



Missouri Council of Teachers of Mathematics

Governing Documents

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 - v. Historian
 - w. Executive assistant

Constitution of the Missouri Council of Teachers of Mathematics
Version Adopted December 2016

Article I -- Name

Section 1.

The name of this organization shall be the Missouri Council of Teachers of Mathematics (hereafter referred to as MCTM).

Article II -- Purpose

Section 1.

The Missouri Council of Teachers of Mathematics is a professional organization of teachers and other interested persons dedicated to the improvement of classroom instruction in mathematics at all levels.

Section 2.

This organization, in its activities, shall be nonpartisan, nonsectional, and nonsectarian.

Article III -- Membership

Section 1.

Any person or organization committed to the purposes of MCTM is eligible for membership upon paying the first dues, and thereafter by complying with this Constitution and the articles of the organization's Bylaws.

Section 2.

All individual members may vote in the elections and hold office in the organization.

Section 3.

The period of membership shall be one year.

Article IV -- Officers

Section 1.

The government of the organization shall be vested in an Executive Board, who shall be members of the organization. This Executive Board shall consist of the president, the elected officers and directors, the immediate past president, and the contest panel chair. Ad hoc (non-voting members) shall include a representative of the Missouri Department of Elementary and Secondary Education, representatives of statewide organizations with interests in common with MCTM, and others as described in the organization's Bylaws.

Section 2.

The elected officers shall be the president-elect, secretary, treasurer, directors, the professional development coordinator, and a National Council of Teachers of Mathematics representative.

Article V -- Meetings

Section 1.

There shall be at least one general meeting of the membership held each year.

Section 2.

The voting members present at any MCTM meeting shall constitute a quorum for the transaction of business.

Article VI -- Amendment Procedure

With prior approval of the Executive Board, this Constitution can be amended by a two-thirds vote of members who are present at any meeting of the general membership, provided at least 30 days advance notice of the intent to amend them has been made through MCTM publications.

Article VII -- Dissolution

The organization shall use its funds only to accomplish the objects and purposes specified in the Constitution and the organization's Bylaws. Upon dissolution of MCTM, all remaining funds will be distributed to one or more qualified educational organizations to be selected by the existing Executive Board.

Created: December, 1968

Revised: November, 1976; December 5, 1992; December, 1998; December, 2009; December 2016

Amended: September, 1980; April, 1983; December, 1987

Bylaws of
The Missouri Council of Teachers of Mathematics
Revised: December 2018, December 2021

Article I -- Election and Duties of Officers and Directors

Section 1

The elected officers of MCTM shall be president-elect, secretary, treasurer, the NCTM representative, the professional development coordinator, and five regional directors (Central, NE, NW, SE, and SW). MCTM's five regions are determined by the Executive Board and the designation of Missouri counties assigned to each region is kept by the president and secretary. Upon completion of a term of office, the president-elect serves a term as president and the president serves as past president.

Section 2

The voting members of the Executive Board shall consist of the elected officers in Section 1, the president, the immediate past president, and the appointed director of the contest panel. Regular, non-voting members of the Executive Board include the representative of the Missouri Department of Elementary and Secondary Education, representatives of statewide organizations with interest in common with MCTM, and those individuals described in Article VII of this document. Other, non-voting members of the Executive Board may be appointed by the president of the organization with the approval of the Executive Board.

Section 3.

The elected officers must be members in good standing of MCTM and the National Council of Teachers of Mathematics.

Section 4.

The term of office for elected officers shall be two years. The president-elect, treasurer, and three regional directors (NW, SW, & SE) shall be elected in odd-numbered years. The secretary, NCTM representative, professional development coordinator, and the two other regional directors (Central & NE) shall be elected in even-numbered years.

Those MCTM members elected to the offices of regional director, secretary, or NCTM representative shall be limited to serving three consecutive terms. A full-term must elapse before a member who has completed three terms may be elected to the position again. An exception to this rule will be made should no other MCTM member choose to be elected to the position.

Section 5.

