

**Description/Charge of Board Position:  
AMTE Vice President for Publications**

**Name of Office:**

*AMTE Vice President for Publications*

**Official Charge of the Office:**

*The President shall appoint, based on discussion and approval from the Board of Directors, a member in good standing to serve as the Vice President for Publications. The work of the Vice President for Publications facilitates the organization's ability to support multiple venues and opportunities for members to share research, practice, and professional expertise through publication. The Vice President for Publications is charged with the coordination of all publication-related activities of the organization, including the organization's newsletter, professional journals, special issues, books, and any other original publications generated by the organization. As part of this work, the Vice President for Publications should develop a plan for generating revenue to further support the goals of this division.*

**Appointment:**

*The Vice President for Publications is appointed by the President, based on discussion and approval from the Board of Directors.*

**Term of Service:**

- *All Vice Presidents serve as ex-officio (non-voting) members of the Board of Directors for a three-year term of service, with the possibility of renewal.*
- *If it is determined that a Vice President is unable to carry out the duties of the position effectively, then upon recommendation by the President and approval of the Board of Directors, s/he will be removed from office. The President will appoint a replacement Vice President, to be approved by the Board, and the replacement Vice President will complete the term of office.*

**Succession:**

- *In the six months prior to succession, the President, with the approval of the Board, will appoint a Vice President Designee to shadow the current Vice President in order to become acclimated to the responsibilities and workflow of the division prior to matriculation.*

**Required Qualifications:**

- *Member of AMTE for at least 3 years*
- *Associate or full professor or equivalent status*
- *Experience publishing and/or editing publications in mathematics education*
- *A commitment to representing AMTE to others in general and representing AMTE vis-à-vis this Division*

**Preferred Qualifications:**

- *Longtime and active member of AMTE (e.g., 5+ years) who has a track record of successful AMTE Committees in general and on committees associated with the work of this division in particular*
- *Experience as a journal editor or chair of an editorial board/panel*
- *Experience in copy editing*
- *Experience with style manuals (APA and Chicago preferred)*

## **Responsibilities of All AMTE Vice Presidents:**

AMTE Vice Presidents serve as leaders who oversee designated areas of work, referred to as divisions. As such, they are responsible for keeping the calendar for the duties and activities in their division and they are to schedule proactively. Vice Presidents delegate work to Associate Vice Presidents, Directors, and others working with them in their division as appropriate; when needed, they gently but effectively motivate/nudge. Vice Presidents will work closely with the President, Executive Director, and the Board Liaison, who will support them as needed, including when personnel challenges arise.

- **Regularly Scheduled Board and Vice Presidents' Meetings:**
  - *The Board of Directors meet monthly 11 out of 12 months of the year. Two meetings are traditionally face-to-face (see below) and the other meetings are conducted online using meeting software.*
- **Face-to-face Meetings:** *Currently, the full Board meets in face-to-face meetings twice annually:*
  - *A full day board meeting one day prior to the AMTE Annual Conference (January or February of each year).*
  - *A two-day annual retreat held at a time to be scheduled (between May and October), usually at the AMTE Headquarters.*
- **Representation of AMTE in professional settings:**
  - *A common responsibility of all members of the AMTE Board of Directors is to represent the organization in professional settings where appropriate.*
- **Reports:** *Each Vice President is to produce, in coordination with the Division's Associate Vice Presidents, the following reports to the Board and President:*
  - *A monthly report to the Board on the work of the Division.*
  - *An annual report, submitted by December 31, that addresses progress of the past year, reports annual activities in light of strategic priorities, and articulates long-term plans.*
- **Fiduciary Responsibilities:**
  - *Budgetary Support: The Vice President will work with the Treasurer and Financial Specialist on a divisional budget to meet the work and goals of the division. Budgetary decisions are made before the end of the current fiscal year for the next fiscal year and are considered and approved by the AMTE Board.*
  - *Revenue Generation: The Vice President will annually discuss plans with the Treasurer regarding how the division will generate operating revenue for AMTE with a projection of the dollar amount of anticipated funds to be generated.*
- **Promoting Access, Equity and Excellence:**
  - *Work with all other Vice-Presidents and the Associate Vice-President for Equity to ensure each division's annual action plan includes an action plan and benchmarks addressing the AMTE goal to promote access, equity, and excellence.*
  - *Collaborate with committees within the Division and with other AMTE divisions and committees to assure advocacy, equity, and excellence are made explicit in the ongoing work of AMTE.*
  - *Work with the President, President-Elect/Immediate Past President, and Executive Director to include in the Division, to the extent possible, diversity with regard to gender, geographic representation, race and ethnicity, and paying attention to representation of members from various types of institutions and positions.*
- **Facilitation of Organizational Communication and Work Productivity:**
  - *Work closely with any Associate Vice Presidents or Directors in this division to establish yearly goals and to support their work, including the preparation and delivery of their annual reports.*
  - *Work with the Associate Vice Presidents or Directors to ensure that committees in the division are operating robustly, effectively, and productively.*

- Communicate closely on an ongoing basis with the Board Liaison to the Division.
- Contribute relevant updates periodically to the Connections newsletter.
- Coordinate the posting of timely information and updates on the AMTE website.
- Communicate/collaborate with constituents outside the organization as needed and is appropriate.

