitment (may be renewed).

Succession: Normal succession is as appointed by a President.

Assistance: Six-member committee.

Responsibilities:

- Contribute time, effort and knowledge to advance the charges to the committee and attain the goals of the organization.
- Organize and conducting committee meetings via email/conference calls.
- Attend (if possible) a portion of the AMTE Board meeting on Thursday before AMTE Annual Conference.
- Conduct AMTE Technology Committee meetings at AMTE and NCTM (if attending).
- Project specific goals with target dates for accomplishment over a one-three-year period.

Office Annual Timeline of Duties:

January

- Submit report on committee's work to AMTE President and Board Representative prior to AMTE Annual Conference.
- Arrange committee meeting to be held during the Annual AMTE Conference.
- Organize a pre-session, session or other event, as appropriate, at the Annual AMTE Conference.

February

Attend SITE Annual Conference, conducting a Mathematics Teacher Education meeting.

March

- Determine committee priorities for coming year.
- Assign activities to appropriate committee members.
- Conduct a meeting of Technology Committee via email to ensure progress with proposed activities for the year.
- Determine meeting time for the NCTM Annual Conference.

April

- Attend NCTM Annual Conference and hold meeting of AMTE Technology Committee.

May

- Conduct a meeting of Technology Committee via email to ensure progress with proposed activities for the year.

July

- Conduct a meeting of Technology Committee via email to ensure progress with proposed activities for the year.

September

- Conduct a meeting of Technology Committee via email to ensure progress with proposed activities for the year.

October

- Assist SITE Conference selection for sessions for mathematics teacher education strand for their annual conference.

November

- Conduct a meeting of Technology Committee via email to ensure progress with proposed activities for the year.

December

- Determine a meeting time for AMTE Annual Conference.

Ongoing

- As needed, respond to questions about integrating technology in mathematics teacher preparation.

Written Reports/Communications:

- Report of Technology Committee activities at each of the two annual meetings.

Board Representative Assignment(s): Board Member.

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the Technology Committee.
- Inform Technology Committee Chair of *Connections* updates (if any) are due.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and providing support to chair.
- Inform committee chair of Board initiatives related to technology.
- Inform Board of Committee suggestions.

**Name of Office: CHAIR, CONFERENCE PROGRAM COMMITTEE**

Membership: Appointed by the President, with the approval of the Board

Term: Four-year commitment, as follows:

- one year as committee member,
- one year as Assistant Program Chair,
- one year as Program Chair, and
- one year as a committee member to advise the current chair.

Succession: Normal succession is as appointed by a President. See information above in Term for more information.

Assistance: Ten-member committee (number of members may vary).

Responsibilities: [changes may be made once we finish this first year working with All-Academic]

- Contribute time, effort and knowledge to advance the charges to the committee and attain the goals of the organization.
- Develop Call for Proposals.
- Oversee proposal submission, review, and selection.
- Create final program, including media needed.
- At the conference, oversee committee members in welcoming speakers.

Office Annual Timeline of Duties:

January

- Prepare "Program Changes" sheet of deletions, substitutions, and additions to the printed program, to be distributed at the conference.
- Respond to email questions from speakers.
- Oversee committee members in welcoming speakers.
- Arrange committee meeting to be held during the Annual AMTE Conference.

February

- Submit report to Conference Director with reflections on this year's program and suggestions for future conference program committees.

March

- Oversee announcements of proposal submission process and timeline.

April

- Oversee proposal submission process; trouble-shoot any difficulties.
- Conduct one or more meetings of Program Committee via conference call.

May

- After proposal submission deadline (usually around May 1), oversee proposal review assignments and process.
- Conduct one or more meetings of Program Committee via conference call.

June

- Conduct one or more meetings of Program Committee via conference call to ensure progress with proposed activities for the year.

July

- After reviews are completed (deadline usually July 1), process them and work with committee to decide on acceptances and rejections.
- Draft program room assignments and fill-in time slots.

August

- Notify speakers of acceptance/rejection (usually by August 1).

September

- After speakers' deadline (usually September 1) to accept invitation to speak, invite other speakers to complete program slots.

### October

- After speaker registration deadline (usually October 15), finalize program, room assignments, media.

### November

- Develop Call for Proposals for conference program and website.
- Submit finalized program to Conference Director by November 1.
- Email speakers with program updates.

### December

- Email speakers with reminders.
- Respond to email questions from speakers.

### Written Reports/Communications:

- Report of Program Committee activities at each of the two annual meetings of the Board of Directors.

Board Representative Assignment(s): Conference Director.

### Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the Program Committee.
- Serve as committee advocate to AMTE Board for any issues that might arise.
- Maintain contact with and provide support to chair.
- Inform committee chair of Board initiatives related to the conference program.
- Inform Board of Committee suggestions.



**Name of Office: CHAIR, CONFERENCE LOCAL ARRANGEMENTS COMMITTEE**

Membership: Appointed by the President, with the approval of the Board.

Term: One-year Commitment.

Succession: Normal succession is as appointed by a President.

Assistance: Committee recommended by Local Arrangements Chair to President.

Responsibilities: [beginning with the 2010 conference the following will change as we will discontinue the Browsing Room; other changes may also be needed to this list].

- Duties prior to conference:
  - Prepare signage/posters for conference rooms.
  - Recruit help for Conference Registration Table and Browsing Room staffing.
  - Set up staffing schedule for Conference Registration and Browsing Room.
  - Receive and transport publisher's materials for Browsing Room.
  - Arrange for enough computer projectors from local AMTE members.
  - Receive and/or transport other materials, such as a supplies box, for conference as needed.
- Lead LAC to support conference needs before, during and after the conference.

Office Annual Timeline of Duties:

January

- Transport conference materials to the conference hotel.
- Set-up registration booth, including stuffing conference folders with materials, and organize the distribution of conference materials, including nametags.
- Set-up Browsing Room and assist with set-up of Exhibit Room as needed.
- Take down Browsing Room and Conference Registration Table.
- Establish method for distributing publisher's materials to conference participants and conduct the giveaway.
- Establish a check in, distribution, and return procedure for the local computer projectors used during the conference.

February

- Submit report to Conference Director with reflections on this year's conference and suggestions for future conference procedures.

Summer

- With AMTE Conference Director, visit potential hotels and assist in development of Director's letter of recommendation to Board.

August

- Solicit members of the Local Arrangements Committee (LAC); submit names to President.

September

- Develop schedule for LAC members' work at conference.
- Solicit loans of computer projectors for use at the conference.

October

- Visit chosen hotel with Conference Director to finalize arrangements.

November - December

- Finalize and distribute conference work schedule for LAC members.
- Receive and store materials for Browsing Room.
- Develop plan for organizing registration booth.

Written Reports/Communications:

- Report of Local Arrangements Committee.

Board Representative Assignment(s): Conference Director.

Board Representative Responsibilities:

- Keep committee chair informed of any Board policy changes related to the local arrangements for the conference.
- Work in close collaboration to deliver the conference.
- Answer questions about the unique needs of each particular conference site.
- Inform chair of Board initiatives related to the conference local arrangements.
- Inform Board of Committee suggestions.