The All nominations for the offices of secretary, regional directors, and NCTM representative MCTM board shall originate from an open call to all membership. The nominations for the offices of president-elect, treasurer, and professional development coordinator shall come from the Executive Board and nominees should have at least one year of service to the organization (presenting at conferences, serving on the board, hosting or supporting mathematics contests, etc.). If multiple nominations are received, the Executive Board serves as the nominating committee to establish the final slate of officers.

The officers of MCTM shall be elected at the annual meeting by the majority vote of all members present. The term of office begins at the adjournment of the business meeting during which they are elected.

Section 6.

The duties of the officers and directors are as follows: (For complete descriptions see Appendix A.)

- a) President – The President shall be the chief executive officer of MCTM; shall preside at all regular and Executive Board meetings; shall appoint members of all panels; and shall be an ex-officio member of all panels, task forces, and committees other than the nominating committee.
- b) President-Elect – The President-elect succeeds the president and shall serve in place of the president at all MCTM meetings when the president is unable to attend. He/she shall serve as chairperson of the Conferences Panel and as the overall Conference Chair for the annual MCTM Fall Conference.
- c) Secretary – The Secretary shall keep the records of all MCTM meetings.
- d) Treasurer – The Treasurer shall be responsible for the collection and disbursement of MCTM funds; shall annually submit a budget for the approval of the Executive Board and shall provide a written financial report at each Executive Board meeting and at the annual business meeting.
- e) Directors – The Directors assist in the organization and implementation of the business of MCTM and represent the needs and interests of the members in their assigned geographic areas.
- f) NCTM Representative – The NCTM Representative shall serve to keep the membership informed of the NCTM professional services available to the group and shall provide the opportunity for those attending meetings and conferences to examine and purchase NCTM educational materials.
- g) Professional Development Coordinator – The Professional Development Coordinator shall be responsible for the planning, implementation, and evaluation of all professional development experiences provided by MCTM and will assist the Vice-President as needed on the MCTM Fall Conference.
- h) Immediate Past President – The Immediate Past President serves as chairperson of the Member Services Panel.

Section 7.

- a) In the event that an officer of the organization resigns or is unable to complete his/her term of office, the past president will recommend a replacement. With the approval of the Executive Board, that person will be appointed to fill that position for the remainder of the term.
- b) In the event that an officer is not fulfilling the duties of his/her office as described in Appendix A, Job Descriptions, a notice-of-intent to remove from office will be sent to the officer by the Executive Board. The officer will have 45 days to respond to the notice-of-intent indicating his/her intention to fulfill the duties, resign, or be removed from office. If no reply is received after the 45 days, then action will be taken to remove the officer pursuant to section a above.

Article II – Membership

Section 1. Membership Types

There shall be three types of membership in the organization: Individual, Institutional, and Affiliate.

- a) Individual membership – There are five categories of individual membership. A **Regular Membership** is open to any individual interested in promoting the best interests of mathematics education in Missouri. A **Patron Membership** is open to a regular member who chooses to make a larger financial contribution (as defined by the Executive Board) to support the work of the Council. A **Student Membership** is open to any secondary, undergraduate, or graduate student, who is not currently employed full time as a mathematics teacher. An **Emeritus Membership** is open to any teacher who has retired from his/her teaching position, and who is not currently teaching full-time in another position. A one-year **Complimentary Membership** is available for students with one year remaining until graduation. A similar one-year complimentary membership is also available to teachers who are in their first year of teaching.

All individual members are allowed to vote and hold office. They are also entitled to such other rights as are granted by the Executive Board.

- b) Institutional membership – This membership, intended to extend professional organization opportunities for those teachers who teach multiple subjects, is open only to elementary schools. The institution receives two copies of all MCTM publications, and individuals from this institution are granted member-only rates at conferences. (See MCTM website, publications, and/or membership form for further details.) No other individual membership rights are conferred to members of the institution.
- c) Affiliate membership – Affiliate membership provides an opportunity for mutual cooperation between MCTM and related local or statewide mathematics-education organizations. No individual membership rights are conferred to members of the Affiliate organization. (See MCTM website for further details.)

Section 2 – Terms of Membership

All individual yearly memberships shall run for 12 months from initial payment of membership dues. Institutional and Affiliate memberships shall be renewable on September 1, and run until August 31, of the following year.

Section 3 – Membership Dues

Membership dues will be set by Executive Board and will be published on the MCTM website, membership form, and in MCTM publications.