### **Responsibilities of the Vice President for Publications:**

The AMTE Vice President for Publications is responsible for oversight with regard to current and future AMTE publications (Connections Newsletter, CITE-Math, MTE, special issues, professional book series and any other original publications generated by the organization). The Vice President works with editors and associate vice presidents to ensure quality, avoid redundancies, and meet the needs of the membership. Specific duties include:

- Organize several meetings throughout the year (in-person, virtual, or conference call) for editors and Associate Vice Presidents of AMTE publications in order to facilitate communication, brainstorm common threads across publications, etc.
- Participate on the MTE Editorial Board as the AMTE Board liaison. (See MTE Handbook for details on responsibilities of Board membership).
- Make recommendations to the Board to raise the visibility and accessibility of AMTE's publications.
- Work with AMTE editors and associate vice presidents to develop the Publications Session for the Annual Conference. Collect and analyze relevant survey data to inform the development of the next year's Publications Session.
- Update AMTE book/publications proposal form and processes as needed.
- Work collaboratively with the Associate Vice President for Communication to ensure appropriate representation of the AMTE publications on the organization's website and maintain existing publication-related information on the website as needed.
- Identify topics and book editors for professional books based on either recommendations from the Board and/or reviews of submitted book proposals. Work with the selected book editors, based upon an agreed upon timeline, throughout the entire process of book creation to completion and submission to publisher.
- Maintain contact with publisher(s) and monitor related contracts. Make recommendations to the Board regarding the quality of work with and from the publisher(s) to determine if the contract should be renewed or not.
- Identify topics for occasional monographs on important topics. Advise the Board on the need and timeliness of specific monographs and help coordinate a call for monograph editors, as needed. Work with the monograph editor(s) to produce a cover and front-matter (title page, inside of front and back covers, etc.).
- Identify opportunities for new publications to meet the needs of members and the field (e.g., position papers, books or other resources for enhancing mathematics teacher preparation or professional development). Consider and recommend cost-efficient and/or for-profit models for producing these publications.
- Pursue publications-related needs and opportunities, such as print-on-demand options for monographs and journals, expanded non-print publication opportunities (such as podcasts), and revenue-generating strategies with AVPs and affiliated organizations.
- Ensure that AMTE publications (past and future) are indexed in appropriate databases.
- Obtain ISBNs, bar codes and Cataloging in Publication (CIP) information.
- Contribute to the AMTE Annual Report.

### **Assistance and Support:**

To complete the responsibilities associated with the AMTE Publications Division, the Vice President for Publications will receive the following types and levels of support:

- **Stipend:** Currently, this position is a volunteer service position and does not have a stipend associated with the service.
- **Recognition:** AMTE will acknowledge and report annually the extent of a Vice President's service to the Vice

*President's home institution, specifically to the departmental head and/or supervising dean of the Vice President.*

- **Budgetary Support:** *AMTE will support each division with the budgetary funds necessary to accomplish the goals and activities of the division. In addition to requested designated budgetary funds, each division will have a limited amount of undesignated budgetary funds to support the division.*
- **Additional Support:** *The Vice President for Publications fulfills the responsibilities of the position with the support of the AMTE Headquarters staff and the Executive Director. In addition:*
  - *The Vice President for Publications, in consultation with the President and the Executive Director, will direct the process to appoint the Associate Vice Presidents, with a clear charge for each based on the responsibilities of the Division (Associate Vice President for the MTE Editorial Panel, Associate Vice President for Connections Newsletter, an Associate Vice Presidents for the CITE Journal, an Associate Vice President for the Publications Review Committee)*
  - *In addition, the Vice President for Publications, in consultation with the President and Executive Director, may appoint individuals, task forces or subcommittees as needed to address specific tasks or issues to meet the goals of the Division.*

### **Travel Expectations and Support**

- **Travel to the AMTE Annual Conference and to the AMTE Annual Board Retreat**
  - *For the Board Meeting at the AMTE Annual Conference, AMTE will pay the equivalent of one additional day for hotel accommodations and meals. Travel expenses for this meeting are not reimbursed.*
  - *For the Annual Board Retreat, AMTE will reimburse travel expenses and travel-related meals, and will provide accommodations and meals during the retreat.*
- **Willingness to represent AMTE at other professional meetings, as needed**
  - *Funding may be allocated to support attendance at professional meetings to represent AMTE in an official capacity, with the Board's approval.*