

Description/Charge of Board Position: AMTE Vice-President for Membership

Name of Office:

AMTE Vice-President for Membership

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 Membership. The Vice-President for Membership facilitates the organization's ability to invite, support, and recognize both members and affiliates as active and valued participants in the ongoing work of AMTE. The Vice-President for Membership is charged with the coordination of all membership-related activities of the organization, including the recruitment of members, benefits to members, recognition of members, and maintenance of membership records. The Vice-President for Membership shall also serve as a liaison to AMTE Affiliates, supporting their needs.

Appointment:

The Vice-President for Membership 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 (VP) is unable to carry out the duties of the position effectively, then upon recommendation by the President and the approval of the Board of Directors, the VP 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 approximately 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 three years*
- *Associate or full professor or equivalent status*
- *A commitment to representing AMTE to others in general and representing AMTE vis-à-vis this Division*

Preferred Qualifications:

- *Longtime, active member of AMTE (e.g., 5+ years) who has a track record of successful work on AMTE Committees in general and on committees associated with the work of this division in particular*
- *Experience representing AMTE or other organizations to constituents*

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 Membership:

- **Work with the Membership Committee to serve as membership recruiters for AMTE**
 - *Work with the Membership Committee to develop and maintain a membership recruitment plan*
 - *With the AVP for Membership, coordinate membership recruitment activities*
 - *Make recommendations to the Board on an annual basis about setting membership dues with respect to AMTE's operating cost needed to serve its members*
 - *Follow-up with expired members*
 - *Organize training for and support AMTE members to serve as recruiters/ambassadors for AMTE*

- **Coordinate membership activities, benefits, and recognition**
 - *Coordinate and communicate member benefits*
 - *Work with the Executive Director and Website Director to respond to member inquiries*
 - *Ensure the accuracy, timeliness and relevance of membership-related content on the AMTE website*
 - *Communicate regularly with the AVP of the Awards Committee to support the work of the committee*
 - *Work with the AVP for Membership to support Community Circles, which is an important member benefit.*
 - *Work with the Awards Committee to carry out the scholarship and award processes to recognize and support AMTE members*

- **Coordinate affiliate related-activities and issues**
 - *Work with the Affiliate Connections Committee to support affiliates' membership in AMTE including completion of renewal forms and payments*
 - *Communicate regularly with the Chair of the Affiliate Connections Committee*
 - *Work actively with affiliates and affiliate region leaders*
 - *Recruit and support states/regions interested in becoming affiliates*
 - *Oversee the content of the affiliates section of the AMTE website and ensure that information is accurate and updated*
 - *Serve as the affiliate representative to NCTM*
 - *Complete NCTM Affiliate reports for AMTE*
 - *Communicate NCTM affiliate information to the Executive Director, President and the Board*
 - *Maintain personal membership in NCTM in order to serve as an affiliate representative*

- **Maintain accurate and robust membership records**
 - *Work with the Executive Director and the Website Director to ensure the accuracy, completeness, integrity, and security of membership data in the organization's database*
 - *Analyze the membership data periodically to summarize membership trends over time*
 - *Produce membership and affiliate reports that address the state of the membership, as requested by the Executive Director, the President, or the Board*

Assistance and Support:

To complete the responsibilities associated with the Division of Membership, the Vice-President for Membership 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 or organization, specifically to the departmental head and/or supervising dean (or other direct superior) 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 Membership fulfills the responsibilities of the position with the support of the AMTE Headquarters staff and the Executive Director. In addition:*
 - *The Vice-President for Membership, in consultation with the President and Executive Director, will appoint the Associate Vice-Presidents, with a clear charge for each based on the responsibilities of the division (Associate Vice-President for Membership, Associate Vice-President for Affiliates, and Associate Vice-President for Awards)*
 - *The Vice-President for Membership, 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 membership, recruitment, and recognition.*

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, at a minimum, 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.*