Article III – Panels

Section 1 – Definition and Responsibilities

- a. A panel is a collection of one or more committees with a common goal.
- b. The business of MCTM shall be conducted through four standing Panels: Member Services, Contest, Conferences, and Publications. Each panel will consist of a panel chairperson, the chairperson/director of each committee and other members as needed. A member of the Executive Board will be assigned to each panel to act as the liaison between that Panel and the Executive Board.
- c. Each Panel shall submit a yearly calendar and budget to the treasurer who will bring them before the Executive Board for approval.
- d. The term of each Panel Chairperson shall be for a period of two years.

Section 2 - Chairs

- a. The Chairperson of the Membership Panel shall be the Immediate Past President.
- b. The Chairperson of the Conference Panel shall be the President Elect.
- c. The Chairperson of the Contest Panel shall be appointed by the President. That person becomes a voting member of the Executive Board. (In the event of Co-Chairpersons, the position carries only one vote.)
- d. The Chairperson of the Publications Panel shall be appointed by the President from among the elected Directors.

Article IV – Meetings

Section 1 - Quorum

- a. There shall be at least one meeting of the membership each year.
- b. A quorum shall consist of the members present at the meeting.
- c. The Executive Board shall meet a minimum of 4 times a year: Spring, Summer, Fall, and during the Fall conference. A quorum for the Executive Board shall be 2/3 of the voting members of the Board.

Section 2 – Calling of Meetings

Either the President, or the majority of the voting Board members, can call for a meeting of the Executive Board. Business at this meeting can be conducted only if a quorum (two-thirds) of the voting members is present. All Board members are to be notified prior to the meeting, and the dates of all meetings of the Board are to be publicized to the general membership.

Section 3 - Responsibilities

The Executive Board shall be the means by which all regular and recurring planning and business of the association is conducted.

Section 4 - Proxies

Executive Board members are expected to be in attendance at all Board meetings. There is no provision for voting by proxy.

Article V – Amendment and Suspension of Bylaws

Section 1

These Bylaws can be amended by a two-thirds vote of members who are present at any meeting of the **general** membership provided at least 30 days advance notice of the intent to amend them has been made through MCTM publications. These Bylaws can also be amended by a two-thirds vote of the Executive Board provided at least 30 days advance notice has been delivered to all voting members of the Executive Board.

Section 2

If a compelling need exists, these Bylaws may be suspended at a general membership meeting by a three-fourths vote of all those with voting privileges present at the meeting. The Executive Board may suspend these Bylaws with a unanimous vote of those members in attendance, providing a quorum is present.

Article VII – Parliamentary Authority

The latest edition of Robert’s Rules of Order shall be the parliamentary authority on all matters not covered by the Constitution and Bylaws of the organization.

Article VIII – Appointed Executive Board Members

The following positions shall be appointed by the President. These positions shall not be elected members of the Executive Board, but should be considered to be ad-hoc (non-voting) members of the Board. The term for each of these appointments is two years.

- a. Parliamentarian
- b. Historian
- c. Evaluations Chairperson
- d. Social Media Coordinator

Article IX – Order of Business

Section 1.

Business at all Executive Board meetings will be conducted in this order.

- 1] Call to order by the presiding officer.
- 2] Approval of the Minutes of the previous meeting.
- 3] Treasurer’s report.
- 4] Reports of panels.
- 5] Unfinished business.
- 6] New business.
- 7] Adjournment.

