



Charges to the Committees

Affiliate Connections Committee

Task: With the assistance of the Affiliate Director, promotes the development of, provides support to, and facilitates communication among AMTE affiliate groups.

The Affiliate Connections Committee is charged to promote the mission and goals of AMTE by:

- Communicating with current state and regional AMTE affiliate organizations, sharing information and seeking input on initiatives of mutual benefit.
- Providing information and assistance to AMTE members interested in establishing new regional or state AMTE affiliates.
- Facilitating member list exchange for mutual recruitment purposes.
- Advising the AMTE Board on strategies to maximize the potential of affiliate connections, both between AMTE and its affiliate organizations and between AMTE and organizations to which it is or may want to affiliate.
- Preparing an annual report for the AMTE Board of Directors.

Awards Committee

Task: Solicits nominations and selects AMTE members for awards recognizing outstanding teaching, research, and service in mathematics teacher education.

The Awards Committee is charged to promote the mission and goals of AMTE by:

- Overseeing the awards program of AMTE, including reviewing current established awards and proposing new awards, as appropriate, to the Board.
- Establishing the process and criteria for selecting AMTE awardees.
- Administering the process of selection of AMTE award recipients (e.g., Outstanding Performance Awards in Teaching, Research and Service, Early Career Award, Judith Jacobs Lecturer).
- Providing information to the AMTE Executive Director so that he/she can maintain files of the nomination and selection process as well as a history of past nominees and awardees.
- Preparing an annual report for the AMTE Board of Directors.

Communication Committee

Task: To increase the awareness and engagement of AMTE's members in events and issues related to the mission of AMTE through varied communication venues.

The Communications Committee is charged to promote the mission and goals of AMTE by:

- Establishing and maintaining various communication tools to support member and leadership communication to

- Learn about the events and programs sponsored by AMTE;
- Keep abreast of important information for MTEs in general;
- Network around important issues related to mathematics teacher education;
- Interact around specific cases or tasks that will increase the proficiency of mathematics teachers and;
- Become aware of public and professional dialogue pivotal to the profession.
- Developing and recommending to the AMTE Board of Directors long-term plans and subsequent policies to support communication efforts of AMTE
- Working in collaboration with other AMTE committees and the AMTE Board of Directors to support communication efforts and to carry out communication policies as established by the Board
- Overseeing and maintaining AMTE social networking venues
- Coordinating communication of resources and related web supported areas with the AMTE Website Coordinator and webmaster
- Supporting communications during annual conference (in collaboration with the Executive Director, President, Conference Director and Program Chairs)
- Preparing an annual report for the AMTE Board of Directors

Connections Editorial Panel

General Role:

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 and suggest new features, as appropriate.
- Review drafts of the newsletter distributed by the Editor according to a specified timeline.

Constitution and By-laws Committee

Task: Revisits the constitution and by-laws making suggestions and changes as needed.

The Constitution and By-laws Committee is charged to promote the mission and goals of AMTE by:

- Reviewing the constitution and bylaws making suggestions and changes at the request and under the direction of the AMTE Board. The AMTE Board may 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.
- Reviewing the Constitution and By-laws to confirm that current practices of AMTE conform.
- Preparing an annual report for the AMTE Board of Directors.

Emerging Issues Committee

Task: The Emerging Issues Committee (EIC) explores and examines issues that emerge either from outside of AMTE or its leadership that impact mathematics teacher education. The committee responds to the issues as needed or identifies AMTE members who have the expertise to review and respond to the issues, and then recommends actions to the President and Board.

The Emerging Issues Committee is charged to promote the mission and goals of AMTE by:

- Actively scanning for and prioritizing important issues, trends, policies, and opportunities that warrant the attention of AMTE's Board and members.
- Providing an immediate, first-line committee to examine and/or recommend strategies for action for identified needs. In consultation with the President and the Board, the EIC may decide to take on the issue within the EIC (e.g., review new documents or policies that affect mathematics education to provide recommendations to the Board), refer an issue to an existing AMTE Committee with a charge that aligns with the issue, refer an issue directly to the Board, or suggest task forces, writing groups, etc.
- Providing opportunities for representatives of the policy, professional, governmental, and business communities to advise the Association on workforce issues and on perceptions among these communities of issues related to mathematics teacher education and the Association.
- Reviewing and maintaining a current list of topics and issues that support the Association's strategic initiatives.
- Promoting initiatives for Board action that enhance the Association's vision related to mathematics teacher education.
- Advising the Presidential team and the Association relative to potential actions to address emerging issues.
- At least twice a year reporting to the Board of Directors, and regularly updating a prioritized list of issues, opportunities, and recommended actions.
- Preparing an annual report for the Board of Directors.

Membership Committee

Task: Works on issues associated with AMTE membership, including benefits of membership and increasing the number of members (e.g., attract members from our affiliate organizations).

The Membership Committee is charged to promote the mission and goals of AMTE by:

- Reviewing current member benefits and making recommendations to the Board for changes/additions to strengthen services provided to members.
- Seeking information from current members regarding information and services they seek from AMTE.
- Developing and overseeing membership recruitment initiatives.
- Reviewing and recommending revisions to the AMTE membership recruitment materials (print and online).

- Reviewing the needs of subgroups of AMTE (e.g., graduate students, community college members) and making recommendations for enhancements/services to support these groups.
- Preparing an annual report for the AMTE Board of Directors.