PRESIDENT (TWO YEAR TERM)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Perform Executive Appointments and Responsibilities. Lead MCTM.**
 - Provide a vision for the direction and initiatives of the organization.
 - Represent the organization in connection with other state and national math programs.
 - Continue initiatives launched by past presidents.
 - Communicate regularly with the President – Elect and the Immediate Past President about MCTM activities and goals.
 - Appoint Panel Chairs.
 - Work with each panel chair to select committee chairs.
 - Appoint Ad Hoc Committee chairs (such as drive-in conference, Past – President Advisors, document review, etc.)
 - Distribute current Executive Board information listings to Executive Board members and Committee Chairs.
 - Distribute the appropriate pages of the MCTM Job Descriptions to each Executive Board member.
 - Maintain contact with and serve as an ex officio member of all panels.
- **Perform Meeting Responsibilities.**
 - Plan and schedule all Executive Board meetings.
 - Spring meeting
 - Summer Leadership Conference and meeting
 - Early Fall meeting
 - Fall Conference meeting
 - Other meetings as necessary
 - Preside at all business and Executive Board meetings.
 - Preside at meeting of incoming and outgoing board members
 - Serve as MCTM's delegate to the NCTM Delegate Assembly (or appoint an Executive Board member to serve in absentia).
 - Serve as Interface Delegate (or appoint an MCTM Board member to serve in absentia).
 - Attend MCTM Affiliate meetings and conferences when feasible.
- **Perform Correspondence Responsibilities.**
 - Respond to all correspondence addressed to MCTM or the MCTM president.
 - Develop an MCTM annual calendar.
 - Include the following items on the calendar:
 1. MCTM Conferences
 2. NCTM National and Regional Conferences
 3. Dates and sites for MCTM contest finals

4. Executive Board meetings
 5. MCTM Bulletin deadlines
 6. Other special events or conferences (such as the Interface conferences, national-level speakers, etc.)
 - Distribute the calendar to Executive Board members.
 - Have the calendar posted on the MCTM web site and bulletin.
- Communicate on a regular basis with:
 - MCTM Bulletin editor
 - President – Elect
 - DESE mathematics consultant
 - NCTM Regional Services Representative
 - Other Executive Committee members as necessary
 - Write an annual letter to the membership in at least one issue of the MCTM Bulletin.
 - Write letters of appreciation to/for:
 - Any special services to MCTM
 - Keynote speaker at MCTM Conferences
 - The school administrators of Executive Board members (when requested).
 - Forward copies of all presidential correspondence to Historian.
- **Upon completing this term of office, serve as Immediate Past – President for two years.**
 - **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
 - **Maintain membership in both MCTM and NCTM.**

PRESIDENT – ELECT (TWO YEAR TERM and CHAIR OF THE CONFERENCES PANEL)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Perform meeting or other responsibilities in place of the President when the President is unable to serve.**
- **Communicate on a regular basis with the President.**
- **Serve as General Chair of the Annual Fall Conference.**
 - Appoint a program chair (with the approval of the President) and assist in the selection of the program committee members.
 - Appoint all other Conference chairs as required.
 - Correspond and/or meet regularly with:
 - The Program, Facilities, Exhibit and Evaluation Committee Chairs
 - All other Conference Committee Chairs
 - Use the MCTM Conference Guide and previous conference booklets as references.
 - Forward conference information to the Bulletin Editor, the Electronic Media Coordinator and Historian for publication.
- **Serve as Chair of the Conferences Panel.**
 - Work with the President to select conference committee chairs for all MCTM-sponsored conferences.
 - Write letters of appreciation to the main speakers at MCTM sponsored conferences.
 - Assist affiliate presidents in the planning and coordination of any regional conferences.
 - Submit a budget proposal for the next fiscal year to the Treasurer before the late fall meeting.
- **Upon completing this term of office, serve as the President for two years.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

IMMEDIATE PAST – PRESIDENT (TWO YEAR TERM and CHAIR OF THE MEMBER SERVICES PANEL)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Perform responsibilities of the President or President – Elect when they are unable to serve.**
- **Serve as Chair of the Member Services Panel.**
 - Work with the President to select committee chairs.
 - Communicate with panel members and organize meetings as needed.
 - Serve as a liaison between the panel and the Executive Board.
 - ~~○ Submit a budget proposal for the next fiscal year to the Treasurer before the late fall meeting.~~
 - Forward any information to the Historian.
- **Organize Nominations for the Next Slate of Offices.**
 - ~~○ Meet with the nominating committee to determine a slate of officer candidates and submit them to the Executive Board for approval at the Fall Executive Board meeting.~~
 - Present the approved slate of officers, in accordance with the bylaws, as candidates for a vote by the membership at the Fall Conference business meeting.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

SECRETARY (TWO YEAR TERM)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Perform Minutes Responsibilities.**
 - Record minutes at all Executive Board meetings or assign an alternate to do so.
 - Send a copy of the minutes to the President within two weeks after the meeting.
 - Distribute a copy of the previous meeting's minutes to each Executive Board member.
 - Send a copy of the minutes to the Electronic Media Coordinator for posting on the website.
 - Send a copy of the minutes to the Historian.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

TREASURER (TWO YEAR TERM)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Maintain MCTM's Financial Records.**
 - Submit a treasurer's report at all Executive Board meetings.
 - Submit an estimated budget for the upcoming fiscal year at the late fall Executive Board meeting.
 - Correspond and/or meet regularly with:
 - The Executive Secretary
 - The President
 - Panel or committee chairs as active expenses or income dictate.
- **Manage the Income and Expenses of MCTM.**
 - Deposit all monies received in the appropriate MCTM account(s) or coordinate this with the Executive Secretary.
 - Disburse money and write checks as appropriate to cover MCTM expenses, or coordinate this with the Executive Secretary.
 - Maintain bonding and liability insurance for all MCTM officers and chairs as appropriate.
- **Oversee the filing of federal tax forms of MCTM.**
- **Oversee the filing of state tax forms of MCTM, if necessary.**
- **Assist an auditor in all examinations of MCTM's financial records.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

NCTM REPRESENTATIVE (TWO YEAR TERM)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Distribute information received from NCTM.**
- **Organize NCTM materials table at all MCTM conferences.**
- **Communicate regularly with the President.**
- **Communicate with the Treasurer regarding NCTM materials funds.**
- **Send Information about MCTM to NCTM:**
 - Send names of the following extended Board Members:
 - President
 - President – Elect
 - Secretary
 - Treasurer
 - NCTM Representative
 - Bulletin Editor
 - Membership Chair
 - Send information about MCTM conferences to be posted on the NCTM web site.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

REGIONAL DIRECTORS (TWO YEAR TERM)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Represent and serve specific geographic regions of the state as shown on the accompanying map. (The designated geographic regions were chosen to roughly correlate with the state's Regional Professional Development Centers.)**
- **Promote membership and generate interest in MCTM.**
 - Coordinate closely with the Membership Chair concerning MCTM membership currently held within the region. This should include securing a regional membership list.
 - Create/maintain contacts for regional school districts.
- **Attend regional functions to promote MCTM activities as possible.**
 - Assist with any MCTM-sponsored conferences within the assigned region.
- **Identify potential leaders and future conference speakers.**
- **Identify teachers and administrators at schools in the region to be school sponsors for the elementary, middle, and secondary contests.**
- **Serve as Regional Chair for the Math and Art Contest.**
 - Between 15 March and 1 April the following should be accomplished:
 - As entries are received, sort by grade level and category.
 - Create participation certificates for all entries.
 - Select finalists.
 - Duplicate individual ranking sheets for the judges for each poster.
 - Contact the Coordinator of Judging to establish a time to judge the finalists' posters.
 - Deliver posters to the Coordinator of Judging and pick-up the finalists' posters when the judging is completed.
 - Create a composite ranking sheet of all individual ranking sheets for each grade level and category to determine winners.
 - Prior to the 15th of April the following should be accomplished:
 - Create the lists of finalists in each of the categories including the student's names along with the name of the school and school district.
 - Create congratulations letters for teachers and students.
 - Pack and mail letters of congratulations along with ribbons and participation certificates to the schools.

- Seven days prior to date of the State Elementary Mathematics Contests finals email 1st Place Winners' posters in all categories to the Elementary Contest Coordinator to display at the State Elementary Mathematics Contests finals.

- **Communicate pertinent news to the Bulletin Editor and the Electronic Media Coordinator.**
 - Communicate information to the Electronic Media Coordinator about regional activities in order to keep regional web page current.
- **Act as liaison between Affiliate Groups, and/or area schools, and the Executive Board. (The residency of their individual presidents will determine responsibility for state – wide affiliates.)**
- **Select, upon approval of the President, a geographically desirable assistant to help take responsibility of the assigned region as needed.**
- **Serve, at the pleasure of the the President, as ex-officio member of the Executive Panels.**
- **Communicate on a regular basis with the President and the other Regional Directors.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