Mentoring Committee

Task: Develop initiatives to support new faculty and graduate students in mathematics education. Specifically, the Mentoring Committee is responsible for:

- Developing strategies for supporting new members of the mathematics teacher education community.
- Advising the Board on ways to engage new mathematics teacher educators and graduate students in the work of AMTE.
- Organizing activities at the AMTE Annual Conference designed specifically for new mathematics teacher educators and/or graduate students in mathematics education.
- Preparing an annual report for the AMTE Board of Directors.

STaR Program Committee (Subcommittee of the Mentoring Committee)

Task: Develop initiatives to support new faculty in mathematics education. Specifically, the STaR Committee is responsible for:

- Working with the STaR Coordinator on all aspects of the Program including
 - Reviewing recruitment materials,
 - Contributing to the development of the Summer Institute Agenda and regroup program model if resources (or the lack thereof) dictate such a decision, and
 - Seeking funding from foundations to support the Program.
- Preparing an annual report for the AMTE Board of Directors.
 - Conducting a review in the final year of the first term of commitment (2013-16), to determine the success of the Program and inform the Board regarding future commitments.

Nominations and Elections Committee

Task: Solicits nominations and compiles a slate of nominees; prepares the content for the ballot

The Nominations and Elections Committee is charged to promote the mission and goals of AMTE by:

- Nominating a pool of high quality candidates, all of whom have agreed to run for office, for each open office or Board position and presenting the slate of candidates to the President and Executive Director.
- Seeking, to the extent possible, diversity across the leadership of AMTE with regard to gender, geographic representation, race and ethnicity.

- Seeking input from the membership as well as Presidents of the AMTE affiliate groups regarding nominations for open leadership positions.
- Supporting all aspects of the election process including soliciting candidate biographies, notifying candidates and their supervisors that they will be placed on the slate of candidates, and ensuring that the voting process adheres to the Constitution and By-laws of AMTE.
- Reviewing and evaluating the nomination and election process, making recommendations to the Board as needed.
- Preparing an annual report for the AMTE Board of Directors.

Professional Development for Members Committee

AMTE's Professional Development for Members (AMTE-PDM) Committee supports the membership by organizing information and opportunities for members to enhance their knowledge about, and practice of, mathematics teacher education.

The Professional Development for Members Committee is charged to promote the mission and goals of AMTE by:

- Actively seeking information about resources, such as workshops or institutes, that benefit members and communicating the existence of these resources through AMTE communications, such as the Connections Newsletter, MTE Journal, Facebook page, and website.
- Providing guidance and support for those members who feel that they would benefit from learning more about being a mathematics teacher educator. Such support may be in the form of a list of books/articles to read about effective mathematics teacher education practices.
- Organizing an on-line discussion forum each month dedicated to reading and responding to a research article about mathematics teacher education with a focus towards implications for MTE practice (collaborative effort with the research committee?).
- Working with the membership committee to identify the professional development needs of members and providing webinars and/or podcasts that address the identified needs.
- Preparing an annual report for the Board of Directors.

Research on Mathematics Teacher Education Advisory Committee

Task: Advises the AMTE Board on matters pertaining to research in mathematics teacher education.

The Research Committee is charged to promote the mission and goals of AMTE by:

- Preparing one or more articles annually for publication in the AMTE Newsletter.
- Recommending ways to make research more visible for AMTE members.
- Soliciting ideas from the AMTE membership regarding issues of interest or concern to which research might pertain, and then developing approaches to address those issues as feasible.
- Working with other AMTE committees to ensure that research is considered, encouraged, and supported.
- Helping to enable AMTE initiatives, including MTE, CITE, and AMTE Task Forces, by providing research-related advice and resources when requested.

- Creating and maintaining a research component of the AMTE website to inform members of research-related news, including, funding opportunities, and to provide useful research-based resources to support the membership.
- Working with the AMTE Annual Conference Program Committee and the NCTM Research Committee to support the visibility of research on mathematics teacher education at national conferences.

Technology in Mathematics Teacher Education Committee

Task: Recommends strategies, policies and activities related to increasing awareness and improving integration of technology in mathematics teacher education.

The Technology in Mathematics Teacher Education Committee is charged to promote the mission and goals of AMTE by:

- Gathering information and making recommendations on issues related to integrating technology into mathematics teacher education.
- Recommending and contributing to the development/organization of information and materials related to technology and mathematics teacher education on the AMTE website.
- Proposing and organizing, as appropriate, conference events (e.g., presession, session or strand) related to technology in mathematics teacher education.
- Supporting the technology strand of the AMTE annual conference by encouraging session proposals and contributing to the review of technology-related session proposals, as needed.
- Overseeing the AMTE-NTLI Award process and identifying the annual fellow.
- Preparing an annual report for the AMTE Board of Directors.

Role and Responsibilities of the Conference Program Committee

Mathematics teacher educators attend the AMTE Annual Conference to network, to share information, and to grow professionally. The extent to which the membership is afforded these opportunities is dependent on the program offerings. Because of this, it is the program committee's responsibility to ensure, to the extent possible, that the AMTE membership is offered a variety of sessions that are likely to engage a varied group of mathematics teacher educators, who work in various academic settings and who are engaged in varied work. Additionally, the program should offer sessions that are of interest to novices (new faculty and doctoral students) and more experienced mathematics teacher educators.

The primary areas of responsibility for the conference committee, led by the Chair, include the following:

1. Developing a call for presentation proposals.
2. Reviewing proposals and making decisions about program sessions, and
3. Ensuring the success of the conference.