PROGRAM CHAIR

- **Attend all Conference Panel meetings.**
- **Communicate on a regular basis with the President – Elect and other conference committee chairs.**
- **Prepare/Update a Speaker Proposal Form and Distribute to:**
 - Prospective speakers
 - Executive Secretary
 - Electronic Media Coordinator for publication on the website
- **Maintain a Database of Speakers and Send Confirmations to Those Selected to Present.**
 - Submit a speaker database to the Executive Secretary by September 1 to prepare the conference booklet for publication.
 - Send the Executive Secretary the database after confirmations are sent to ensure speaker registrations are taken care of.
- **Perform Duties Pertinent to Ensure Program at Fall Conference Runs Smoothly.**
 - Work with the Facilities Chair regarding conference rooms and AV assignments.
 - Send schedule of presentation information to the Executive Secretary.
 - Make arrangements for any cancelled sessions.
 - Send thank you letters and evaluation feedback to presenters.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office and to the Historian.**
- **Maintain membership in both MCTM and NCTM.**

FACILITIES CHAIR

- **Attend all Conference Panel meetings.**
- **Communicate on a regular basis with the President – Elect and other conference committee chairs.**
- **Coordinate the Hotel Arrangements & Contract (catering, conference rooms, sleeping room rates & deadline, sleeping rooms to be paid by MCTM, etc.)**
 - Ensure distribution of complimentary and paid sleeping rooms.
 - President
 - President – Elect
 - NCTM Representative
 - Program Chair
 - Executive Assistant
 - Main speakers (coordinated with President – Elect)
 - Facilities Chair
 - Exhibits Chair
- **Communicate the Following Information to the Executive Secretary, President-Elect, and Conference Chair by July 1.**
 - Hotel conference room list and capacities.
 - Hotel Sleeping Room Price, block rate, and block rate deadline.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office and to the Historian.**
- **Maintain membership in both MCTM and NCTM.**

EXHIBITS CHAIR

- **Attend all Conference Panel meetings.**
- **Communicate on a regular basis with the President – Elect and other conference committee chairs.**
- **Email invitations to possible vendors.**
- **Maintain the Vendor Page of the website.**
- **Maintain a database of vendors and send confirmations to those registered for the conference.**
- **Send the Following Vendor Registration Information to Executive Secretary and Hotel Staff:**
 - Vendor names.
 - Number of and size of tables needed.
 - Number of meal tickets.
 - Any other pertinent information.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office and to the Historian.**
- **Maintain membership in both MCTM and NCTM.**

Job Descriptions

Appendix A

FAME CHAIR (Presidential Appointment)

- **Attend Member Services Panel meetings.**
- **Communicate regularly with the Member Service Panel Chair.**
- **Select FAME committee members for approval by the President.**
- **Communicate by email with FAME committee members.**
- **Publicize FAME in the MCTM Bulletin and other publications.**
- **Conduct a session on FAME at the annual Fall Conference.**
- **Work with FAME Committee on FAME Applications.**
 - Develop guidelines for selecting FAME awardees.
 - Develop and distribute an appropriate FAME application form.
 - Receive FAME applications.
 - Notify all FAME applicants as to the dispositions of the proposals (accepted or not) by the end of June.
 - Announce the winners of FAME grants in the MCTM Bulletin.
 - Accept evaluations of grants.
 - Forward FAME Grant winners to the Historian.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

AWARDS CHAIR (Presidential Appointment)

- **Attend Member Services Panel meetings.**
- **Communicate regularly with the Member Service Panel Chair.**
- **Select Awards committee members for Approval by the President.**
- **Develop and distribute appropriate application forms for awards.**
- **Call for nominations for Awards in the MCTM Bulletin and on the MCTM website.**
 - Retiring teachers
 - Outstanding elementary, middle school, secondary, and post secondary teachers
 - Leroy Sachs Award
- **Hold a minimum of one meeting per year of the Awards Committee for the purpose of selecting awardees.**
 - Develop guidelines for selecting awardees.
 - Receive nominations for awards.
 - Select award winners.
- **Notify awardees and invite them to attend the presentation of awards at the Annual Fall Conference (also informing them of their free registration to the conference.)**
- **Present awards at the Annual Fall Conference.**
- **Forward all names of winners to the Bulletin Editor, Electronic Media Coordinator and the Historian.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

MEMBERSHIP CHAIR (Presidential Appointment)

- **Attend Member Services Panel meetings.**
- **Communicate regularly with the Member Services Panel Chair.**
- **Organize Membership Records with the Assistance of the Executive Secretary.**
 - Develop and distribute membership materials.
 - Maintain membership services table at MCTM conferences.
 - Provide information on members to the Regional Directors.
- **Organize Initiatives to Increase MCTM Membership.**
 - Develop membership drive campaigns.
 - Communicate with pre – service teacher educators regarding student membership services.
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office and to the Historian.**
- **Maintain membership in both MCTM and NCTM.**

GOVERNMENT RELATIONS CHAIR

- **Attend Member Services Panel meetings.**
- **Communicate regularly with the Member Services Panel Chair.**
- **Collect and disseminate pertinent information to the Members Services Panel and the Executive Board regarding national and state legislative decisions regarding mathematics education.**
- **Prepare a regular column for the MCTM Bulletin and/or website sharing pertinent information.**
- **Communicate regularly with the DESE Mathematics Consultant regarding policies and activities of DESE related to mathematics.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

CONTEST PANEL CHAIR

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Work with the President to select Committee chairs.**
- **Plan, schedule, and conduct contest panel meetings.**
- **Send a written report to contest panel members and the MCTM Executive Board following each meeting of the Contest Panel Committee.**
- **Publicize, Email and Coordinate the Publishing of Information for the Following MCTM Contests:**
 - Elementary Contest
 - Middle School Contest
 - Secondary Math Contest
 - Math and Art Contest
- **Coordinate the preparation of budgets for all MCTM mathematics contests, and submit a budget proposal for the next fiscal year to the Treasurer before the late fall meeting.**
- **Work with the individual contest chairs to find a site coordinator, location, and date for the MCTM contests at local sites and the state site coordinator for the MCTM contest at each level.**
- **Order and distribute awards for all contests.**
- **Arrange for an MCTM representative to attend each of the MCTM Local Site Regional Contests at all levels.**
- **Attend the MCTM state mathematics contest finals at each of the three levels or send an MCTM representative if unable to attend.**
- **Coordinate Math and Art Contest with Math and Art Chair and Regional Directors.**
- **Act as a liaison between committee chairs, the MCTM President, the MCTM Executive Board, schools, and parents.**
- **Handle emergency situations as the need arises and act as a consultant on all contest related topics.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**

- **Maintain membership in both MCTM and NCTM.**

ELEMENTARY, MIDDLE SCHOOL, AND SECONDARY CONTESTS CHAIRS

- **Communicate regularly with the Contests Panel Chair.**
- **Prepare a budget for the contest and send to Contest Chair.**
- **Set dates for MCTM local/regional contests and state finals.**
- **Find locations for local/regional sites and the state site.**
- **Recruit MCTM site coordinators for each local/regional site and the state site coordinator.**
- **Make sure all rules are current and stated in the brochure.**
- **Coordinate the preparation and publication of the brochure/website.**
- **Coordinate the writing and typing of tests for local/regional sites and the state site for each grade band. Distribute the tests and answer keys to the local/regional and state sites.**
- **Get information to local/regional site coordinators and state final coordinators concerning the grading of test, grading room rules and find test graders for each site.**
- **Coordinate with the Contest Panel Chair the ordering and distribution of awards to all local/regional sites and the state contest site.**
- **Distribute information and guidelines for conducting the awards assembly for each site, local/regional and state by email.**
- **Distribute information to students by email who qualify for the state finals.**
- **Select, order, distribute and arrange for the sale of t-shirts (if t-shirts are to be available).**
- **Forward state contest winners to the Historian.**
- **Forward pictures of state contest winners to the Electronic Media Coordinator.**
- **Forward the power point of the winners of the Math and Art contest to the Electronic Media Coordinator and Historian.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**

- **Maintain membership in both MCTM and NCTM.**

MATH AND ART CHAIR

- **Communicate regularly with the Contests Panel Chair and Regional Directors.**
- **Prepare a budget for the contest.**
- **Set a date when the posters are due.**
- **Coordinate with the Elementary and Middle School Contest Chairs about any necessary rule changes to be printed in both the Elementary and Middle School Contest brochures as well as the MCTM bulletin and website**
- **Coordinate with the Contest Panel Chair and the Regional Directors the ordering and distribution of awards to all regional sites.**
- **Identify Honorable Mention posters at the Math and Art Coordinators discretion.**
- **Create nametags to be placed with the poster. (category, student's name, grade level, school and district)**
- **Make color copies of the 1st Place Winners for the purpose of selecting a T-shirt design. (if T- Shirts are to be made)**
- **After the display, return 1st Place Winners posters with a permission to use form. This form is returned to the Math and Art Coordinator.**
- **Forward regional winners to the Historian.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

PUBLICATIONS PANEL CHAIR

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Work with the President to select committee chairs.**
- **Communicate with panel members and organize meetings as needed.**
- **Serve as liaison between the panel and the Executive Board.**
- **Prepare and submit regular reports to the Executive Board (calendar, recommendations, etc.)**
- **Submit a budget proposal for the next fiscal year to the Treasurer before the late fall meeting.**
- **Communicate on a regular basis with the President, Bulletin Editor, Historian, and Electronic Media Coordinator.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

BULLETIN EDITOR

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Prepare a newsletter containing the activities of MCTM and other mathematics education organizations as appropriate.**
- **Prepare deadlines in conjunction with the President.**
- **Maintain a third class mailing permit with the U.S. Postal Service.**
- **Communicate to the Treasurer all costs in producing and distributing the newsletter.**
- **Publish a newsletter a minimum of seven times per year.**
- **Distribute additional newsletters to all members as information dictates.**
- **Forward the Bulletin to the Historian.**
- **Coordinate with the Electronic Media Coordinator for publication of the Bulletin on the website.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

ELECTRONIC MEDIA COORDINATOR

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Coordinate the Information on the MCTM Website.**
 - Coordinate with the Executive Board regarding dissemination of information to MCTM members.
 - Coordinate with the MCTM Chairs to maintain information on current activities.
 - Coordinate with the Regional Directors to maintain current information for each region.
 - Coordinate with the MCTM Executive Secretary to maintain member services on the web site (on-line registration, membership, directory, etc.)
 - Coordinate with Bulletin Editor for publication of the Bulletin on the website.
- **Maintain servers.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

EVALUATION CHAIR (Presidential Appointment)

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Evaluate specific activities of MCTM with input from the Executive Board and with assistance of an appointed committee, upon request.**
- **Communicate on a regular basis with the President and Conference Chair.**
- **Send evaluation results to the Board and any other person requested by the President.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office and to the Historian.**
- **Maintain membership in both MCTM and NCTM.**

HISTORIAN

- **Attend all Executive Board meetings and other MCTM functions as possible.**
- **Create/Maintain an Archive for the Following:**
 - Conference documents
 - List of MCTM officers
 - List of awardees
 - FAME award winners
 - State math contest winners
 - MCTM Bulletins
 - By Laws
 - Constitution
 - Minutes from all MCTM meetings
 - Other Information as deemed necessary
- **Create and maintain a webpage.**
- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**
- **Maintain membership in both MCTM and NCTM.**

EXECUTIVE ~~SECRETARY~~/ASSISTANT

- **Point of Contact for MCTM:**
 - Phone;
 - Timely maintenance of MCTM email account and correspondence;
 - Maintain a password list pertaining to all MCTM accounts.

- **Maintain a File of the Activities of MCTM:**
 - ~~Keep~~ Ensure the official copies of all minutes are uploaded online;
 - ~~Keep~~ Ensure a copy of each MCTM Bulletin is uploaded online;
 - Keep a copy for all conferences of:
 - The program booklet, addenda, and evaluation forms;
 - Publicity and announcements;
 - Badges, tickets and other special forms.

- **Member of ad-hoc committees as needed, for example, audit committee.**

- **Assist Professional Development Chair and Fall Conference Program Chair with registration databases related to workshops and conferences. Attendance at the conference is required. This position works with the webmaster as needed.**

- **Create/maintain an archive of paperwork and/or computer records and pass on to the next person holding this office.**